

BRIEF PROFILE OF KEY OFFICERS

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

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

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

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

Name	Designation	Unit of Assignment	Educational Background	Professional Experience	Government Eligibilities	Areas of Specialization	Relevant Training