



RESUME OF

Norlino Ramon Sanchez Ongoco

Male, born November 04, 1964

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CAREER SUMMARY

My career is made up of two parts; the first part is a career in Sales and Marketing which is from 1989 to 2005. In 2006 a career shift to Human Resource Management and Development (HRMD) is made which continued until the present time, this is the second part. Presentation is made in chronological order from the latest five years (2006 to the Present) to the past sixteen years (1989 to 2005) – N.R.S. Ongoco

PART 1 – [2006 to Present]

A. Career: Human Resource Management (HRMD)

B. Duties, Functiona. Responsibilities: Staff and Operations Management on the following:

- Recruitment and Selection;
- Training and Development;
- Compensation and Benefits including the Philippine Labor Code;
- Policy Administration and implementation;
- Organization Development

C. Companies connected with:

- **Synerdyne MSC, Co**, Consultant/Researcher/Trainer - 2009 to Present
 - Clients:
 - ..1. Remax – 2009
 - ..2. R.C Cunanan Construction, Co. – 2010
 - ..3. Synerdyne-MSC, Co. – 2011 - Ongoing.
- **Delmont Bank** - Human Resource Department Head; - 2006 to 2009
 - Position Rank: Manager/Officer/Director
- **Others:**
 - (suite101.com) Contributing Writer – November 2010
 - (Elance) Writer/Translator – February 2011

PART 2 – [1989 to 2005]

A. Career: Sales / Marketing /Business Development

B. Companies connected with

- Java Hut Internet Café – 2001 to 2005 (Sales)
- GerMed Pharma Holdings Corp. – 1997 to 2001 (Marketing Research)
- Managed Care Project – 1996 to 1997 (Research)
- Bel-Air Insurance Brokers, Inc. 1994 to 1996 (Marketing & Sales)
- Great Pacific Life Assurance, Corp. – 1989 to 1993 (Marketing / Sales / Training)

KEY COMPETENCIES

TECHNICAL SKILLS

1. Computer

Internet

- 1.1. Web based Research using Search Engines – Advance
- 1.2. Web Content writing (HTML) – Basic. Please visit <http://www.ramon-ongoco.yolasite.com>

Software

- 1.3. MS Office suite [Word | Excel |PowerPoint] - Advance
 - 1.4. MS Project – Advance
 - 1.5. Paint Brush /Photo Editor – Advance
 - 1.6. Adobe Photoshop – Intermediate
 - 1.7. MS Visio - Advance
2. Hardware
 - 2.1. Troubleshooting - Basic
 - 2.2. Repair - Basic
 - 2.3. Maintenance – Basic
 3. Other:
 - 3.1. Local Area Networking [LAN] – Basic

SOFT SKILLS

1. Strong Work Ethic
2. Positive Attitude
3. Good Communication Skills
4. Time Management Abilities
5. Problem-Solving Skills
6. Team Player
7. Self-Confident
8. Ability to Accept and Learn from Criticism
9. Flexibility/Adaptability
10. Working Well Under Pressure
11. Project Management
12. Analytical Skill
13. Research Skill
14. Planning/Organizing skill
15. Multi-Tasking

EDUCATION HIGHLIGHTS

Highest Educational Attainment: Bachelor of Science in Business Administration Major in Management. Graduate March 1987

- Others:**
- Bachelor of Laws earned 42 units, not completed 1987
 - Automotive Engineering Technology, Graduate 1983
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MY CREDENTIALS AND CERTIFICATES

- Career Service Professional , 1987;
- Certificate of Completion – Corporate Governance and Risk Management course, for bank Directors as required by the Bangko Sentral ng Pilipinas July 24 and 25, 2009;
- Life Insurance License to sell given by the Insurance Commission of the Philippines, 2010

TRAINING PROGRAMS I ATTENDED (INTERNAL AND EXTERNAL)

