

HEAD – OFFICE OF THE LEGAL COUNSEL (ASSISTANT VICE PRESIDENT)

Job Summary

Leads legal services delivery to ensure legal sufficiency of transactions, handle litigation/administrative cases, and provide advice to units/management.

Specific Duties and Responsibilities

1. Plan/direct LSU and coordinate with RAMU on enforcement/restructuring.
2. File and prosecute cases (civil, criminal incl. BP 22/estafa/chattel mortgage law) and extra-judicial foreclosures.
3. Act as counsel in suits filed against the Corporation/officers/employees for official acts.
4. Prepare/review documents for legal sufficiency; render legal opinions and research.
5. Ensure compliance with mandatory reporting; perform secretariat functions to ExCom as needed.

Qualification Standards

- a. Member of the Philippine Bar
- b. ≥5 years legal practice
- c. ≥3 years supervisory/managerial
- d. ≥16 hours relevant training

Competencies

- a. Litigation practice
- b. Legal drafting and review
- c. Advisory and research
- d. Leadership and case management

Working Relations

Internal:

- President/CEO; Board/Committees – legal advice and documentation.
- RAMU – coordination on restructuring, litigation, and foreclosure.
- Account Administration/AMG – documentation and enforcement coordination.

External:

- Courts, prosecutorial offices and quasi-judicial bodies – case filings.
- Registry of Deeds/LRA – mortgages and transfers; Notaries – notarization.

LEGAL OFFICER

Job Summary Prepares and pursues extra-judicial foreclosures, assists in civil/criminal cases, drafts opinions and reviews documents for legal sufficiency.

Specific Duties and Responsibilities

1. Draft/file extra-judicial foreclosures
2. Assist in prosecution/defense of cases (default/non-payment, breach, BP 22/estafa/chattel mortgage law)
3. Coordinate with RAMU on account endorsements
4. Prepare/review loan/security documents
5. Render legal advice; prepare opinions/research; monitor new laws; prepare ExCom minutes

Qualification Standards

- a. Member of the Philippine Bar
- b. ≥2 years relevant experience
- c. ≥8 hours training

Competencies

- a. Legal writing and advocacy
- b. Case coordination
- c. Documentation review

Working Relations

Internal:

- President/CEO; Board/Committees – legal advice and documentation.
- RAMU – coordination on restructuring, litigation, and foreclosure.
- Account Administration/AMG – documentation and enforcement coordination.

External:

- Courts, prosecutorial offices and quasi-judicial bodies – case filings.
- Registry of Deeds/LRA – mortgages and transfers;
- Notaries – notarization.