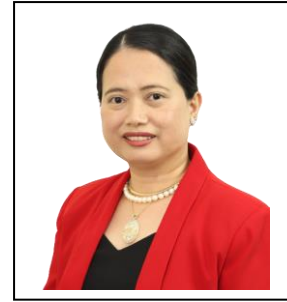


ATTY. GISELA Z. KALALO



EDUCATION

- 2005** Admitted to the Philippine Bar administered by the Supreme Court of the Philippines on September 2004 at De La Salle University, Taft Avenue, Manila
- 1999-2004** **SAN BEDA COLLEGE OF LAW**
Mendiola, Manila
BACHELOR OF LAWS
- 1991-1995** **DE LA SALLE-LIPA**
Mataas na Lupa, Lipa City
HIGH SCHOOL
- 1985-1991** **CANOSSA ACADEMY**
Mataas na Lupa, Lipa City
GRADE SCHOOL

WORK EXPERIENCE

- August 2022 to present OIC, Office of the Executive Vice President
BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City
- March 2022 to present Senior Vice President, Legal Services Group
BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City

August 2021 to present Corporate Secretary
**BASES CONVERSION AND DEVELOPMENT
AUTHORITY**
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City

December 2021 to present Corporate Secretary
FORT BONIFACIO DEVELOPMENT CORPORATION
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City

Concurrently serves BCDA as **Officer-In-Charge of the Office of the Executive Vice President and General Counsel/Senior Vice President for the Legal Services Group.**

As **General Counsel/SVP for Legal Services Group**, she performs the following functions:

- Transacts official business and handles negotiations, with government and private institutions/organizations or entities with respect to legal services and compliance, risk and regulatory matters ensuring alignment with the BCDA mandate, mission and vision while working for consensus, mutually agreeable solutions and timely action.
- Reviews all corporate policies and/or revisions, and ensures that these are consistent with all applicable BCDA's current business process laws.
- Formulate plans, procedures for the proper legal documentation of all BCDA transactions (including vendor contracts and contractor agreements).
- Formulates plans, policies and procedures on all matters concerning regulatory, compliance and risk management, and legal services of BCDA.
- Evaluates and weighs multiple inputs and impacts of any decisions or course of actions; provides legal analysis and opinions in matters related to the decision-making activities of BCDA.
- Decides courses of action to take in relation to legal cases or matters concerning regulatory, compliance, risk management.
- Recommends to the Executive Vice President and/or the President and CEO/Board of Directors policy advocacies on measures that will help hasten, improve and sustain the implementation of development programs of the Legal Services Group.
- Formulates, plans, programs, policies and procedures for the prompt, expeditious and just disposition of BCDA cases.

- Provides expert legal guidance to the executive staff on all matters that affect the company.
- Manages the legal services and regulatory, compliance and risk management departments of BCDA.
- Undertakes the final review of all opinions, contracts and other legal documents.
- Handles complicated legal problems affecting BCDA.
- Administers the formulation and drafting of contracts and other corporate documents.
- Reviews and approves pieces of evidence and pleadings to be filed/submitted to court.
- Attends executive level meetings related to the future directions of the company, changes of policies and other strategic matters/issues.
- Represents BCDA in dealing with other government offices/agencies and/or the public matters involving legal issues/questions.
- Determines the appropriateness and timeliness of information and approves the releases of the same for publication after she has reviewed and cleared the information for its release.

As **BCDA Corporate Secretary**, she performs the following functions:

- Oversees the internal operations of the Office of the Corporate Secretary and Board Secretariat.
- Serves as an adviser to the Board Members on their responsibilities and obligations.
- Keeps the minutes of meetings of the shareholders, the Board, the Executive Committee, and all other committees in a book or books kept for that purpose, and furnish copies thereof to the Chairman, the President and CEO and other members of the Board as appropriate.
- Keeps in safe custody the seal of the GOCC and affix it to any instrument requiring the same.
- Attends to the giving and serving of notices of Board and shareholder meetings.
- Be fully informed and be part of the scheduling process of other activities of the Board.
- Receives instructions from the Chairman on the preparation of an annual schedule, the calling of Board meetings, the preparation of regular agenda for meetings, and notifying the Board of such agenda at every meeting.
- Oversees the adequate flow of information to the Board prior to meetings.
- Ensures fulfillment of disclosure requirements to regulatory bodies.

