

# CURRICULUM VITAE

## PERSONAL DATA:

Name: Jeremy D. Balondo  
Date of Birth: 15 August 1976  
Civil Status: Married Children : 4  
Nationality: Filipino  
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## KEY QUALIFICATIONS:

- Agribusiness Development
- Micro Enterprise Development
- Microfinance Program Implementation and Monitoring
- Credit Investigation and Appraisal
- Integrated Pest Control Administration and Marketing
- Project Monitoring and Evaluation
- Financial Adviser
- College Instructor

## EDUCATION:

Master in Management, major in Business Management (Candidate), University of the Philippines in the Visayas, Tacloban College, Tacloban City, 1998

Bachelor in Agricultural Technology (Cum Laude), Eastern Samar State University-Salcedo Campus (Formerly Southern Samar Agricultural College), 1996

## SPECIAL TRAINING COURSES ATTENDED:

Training on Manufacturing Productivity Extension Program (MPEX) Consulting in Region 8, this seminar was organized and conducted by DOST-R8, DOST-TAPI, EVCIERD, and SSU as orientation and training on the implementation of MPEX. Participants of this training will be the qualified MPEX consultants which will be assigned to manufacturing firms enrolled under this program. This was conducted at Samar State University (SSU), Catbalogan City, Samar, March 26-27, 2009

Basic Training Course in Life Insurance, this seminar was organized and conducted by Pru Life U.K. as basic requirement for Financial Advisers and in preparation for the Life Insurance Licensure Exam, Pru Life UK, Blue Pearl Branch, Cebu City, November 17 - 21, 2008

Strategic Account Management, this seminar was organized Philippine Farmers Bank to enhance the skills of Branch Relationship Officers and conducted by Institute of Sales Training and Entrepreneurial Development. This was held at Makati City, on May 10, 2008.

Training of Trainers on Credit Risk Management, this seminar is jointly organized by InWEnt, GTZ, and the Rural Bankers Association of the Philippines (RBAP), Marco Polo Plaza Hotel, Cebu City, November 14 – 17, 2006

The JFPR-SLPPSP Re-Orientation Workshop Cum Writeshop, sponsored by the InfRES Project which is co-implemented by the Department of Agriculture, La Rica Hotel, Tacloban City Philippines, January 04-06, 2006

SME Finance Strategy and Marketing Seminar, DTI-TESDA-GTZ Small and Medium Enterprise Development for Sustainable Employment Program (SMEDSEP), Tacloban City Philippines, Sept – 16-17, 2005

Micro Finance Workshop “Reinforcing Human Resource and Strategic Development Towards Competitiveness and Efficiency”, Samar Micro Credit Cooperative, (SAMICO), Tacloban City, March 2-4, 2005

#### EMPLOYMENT RECORD:

August 8, 2009 – present      Kaakbay sa Buhay at Negosyo Microcredit, Inc (KMI)  
Member, Board of Trustees

Appointed as a member of the Board of Trustees of KMI and participate on all regular and special meetings to discuss relevant matters concerning policies and operation of the company.

June 9, 2009 – present      Naval State University  
Part-Time Instructor

A Part-Time Instructor at the Naval State University, Naval, Biliran teaching math, business and economics subjects. Active in research and designated as Manager for the Bilirian Ceramics Training Research Development Center.

Nov. 9, 2008 – present      Direct Hit Promotions & Consultancy  
Manager / Proprietor

A full-time freelance business development service (BDS) provider catering to the consultancy needs of SMEs, and other clients. Strategic alliances with government agencies, line agencies, NGOs, cooperatives and other type of organizations in promoting their trusts, project evaluation and monitoring, research and other related consultancy needs is the main strategy of this business.

May 9, 2008 – Nov. 8, 2008      Philippine Farmers' Bank, Inc. – Tacloban Branch  
Branch Relationship Officer (BRO)

Being the BRO, I am responsible in promoting and marketing the bank's deposit and salary loan products. Prospecting, product presentation and setting collection agreements with concerned agencies are part of my activities.

June 2007 – May 2008                      Direct Hit Promotions & Consultancy  
Manager / Proprietor

Working as a freelance consultant, I finally decided to register my own promotions and consulting firm so that engagements will be included in its track record. The current contract with the DTI is the implementation of Rural Micro Enterprise Promotions Program (RuMEPP), a 7-year, International Fund for Agricultural Development (IFAD)-funded project, in Samar as one of the 19 provinces in the country selected for its implementation.

