

# CURRICULUM VITAE

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### **Personal Information:**

Surname: Porter  
Middle Name: Ricaborda  
Given Name: Janet  
Profession: Civil  
Engineer

Consultant:  
Local Governance (LGUs)  
Information Technology (I.T.)  
Political

E-mail Address: [jastbg@yahoo.com](mailto:jastbg@yahoo.com)  
Date of Birth: February 12, 1965  
Place of Birth: Kawit, Cavite, Philippines  
Nationality: Filipino

### **Objective:**

To confer and devote my knowledge and skills to lead to its skillful management and by motivating, training and supporting the team to achieve higher standards of performance with accountability.

### **Key Skills**

Civil Engineering background primarily in Vertical Construction, Quality Assurance & Quality Control and Non Destructive Testing.

Design systems for Automation for Local Government, Local Governance expert including financial management systems, budget, and control.

Trainer on local financial management, Organizational Development, Capacity Building and Leadership.

## **Employment Experience:**

- January 2018-March 2018      **Business Development Consultant**  
**Domestic Satellite Philippines (DOMSAT)**  
East Tektite Tower, Ortigas Center, Pasig City
- January 2017 – March 2018      **Project Consultant**  
**Raylinka Marine Resources Company, Inc.**  
6750 Ayala Ave., Makati City  
Manage **projects** and related specific activities within given limitations of time, budget and quality.  
  
Ensure scope, schedule and costs are rational and practicable.  
  
Assign work among team members and afford guidance often.  
  
Ensure risks have appropriate mitigation and contingency plans.
- January 2016 – Present      **Business Development Consultant**  
**Qualitek, Inc. - Philippines and MKU**  
Monitor and analyze current market conditions.  
Initiate strategies to make steady revenues.  
Monitor, review and analyze strategies in marketing, sales, advertising and other fields of operations.  
Manage time management and team building.  
Build stratagems for existing accounts to maintain good business relationship.  
Develop presentations for prospective clients.  
Design, develop and innovate products, services and tools.
- September 2017 – Present      **Contributing Consultant**  
**NobleMinds Academy**  
54 VMB Suites, Unit 4D, 3<sup>rd</sup> Floor, Gordon Ave  
New Asinan, Olongapo City  
Consultancy, Research, Training and Development
- June 2013– June 2015      **Project Consultant for Philippines (WTE)**  
**Lecra Eco Sustain AB Sweden**  
Riddargalan 30, S114 57 Stockholm Sweden  
Lecra Eco Sustain AB Philippines  
303 JBD Plaza, Mindanao Avenue, Quezon City 1105  
Coordinate functional standpoints from within and outside project teams.  
Ensure all project documentation is updated and conveyed to relevant stakeholders on time.  
  
Define objectives, requirements and expectations necessary to structure management project.

Plan, schedule and control activities to fulfill identified objectives applying technical, theoretical and managerial skills to satisfy project requirements.

Enforce and develop integrated development plan representing appropriate level of detail.

Advance task interdependency and project strategies with overall project plan.

Establish and maintain high performing team and serve as project advocate within organization.

Ensure alignment on project goals and deliverables.  
Lead risk management within project management team.  
Ensure risks have appropriate mitigation and contingency plans.

October.2005 – Present

#### **Senior Consultant**

P<sup>2</sup>MTC Consultancy Group, Inc.

Responsibilities include:

- Formulating and successfully implementing company policy.
- Directing strategy towards the profitable growth and operation of the company.
- Developing strategic operating plans
- Setting in place adequate operational planning and financial control systems.
- Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees.
- Monitoring the operating and financial results against plans and budgets.
- Upholding the operational performance of the company.
- Assuming full accountability for all company operations.
- Representing the company to major customers and professional associations.
- Building and retaining an effective executive team.

May.2001– Present

#### **I.T. Consultant**

Responsible for business development to various local government units for automation, software applications such as the real property assessment & collections, Business permit & Licenses system. And other related software development and trainings.