- Corporate Governance and Risk Management for Directors of Rural Banks – Rural Bankers Association of the Philippines, (RBAP), July 24 and 25, 2008
- Strategic Planning – Delmont Bank, October 15, 2008
- “More Efficient Delivery of Health Care Services through Information Technology” –
- Philippine Association of Managed Health Care Systems, Inc. (PAMHS) , April 12-13, 1999
- How to Evaluate and Redirect The Effectiveness of your Sales and Marketing Programs – Mansmith and Fielders, Inc., November 30, 1991
- Problem Solving and Decision Making – Corporate and Career Consultants, Inc., January 8 & 9, 1991

MY CHARACTER REFERENCES

1. **VICTOR A. CASTANEDA**, Past President and Chairman of the Board, Delmont Bank (Rural Bank of San Jose Del Monte Inc.). Currently the President of CAS Systems, Cellular: (0917) 8660475 e-mail: vac888@yahoo.com
2. **FLORENTINA C. GONZALES**. Treasurer , Quezon City Academy, 1144 EDSA, Quezon City, contact number (632) 925.46.91 <http://www.qca.edu.ph/admin.html>

DECLARATION:

1. I have NO pending administrative, criminal or civil case pending In any court of law or tribunal nor have I been convicted of any administrative, criminal or civil case in any court of law or tribunal
2. I have NOT been retired, forced to resign or dropped from employment whether in the public or private sector;
3. That I am physically fit to work and have not been treated of any disease in the last five (5) years nor is currently undergoing any treatment.

Certified true and correct to the best of my knowledge.


NORLINO RAMON SANCHEZ ONGOCO updated 03/10/2011

NOTHING FOLLOWS

DETAILED WORK HISTORY

1. SYNERDYNE-MSC, Co. (Synergy Dynamics Management Support and Consultancy Co.)

- **Nature of Business:** Management Consulting and Advisory Services
- **Field of Specialization :** Human Resource Management and Business Development
- **Address:** #13 Esperanza St. Hilltop Subdivision, Novaliches, Q.C.
- **Period:** From: 08/08/2008 to Present
- **Position/Title/Rank:** Consultant / Researcher /Trainer
- **Salary:** Commission per contract
- **Job Description:** Research / Training and Development

2. DELMONT BANK (Rural Bank of San Jose Del Monte, Inc.)

- **Nature of Business:** Banking
- **Address:** Quirino Hiway, Tungkong Mangga San Jose del Monte Bulacan
- **Immediate Superior Name/Position** VICTOR A. CASTANEDA – President & Chairman
- **Period:** From: 06/15/2006 to 08/015/09
- **Position/Title:** Board Member / Director Head -HRD and Business Development Departments
- **Term:** Full Time as Head of the above Departments
- **Salary:** Allowance and Honorarium
- **Job Description:** Administrative / Business Development

1. JAVA HUT INTERNET CAFE

- **Nature of Business:** Computer rental services / Restaurant
- **Address:** 11 Esperanza St. Hilltop Subdivision Novaliches, Quezon City
- **Period:** From: 03/15/2001 to 04/25/2006
- **Position/Title:** Proprietor
- **Job Description:** Sales /Management

4. GERMED PHARMA HOLDINGS, CORP.

- **Nature of Business:** Pharmaceuticals
- **Address:** : 16th Floor Orient Square Bldg. Emeralds Avenue Pasig City
- **Immediate Superior Name/Position** WOLFGANG ROEHR – President & Chairman
- **Period:** From: 06/31/1997 to 12/15/2000
- **Position/Title:** Research and Development Manager
- **Term:** Full Time
- **Salary:** Fixed Amount: Philippine Peso 300,000.00 gross annual
- **Job Description:** Market Research /Product Research

5. HEALTH MAINTENANCE ORGANIZATION PROJECT

- **Nature of Business:** Managed Care (Health Maintenance Organization)
- **Address:** Suite 901 9th/F Prince Gregory Condominium 12th Avenue, Cubao, Q.C.
- **Immediate Superior Name/Position:** ALEXANDER J. DIAMANTE – Project Proponent
- **Period:** From: 03/15/1996 to 02/15/1997
- **Position/Title:** Business Development Consultant
- **Term:** 12 months contract
- **Status:** Contractual
- **Salary Allowance Amount:** PhP 15,000.00 per month
- **Job Description:** Research / Feasibility Study and Business Plan Creation

