

Résumé

Edwin M. Gregorio, Ph.D.

Address: 33-A G.L. Jaena Street, West Rembo,
Taguig City (formerly Makati City), Philippines

Phone: (+632) 7511606; (Mobile) – (63) 0917-881-2608

Website: www.cistonline.com

e-mail: emgregorio@yahoo.com



Summary of qualifications

EMPLOYMENT & JOB DESCRIPTIONS

Twenty Years (20) years - Dean/Director - 2006 - present - Christian International School of Theology - www.cistonline.com

- Implement Organizational vision, mission and goals for educational network in Asia;
- Strategic Planning on Inter-Cultural Studies, English Communication & Development;
- Online Training Programs, Curriculum & Instructions, Mentoring & Coaching;
- Developing Programs and Strategies for Academic Excellence and Quality Education;
- Formulate and Design Training Modules/Manuals and other educational or instructional materials, on the basis of Training Needs Analysis (TNA).

Ten (10) years - Lecturer/Trainer - 2000 - 2010 - Various Schools and Organizations

- Specialized in Cross-Cultural Communication, Leadership and Management;
- Planning, organizing and implementing workshop/seminars, conventions and trainings on Christian Formation and Values, Ethics and Leadership, Administration and Management;
- Provide a continuous evaluation and learning opportunities for School Faculty and Staff Development & Participated in at least two major workshop/conventions annually;

Four (4) years - Management/Academic Consultant - 2004 - 2008 - Christian Ministry College; Immanuel Institute and Seminary; Immanuel Theological Seminary; Philippine Reformed and Renewal Churches; Christian International School of Theology

- Provide organizational analysis and evaluation for Organizational Development (OD);
- Strategic Planning and development of corporate culture and values;
- Evaluate Training Programs, Curriculum & Instructions, Mentoring & Coaching;
- Development of policies, programs and strategies for Management and Staff in accomplishing organizational goals and objectives.

Nine (9) years - Associate Professor - 1995 - 2004 - AMA Computer Learning Center – ACLC College

- Trained and taught NCC-UK Curriculum subjects such as: Basic English Communication – Speaking and Writing; Project Management; Business System Development and
- Specialized training on: Business English Communication - Speaking and Writing; Values Education, and Ethics; Management and Administration; Industrial Relations in Organization - Human Behavior and Organizational Development; Marketing and Advertising; part of ISO - Total Quality Management Team.
- Formulate and develop teaching and training modules and manuals.

MANAGEMENT EXPERIENCES & JOB DESCRIPTIONS

Five (5) years - Director - Christian Education - 1990 - 1995 - Christian Ministry Institute

- Provide organizational leadership in the area of Administration, Human Resource Training and Development and Educational Management;
- Develop course description, course syllabus and course outlines;
- Specialized training in Curriculum or Instructional Design and Development;
- Provide and conduct continuous training modules and participated in at least two major training programs a year. Familiar with Training Needs Analysis (TNA).

Four (4) years - Vice-President , Board Member - 1990-1994 – Assemblies of Christ for Truth and Sanctity, (ACTS, INC.) – a non-stock, non-profit organization

- Specialized exposure in Management, Administration and Leadership;
- Responsible in planning, organizing, leading and directing the affairs of the corporation;
- Setting goals, objectives and its supervision; research and evaluation;
- Formulate methods, strategies and action plans in accomplishing the purposes of the organization; Church Planting Missions; Start-up Training School;
- Provide healthy working relationship together with the Board Members, officers and staff of the corporation;
- Participated in strategic planning, policy making, organizational structuring and development.

LEARNING & TRAINING DESCRIPTIONS

Graduate - 2003 - Doctor of Philosophy in Theology and Religion - Christian International School of Theology - www.cistonline.com

- Specialized studies in Philosophy, Theology and Religious Education;
- Leadership and Administration; Mentoring and Coaching; Social Biblical Theology;
- Interfaith and Cross-cultural Studies and Missions;
- Managing and organizing Christian Education and Instructions.

Graduate - 2002 - Doctor of Ministry – Manila Theological College (MTC)

- Specialized studies in Christian Leadership; Intercultural Studies and Missions;
 - Church Administration; Evangelism and Discipleship; and Practical Theology;
- Christian Education and Current Social Issues.

Two Years – 1996-‘97 - Ph.D. in Development Administration - Philippine Christian University

Specialized studies in:

- Human Resource Development and Management (HRD);
- Corporate Planning, Analysis and Strategy;
- Financial Management, Analysis and Administration;
- Quantitative Techniques;
- Cross Administration of Culture and Values (International Management);
- Administration of Political Development.