Works in partnership with clients in advisory level in order to meet their business objectives and overcome possible problems. Also works to improve the structure and efficiency of an organization's IT systems.

In addition, provides strategic guidance to organization with regard to technology, IT infrastructures and the enablement of major business processes through enhancements to IT.

Typical advisory & work activities involve:

- meeting with clients to determine requirements;
- working with clients to define the scope of a project;
- planning timeline and the resources needed;
- clarifying a client's system specifications, understanding their work practices and the nature of their business;
- travelling to customer sites;
- defining software, hardware and network requirements;
- developing agreed solutions and implementing new systems;
- Presenting solutions in written or oral reports;
- helping clients with change-management activities;
- monitoring new systems;
- preparing documentation and Presenting progress reports to customers;
- organizing training for users and other consultants;

January 2003– Present

### **Political Consultant & Strategist**

The goal to help the candidate to build a winning strategy that works on concert with other campaign efforts as part of an over-all, cohesive whole.

Advised campaigns on virtually all of the activities, from opposition research and voter polling to field strategy and get out the vote efforts.

Advising and assisting political campaigns.

December 2011 – 2015

### **Consultant**

MUNICIPAL GOVERNMENT OF  
NARVACAN PROVINCE OF ILOCOS SUR

October 4, 2011 – 2016

### **Business Development Consultant**

RIH ITA ELECTRONICS CORPORATION  
PHILIPPINES

Products: LED, Solar LED & Solar Power Energy

## Various Local Government Consultancy & Training

- July 2008 to June 2010      **PROVINCIAL GOVERNMENT OF CAVITE**  
INFORMATION TECHNOLOGY (I.T.) -  
PPDO PROJECT MANAGEMENT -  
ENGINEERING REVENUE GENERATION &  
ENHANCEMENT  
(Treasury Department)
- January 30 – February 12, 2008      **RESOURCE SPEAKER –**  
**Provincial Government of Cavite**  
CONFERENCE ON POLICY REFORM:  
BARANGAY LEVEL
- July 2007 to March 2010      **MUNICIPAL GOVERNMENT OF IMUS**  
PREPARATORY FOR POLICY REFORM  
and REVENUE GENERATION &  
ENHANCEMENT PROGRAM
- October.2004 to September.2005      **PROVINCIAL GOVERNMENT OF CAVITE**  
**Technical Consultant on Revenue Generation**  
**and Enhancement Program - Phase I Project**  
  
Responsible for reviewing and evaluating the real property  
tax collection of the twenty (20) municipalities of the  
province of Cavite.  
  
Responsible for studying and analyzing all financial  
reports, tax collection capabilities of each Municipality  
in relations to the real property taxation.  
  
Local Government Trainings on capacity building,  
leadership enhancement and records management  
operations.
- October 2005 – March 2010      **Consultant on Special Concerns of the Governor**  
**Provincial Government of Cavite**  
Provides Technical Assistance on special projects  
as mandated by the Local Chief Executive as the need  
arises.
- July 2001 – September 2005      **Special Assistant To The Governor**  
**Provincial Government Of Cavite**  
  
Responsible for leading the development and  
implementation of the governor's policy agenda. Serves as a  
liaison to various organizations and stakeholders, assists  
with the development and oversees certain strategic  
initiatives.

Provides highly responsible organizational support to the Governor

Participates in community and organizational activities/events as an official representative of the Governor as needed.

Other duties delegated by the Governor.

October.1997 – August 2005

**Business Development Director**

**FILCONFAB,  
Inc.**

Responsible for developing and implementing a comprehensive internal and external marketing plan that would increase revenues and profits for the company.

Uphold the mission and values established by the organization.

Evaluates operational issues to determine how competitive and current it is with the latest trends in the industry.

Develops marketing campaigns for new products and services. This includes formulating a specific budget and expenditure plan for each.

July.1995 - September 1997

**Chief Operating Officer**

**JR Decontech Inc. – Design & Construct**

Manages the progress and implementation of all activities of the Company including marketing, financial control, personnel and industrial relations, audit and procurement.

