

ATTY. MELANI C. CALCETA, JD

Lawyer | Human Resources Officer



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PROFILE

A lawyer, and a humanitarian and development worker.

Recognition and Awards

- Bar Passer (RA 1080) with Exemplary Performance
- Recognized by the Commission on Higher Education Region VIII for being one of the exemplary bar passers in the 2020-2021 Bar Examinations
- Honor Graduate Eligibility (PD 907)
- Graduated cum laude at the University of the Philippines Visayas Tacloban College
- Consistent Honorific Scholar at the UP Visayas
- Awarded as Best Research Paper during the Regional Research Symposium held at the University of the Philippines Tacloban College

Core Skills

- Legal Counselling
- Legal Research
- Legal and technical writing



SUMMARY OF COMPETENCIES

- *Solid understanding of Philippine laws.* Recognized for being one of the Exemplary Bar Passers in the 2020-2021 Bar Examinations.
- *Outstanding teaching, training, orientation, and facilitation skills.*
- *Excellent communication and interpersonal skills.*
- *Proficient in Word, Excel, internet, databases, and email.*
- *Strong service orientation, proactive and results-oriented.*



EDUCATION

Doctor of Jurisprudence

Dr. V. Orestes Romualdez Educational Foundation Inc. (DVOREF College of Law)
Tacloban City
2015- 2020

Bachelor of Science in Management

University of the Philippines Visayas Tacloban College
Tacloban City
2009-2013
Graduated cum laude



WORK EXPERIENCE

Lawyer

MCCCB Law Office
Palo, Leyte
April 2023 – present

Summary of Duties:

- Engaged in the limited practice of law

- Draft letters, correspondences, contracts
- Provide legal advice to clients, among others.

Human Resources Officer

Catholic Relief Services- USCCB

April 2022- present

Summary of Duties and Achievements:

- Facilitate the end-to-end recruitment in CRS Philippines. Activities include finalizing job descriptions, posting job vacancies, shortlisting CVs, facilitating examinations, sitting in panel interviews, and conducting background checks.
- Serve as a paralegal in the office.

Document Reviewer (Consultant)

Catholic Relief Services- USCCB

October 2020- December 2020

Summary of Duties and Achievements:

- Reviewed the Pag-IBIG housing loan applications and supporting requirements of the permanent shelter beneficiaries of Catholic Relief Services under the Anibong Resettlement Project in Tacloban City.
- Monitored compliance and submission of said requirements to facilitate the approval of the housing loan applications.

Human Resources Officer

Catholic Relief Services- USCCB

March 2014- March 2020

Summary of Duties and Achievements:

Initially hired as Human Resource Assistant for the Salcedo sub-office, but after three months from hire date, was promoted to Human Resources Officer position.

- Supported the end-to-end recruitment in CRS Philippines and its five sub-offices.
- Tasked to conduct HR induction.
- Co-led and/or facilitated several activities, such as but not limited to the annual Community Day of CRS Tacloban i.e., Trash Tag Challenge at a coastal area in Palo, Leyte on May 2019, team-building activities, among others.
- Provided support and guidance to all staff through the provision of communications, trainings, materials, and reminders on the Performance Management System of CRS.
- Participated in the revision of the CRS Philippines Personnel Manual along with the Heads of Offices, Head of Programming, Head of Operations, and HR Manager.
- Assisted the HR Manager and Heads of Offices in investigating and resolving infractions to the personnel manual committed by staff (i.e., fraud, policy violations, harassment, abuse, etc.).
- Represent CRS to NLRC hearings, when necessary.
- Served as a paralegal in the office; supported other departments with any of their legal concerns, such as but not limited to, drafting and interpretation of contracts.
- Provided support on analytical reports on HR-related data

College Instructor

ABE Tacloban College

June 2013- October 2013

Summary of Duties and Achievements:

- Taught over six (6) Management subjects like Human Resource Management, Basic Accounting, among others.
- Prepared lesson plans and assessed student performance.



Other Trainings Received

- Healthy Me, Healthy We: A Workplace Wellness Intervention, from August 1-3, 2018
 - Training of Trainers on Understanding Ownership and Real Property Rights, 2017
 - Management Development Program for Managers from March 23-27, 2015
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References

Available upon request.