

# **BIO-DATA AND CURRICULUM VITAE** **of** **JANICE DAY E. ALEJANDRINO**

## **Relevant Experience**

### **Employment in Philippine National Construction Corporation**

Dec 2011 – present	Head, Human Resources and Administration Division, with the rank of Senior Vice President
Mar 2006- Nov 2011	Head, Human Resources and Administration Division, with the Rank of Vice President
2008 – 2010	Lead Auditor, PNCC ISO Certification Program
Feb 2004 – Feb 2006	Head, Human Resources and Administration Division, with the Rank of Sr. Assistant Vice President
Aug 1998 –Jul 2001	Head, Training Center, with the Rank of Assistant Vice President
March 1997 – Jan 2004	Head, Human Resources and Administration Division, with the Rank of Assistant Vice President

### **Related Professional Experience**

Aug 2009	Resource Person Skills Enhancement Training for Non-Teaching Personnel in 282 Tech-Voc High Schools Nationwide Department of Education
Jan – Mar 2008	Resource Person Development of Competency Standards for Non-Teaching Personnel Department of Education
2004	Editor Philippine Journal on Maritime Education and Training National Maritime Polytechnic
Oct – Dec 1996	Project Director Labor and Employment Research Agenda Department of Labor and Employment

Sep 95 – Apr 1996	Case Writer Gems and Jewels Devolution Project Department of Health
Jan 1996 – Jul 1996	Project Director Resource Management Development Program Department of Education, Culture and Sports
Oct – Nov 1995	Project Director Property Audit Program Philippine National Oil Company
Sep – Nov 1995	Research Associate Organization Development Project Department of Social Welfare and Development
Aug – Sep 1995	Research Associate Organization Development Project Population Commission of the Philippines
Jun – Jul 1995	Project Director Personal Development for Work Effectiveness Program Professional Regulation Commission
Jan 1993 – Jan 1996	Project Director Career Revenue Service Development Program Bureau of Internal Revenue
16 Jun 1993 – Jun 1994	Planning Consultant Mount Pinatubo Commission

## **Educational Background**

### Graduate Courses

Master in Economic Research  
Center for Research and Communications  
36 Units, Without Thesis  
1984-1986

Master of Arts in Asian Studies  
University of the Philippines  
Graduated 1984

### Undergraduate Course

Bachelor of Science in Public Health  
University of the Philippines  
Graduated 1975

### Certificate Courses

Auditors / Lead Auditors of Quality Management Systems  
June 2000

Course on Economic and Finance Journalism  
Asian Institute of Journalism  
1984

Course on the Analysis of International Events  
Foreign Service Institute  
1983

Course on Negotiating Techniques  
Foreign Service Institute  
1983

Awarded the "Gold Medal" upon graduation

### **Masteral Thesis**

"A Review of Small-State Development Issues with Special Reference to Brunei", under the M.A. in Asian Studies Course

### **Scholarships Received**

Presidential Management Staff Scholar  
Master of Arts in Economic Research  
Center for Research and Communications

Philippine Center for Advanced Studies Scholar in Asian Studies  
Master of Arts in Asian Studies  
University of the Philippines

Entrance Scholar, University of the Philippines

### **Work Related Travel Abroad**

27 Sep–1 Oct 1999      Chief of Mission of the Asian Productivity Organization (APO)- sponsored Individual Country Observational Study Mission on Quality Management Systems in Infrastructure Projects from the Philippines  
Japan

2 – 7 Apr 1990          Company-sponsored Marketing Training Program  
Taiwan

17 – 24 Aug 1989      Company-sponsored Marketing Training Program  
Singapore

29 – 31 Mar 1982	Philippine Delegate to the Meeting of the ASEAN Sub-Committee on Tourism Thailand
25 – 27 Mar 1982	Philippine Delegate to the ASEAN Preparatory Meeting for the ASEAN-Canada Dialogue Thailand
8 OCT–28 Nov 1978	Philippine Delegate to the Ship for Southeast Asian Youth Program Indonesia, Malaysia, Singapore, Thailand & Japan