

# Charito R. Dulay

<b>Address</b>	<b>16 Upper Phil-Am Compound, Baguio City</b>
<b>Sex</b>	<b>Female</b>
<b>Birthdate</b>	<b>February 8, 1944</b>
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## EDUCATIONAL BACKGROUND

**Masters of Business and Government Administration (MBGA) 1983-85**

**Ateneo de Manila School of Business**

Legaspi Village, Makati

\*Thesis not delivered left the country for USA

**Bachelor of Arts Major in SOCIOLOGY 1965**

**University of the Philippines**

Diliman, Quezon City

**Real Estate Course 1994**

**Real Estate Licensee**

Miller School of Real Estate

Los Angeles CA USA

**Secondary Course**

**Saint Louis Girl's High School**

Baguio City

**Elementary Course**

**Lepanto Elementary School**

Mankayan, Benguet

## IN/OUT TRAINING PROGRAMS 1972-1985

**Development Communication Seminar-Workshop**

**UP Los Baños**

sponsored by the Department of Public Information

(a Continuing Education)

**Organizational Development (Theory and Practice)**

Development Academy of the Philippines

**Middle Management Executive Training Programs**

**Development Academy of the Philippines**

sponsored by the Ministry of Public Information

**Budget Seminars (yearly for MPI regional offices)**

## EMPLOYMENT HISTORY

**DEPARTMENT OF PUBLIC INFORMATION**

**MINISTRY OF PUBLIC INFORMATION**

**OFFICE OF MEDIA AFFAIRS**

(1972-1985)

### Positions Held:

- **Executive Asst. to the Chief of Operations, MPI Central Office**
  - to primarily help in the ministry's reorganization program
- **Chief of Operations Region IV and IV-A**
  - directed and supervised the daily operations of 4 major divisions

- spearheaded the planning, implementation, monitoring and evaluation of development projects within the region
- identified needs of the regional office on a quarterly basis
- represented the Director in various meetings, seminars, conferences
- **Chief Planning Officer/Organizational Development Officer**
  - prepared the yearly program and projects of the region with corresponding budget
  - proposed organizational structure and charts as needed by the office identifying each structure functions and responsibilities
  - proposed and implemented incentive programs for employees
  - proposed and developed group dynamics seminar workshops for the employees and other training programs deemed essential to improve manpower and organization
  - evaluated personnel performance and corresponding merit available within the budget
  - identified the strengths and weaknesses of the various divisions and staff in the implementation of programs and projects at the municipal and provincial levels
- **Chief Research Training and Development Division**
  - implemented the needs and requirements of barangay, municipal, and the provincial level relative to bringing the gap between government and the people through seminars, distribution of information materials
  - initiated the organization of barangay, municipal, provincial information officers as the network of the regional office in the dissemination of government information programs
  - helped established public information offices in the municipalities and barangays
  - promoted the strengths of municipalities and or provinces through the various forms of media
  - encouraged the establishment of cooperatives and other livelihood projects in coordination with other agencies in government
  - coordinated with government agencies in providing assistance to the municipalities as identified and needed
- **Feature Writer**
  - covered the provinces of Region IV for articles and success stories distributed to media outlets
  - focus of news, articles, stories are development-oriented

## **WORKING EXPERIENCE IN THE US**

### **PROPERTY MANAGEMENT**

- **Property Manager, Golden Street Properties Inc., Las Vegas NV 2010-2014**
  - managed 2 apartment buildings (44 units)
  - responsible for preparing and renting units
  - screened and interviewed applicants for the building
  - prepared rental agreements and briefed them on rules and regulations of the property
- **Property Supervisor, Ross Morgan Inc. Sherman Oaks, CA 1994-1998**
  - managed 25 apartment buildings and 2 condominiums
  - hired and fired apartment managers
  - regularly visited properties

- proposed solutions to property's problems
- coordinated with other government entities relative to insurance claims, rules and regulations of condominiums, etc.

- **Property Management Finance/Bookeeper, Gantz Investment Properties  
Tarzana CA 1986-1994**

- kept books of the company
- properly identified and funded activities and requirements of properties

**A/R-A/P Finance Department Sports Club Company, Los Angeles CA 1999-2009**

**MEMBERSHIP /ORGANIZATIONS**

- Member, Sigma Delta Phi Sorority, UP Diliman
- Member, Soroptomist Inc. Pines Chapter, Baguio City

**INTERESTS**

- Listening to debates and forums
- Attending craft exhibits and small cottage industries fairs
- Participating in Barangay affairs and projects voluntarily

**HOBBIES**

- Monitoring daily news
- Bead-making (necklaces, earrings, bracelets)
- Sewing (curtains, pillow cases, etc.)
- Baking