



GRACE CONWI DAVID

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EDUCATION

Master in Business Administration (MBA) Standard Program

Ateneo Graduate School of Business (AGSB)

September 2011-December 2016

BS in Business Administration Major in Economics

Pamantasan ng Lungsod ng Maynila (PLM)

2002-2006

Manuel Roxas High School

With honors, consistently belonged to the Pilot Class

1998-2002

With honors, consistently belonged to the Pilot Class

Special Education Program (*SPED: Accelerated Class*)

Sta. Ana Elementary School

1996-1998

F. Ma. Guerrero Elementary School

1992-1996

CAREER HISTORY, SKILLS AND ACCOMPLISHMENTS

SKILLS/ROLES

- Strategic and analytical thinking skills
- Extensive knowledge of the function and department processes based on ISO: Quality Management System (QMS Champion for 3 years)
- Responsible for planning and monitoring of organization's strategic and long-range goals.
- Conducts organizational reviews to identify strengths and weaknesses and to evaluate operational effectiveness.
- Makes recommendations based on emerging trends, expansion opportunities, competitive threats, viability of outside business partners, and internal business process improvement.
- Ensures that project/department milestones/goals are met
- Strong marketing and interpersonal skills
- Enthusiastic in learning new business concepts, working well under pressure, and communicating ideas clearly and effectively.

- Member, Technical Panel for Company Performance Scorecard Since, 2015 to present
- Quality Management System Champion Since 2016 to present
- Quality Management System Core Team and Management Review Committee, 2016 to present
- Internal Quality Auditor, 2016 to present
- Member, Compliance Committee, 2014 to present
- Member, Review Committee for HR Policies, 2017 to present
- Member, Personnel Selection Board (PSB), 2014 to present
- Member, Change Management Team (CMT) as approved by the PNOC RC Board, 2015
- Member, Technical Committee for the Adoption of the Modified Salary, 2017
- Member, Records Management Improvement Sub-Committee, 2018
- Member, Technical Working Group (Technical) for Corporate Planning projects

Chief Planning Officer/Strategic Planning Manager

July 2018 to present

Corporate Planning Department/Office of the Strategy Management

Office of the President

PNOC RENEWABLES CORPORATION

- Implements the company's strategic development plan and supports the President and CEO, Board of Directors and Management in administering the strategic planning process annually.
- Sets appropriate performance standards and develops appropriate Key Performance Indicators (KPIs) at the corporate and departmental levels to track key performance areas for PNOC RC.
- Facilitates the conduct of the Company's annual Strategic Planning Workshop (SPW) and Strategic Review (SR);
- Develops and implements relevant performance management and reporting systems (e.g. Performance Scorecard/balanced Scorecard) and business analytics processes to track corporate performance and strategy implementation.
- Evaluates organizational performance and highlight areas of attention to top management in a timely manner.
- Recommends and monitors appropriate remedial actions to ensure that organizational performance standards and service quality are maintained.
- Identifies relevant organizational development programs and initiatives to drive organizational excellence at PNOC RC.
- Creates strong working relationships with other departments/offices and liaises with them on corporate planning matters.
- Monitors the actual accomplishments of departments/offices vis-à-vis their targets.

Corporate Planning Officer/Strategic Planning Specialist

2015 to present

Office of the President

PNOC RENEWABLES CORPORATION

- Facilitates the conduct of the Company's annual Strategic Planning Workshop (SPW) and Strategic Review (SR);
- Regularly coordinates with the Governance Commission for GOCCs on the Company scorecard/targets, works closely with the responsible department, and ensures timely submission of all needed documents and documents all the submissions and requests from the said agency.
- Interacts with outside agencies such as Bangko Sentral ng Pilipinas, Office of the President-Presidential Management Staff, Department of Finance, Department of Energy, Department of Budget and Management, Philippine Stock Exchange and National Economic and Development Authority for various reports and informational requirements, and for facilitating or reviewing data submissions/presentations required by the said agencies.
- Prepares and submit a consolidated report to PNOC Corporate Planning Department and Department of Energy (DOE), and thereafter conducts review with recipients as necessary.
- Reviews Status Monitoring and Performance Monitoring Reports including the review/analysis and preparation of the consolidated report on the Departmental Key Performance Indicator (KPI) or Balanced Scorecard as submitted by line/support groups.