July 2021 to March 2022 Vice President, Legal Services Department
**BASES CONVERSION AND DEVELOPMENT
AUTHORITY**
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City

As **Vice President for the Legal Services Department**, she performed the following functions:

- Oversees the internal operations of the Legal Services Department (LSD) and responsible for overseeing, planning and organizing and directing the LSD staff.
- Transacts official business and handles negotiations with government and private institutions/ organizations or entities with respect to legal services, ensuring alignment with the BCDA mandate, mission and vision while working for consensus, mutually agreeable solutions and timely action.
- Formulates plans, programs, policies and procedures for the prompt, expeditious and just disposition of BCDA cases.
- Undertakes the review of all opinions, contracts and other legal documents recommended by the senior staff.
- Formulates plans, policies and procedures on all matters concerning legal research, opinion writing and classification of legal information.
- Decides courses of action to be taken in actual or impending litigations.
- Reviews and approves evidence and pleadings to be filed/submitted in court. Also reviews all corporate policies and/or revisions, pleadings and contracts, modifications prepared by the staff.
- Formulates operating plans for effective litigation proceedings and makes recommendations.
- Represents BCDA during meetings with other National Agencies, GOCC's and Congress to discuss legal issues affecting BCDA.
- Administers the drafting and review of the various contracts and the rendering of legal opinion on various issues and the drafting of BCDA's position on proposed bills.

Nov 2019 – July 2021 Assistant Vice President (Attorney VI)
**BASES CONVERSION AND DEVELOPMENT
AUTHORITY**
2nd Floor Bonifacio Technology Center
31st St. cor 2nd Ave., Bonifacio Global City
Taguig City

As **Assistant Vice President (Attorney VI)**, she performed the following functions:

- Supervises the conduct of continuing legal analysis and preparation of recommendations for changes in legal policies.
- Directs the preparation and review of contracts, agreements and legal documents affecting BCDA and its activities.
- Takes charge of the distribution and monitoring of work assignments of lawyers.
- Directs the conduct of a continuing research and studies on varied legal matters relevant to the attainment of corporate objectives.
- Reviews legal opinions and interpretations of laws pertinent and relevant in the administration, application and enforcement of RA 7227.
- Renders legal opinions on important questions of law referred to the Office of the General Counsel.
- Assists in the preparation of resolutions and studies for the Board's confirmation.
- Attends hearings before any court, tribunal, quasi-judicial or administrative bodies when instructed by the General Counsel.

Nov 2016 – Nov 2019

Attorney V

**BASES CONVERSION AND DEVELOPMENT
AUTHORITY**

2nd Floor Bonifacio Technology Center

31st St. cor 2nd Ave., Bonifacio Global City

Taguig City

As **Attorney V**, she performed the following functions:

- Implements, monitors and evaluates plans, policies and procedures for the prompt, expeditious and just disposition of BCDA cases.
- Reviews the facts and pieces of evidence, both oral and documentary, of BCDA cases being handled by the LSD.
- Reviews and evaluates plans, policies and procedures on enforcement and recommends necessary changes.
- Attends hearings before any court, tribunal, quasi-judicial or administrative bodies when instructed by the AVP or VP.
- Evaluates work systems and procedures and recommends changes to improve productivity in the LSD.
- Supervises, monitors and reviews the works of junior legal officers in the preparation of legal opinion and/or contract review and in activities involving investigations, litigation of cases, and review and analysis of legal documents in support thereof.

