

JEPHONIE L. AGUSTIN

SUMMARY OF QUALIFICATIONS

- ✚ More than sixteen(16) years' work experience as Project Manager in the field of Project and Construction Manager specifically handling Mechanical, Electrical, Plumbing / Sanitary, Fire Protection Works, Civil/ Structural and Architectural Works and one (1) year work experience as Duty Engineer for a four (4) Star Hotel;
- ✚ Results oriented, skilled professional with a solid background and experience working on various construction projects;
- ✚ Hard worker, disciplined, resourceful, has a strong sense of responsibility with all designated tasks;
- ✚ Flexible, result oriented and team player as part of the Project Team in achieving clients mandate;
- ✚ Has the ability to adjust to the needs of the Project / Company in order to achieve what's best for the project / company;
- ✚ Excellent communications skills and customer service skills;
- ✚ Is able to prepare status report for timely submission to Clients and can prepare various works activities, evaluates actual physical accomplishment, evaluates billings and variation orders in accordance to the contract documents and standard practices;
- ✚ Well-deserved in the administration of Contract Documents;
- ✚ Computer literate: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe.

EXPERIENCE

GENERAL MANAGER

June 2010-April-2004

MEGALITH PROJECT MANAGEMENT AND ALLIED SERVICES

PROJECTS UNDERTAKEN

TWO (2) STOREY BUSINESS INN

Ecoland Drive, Davao City

Scope of Works : Total Project Management
Project Description : Forty five (45) rooms Two Storey Business Inn
Owner : Mr. Alexis Bangayan

RENOVATION OF OUT-PATIENT DIAGNOSTIC CENTER

Dumoy, Toril

Owner : Davao Doctors Hospital
Project Description : Two (2) Storey existing Laundry Building converted to an Out-Patient Diagnostic Center

SENIOR MANAGER

June 2004-Present

MOSES + PARTNERS MANAGEMENT COMPANY

Jota Manilena, Lanzona Subd, Matina, Davao City

Main Duties and Responsibilities

- ✚ Designated Project Manager's Onsite Authorized Representative for various projects;
- ✚ Senior Project Officer on Healthcare Projects;
- ✚ Senior Project Officer in charge for the Quality Control Inspection specifically in the areas of Electro-Mechanical Works for all projects;

- ✚ *Monitors schedule and performance Architectural, Civil / Structural and Electro-Mechanical works;*
- ✚ *Evaluates billings and variation orders for Architectural, Civil / Structural and Electro-Mechanical works.*

PROJECT UNDERTAKEN

CAMELLA NORTH POINT – LIVERPOOL BUILDING

Owner : **CAMELLA COMMUNITIES**
 Position Held : Construction Managers Onsite Authorized Representative
 Project Description : Fifteen (15) Storey Building with 329 condominium rooms

Responsibilities:

- ✚ *Construction Manager’s Onsite Authorized Representative being the over-all in-charge of the Project;*
- ✚ *Is responsible in the administration of the Contract between Client and Constructor;*
- ✚ *Is responsible in preparing the Project Presentation to Client showing the Scope of Works, Budgetary Cost Estimates and Interim Masters Construction Schedule;*
- ✚ *Is responsible in preparing the Project Guidelines;*
- ✚ *Overall in-charge for the bidding of the project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;*
- ✚ *Is responsible in coordinating with the clients representative in establishing certain guidelines and criteria that needs to be implemented onsite;*
- ✚ *Is responsible in ensuring that the Clients mandate and requirements are implemented during the course of the project in terms of Quality, Scope of Works, Time and Cost;*
- ✚ *Is responsible in coordinating with the project Architect and Engineers in ensuring the required deliverables and answers to Constructors queries are timely carried out;*
- ✚ *Chairs the weekly Construction Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting;*
- ✚ *Is responsible in ensuring the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;*
- ✚ *Is responsible in delegating staff on their daily responsibilities and work assignments;*
- ✚ *Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors;*
- ✚ *Is responsible in conducting the reconciliation of billings, variation orders (deductive/additive);*
- ✚ *Works closely with Specialty Constructors in ensuring that their requirements are timely provided;*
- ✚ *Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.*

CAMELLA NORTH POINT – NOTTINGHAM BUILDING

Owner : **CAMELLA COMMUNITIES**
 Position Held : Construction Managers Onsite Authorized Representative
 Project Description : Six (6) Storey Building with 129 condominium rooms,
 Having a total of 9,821.56 sq.m Construction Floor Area

Responsibilities:

- ✚ *Construction Manager’s Onsite Authorized Representative being the overall in-charge of the Project;*
- ✚ *Is responsible in the administration of the Contract between Client and Constructor*