6. BEL-AIR INSURANCE BROKERS, INC. (A member of the G.A. Yupangco Group)

- **Nature of Business:** Broker (Life and Casualty Insurance /Pre-Need Plans)
- **Address:** G/F Atlantica Bldg. Salcedo cor Legaspi Sts. Legaspi Village Makati Business District, Makati City
- **Immediate Superior Name/Position:** LEOPOLDO B. LLORENTE – General Manager
- **Period:** From: 10/19/1994 to 02/30/1996
- **Position/Title:** Head, Life Insurance and Pre-Need Division
- **Term:** Full Time-
- **Salary :** Fixed Monthly Amount: PhP 8,000.00 per month
- **Job Description:** Sales /Administration

7. GREAT PACIFIC LIFE ASSURANCE CORPORATION (Grepalife)

- **Nature of Business:** Life Insurance
- **Address:** 221 Sen. Gil Puyat Ave., Makati City
- **Contact Number:** (02) 816-1726 to 60
- **E-Mail:** gpl@grepa.com
- **Website:** <http://www.grepalife.com>
- **Immediate Superior Name/Position:** ELIZABETH A. REYES – Assistant Vice President
- **Period:** From: 10/20/1992 to 05/30/1993
- **Position/Title:** Assistant Manager – Department Head, Group Sales Dept.
- **Term:** Full Time
- **Status:** Permanent
- **Salary :** Fixed Monthly Amount: PhP 90,000.00 ++Annual Gross
- **Immediate Superior Name/Position:** RAQUEL G. RAMOS – Department Manager
- **Supervisor:** ERNESTO BERNARDO – Assistant Manager
- **Period:** From: 04/20/1989 to: 10/20/1992
- **Position/Title:** Production Assistant – Group Sales Department
- **Term:** Full Time
- **Status:** Permanent
- **Salary :** Fixed Monthly Amount: PhP 85,000.00 ++Annual Gross
- **Job Description:** Sales / Marketing / Administration / Training and Development

MY EDUCATIONAL HISTORY

- **Name of School:** [Manuel L. Quezon University](#)
- **Degree/Course:** Bachelor of Laws (Llb)
- **Year of Graduation:** Incomplete; 42 units earned 1987 to 1990
- **Awards/Membership/ Extra Curricular Activities:**
 - o Member, Beta Sigma Lambda – Law Fraternity

- **Name of School:** [Philippine School of Business Administration](#)
- **Degree/Course:** BS in Business Administration, Major in Management
- **Year of Graduation:** 1987
- **Awards/Membership/ Extra Curricular Activities:**
 - o 2nd Placer Intra-School Management Quiz, 1986
 - o Representative Inter-Colleges Management Quiz, 1986
 - o Member, Business Management Society
 - o Member, Economics Society

- **Name of School:** [Technological University of the Philippines](#)
- **Degree/Course:** Automotive Engineering Technology (AET)
- **Year of Graduation:** 1983
- **Awards/Membership/Extra Curricular Activities:**
 - o Staffwriter-Editor, the Philippine Artisan (Official University Newspaper)
 - o Member, College Editors Guild of the Philippines (CEGP)
 - o Representative - 8th National Congress of College Students – Baguio City 1982

- **Name of School:** [Quezon City Academy](#)
- **Degree/Course:** High School
- **Year of Graduation:** 1981
- **Awards/Membership/ Extra Curricular Activities:**
 - o Best in Communication Arts, Pilipino category,
 - o Officer, Citizen Army Training (CAT)
 - o Graduate, Cadet Officers Leadership Training (COLT), U.P, Diliman, Q.C. – 1980
 - o Founding President - (2001 to 2003), Quezon City Academy Alumni Association, Inc.

- **Name of Schools:**
 - o Esteban Abada Elementary School s – 1971 to '74
 - o Lagro Elementary School, 1974 – '77
- **Degree/Course:** Elementary Education