

**BRIEF PROFILE OF KEY OFFICERS**

Name	Designation	Unit of Assignment	Educational Background	Professional Experience	Government Eligibilities	Areas of Specialization	Relevant Training
<b>Mercedita C. Lapada</b>	Department Manager III	Controllership Department	<p>Master in Business Administration-Top Executive Program (Pamantasan ng Lungsod ng Maynila)</p> <p>Bachelor in Business Management (Pamantasan ng Lungsod ng Maynila)</p> <p>Bachelor of Science in Business Administration (BSBA)-Accounting (Mindanao State University)</p>	<p><b>Home Guaranty Corporation</b></p> <ul style="list-style-type: none"> <li>• Department Manager III-07/28/11-Present</li> <li>• Acting Manager-04/13/11-07/27/11</li> <li>• Accountant V-01/12/07-04/12/11</li> <li>• OIC, Department Manager (concurrent as Senior Management Specialist)-04/01/04-01/11/07</li> <li>• Senior Management Specialist-05/17/01-03/31/04</li> <li>• Senior Financial Specialist-08/01/94-05/16/01</li> <li>• Accountant II-03/24/92-07/31/94</li> </ul> <p><b>Land Transportation Office</b></p> <ul style="list-style-type: none"> <li>• Accounting Clerk I-10/03/90-03/23/92</li> </ul>	Certified Public Accountant (CPA)	Accounting Finance Management	<ul style="list-style-type: none"> <li>• Business Continuity Plan &amp; BCP Implementation Course</li> <li>• Republic Act 9184 and Its 2016 Revised IRR</li> <li>• Business Communication and Technical Documentation Skills Enhancement Training</li> <li>• GACPA Conference-Seminar on Celebration of Accountancy Week</li> <li>• Competency Modeling and Profiling</li> <li>• Competency-Based Job Descriptions and Qualification Standards</li> <li>• Seminar on Coaching for High Performance</li> <li>• Competency Assessment</li> <li>• Internal Audit Training</li> <li>• Orientation on Rights, Benefits, and Privileges under the Employees' Compensation and State Insurance Fund</li> <li>• Strategic Performance Management System for HGC</li> <li>• Orientation/Lecture on the Valley Fault System and Disaster Preparedness</li> <li>• Seminar on Completed Staff Work</li> <li>• Seminar on Government Procurement Reform Act (Republic Act No. 9184)</li> </ul>

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							<ul style="list-style-type: none"> <li>• Driving Team Performance Through Coaching</li> <li>• Basic Leadership Training</li> <li>• Enhancing Audit Quality and Auditor Competence</li> <li>• Problem Solving and Decision Making Techniques</li> <li>• Negotiation and Assertiveness</li> <li>• Advanced Supervisory Skills</li> <li>• Basic Supervisory Skills</li> <li>• ISO 9001:2008 Quality Management System (QMS) Root Cause Analysis and Corrective Action</li> <li>• Supervisory Effectiveness for Improved Quality and Productivity</li> <li>• Training Course on Internal Quality Audit</li> <li>• Training Course on ISO 9001-2008 Quality Management System Requirements and Documentation</li> <li>• Investigative Forensic Accounting</li> <li>• Career Planning Enhancement and Development</li> <li>• Continuing Enhancement and Development Program on Public Administration and Governance</li> <li>• The 7 Habits for Managers</li> <li>• Corporate Services Group Assessment and Planning</li> </ul>

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							<ul style="list-style-type: none"> <li>• MS Access in Records Management</li> <li>• Republic Act No. 9504 Revenue Regulations (RR) 10-2008</li> <li>• The 7 Habits for Highly Effective People</li> <li>• Orientation of Gender and Development</li> <li>• Writing Better at the Workplace</li> <li>• Income Tax vs. Philippine Accounting Standard (PAS)/Philippine Financial Reporting Standard (PFRS)</li> <li>• Value Added Tax and Expanded Withholding Tax</li> <li>• People Handling Skills</li> <li>• Tax Briefing/Seminar on RR No. 6 &amp; 10-2005 and RA No. 9337</li> <li>• New Accountancy Law and Updates on RA 9184</li> <li>• New Government Accounting System – Corporate</li> <li>• Statement of Financial Accounting Standard (SFAS)/International Accounting Standard (IAS)/International Financial Reporting Standard (IFRS) Briefing</li> <li>• 5S of Good Housekeeping</li> <li>• Team Building and Personal Reformation</li> <li>• SFAS Provisions and Audit Working Papers Preparation</li> <li>• Revision of the Statement of</li> </ul>

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							Financial Accounting Standards <ul style="list-style-type: none"> <li>• Re-inventing the CPAs' Role in Today's Virtual Office</li> <li>• Seminar on Continuing Professional Education for Government CPAs</li> <li>• Supervisory Development Course</li> <li>• Association of Government Internal Auditor (AGIA) Annual Convention/Seminar on Internal Auditing and the Challenges of the 21<sup>st</sup> Century</li> <li>• Audit Disbursements</li> <li>• Repositioning the Government Accountants for the Challenges of the I.T. 2000</li> <li>• First Conference of Professionals "Meeting the Challenges of Global Competition"</li> <li>• Civil Service Law and Rules</li> <li>• Microsoft Word 6.0</li> <li>• Issues and Problems on Audit of Government Expenditures</li> <li>• The New Expanded VAT Systems RA 7716</li> <li>• Gender Sensitivity Orientation Seminar</li> <li>• Financial Applications for Government Association of Certified Public Accountants</li> <li>• Values Orientation Workshop</li> </ul>

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