Graduate - 1994 - Master of Arts in Christian Education - Asian Seminary of Christian Ministries

- Specialized training in Academic Administration; Mentoring and Coaching
- Formulation and Research on Curriculum design and development.
- Familiar with Organizational Development and Human Behavior through social sciences (i.e. anthropology, philosophy, theology, cross-cultural studies, and biblical counseling);
- Emphasis on Christian education; values education and work ethics.
- Participated as team program coordinator in 10/40 Windows Convention with 300 participants

Technical Skills - Knowledge in **Computers: Maintenance, Troubleshooting, Upgrade and Repair**; MS Office, Webpage Application (MS Frontpage); Networking (CISCO), Basic Electricity; Radio Operation and Installation; PABX Maintenance and Technician.

- Basic training: PC Concepts; Software applications (DOS and Windows based); Computer Hardware and Internet technology; Computer Troubleshooting, & Networking;
- Participated in different computer training and seminars like: Microsoft Windows; Microsoft Office; Desktop Publishing and Layout; Cisco Networking, etc.

Employment Summary

Christian International School of Theology - Dean/Director - Sept. 2006 -present
Various Schools, Seminaries - Professor and Adjunct Faculty - Sept. 2004 -2006
AMA Computer Learning Center - Associate Professor - June 1995 – Sept. 2004
Philippine Uniting Theological Seminary - Faculty - January 1995 - March 1995
Immanuel Missions & Seminary- Faculty - January 1995 - March 1995
World Mission Theological College - Faculty - June 1993 - March 1995
Touch Ministries Foundation, Inc. - Director / Trainer - March 1994 - January 1995
Christian Ministry Institute - Faculty /C.E. Director - June 1990 - June 1995
ACTS, Inc. - Vice-President and Board Member - January 1990 - March 1994

Education

Post-Graduate Studies

Doctor of Philosophy in Theology and Religion 2003 Graduate
Christian International School of Theology - Yangon, Myanmar

Doctor of Ministry (D. Min.) 2002 Graduate
Manila Theological College (MTC) - Sta. Mesa, Manila

Ph.D. in Development Administration 1996-1997 Two Years
Philippine Christian University (PCU) - Taft Avenue, Manila

Master of Arts in Christian Education 1994 Graduate
Asian Seminary of Christian Ministries (ASCM) - Valero, Makati City

College Studies

Bachelor in Ministerial Study 1991 Graduate
Cathedral of Praise Bible College - 350 Taft Ave., Manila

Diploma in Biblical Study 1989 Graduate
Cathedral of Praise Bible College - 350 Taft Ave., Manila

B.S. Commerce - Accounting 1983 - 1984 Two Years
Tayabas Western Academy - Candelaria, Quezon

B.S. Electrical Eng'g. 1977 - 1979 Two Years
National University - Sampaloc, Manila

Computer Studies

Basic Computer Concept and Special Application Programs 1993 - 1994
Dynavision Technology Center - EDSA Guadalupe, Makati City

Computer Literacy Program (DOS, Windows) 1995

Advance Computer Literacy Course (MS-Office) 1995
CMI - Computer Education and Training - Fairview, Quezon City

Technical Studies

Basic Electronics, Electricity and Drafting 1972 - 1977
Pamantasan ng Makati - (formerly MPCC) -G. Puyat Ave., Makati City
One (1) Year Electronics Technology 1980
Don Bosco Technical Institute - Pasay Road, Makati City
Three (3) Months Radio Operator's Course 1983
Sigma Security Services, Inc. - Cubao, Quezon City
Basic PABX Maintenance Course 1985 - 1986
Philippine Long Distance Telephone Co. - Malugay, Makati City

Professional memberships

John Maxwell EQUIP TRAINOR – Philippines - Member/Trainor, Quezon City
Manila Theological College Alumni Association - Member, Sta. Mesa, Manila
United Nations Volunteers Programme-Philippines - Member, Makati City
World Teach Ministries – Philippines - Member/Trainor, Quezon City
Philippine Reformed and Renewal Churches - Member, Quezon City
Institute for Praying People - Member, Quezon City
ASCM Alumni Association - Member, ASCM, Makati City
Asian Missionary Society - Member, ASCM, Makati City

Training / Seminars received

Received a **total of 35+ certificates** from different **leadership, motivational trainings, accomplishments and other seminars** . Can be furnished upon request.

References

Ptr. PAOLO PUNZALAN – Senior Pastor
Victory Christian Fellowship – Victory BGC
32nd St. cor. University Pkway, Every Nation Bldg.
Bonifacio Global City, Taguig City 1634
Office: +63 (2) 817 1212
Email: info@victory.org.ph

Dr. ANTONIO C. SAN JOSE III - President/Sec. Gen.
Philippine Reformed and Renewal Churches/ACTS, Inc.
P.O. Box 2376 Quezon City, M.M. 1163
Tel. No. (Mobile) – 0921-3412576

Dr. MARTHA I. FAROLAN - Professor
PCU - Center for Graduate Studies in Business & Management
Rm. 227, Academic Building, Taft Avenue, Manila
Tel. No. 523-23-71; 526-51-09

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