

**CURRICULUM VITAE**  
**OF**  
**MARITES M. MARISTELA**  
Career Service Executive Officer III  
Registered Social Worker

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**EDUCATIONAL BACKGROUND**

**Tertiary:**

Master in Development Planning (MDM)

Asian Institute of Management (AIM)

Makati City

Jan- December 2012

Master in Urban and Regional Planning

School of Urban and Regional Planning (SURP)

University of the Philippines, Diliman, Quezon City, Philippines

School year 2002 to 2004 ( thesis writing not complete)

Diploma in Urban and Regional Planning

School of Urban and Regional Planning

University of the Philippines, Diliman, Quezon City, Philippines

2002-2003

Postgraduate Diploma in Development Planning,

University Of Queensland, Australia (through AusAid Scholarship)

January-December 1997

Master of Science in Social Work (27 units)

Asian Social Institute, Manila, Philippines

1994-1996

Bachelor of Science in Social Work

College of Social Work

Centro Escolar University

Mendiola, Manila, Philippines

1980-1984

**Secondary:**

St. Mary's Educational Institute

Lemery, Batangas, Philippines

1976-1980 – Graduated 2<sup>nd</sup> Honorable Mention

*Primary:*

Elementary School, Sinturisan Elementary School, San Nicolas, Batangas,  
Philippines

## **PROFESSIONAL BACKGROUND**

**February 2014 to present**

### **Bureau Director**

Standards Bureau

Department of Social Welfare and Development

Batasan Pambansa Complex , Constitution Hills , Quezon City

### *Primary Duties and Responsibilities*

1. Leads, manages and supervises the execution of the general and specific functions and delivery of the key result areas ( KRAs) of the Standards Bureau.
2. Leads the formulation and execution of the strategic priorities of the Bureau aligned with the SB's mandate, Departments' Strategic goals, Thrust and priorities for the year and with the directives of the management
3. Supervise the formulation of standards, guidelines and tools relative to the regulatory services;
4. Oversee the standards compliance monitoring works of the Bureau
5. Sets performance standards and parameters for guidance of the staff and as basis for performance management and evaluation
6. Identify areas for innovation and improvements in setting standards and compliance monitoring of quality management and delivery of protective services and partnership building
7. Develops, manages, coach and mentors the next line of leaders of the Bureau;
8. Provides and creates regular opportunities to develop the competency of the staff
9. Promotes an inspiring work culture and environment and the importance of professionalism, integrity and excellence in the delivery of the staff functions and tasks
10. Ensures periodic monitoring of the execution of the work plans of the Bureau and commitments
11. Leads the identification and utilization of possible resources to communicate the rigorous enforcement of set standards within the Department and in working

with partner social welfare and development agencies and local government units

12. Performs other related task assigned by the immediate supervisor ( Undersecretary ) and by the Secretary

#### **2006 to Jan 2014**

##### **Assistant Bureau Director**

Social Welfare Institutional Development Bureau ( Capacity Building Bureau )  
Department of Social Welfare Institutional Development Bureau (DSWD)  
Batasan Pambansa Complex, Quezon City, Philippines

#### **2004 to September 2006**

##### **Division Chief**

External Assistance Division  
Policy Development and Planning Bureau,  
Department of Social Welfare and Development (DSWD)  
Central Office-Batasan

#### **1999 to February 2004**

Social Welfare Officer IV, External Assistance Office, DSWD

#### **January 1990- January 1999**

Social Welfare Officer III, Bureau of Family and Community Welfare ( Social Protection Bureau ) Department of Social Welfare and Development, Central Office

#### **July 1989- December, 1989**

Senior Social Worker, San Nicolas Parish Center – Christian Children’s Fund Project Affiliate

#### **August 1984- June, 1989**

Social Worker, Community Organizer , Gabay ng Barangay – Family Helper Project – Christian Children’s Fund Project Affiliate