June 2010 – Nov 2016

Legal Counsel and Corporate Secretary
**BCDA MANAGEMENT AND
HOLDINGS, INC.**
Pamayanang Diego Silang
Brgy. Ususan, C-5 Road
Taguig City

As **Legal Counsel**, she performed the following tasks:

- Oversee the internal operations of the Legal Unit.
- Sees that all the company transactions are done in accordance with the existing laws and rules and regulations governing a GOCC.
- Appears and litigates cases in representation of the corporation and its officers before courts and other quasi-judicial tribunals.
- Appears and represents the corporation and its officers before administrative bodies.
- Engages in arbitration, mediation or settlement proceedings for and in behalf of the corporation and its officers.
- Prosecutes cases to protect and enforce the rights and interests of the corporation.
- Defends the corporation and its officers against civil, criminal and administrative complaints.
- Renders legal opinions on complicated legal issues encountered by the company and forwards the same to the OGCC for closing opinions, if needed.
- Counsels project managers and department heads on legal matters.
- Supervises the preparation, researches and/or drafting of opinions containing statement of facts, the legal problems, a legalistic discussion of the pertinent laws, the applicable jurisprudence and the necessary actions as may be required.
- Reviews/recommends action on administrative and/or business contracts and transactions.
- Advises Management on the legal implications of its administrative and/or business decisions.
- Drafts and/or negotiates contracts.
- Supervises the conduct of administrative actions and investigations.
- Recommends legal action on issues presented by Management.

As **Corporate Secretary**, she performed the following tasks:

- Supervises the internal operations of the Board Secretariat.
- Responsible for the safekeeping of corporate legal documents, sending of notices of board meetings, drafting of minutes and preparation of board materials, and more importantly, responsible for ensuring that all the

reportorial requirements of the company to SEC, GCG and its mother company, BCDA, are complied with.

- Provides advice to the Board about corporate governance issues.
- Oversees the organization's implementation and maintenance of the governance framework and management.

April 2007 – June 2010 Senior Legal Officer
**BCDA MANAGEMENT AND
HOLDINGS, INC.**
Pamayanang Diego Silang
Brgy. Ususan, C-5 Road
Taguig City

As **Senior Legal Officer**, she performed the following tasks:

- Represents PDS – EMO in legal proceedings that may arise in relation to any legal issues that the entity might be confronted within its normal day-to-day operations.
- Reviews all legal complaints against PDS – EMO and recommended actions regarding the same.
- Reviews administrative proceedings and processes and recommended actions, if necessary, to ensure that such are lawful and enforceable.
- Supervises the progress of all legal proceedings involving PDS – EMO in coordination with the Office of the Government Corporate Counsel (OGCC).
- Prepares and/or reviews Contracts, Memoranda of Agreement (MOA), Terms of Reference (TOR) and other such documents as may arise in the course of PDS – EMO's day-to-day operations.
- Renders legal opinions concerning NAPOLCOM accounts.
- Initiates eviction cases against delinquent unit awardees of the NAPOLCOM housing Project and assisted the monitoring group in the implementation of the Master Deed of the condominium project of BCDA/NAPOLCOM.
- Prepares pleadings, attended hearings and monitored the compromise agreements entered into by the BCDA/NAPOLCOM and the awardees relating to the ejectment suits to be filed or filed before the court.

Feb 2005 – March 2007 **Junior Associate**
FORNIER & FORNIER LAW FIRM
G-VIII, The Gallery, Amorsolo Street
Legaspi Village, 1229 Makati City

As **Junior Associate**, she performed the following tasks:

- Drafts and prepares legal and corporate documents.
- Drafts and prepares pleadings (regular courts, NLRC, Court of Tax Appeals, Ombudsman/Sandiganbayan, Court of Appeals, Supreme Court).
- Conducts in-house seminars regarding Rules of Procedure in regular courts.
- Appears and represents various clients before administrative agencies (NLRC, HLURB, et., al.).
- Litigates and appears for various clients before regular courts (MTC, MCTC and RTC) and in different Offices of the City Prosecutors.
- Represents various clients in mediation and arbitration proceedings.
- Practice Areas: all fields of law particularly in *criminal and civil cases*, family law cases, labor cases, election cases land registration cases.
- Serves as counsel for the Legal Aid Clinic which provides free and quality Legal Service to the indigent individuals.