Jan. 2006 – March 2007                      Institute for Small Business & Industry (ISBI) Foundation, Inc.  
Philippines                                      Manager

I'm responsible to: install mechanism to ensure the attainment of vision, mission and goal of the institution; develop viable and sustainable products/services mix to cater focus/varied market needs; offer and consummate service contracts with prospective clients; ensure organizational/financial profitability and viability by formulating appropriate management/financial systems and schemes; formulate contract with consultants, specialists, researchers; facilitate provision of quality control scheme; determine/identify contract performance improvement; develop contract's/consultant's/specialist's performance appraisal; develop mechanism that ensures full administrative and financial support per contract; prepare a periodic update to the Board of Trustees

Oct. – Dec. 2005                                Institute for Small Business & Industry (ISBI) Foundation, Inc.  
Philippines                                      Deputy Manager

I was responsible in doing the following: safe keeping of hard files and electronic files of in coming and out going correspondence; securing office files and maintain high degree of confidentiality particularly on project concepts, design contracts, operational plans and reports; ensuring periodic inventory and maintenance of office equipment, and machines; keeping track and follow up of itinerary and schedules of officers and specialists (e. official meetings/conferences, travels); orienting specialists/consultants on the ToR and administrative requirements of the job assignments (e.g. contracts details, tasks, report deadlines, reimbursable, and other conditions); keeping track and follow up of contract deadlines and report submission; developing monthly operation budget and logistical requirements; keeping track and follow up of billing from clients; keep track and effect payment of monthly utility payables (e.g. electricity, water, telephone, etc.); keeping track of regulatory obligations (e.g. BIR, SSS, Philhealth, PAG IBIG, other insurance packages employer / employee contribution); handling and preparing budget of financial resources and produce monthly report; performing other tasks authorized by the immediate supervisor.

May – Sept 2005                                FAITH, Inc.  
Philippines                                      Community Development Officer

Implements company's microfinance program: conducts area mapping, conducts courtesy call on local officials, conducts compulsory group training, qualifies, approve loan amounts to member beneficiaries and organize them into centers

2003 – 2005                                      Samar Micro Credit Cooperative  
Philippines                                      Project Assistant, Team Leader, OIC Branch Head

I have implemented company's microfinance program: conducts area mapping, conducts courtesy call on local officials, conducts compulsory group training, qualifies, approve loan amounts to member beneficiaries and organize them into centers. I was responsible in proper center management and maintaining 100% collection rate. Was promoted and become the team leader and was the Officer In Charge Branch Head. I handled 23 Project Assistants covering 12 municipalities in Eastern Samar.

2003  
Philippines Municipality of Salcedo, Eastern Samar (Mayor's Office)  
Staff

I was the news writer /Reporter of the Abot-Kamay, the official monthly newsletter of the Municipality of Salcedo. I was also the Co-host/commentator of the "Abot-Kamay sa Himpapawid" a weekly 30-minute news and commentary radio program sponsored by Salcedo LGU

2002 – 2003  
Bahamas Bugs-R-Us Pest Control Company, Ltd., Freeport, Grand Bahama,  
Pest Control Technician

I was the point person in the implementation of Pest Control Education Awareness Campaign of the company by directly educating the customers and through a radio program. I performed tasks as a pest control technician on various works such as: termite control, abatement, and prevention; rodent and bird control; vector control; and household and commercial pests control and prevention programs. I was involved in sales of the company's various over-the-counter products and its pest control services and programs.

2000 – 2002  
Philippines Fortune Guarantee & Insurance Corporation  
Policy Issue Clerk

I was responsible for the issuance of policy according to the company's underwriting standards and procedures. I conduct inspection on property for insurance coverage. I assist in the processing of claims.

1996 – 2000  
Philippines Prime Savings Bank, Inc (Tacloban Branch)  
Credit Investigator / Appraiser

I conduct credit investigation and background checking on all loan applicants. I conduct appraisal on chattel and real estate property submitted as collateral by prospective loan borrowers. I perform other duties assigned from time to time such as clearing of checks, updating ledgers, etc.

## DETAILED TASKS ASSIGNED AND EXPOSURES

Resource Person, Advance Training of the Project on SME "Shindan" for Philippine SME Counselors – Capacity Development for DTI-SME Counselors, January 2010. I was the resource person invited to present the Present Situation and Problems of Local BDS in Leyte and participated in the workshops of the said training.

Monitoring Expert, Level 3 Phase II implementation of Project on SME "Shindan" for Philippine SME Counselors – Capacity Development for DTI-SME Counselors, December 2009. I was hired by JICA Expert Team to conduct a case study analysis of the Present Situation and Problems of Local BDS in Leyte, conduct evaluation assessment of the project implementation in Leyte.

Provincial Supervisor, DAR ARB Profiling Project, August-Oct 2009. I was contracted by Berkman International, Inc. as the provincial supervisor in the said project which the company was awarded the project by DAR.

Project Assistant, Project on SME "Shindan" for Philippine SME Counselors – Capacity Development for DTI-SME Counselors, February 2009. I was contracted by JICA Expert Team to conduct monitoring of Client-Companies selected by SME Counselors and conduct evaluation of Level 3

Training. The review was an input to the assessment of the project implementation thus used as basis for implementation improvement and enhancement.

