**JOSEFINA**

E-mail address: **josefina.1721@2freemail.com**

**SUMMARY OF QUALIFICATIONS**

 Self-motivated, dedicated and focused; goal-oriented; with profound ability to work independently or as part of a team; with good grasp of instructions and above average sensitivity to details; proficient in legal and policy writing/research; with excellent communication skills, both oral and written (i.e. with ability to fluently express ideas and effectively assert opinions); interact well with people of diverse personality; and computer literate.

**SPECIAL SKILL**

* Event coordinator/organizer
* Wedding coordinator (since 2009)

**WORK EXPERIENCES**

\* ***Senior Tax Specialist/Economist***

 National Tax Research Center

 Department of Finance, Philippines

 October 10, 2005 - May 30, 2014

 ***Roles and Responsibilities:***

1. Conduct baseline research studies/industry profile studies which among others, cover the following activities: identification of the research problem, gathering and consolidation of data, evaluation/interpretation of data gathered and conduct revenue estimation/analysis of financial information.

 2. Act as the Secretary of the Branch Chief and Economics Branch's coordinator in executive functions/meetings.

3. Formulate tax policies.

4. Legal/policy work and researches.

5. Train lower rank technicians.

6. Recommend fiscal policies to Philippine law makers.

7. Comment on various House/Senate bills especially in terms of revenue measures to serve as input to fiscal policymakers.

8. Attend meetings/symposia or workshops in connection with studies conducted.

9. Meet/dialogue with different key sectors/stakeholders/government agencies for possible policy reforms.

10. Devise re-entry action plan to serve as input to the Philippine-Australia Human Resource Organizational and Development Facility in partnership with the Australia Development Aid to help developing countries overcome poverty.

 11. Supervise/manage other office-related activities.

 12. Other duties as may be assigned by the Branch Chief or Executive Director.

 \* ***Part-time English Teacher***

 Sacred Heart Academy, Garchitorena, Camarines Sur, Philippines.

 October 2004 - June 2005

***Roles and Responsibilities:***

1. Part-time English teacher for Second and Fourth Year High School students.

2. Assist in the faculty and student activities.

3. Assist in the school paper.

4. Other duties as assigned by the Principal/Administrators.

\* ***Legal Secretary/Intern***

 Sebastinian Office of Legal Aid

 Manila, Philippines

 October 2003 - June 2004

***Roles and Responsibilities:***

1.Assess/receive clients' complaints for initial review before endorsing the same to the Office Director.

2. Prepare legal documents, pleadings and other necessary legal papers.

3. Handled labor and criminal cases as part of legal intern training.

4. Provide free legal advice to indigent clients.

**EDUCATIONAL BACKGROUND**

● POST GRADUATE: Master of Public Policy

 The Australian National University

 Canberra, Australian Capital Territory (ACT)

 Australia

 ***(Awardee, Australian Development Scholarship)***

 Bachelor of Laws

 San Sebastian College-Recoletos (SSC-R) Institute of Law

 Manila, Philippines

 ***(Augustinian Honor Society)***

 ***(Senior Writer - Law Forum,*** *the Official Publication of the Institute of Law****)***

● TERTIARY Bachelor of Arts major in Political Science

 Bicol University

Legazpi City, Philippines

 ***(Cum Laude)***

 ***(Philippine Civil Service Eligibility recipient for being an Honor graduate pursuant to Presidential Decree No. 907)***

 ***(Exchange Editor - The CASette,*** *the Official Publication of the College of Arts & Sciences****)***

● SECONDARY University of Saint Anthony

 Iriga City, Philippines

 ***(6thHonorable Mention)***

● PRIMARY Iriga Central School

 Iriga City, Philippines

 ***(Salutatorian)***

**SEMINARS/CONFERENCES/WORKSHOPS/SHORT COURSES ATTENDED: From July 2011 to April 2014)**

 **Abroad**

* Seminar on Improving Housing Affordability Through Tax Reforms in Australia in Comparison with the UK (Sydney, Australia)
* Seminar on Healthy and Sustainable Suburbs in Australia Through Tax Reforms (Brisbane, Australia)

