



MARIJO M. CARONOÑGAN

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WORK EXPERIENCE IN HUMAN RESOURCE MANAGEMENT

Human Resource Consultant

(October 2011 – Present)

Following are the HR project/s that I am currently involved in and have completed:

1. Currently working on the job descriptions of employees of a construction company.
2. Conducted a process review of a manpower cooperative's recruitment and selection; facilitated their annual planning session.
3. I was part of a team of HR consultants tapped to conduct Training-of-Trainers workshops to equip selected trainers of a government agency with the knowledge and skills needed in rolling-out the agency's Results-based Performance Management System (RPMS).
4. Facilitated a workshop on Performance Management System in Jakarta - with managers and supervisors of a leading Indonesian agribusiness company as participants.
5. Acted as Course Leader of a group of HR and training consultants contracted to coach the Technical Working Group (TWG) of a government agency in crafting their Results-Based Performance Management System (RBPMS); facilitated workshops on the different phases of the RBPMS with the TWG members as participants.
6. Crafted the job descriptions of employees of an automotive dealership company. Revised the company's HR policies.
7. I was part of a team of HR consultants contracted to craft the role profiles (job descriptions) of employees of a telecommunications company.
8. Coached the staff of 2 non-life insurance companies in coming-up with their annual performance objectives and establishing the key performance indicators to measure the objectives they have set.
9. Conducted training workshops on the use of the Balanced Scorecard to employees of a multi-national mining company.
10. I was part of a group of HR and training consultants contracted to design the Performance Management System (PMS) of a mining company; conducted performance feedback and coaching workshops with site managers and supervisors as participants.
11. Designed the Performance Management System and Leadership Competency Model of a group of companies in the publishing industry.
12. Acted as HR consultant to the President of an engineering firm. The engagement included designing an employee referral system for recruitment, a sales commission program, and sourcing and selection of candidates to fill-up technical and administrative positions.

MBTC Technology, Inc. (MTI)

Vice President, Human Resource Management Division

(May 2002 – May 2011)

As VP for Human Resource Management Division, I handled the following:

1. Overall direction, control and delivery of human resource and training services to employees of MTI and technical training to employees of Metrobank and its subsidiaries.
2. Design and implementation of the following HR and OD projects –
 - Culture Building/Values Formation Programs
 - Job Evaluation
 - Performance Management System and Incentive Bonus Program using the Balanced Scorecard model
 - Salary Structure Revisions
 - Annual Salary Review
 - Career Progression/Succession Planning
3. Automation of the following HR processes and implementation of Employee Self-Service -
 - Human Resource Information System
 - Timekeeping System
 - Filing and Monitoring of Vacation and Sick Leave Benefits
 - Filing of Out-of-Office Activity
 - Request for Change in Work Schedule
 - Request for External Training Program
 - Request for Employment Certificate

APL Co. Pte. Ltd.

Regional Manager, Human Resources

(February 1996 – May 2002)

As HR Manager of APL Co. and APL Logistics in the Philippines -

1. I was responsible for the overall direction, control and delivery of human resource services, i.e., recruitment and selection, training and development, compensation and benefits, employee services, and employee relations.
2. I served as part of the management team and had significant involvement in planning broad issues affecting the business.

Ayala Life Assurance Incorporated

Assistant Manager, Human Resources Division

(January 1994 – February 1996)

As Head of Recruitment and Employee Relations, I was responsible for the following HR functions:

1. Recruitment and Selection
2. Career Development Program
3. Employee Discipline
4. Employee Communication Program
5. Employee Activities, e.g., Sports, Christmas Party, Summer Outing

HR Specialist, Manpower Development/Employee Relations

(August 1992 - December 1993)

HR Specialist, Employee Relations

(September 1991 - July 1992)

HR Field Coordinator

(July 1990 - July 1991)

Trainer

(May 1988 - June 1990)

WORK EXPERIENCE IN OTHER FIELDS

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|--------------------------|--|
| June 2013 – Present | <i>Ateneo de Manila University</i> John Gokongwei School of Management Part-time Lecturer |
| May 1981 - December 1986 | <i>Home Development Mutual Fund (Pag-IBIG Fund)</i> Project Coordinator (January 1984 - December 1986) Public Relations Officer (July 1982 - December 1983) Training Assistant (May 1981 - June 1982) |
| April 1980 - May 1981 | <i>National Home Mortgage Finance Corporation</i> Sales Assistant |
| May 1979 - March 1980 | <i>Far East Bank and Trust Company</i> Junior Marketing Representative |

EDUCATION

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|------------------|---|
| TERTIARY | Ateneo de Manila University Quezon City Bachelor of Science Business Management (1975 - 1979) |
| GRADUATE STUDIES | Ateneo de Manila University Graduate School of Business Makati Master in Business Administration (Candidate 1981 – 1985) |

PERSONAL DATA

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|-----------------|---------------|---------------------|----------------|
| <i>BIRTHDAY</i> | 19 March 1959 | <i>CIVIL STATUS</i> | Single |
| <i>HEIGHT</i> | 5'1 3/4 | <i>RELIGION</i> | Roman Catholic |
| <i>WEIGHT</i> | 110 lbs. | <i>HEALTH</i> | Excellent |