- ✚ *Is responsible in preparing the Project Presentation to Client showing the Scope of Works, Budgetary Cost Estimates and Interim Master Construction Schedule;*
- ✚ *Is responsible in preparing the Project guidelines;*
- ✚ *Overall in-charge for the bidding of the Project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;*
- ✚ *Is responsible in coordinating with the Clients representative in establishing certain guidelines and criteria that needs to be implemented onsite;*
- ✚ *Is responsible in ensuring that the Clients mandates and requirements are implemented during the course of the Project in terms of Quality, Scope of Works, Time and Cost;*
- ✚ *Is responsible in coordinating with the Project Architect and Engineers in ensuring the required deliverables and answers to Constructors queries are timely carried out;*
- ✚ *Chairs the weekly Construction Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting;*
- ✚ *Is responsible in ensuring the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;*
- ✚ *Is responsible in delegating staff on their daily responsibilities and work assignments;*
- ✚ *Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors;*
- ✚ *Is responsible in conducting the reconciliation of billings, variation orders (deductive/additive);*
- ✚ *Works closely with Specialty Constructors in ensuring that their requirements are timely provided;*
- ✚ *Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.*

CAMELLA NORTH POINT – MANCHESTER BUILDING

Owner : **CAMELLA COMMUNITIES**
 Position Held : Senior Manager for MEPF Works / Safety Officer
 Project Description : Six (6) Storey Building with 120 condominium rooms,
 Having a total of 9,436.61 sq. m Construction Floor Area

Responsibilities:

- ✚ *Assist the Project Manager's Clients Onsite Authorized Representative*
- ✚ *Chairs the Weekly Safety Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting.*
- ✚ *Is responsible in ensuring that the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;*
- ✚ *Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors especially for MEPF Works;*
- ✚ *Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.*

HARI ROYALE SUITES

Owner : **MR. FRED S. MELIVO**
 Position Held : Project Manager's Onsite Authorized Representative
 Project Description : Six (6) Storey Building with 27 hotel rooms and 5 condo units with a total construction floor area of 3200sq.m

Responsibilities:

- ✚ *Construction Manager's Onsite Authorized Representative being the over-all in-charge of the Project;*

- ✚ *Is responsible in the administration of the Contract between Client and Constructor;*
- ✚ *Is responsible in preparing the Project Presentation to Client showing the Scope of Works, Budgetary Cost Estimates and Interim Masters Construction Schedule;*
- ✚ *Is responsible in preparing the Project Guidelines;*
- ✚ *Overall in-charge for the bidding of the project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;*
- ✚ *Is responsible in coordinating with the clients representative in establishing certain guidelines and criteria that needs to be implemented onsite;*
- ✚ *Is responsible in ensuring that the Clients mandate and requirements are implemented during the course of the project in terms of Quality, Scope of Works, Time and Cost;*
- ✚ *Is responsible in coordinating with the project Architect and Engineers in ensuring the required deliverables and answers to Constructors queries are timely carried out;*
- ✚ *Chairs the weekly Construction Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting;*
- ✚ *Is responsible in ensuring the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;*
- ✚ *Is responsible in delegating staff on their daily responsibilities and work assignments;*
- ✚ *Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors;*
- ✚ *Is responsible in conducting the reconciliation of billings, variation orders (deductive/additive);*
- ✚ *Works closely with Specialty Constructors in ensuring that their requirements are timely provided;*
- ✚ *Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.*

DAMOSIA IT PARK

Owner	:	DAMOSIA LAND INCORPORATED
Position Held	:	Project Managers onsite Authorized Representative
Project Description	:	First IT Park to be recognized under the Philippine Economical Zone Authority (PEZA), two (2) storey IT Building 1 with a total area of 6200 sq.m, IT Building 2 currently in the design phase with still two (2) vacant lots to be developed. Total area of the Damosa IT Park is 1.7 hectares.

Responsibilities:

- ✚ *Construction Manager's Onsite Authorized Representative being the over-all in-charge of the Project;*
- ✚ *Is responsible in the administration of the Contract between Client and Constructor;*
- ✚ *Is responsible in preparing the Project Presentation to Client showing the Scope of Works, Budgetary Cost Estimates and Interim Masters Construction Schedule;*
- ✚ *Is responsible in preparing the Project Guidelines;*
- ✚ *Overall in-charge for the bidding of the project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;*
- ✚ *Is responsible in coordinating with the clients representative in establishing certain guidelines and criteria that needs to be implemented onsite;*
- ✚ *Is responsible in ensuring that the Clients mandate and requirements are implemented during the course of the project in terms of Quality, Scope of Works, Time and Cost;*
- ✚ *Is responsible in coordinating with the project Architect and Engineers in ensuring the required deliverables and answers to Constructors queries are timely carried out;*

- ✚ Chairs the weekly Construction Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting;
- ✚ Is responsible in ensuring the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;
- ✚ Is responsible in delegating staff on their daily responsibilities and work assignments;
- ✚ Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors;
- ✚ Is responsible in conducting the reconciliation of billings, variation orders (deductive/additive);
- ✚ Works closely with Specialty Constructors in ensuring that their requirements are timely provided;
- ✚ Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.