**Philippines**

* Guest Speaker, 59th Commencement Exercises of the Sacred Heart Academy, Garchitorena, Camarines Sur, Philippines)
* Legal Enhancement Program (San Sebastian Institute of Law, Manila, Philippines)
* ASEAN Economic Integration and Tax Policy (NTRC, Manila, Philippines)
* Seminar on Taxpayers’ Remedies under the Philippine National Internal Revenue Code (NTRC, Manila, Philippines)
* User's Forum on BSP-Produced Statistics as a Component of the Bangko Sentral ng Pilipinas (BSP) Economic and Financial Learning Program (BSP, Manila, Philippines)
* Estimation of Value Added Tax (VAT) Gap (NTRC, Manila, Philippines)
* Seminar-Workshop on Input-Output Structure of Industries (NTRC, Manila, Philippines)
* Conflict Management Seminar (Makati City Hall, Makati City, Philippines)
* Lecture on General Anti-Avoidance Rules (Legal Provisions, Case Laws, and International Experiences on GAAR) (NTRC, Manila, Philippines)
* Re-Entry Action Plan (REAP) Writeshop, (SMX Convention Center, Davao City, Philippines)
* Re-Entry Action Plan Conference: Leaving a Leadership Legacy (SMX Convention Center, Davao City, Philippines)
* Re-Entry Action Plan Conference (Marriott Hotel, Cebu City, Philippines)
* Income Taxation Seminar (NTRC, Manila, Philippines)
* Philippine Tax Treaties and Developments of International Taxation, and Transfer Pricing Methods (NTRC, Manila, Philippines)

**PUBLISHED WORK**

* Handbook on the “***Basic Guide to Philippine Stock Investment and Taxation”***,- My Re-Entry Action Plan upon the completion of my Master’s Degree in Australia in compliance with the requirements of the Philippines-Australia Human Resource and Organisational Development Facility (PAHRODF) in partnership with the NTRC. (Also published in the NTRC Tax Research Journal, May-June 2014 issue)
* ***Review of the Philippine Debt Indicators****,* NTRC Tax Research Journal, Vol. XXVI.1, January – February 2014.
* ***The “Resibo” Programs of the Bureau of Internal Revenue*,** NTRC Tax Research Journal, Vol. XXVI.1, January - February 2014.
* ***Top Corporate Taxpayers in the Philippines for Taxable Years 2009-2011***, NTRC Tax Research Journal, Vol. XXV.6, November - December 2013.
* ***Assessment of the Initial Public Offering (IPO) Tax***, NTRC Tax Research Journal, Vol. XXIII.1, January-February 2011.
* ***Effects of the Abolition of the Documentary Stamp Tax on Stock Market Transaction***, NTRC Tax Research Journal, Vol. XXII.3, May-June 2010.
* ***Comparative ASEAN Tariff Duties of Selected Priority Sectors***, NTRC Tax Research Journal, Vol. XX.2, March-April 2008.

**ORGANIZATION/AFFILIATION**

* Secretary, National Tax Research Center Employees’ Association (NTRCEA)
* Chairman, Conciliation and Mediation Committee of the NTRC Employees’ Credit Cooperative (NECCO)
* Member, Ministry of Lectors and Commentators of San Agustin Parish, Paranaque City, Philippines
* Member, Philippines-Australia Alumni Association Inc. (PA3i)
* Member, Sarong Banggi Organization International

**PERSONAL DATA**

Age: 34

Date of Birth: 30 October 1979

Place of Birth: Iriga City, Camarines Sur, Philippines

Civil Status: Married

Citizenship: Filipino

Religion: Roman Catholic

**CHARACTER REFERENCE**

 To be furnished upon request.

I hereby certify to the veracity of the information that I have provided herein.