Oct 2004 – Jan 2005

Paralegal/Legal Researcher

SANTOS SANTOS & SANTOS LAW OFFICES

Suite 3201-B, East Tower Tektite Building, Philippine Stock Exchange Center, Ortigas Commercial Complex, Pasig City

As **Paralegal/Legal Researcher**, she performed the following tasks:

- Drafts and prepares legal documents such as pleadings (regular courts and offices of the prosecutor).
- Manages the registration and incorporation proceedings with the Securities & Exchange Commission.
- Processes corporate trademark application with the Intellectual Properties Office.
- Provides legal aid services.
- Prepares legal training module that serves as guidelines for standard legal procedures in several legal matters.
- Participates in seminars on various legal issues

April – May 2002

Summer Clerk

RTC Batangas, Branch 3

LEARNINGS AND DEVELOPMENT INTERVENTIONS **TRAINING PROGRAMS**

Introductory Course on the Amended BOT Law and its 2022 Revised IRR

21 July 2022

Public-Private Partnership Center

Project Manager's Training on Managing PPP Projects

26 April 2022

Public-Private Partnership Center

Special Topic on PPP Project Implementation: Dispute Resolution in PPP Projects

24 & 25 March 2022

Public-Private Partnership Center

7th MCLE Compliance (36 units)

Chan Robles Law Net, Inc.

One Common Consciousness: GAD Activity of BCDA Group

14 January 2022

Bases Conversion and Development Authority

2021 National ADR Convention "Justice in the Digital Age;

Synergy of Traditional ADR and Technology

1 to 3 December 2021

Office of the Alternative Dispute Resolution

GSIS-BCDA Online Forum Insurance Product

08 November 2021

Government Service Insurance System

Training for the World Bank Public-Private Infrastructure Advisory Facility

COVID 19 Rapid Support

9, 11, 17, 18, and 23 February 2021; 1, 2, and 15 March 2021

Department of Finance

Introduction to RA 9285 and EO 97, Series of 2012

26 February 2021

Office of the Alternative Dispute Resolution

Salient Features of the 5th Edition of the Simplified Philippine Bidding Documents for Goods and Infra Projects

18 December 2020

Government Procurement Policy Board

Strategies that Promote Work-Life Integration

4 December 2020

Bases Conversion and Development Authority

Orientation on the Guidelines on the Issuance and/or Reinstitution of Permits and Licenses under the "New Normal"

02 December 2020

Anti-Red Tape Authority

Risk Management Training as per ISO31000:2009 Guidelines; Developing a Pro-Active Resiliency in the Government

25 & 26 August 2020

TÜV Rheinland Philippines, IncAppreciating

Risk Management Concepts in the Time of Pandemic

14 August 2020

Development Academy of the Philippines

Risk Management in the Age of Covid

8 May 2020

Institute of Corporate Directors

Transformation and Core Values Track 3 "Building Teams"

04 & 5 March 2020

NXT LVL Team

One Common Consciousness GAD Activity of BCDA Group

17 February 2020

Bases Conversion and Development Authority

Data Piracy Act of 2012

29 to 31 January 2020

National Privacy Commission

Transformation and Core Values Track 2 "Building Strengths"

22 to 24 January 2020

NXT LVL Team

Contract Review Symposium for GOCCs

18 November 2019

Governance Commission for GOCCs (GCG)

One Common Language

13 to 15 November 2019

NXT LVL Team

Orientation-Seminar on RA 9184 and 2016 Revised IRR
6 November 2019
Government Procurement Policy Board (GPPB)

The 6 Critical Practices for Leading a Team
17 & 18 July 2019
Center for Leadership and Change, Inc.

The 7 Habits of Highly Effective Government Leaders
04 to 06 December 2019
Center for Leadership and Change, Inc.

Creative Problem Solving and Decision Making
26 November 2018
Business Coach, Inc.

Effective Change Management
21 November 2018
Business Coach, Inc.

Effective Conflict Management
8 November 2018
Business Coach, Inc.