OIC Corporate Planning Officer

Concurrent Executive Assistant to the Office of the President

2013-2015

2009-2015

Office of the President

PNOC RENEWABLES CORPORATION

- Directly supervise the Clerk assigned to the Office of the President. Supervisory responsibilities include making recommendations, planning, assigning, and directing work, addressing issues and resolving problems.
- Perform planning tasks such as drafting of various reports like accomplishment, project status, Terminal, Public Investment Priority Program, SONA reports submitted to various agencies (NEDA, Office of the President, DOE, etc.). Another task is to regular coordinate with the Department Heads and Project Leads for their target and monitor the progress and status of the tasks assigned to them. In addition, conducts internal and external scanning report submitted directly to the President and CEO.
- Prepares budget for the Office of the President, EVP and Board of Directors
- Regularly coordinates with the Management and Board of Directors and prepare monthly board materials.
- Actively participates and contribute in the weekly MANCOM meeting. Also act as Secretariat.
- Evaluate/recommend actions to documents referred to the office. Disseminate to concerned departments/offices, routine reports, memo, letter responses to communications addressed to office.
- Regularly coordinates with the Investors, other government agencies, potential partners and maintain professional relationship for the company.

Branch Marketing Officer

2007-2009

BANK OF THE PHILIPPINE ISLANDS (BPI)

- Responsible for the daily operations of the Sales Section of the branch and provides assistance to the Branch Manager.

Unibanker (all around post – Cash Co-Custodian/New accounts/teller)

BANK OF THE PHILIPPINE ISLANDS (BPI)

- Serve as customers' single point of contact on all products and services.
- Services customers by processing a variety of transactions quickly with minimal or no errors. Cross sells products and services and makes appropriate referrals to other staff members and departments to ensure customer needs are met.
- Sells and redeems bonds, traveler's checks and money orders, logging negotiable instruments according to bank policies and procedures.
- Verifies all transactions and proves cash drawer upon completion of assigned shift to ensure compliance with Bank Standards of Performance Policy.
- Performs security function by opening and closing bank and vault and ensuring overall safety and security of bank grounds.

New Accounts Officer

BANK OF THE PHILIPPINE ISLANDS (BPI)

- Opens new accounts, certificates of deposit, and all other products offered by the bank; answers customer questions, provides account opening information, and ensures that proper paperwork is completed and entered on the computer system.
- Takes consumer loan applications with a focus on cross-selling other bank products and services.
- Retains existing customers and develops new customer relationships.
- Implements all sales strategies, including new products and services developed by management.
- Proactively resolves customer complaints. Works in a team setting on various projects including employee contests, sales programs, etc

SEMINARS ATTENDED

- 2 -day Training Workshop on Leadership – University of Makati Resource Speaker (in house) (September 7, 2018)
- Basic Course on Risk Management Training - Development Academy of the Philippines (DAP) (May 21-25, 2018)
- 3-day QMS Internal Auditor Seminar-Workshop – DAP Resource Speaker (in-house) (May 11, 2018)
- QMS Orientation/Reorientation Seminar – DAP Resource Speaker (in-house) (May 8, 2018)
- Training and Organizational Needs Analysis - Ateneo Graduate School of Business - Center for Continuing Education (January 29-30, 2018)
- Course on Effective Internal QMS Auditing (SMS) (Based on ISO 9001:2015 and ISO 19011:2011 Standards) (June 2017)

- Strategy Execution Pathway – Master’s Workshop (Institute for Corporate Directors (ICD)) (October 20-21, 2016)
- Course on Effective Internal QMS Auditing (SMS) (Based on ISO 9001:2015 and ISO 19011:2011 Standards) (June-July 2016)
- Performance Government System/Balanced Scorecard (ICD) (August 2015)
- Strategic Systems Thinking Ateneo Graduate School of Business - Center for Continuing Education (February 2015)
- Leading Strategic Execution Ateneo Graduate School of Business - Center for Continuing Education (January 2015)
- Balanced Scorecard: Aligning Your Performance and Results Ateneo Graduate School of Business - Center for Continuing Education (June 2014)
- Best Practices and Remedies to avoid COA disallowances (CGBP) (April 2014)
- In-house Basic Records Management, National Inventory of Records and Archives Training
- Best Practices in Government and PPP Contracts
- Government Procurement Law (RA 9184) Seminar