Direct the preparation of operational matters.

Improve and manage the implementation of group policy regarding work environment, administration, accounting, purchasing, reporting and human resources.

Maintain knowledge of all competitor.

1991 - 1995

**PROJECT MANAGER**

**FILCONFAB, Inc.**

Oversee the project to warrant the desired result is attained and the most effective resources are used and the different interests involved are fulfilled.

Monitoring sub-contractors to ensure guidelines are sustained and maintained.

Making sure the quality standards are met with the highest degree of accountability.

Ensure that a project is completed on time and within budget, that the project's objectives are satisfied.

Maintain a zero casualty goal within the duration of the project.

1990 - 1991

## **PLANT OPERATIONS MANAGER**

### **SEPA Asia**

Responsible for over-all operation planning, staff training and daily operations in manufacturing of Fiber Glass Skis for fighter Helicopters & Jet Planes. Performs and oversees activities with development, application and maintenance of quality products, plans and systems to assure efficient and effective processing of materials into finished products and production/process operations.

1989 - 1991

## **Quality Assurance Engineer**

### **Atlantic Gulf & Pacific Company (AG&P) of Manila**

Responsible for training, testing and inspection on Non Destructive Testing of materials and finished fabricated materials. Performs and oversees activities with development, application and maintenance of quality standards, procedures, plans or systems to assure an efficient and effective system for processing of materials into finished products and in production/process operations.

- determining, negotiating and agreeing on in-house quality procedures, standards and specifications
- setting customer service standards
- specifying quality requirements of raw materials with suppliers
- routine inspection on quality requirements of delivered materials onsite during construction.
- investigating and setting standards for quality and health and safety in the workplace
- ensuring that workmanship processes comply with standards at both national and international level
- acting as a catalyst for change and improvement in performance and quality
- monitoring performance

Languages:

Pilipino: Excellent written and oral skills

English: Excellent written and oral skills



**Education:**

<b>2016 - Present</b>	<b>PhD in Leadership Major in Public Management (PhD Candidate)</b>
<b>2013</b>	<b>M.A. in Public Management (MPM)</b> Ateneo School of Government (ASoG), Makati City Batch 2013
<b>1989</b>	<b>Bachelor of Science in Civil Engineering, BSCE</b> University of Santo Tomas (UST), Manila Batch 1989
<b>1982</b>	Graduated High School at Saint Mary Magdalene School Kawit Cavite
<b>1978</b>	Graduated Elementary School at Holy Infant Academy Calapan, Oriental, Mindoro

**SEMINARS & TRAININGS ATTENDED:**

1. PHILIPPINE SOCIETY FOR NON-DESTRUCTIVE TESTING (P S N T)  
1989 Annual Convention  
Advances in Non-Destructive Testing (N  
D T) November 1989
2. PHILIPPINE SOCIETY FOR NON-DESTRUCTIVE TESTING (P S N T)  
1990 Annual Convention  
NDT: Assurance for Quality and Reliability  
November 1990
3. RADIOISOTOPE SOCIETY OF THE PHILIPPINES (R S P)  
1990 Annual Convention  
Radiation Safety  
Consciousness March 1990
4. IN-HOUSE TRAINING IN RADIOGRAPHIC TESTING (R T) LEVEL 1  
Atlantic, Gulf & Pacific Co. of Manila,  
Inc. March 1990
5. IN-HOUSE TRAINING IN RADIOGRAPHIC TESTING (R T) LEVEL 2  
Atlantic Gulf & Pacific Co. of Manila,  
Inc. March 1990
6. RADIOISOTOPE SOCIETY OF THE PHILIPPINE (R S P)  
Nucleonic Control Systems in Industrial Operations and  
processes February 1990
7. RADIOISOTOPE SOCIETY OF THE PHILIPPINES (R S  
P) Radiological Health & Safety Course (R H S C)  
15th Session - June 10 to July 05, 1991