Consultant, AFFIRE HEALTH Plus Pharmacy Operations Review, November 2007. I was contracted by National Pharmaceutical Foundation (NPF), a national NGO, through its Branch Office in Tacloban City, to conduct an Operations Review of the AFFIRE HEALTH Plus Pharmacy in relation to the implementation of its Social Franchise Agreement. The Review was instrumental in identifying problems, issues, concerns and their root causes bringing together both parties to work out solutions for the advancement of common objectives.

Consultant, LAMP-II Baseline Socio Economic Study, October 2007. I was a member of the team of consultant of Orient Integrated Development Consultants, Inc. (OIDCI), a national consulting firm contracted by DENR to conduct the LAMP-II Baseline Socio Economic Study for the Province of Leyte. Specific assignments include data gathering, conduct of key informant interview and the facilitation of the orientation workshop conducted to the enumerators.

Provincial RuMEPP Officer for DTI-Samar, since April 2007. I was contracted by DTI as project implementer of Rural Micro Enterprise Promotions Programme, a 7-year IFAD-funded project that is aimed at alleviating poverty through the promotion and strengthening of micro enterprises in rural areas.

Team Member, Mid-Project Evaluation of the Capacity Building of 12 Local Organizations, with Establishment of Small Sustainable Enterprises, Along Maqueda Bay, Catbalogan, Western Samar, November 2006. Co-evaluator of the above-named engagement contracted by SABIC, a Belgian consultancy firm in cooperation with DISOP Philippines, Inc. a Belgian NGO funding the agency. The project evaluated is a five-year project implemented by Philippine Business for Social Progress (PBSP) on Samar area.

Co-Facilitator, Fund Sourcing Seminar, August 2006. In support with the implementation of their Municipal Enterprise Development Plan, the Local Government Unit of the Municipality of Pinabacdao availed of this seminar sponsored by PHILSSA. For this engagement, SEED was contracted and a co-facilitator from ISBI was outsourced.

Team Member/Economic Development Specialist, Comprehensive Job Mapping and Indigenous Resource Identification: A Basis for a Responsive TVET Development for the Province of Samar, TESDA-Samar Provincial Office, Catbalogan, Samar, April 2006. Member of the ISBI Study Team in the conduct of the above mentioned engagement. Tasks include conduct of Focused Group Discussions in respective municipalities.

Co-Facilitator/Documenter, Quality Management System Strategic Planning Workshop Seminar for the Officers and Staff of the Bahandi Producers Association of Eastern Visayas (BPAEV) – January 2006. A member of the team which facilitated the above-mentioned engagement. Tasks included seminar/workshop facilitation and activity documentation.

Co-Facilitator/Trainer, Business Plan Preparation Seminar for the Member Beneficiaries of the Diadem Development Project, December 26-28, 2005. Co-facilitator/Resource Person of the above-mentioned seminar and was tasked to facilitate the workshops, discuss on the financial plan preparation, and assist assigned group in order to come up with a project plan of their project.

Team Member/Research Specialist, Preparation of the Feasibility Study on the Utilization and Marketing of Wood-Based Products Enterprises in the 14 Community Based Forest Management Areas, Leyte – October to November 2005. A member of the ISBI research team of the said study. Specific tasks performed were the conduct of market research of wood and wood-based products in Leyte, Samar, and Cebu. Prepared financial feasibility analysis of proposed wood-based enterprises recommended in this study.

Team Member/Research Specialist. Small Research for the Micro-Enterprise Development (MED) Component of the Diadem Development of the Magbinoligon Parents Association, Inc. (MPAI), Dulag, Leyte – September 2005. A member of the Evaluation Team for this mid-project evaluation engagement awarded to ISBI by the MPAI for this World Vision Development Foundation, Inc.-funded project. Tasks include conducting Focused Group Discussion in assisted beneficiaries from different barangays in Mayorga, Julita, and Dulag. Helped also in data gathering, consolidation and in report write-up packaging.

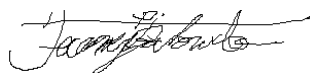
Team Member/Research Specialist. Formulation of the Municipal Enterprise Development Plan for Maydolong, Eastern Samar – April to September 1996. Team Member of the ISBI Study Team in the formulation of the Municipal Enterprise Development Plan for the Local Government Unit of Maydolong, Eastern Samar. Assisted in the conduct of Barangay Consultations, and performed other tasks assigned by the team.

#### PROFESSIONAL REFERENCES:

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| <p>❑ DR. ASISCLO T. BELEÑA<br/>Provincial Caretaker<br/>DTI, Samar Provincial Office<br/>Corner Mabini Ave. &amp; San Francisco St.,<br/>Catbalogan City<br/>Office Tel. No.: (055) 2512196<br/>Cellphone No.: 09177051496</p> | <p>❑ DR. EDITA S. GENSON<br/>SUC President III<br/>Naval State University<br/>Naval, Biliran<br/>Philippines</p> |
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#### CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.



JEREMY D. BALONDO  
Signature

Date: January 18, 2010