SIX (6) STOREY NURSING CARE BUILDING

Owner : **DAVAO DOCTORS HOSPITAL, INC.**
 Position Held : Project Manager's Onsite Authorized Representative
 Project Description : Seventy (71) bed Six (6) Storey Nursing Care Building with connection to existing hospital buildings.

Responsibilities:

- ✚ Construction Manager's Onsite Authorized Representative being the over-all in-charge of the Project;
- ✚ Is responsible in the administration of the Contract between Client and Constructor;
- ✚ Is responsible in preparing the Project Presentation to Client showing the Scope of Works, Budgetary Cost Estimates and Interim Masters Construction Schedule;
- ✚ Is responsible in preparing the Project Guidelines;
- ✚ Overall in-charge for the bidding of the project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;
- ✚ Is responsible in coordinating with the clients representative in establishing certain guidelines and criteria that needs to be implemented onsite;
- ✚ Is responsible in ensuring that the Clients mandate and requirements are implemented during the course of the project in terms of Quality, Scope of Works, Time and Cost;
- ✚ Is responsible in coordinating with the project Architect and Engineers in ensuring the required deliverables and answers to Constructors queries are timely carried out;
- ✚ Chairs the weekly Construction Coordination Meetings and prepares the Minutes of the Meeting to be issued within twenty four (24) hours after the meeting;
- ✚ Is responsible in ensuring the Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;
- ✚ Is responsible in delegating staff on their daily responsibilities and work assignments;
- ✚ Is responsible in conducting regular quality control inspections and in the issuance of non-conformances to concerned Constructors;
- ✚ Is responsible in conducting the reconciliation of billings, variation orders (deductive/additive);
- ✚ Works closely with Specialty Constructors in ensuring that their requirements are timely provided;
- ✚ Is responsible in scheduling the initial testing and commissioning and final testing and commissioning of the Electro-Mechanical Systems.

LAZ TERRAZAS RECREATION CENTER

Owner : **ASLONS DEVELOPMENT CORPORATION**

Position Held : Senior Project Officer
 Project Description : Recreation Center composed on one (1) Indoor Tennis Court, one (1) Indoor Basketball Court, one (1) Indoor Volleyball Court, one(1) Outdoor Tennis Court, one (1) Swimming pool (25meters, 6 lanes) and Reception Hall.

Responsibilities:

- ✚ *Is responsible in the preparation of Interim Schedules for Electro-Mechanical Works for incorporation in the final Interim Master Schedule;*
- ✚ *Is responsible in the preparation of BID Documents*
- ✚ *Is responsible in the bidding of the project which includes evaluation of bids and submission of Technical and Financial Assessment Report to Client for final decision;*
- ✚ *Is responsible in the preparation of monitoring and schedule controls tools;*
- ✚ *Is responsible in conducting regular quality control inspections and in the issuance on non-conformances to concerned Constructors;*
- ✚ *Is responsible in ensuring that he Safety, Security Health and Environment Plan is strictly enforced during the whole duration of the project;*
- ✚ *Is responsible in conducting the reconciliation of billings, variation orders (deductive / additive);*
- ✚ *Works closely with Specially Constructors in ensuring that their requirements are timely provided;*
- ✚ *Is responsible in scheduling the initial testing and commissioning of the Electro-Mechanical Systems.*

HEAD, MECHANICAL ENGINEERING UNIT
SPCASTRO & ASSOCIATES, INC.
 Level 6, The Linden Suites, Ortigas Center
 Pasig City, Manila

March 1998-2004

Main Duties and Responsibilities:

- ✚ *Head, Design Coordination on Building Services Equipment;*
- ✚ *Head, MEPF Owner-Appointed Specialty Constructors Coordinator;*
- ✚ *Project Officer-in-Charge for the Quality Control Inspection particularly in the eras of Electro-Mechanical Systems;*
- ✚ *Monitors schedule and performance of Electro-Mechanical Works of projects assigned to;*
- ✚ *Evaluates billings and variation orders for Electro-Mechanical Works of projects assigned to.*

PROJECTS UNDERTAKEN

ST. LUKES MEDICAL CENTER – FORT BONIFACIO GLOBAL CITY
 Owner : **St. Lukes Medical Center**
 Position Held : Head, Design Coordination on Building Services and Medical Equipment
 Project Description : 600-bed and 400 units Medical Office Building with an approximate Total gross floor area of 120,000 sq. m to be built on a 1.6 hectare property. A world class medical facility that meets international standards

Responsibilities:

- ✚ *Is responsible in coordinating with the Engineering Management Director in finalizing*