

BIODATA
of
ANTONIO D. KALAW, JR., CESO III

President
Development Academy of the Philippines

SUMMARY OF PROFESSIONAL EXPERIENCE

A **Career Executive Service Officer (CESO) III** who rose from the ranks with a wide range of experiences in government service and non-government organizations for **THIRTY (30)** years performing concurrent roles, functions and positions, summarized as follows:

- 7 years **experience** in performing **Senior Management** functions as **Senior Vice-President** and **Vice-President**, respectively, overseeing policy making and management operations in the areas of Human Resources Management and Development, Financial Management, Administrative Management, Asset Development and Management.
- 13 years **experience** in performing **Middle Management** functions as **Director** and **Resident Manager**, respectively, of the DAP Conference Center overseeing its marketing and revenue generation efforts and managing day-to-day service delivery operations.
- 4 years **experience in consulting work** as **Management Consultant on Organization & Management and Local Development** for the Presidential Commission on Tagaytay and Taal (mandated to formulate and oversee the implementation of a 10 to 20 year master plan for the Tagaytay City and Upland Cavite and the Cities and Municipalities around Taal Lake and Taal Volcano), the Cavite Provincial LGU (former Governor Juanito R. Remulla, Epimaco Velasco & Ramon "Bong" Revilla Jr.)
- 5 years **experience in graduate school teaching** as **Part-Time Faculty** on *Public Administration Theories and Practices, Human Behavior in Organizations, Organization and Management, Problems in Personnel Management, and Management Policy* Subjects for the Business Administration and Public Management Masters Program of the Philippine Christian University and the Metro-Tagaytay College.
- 3 years **experience** in conducting **lectures** and serving as **resource person** for DAP, DILG, and other seminars as lecturer, resource person, or facilitator on "*Countryside Development,*" "*People Empowerment,*" "*Decentralization of Governance,*" "*Stakeholder Analysis,*" "*Project Management,*" "*Security Management,*" "*Conference Management,*" & "*Administrative Management.*"
- 17 years **experience** in providing **Secretariat Support** to policy and decision making as **Corporate Secretary** of the DAP **Board of Trustees** (5 years experience), **Secretary** of the DAP **Management Committee** (12 years),

**Secretary of the Patnubay sa Kaunlaran ng Tagaytay Foundation (7 years),
Secretariat Coordinator, Cavite Integrated Development Foundation (3
years)**

- **11 years experience in providing Completed Staff Work (CSW) as Assistant to the DAP President** (Chief of Staff/Head Executive Assistant) to four (4) out of six (6) DAP Presidents (namely: former DECS Secretary & UP President Onofre D. Corpuz, former DECS Secretary Jaime C. Laya, former DECS Secretary Lourdes R. Quisumbing, and former Cabinet Secretary Jose P. De Jesus).
- **4 years experience in Program/Project Development and Management, Account Management, and Training Management work as Project Manager, Project Coordinator and Project Staff** in the areas of *Local Government Development, Executive Development, and Organizational Development.*
- **10 years experience in Security Management as Director for Security of DAP.**
- **3 months experience in local government work as OIC Mayor of Tagaytay City and Member of the Tagaytay Peace and Order Council**
- **12 years experience in community development and mobilization work** as co-founder, Chairman, President, Secretary, Member (as the case may be) of different non-government organizations (NGOs) like the Patnubay sa Kaunlaran Foundation, Tagaytay Peoples'Economic Council, Kabisig Movement, International Center for Earth Preservation and Environmental Protection (Earth Center), Tagaytay Regreening Movement, Parish Pastoral Council for Responsible Voting, Handog Tulong Community based donation project for disasters, and Tagaytay Tourism Council, Tagaytay City Advisory Council, Presidential Task Force on the Relief and Rehabilitation of Baguio, Cavite Integrated Development Foundation, among others.