Mandatory Continuing Education
29 & 30 August 2018
Asian Center for Legal Excellence

Mandatory Continuing Education
14 & 15 August 2018
Asian Center for Legal Excellence

**Commercial Arbitration Training Seminar: The Law
and Practice of Commercial Arbitration**
09 to 13 July 2018
Philippine Dispute Resolution Center, Inc.

Training Course on Auditing Quality Management
28 February to 03 March 2018
Development Academy of the Philippines

**Training Course on ISO 9001:2015 Quality Management System Requirements
and Documentation**
24 to 28 January 2018
Development Academy of the Philippines

OGCC General Counsels' Forum

13 May 2016

Office of the Government Corporate Counsel (OGCC)

Raising Women's Issues: A Non-Partisan, Voter's Education and Discussion among Filipino Male Candidates on their Platform for Women

17 March 2016

Media Partners/Inquirer

2016 Women's Month Celebration: Kapakanan ni Juana, Isama sa Agenda

3 March 2016

Philippine Commission on Women

Mandatory Continuing Education

04 to 07 January 2016

Technical UP Law Center Institute of Judicial Administration

Annual Corporate Governance Training Program

15 April 2015

Institute of Corporate Directors

Orientation on the Use of the Agency Procurement Compliance and Performance Indicators System and Online Procurement Performance and Compliance Indicator System

06 March 2015

Government Procurement Policy Board (GPBB)

Re-affirming the Legal Counsel's Role in Nation Building

10 January 2015

Office of the Government Corporate Counsel (OGCC)

Seminar Workshop on "5"s

14 August 2014

Department of Labor and Employment (DOLE)

Seminar on RA 7877 and RA 9710

14 March 2014

Department of Labor and Employment (DOLE)

Gender Sensitivity Training

07 & 08 August 2013

Philippine Commission on Women

Seminar on RA 9184 and its IRR

27 & 28 February 2013

Government Procurement Policy Board (GPBB)

Mandatory Continuing Legal Education

07, 14, 20, and 28 January 2013

UP Law Center Institute of Judicial Administration

Executive Course in Managing Integrity Development

15 & 16 November 2012

Development Academy of the Philippines

Gender Sensitivity Training

24 & 25 September 2012

Philippine Commission on Women

Level Up Public Speaking and Presentation Skills Enhancement Training

23 April 2010

Advocate for Personal Excellence

Gender and Development Seminar

04 December 2009

BCDA Management Holdings, Inc. (BMHI)

Updates on Goods Procurement on Revised IRR of RA 9184

10 & 11 September 2009

Government Procurement Policy Board (GPBB)

Mandatory Continuing Legal Education

31 July 2009; 01, 07, and 08 August 2009

UP Law Center Institute of Judicial Administration

Stress Managerial Seminar

17 & 18 April 2009

BCDA Management Holdings, Inc. (BMHI)

Mandatory Continuing Legal Education

09 to 11 June 2008

UP Law Center Institute of Judicial Administration

Joint Venture for GOCCs with the Private Sector

30 April 2008

Office of the Government Corporate Counsel (OGCC)

Labor Management Education on Employment Relations

08 November 2007

Department of Labor and Employment (DOLE)

Training on the Philippine Bidding Documents

06 to 08 November 2007

Government Procurement Policy Board (GPBB)
PhilGeps Hands-On Training
18 & 19 September 2007
Philippine Government Electronic Procurement System

Supervisory Development Program
16 & 17 September 2007
Center for Labor Education, Advocacy, Research and Development, Inc.

Mandatory Continuing Legal Education
07 to 09 March 2007
UP Law Center Institute of Judicial Administration

GAD Forum: Preventing Violence Against Women and Children in the Context of COVID 19 Pandemic
11 December 2002
Bases Conversion and Development Authority

MEMBERSHIP / PROFESSIONAL ORGANIZATION

DIRECTOR, HERITAGE PARK MANAGEMENT CORPORATION

INTEGRATED BAR OF THE PHILIPPINES (IBP)

**PHILIPPINE ASSOCIATION OF GOVERNMENT CORPORATE
LAWYERS (PAGCLAW)**

PHILIPPINE DISPUTE RESOLUTION CENTER, INC. (PDRCI)