8. LEADERSHIP IN GOVERNANCE:  
Improving Decision-Making In A Global ASEAN Thru Strategic Thinking Process  
August 8, 2015 - Mr. Ho Sun Yee -Managing Partner of Decision Processes International
9. TRANSITIONS AND TRANSFORMATIONS:  
REFLECTIONS ON LOCAL GOVERNANCE IN THE PHILIPPINES IN THE LAST  
25 YEARS  
October 8, 2016 – Usec. Austere Panadero (DILG)
10. THE WAY TO FEDERALISM:  
THE FUTURE OF LOCAL GOVERNMENT UNITS  
March 18, 2017 – Former Sen. Aquilino Pimentel, Jr.

### **SEMINARS AND TRAININGS CONDUCTED**

1. MUNICIPAL GOVERNMENT OF MACABEBE, PAMPANGA  
MTO & BPLO  
CHANGE MANAGEMENT  
OVERVIEW OF LOCAL ECONOMY  
CAPACITY BUILDING  
March 18, 2015
2. MUNICIPAL GOVERNMENT OF NARVACAN  
CAPACITY BUILDING SEMINAR ON REVENUE GENERATION  
TREASURY OPERATIONS TRAINING  
ASSESSMENT OPERATIONS TRAINING  
REVENUE GENERATION & ENHANCEMENT SEMINAR  
March 2012 to June 2012
3. PROVINCIAL GOVERNMENT OF CAVITE  
EFFECTIVE LEADERSHIP TRAINING PROGRAM  
(ELTP)  
PROJECT MANAGEMENT TRAINING PROGRAM  
(PMTTP)  
September to December 2009
4. CITY GOVERNMENT OF ALAMINOS,  
PANGASINAN THE NEED FOR RECORD  
MANAGEMENT & ITS IMPORTANCE  
March 22, 2007
5. CITY GOVERNMENT OF ALAMINOS, PANGASINAN  
THE LINKAGE BETWEEN THE ASSESSOR'S DATA & THE TREASURER'S  
DATA IN TERMS OF TAX COLLECTION (REVENUE ENHANCEMENT)  
MARCH 23, 2007
6. PROVINCIAL GOVERNMENT OF CAVITE  
RULES ON PUBLIC AUCTION  
JULY & SEPTEMBER 2005

7. PROVINCIAL GOVERNMENT OF CAVITE  
Workshop on Treasury and Assessment Operations  
June 2005
8. IN-HOUSE TRAINING ON COMPUTATION OF REVENUE TAXES  
& IT'S DELINQUENCIES  
FEBRUARY 2004
9. IN-HOUSE SEMINAR ON PUBLIC AUCTION  
MARCH 2004
10. IN-HOUSE SEMINAR ON LEADERSHIP AND PERSONAL DEVELOPMENT  
APRIL 2003

**Professional Affiliations:**

Jan 2016 – Jun 2018 Association	<b>CHAIRPERSON - ASoG-ASA</b> Ateneo School of Government Alumni & Students
Jan 2014 – Dec 2015 Association	<b>BOARD OF TRUSTEE - ASoG-ASA</b> Ateneo School of Government Alumni & Students
June 2013 – Dec 2013 Association	<b>INTERIM BOARD OF TRUSTEE (ASoG-ASA)</b> Ateneo School of Government Alumni & Students
June 2013	<b>LIFETIME MEMBER – ASoG - ASA</b>
2009 – to Present	Member – Rotary Club International Club Secretary RY 2009 – 2010 Rotary Club of Agham District 3780 Member – Paul Harris 2x
1997 – to 2002	Member – Rotary Club International Manila Metro District 3810 Member – Paul Harris
2005 – to 2012	Director - Cavite Progress and Dev't Organization, Inc. (NGO)
1991 - to Present	Member - PHILIPPINE SOCIETY FOR NONDESTRUCTION TESTING (PSNT)
1991 – To Present	Member - RADIOISOTOPE SOCIETY OF THE PHILIPPINES (RSP)
1989 – to Present	Lifetime Member – UST Alumni