→ **EDUCATION: Master in Public Administration Courses**
University of the Philippines, 1977-1993

A.B. Communication
University of the Philippines, 1970-1976

Certificate on Labor Management and Labor Laws
University of the Philippines, 1989

High School & Elementary Diploma
Malate Catholic School, 1960-1969

→ SEMINARS AND TRAINING:

- ◆ **Multi-Country Study Mission on Event Management, Tourism and Productivity**, Asian Productivity Organization, National Productivity Center of Malaysia & Tourism Malaysia, Kuala Lumpur, Malaysia, Nov. 20-25, 2005
- ◆ **Seminar on Emerging Issues & Concerns in Tourism Development**, Asian Productivity Organization, Training and Productivity Authority of Fiji, April 19-23, 2004, Nadi, Fiji
- ◆ **Benchmarking Practices in ISO Certification Process**, Productivity Standards Board of Singapore, Sept. 7-10, 2003, Singapore
- ◆ **Benchmarking Practices in ISO Certification Process**, Foundation for Thailand Productivity Institute, Sept. 10-13, 2003, Bangkok, Thailand
- ◆ **Public Sector Leadership Forum: Recruitment, Retention and Learning**, Canadian Center for Management Development & Singapore Civil Service College, Singapore, Aug. 27-31, 2001
- ◆ **Training on ISO 9000**, Business Certification International, Sept. 30, 1999
- ◆ **Hospitality Management**, Asian Productivity Organization and the Productivity and Standards Board of Singapore, July 27-August 3, 1997, Singapore
- ◆ **Improving Service Quality and Managing Customer Satisfaction**, Philippine Productivity and Quality Training Institute, 1996
- ◆ **Seminar on the 5-S Approach**, Development Academy of the Philippines-Productivity and Development Center, October 3, 1995 and Nov. 13-14, 1995
- ◆ **Seminar on Total Quality Management**, Development Academy of the Phils.- Productivity and Development Center, October 3-18, 1995
- ◆ **Seminar on Project Management**, Development Academy of the Philippines, Feb. 22 to March 10, 1993
- ◆ **Seminar on Effective Local Legislative for Sustainable Local Development**, Development Academy of the Phils.-Center for Local Development, June 25 to 29, 1993
- ◆ **Seminar on Managing Development in the Countryside**, Development Academy of the Phils.-Institute of Public Management, Dec. 12-18, 1993
- ◆ **Seminar on Waste Management & Natural Farming**, Religious of the Good Shepherd, January 15-17, 1991
- ◆ **Seminar on Backyard Aqua-Culture**, International Institute for Rural Reconstruction (IIRR), January 18-20, 1991

- ◆ **Faculty Development Course on Designing, Managing and Evaluating Training Programs on Project Development and Management for Rural Development and Institution Development**, DAP Project Development Institute in cooperation with the National Institute of Public Administration (INTAN) of Malaysia and the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), April 1 to 13, 1991
- ◆ **Seminar on Managerial Challenge to Empowerment**, Peter Block, April 23 to 25, 1990.
- ◆ **Facilitators' Seminar on Work Improvement Teams (Quality Circles)**, Development Academy of the Philippines-Productivity and Development Center, May 29 to 31, 1990
- ◆ **Seminar on Drug Abuse Detection and Prevention**, National Bureau of Investigation (NBI), October 29-30, 1989
- ◆ **Seminar on Increasing Productivity thru Training in Hotel and Catering Management**, Asian Productivity Organization, Thailand Management Development and Productivity, International Labor Organization, November 22 to 30, 1986, Bangkok and Phuket, Thailand
- ◆ **Management of Change**, Asian Productivity Organization (APO), 1986
- ◆ **Conference Center Management**, Asian Institute of Tourism, 1985
- ◆ **Computer Literacy Seminar for Executives**, I/ACT, 1974
- ◆ **Southeast Asian Youth Invitational Education Program**, Ministry of Foreign Affairs of Japan, October 18 to 28, 1979, Tokyo, Japan
- ◆ **Seminar on Project Management**, Development Academy of the Philippines, November 12 to 15, 1978

→ **TEACHING EXPERIENCE:**

- ◆ Part-time *Faculty Member*, Philippine Christian University teaching the following courses for their Masteral Programs in Business Administration and Public Management: *Public Administration Theories and Practices; Human Behavior in Organizations; and Organization & Management*
- ◆ Part-time *Faculty Member*, Metro Tagaytay College of Business Administration teaching the following courses for their Masteral Program in Business Administration: *Problems in Personnel Management; Management Policy*
- ◆ Occasional *Lecturer/Resource Person* in DAP and the Department of Interior and Local Government (DILG) Region 4 on the following topics: *Countryside Development; People Empowerment; Decentralization of Governance; and Stakeholder Analysis*