



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

LEGAL OFFICER

DUTIES AND RESPONSIBILITIES

1. Under the general supervision of the President, plan, organize, direct, supervise and coordinate the functions of the Legal Services Unit & Remedial Account Management Unit the LBP Leasing and Finance Corporation such as, but not limited to, ensuring the legal sufficiency of all company transactions and providing legal services to all the units / groups in the Corporation.
2. File and prosecute cases and other judicial or extra-judicial proceedings arising from the following, among others:
3. Default or non-payment by lessees/borrowers on their lease, loans and other credit accommodations;
4. Breach of contract with the Corporation; and
5. Criminal cases such as violations of B.P. 22, estafa and chattel mortgage law.
6. Act as counsel in suits filed against the corporation, or its officers and employees for acts done in the course of the performance of their official functions and duties.
7. Handle all other cases filed by or against the Corporation in special courts, quasi-judicial and other administrative bodies, commissions, or agencies.
8. Provide legal advice to the Management, the Board of Directors, and its Committees.
9. Prepare and review documents as to legal sufficiency.
10. Prepare legal researches and opinions.
11. Periodically undertake the review of Legal Manual, proposed revisions and refinements thereon, as deemed necessary;
12. Ensure the Office's compliance with mandatory reporting and other reporting requirements to regulators and other agencies/offices;
13. Monitor the performance of all OLC personnel and prepare periodic performance evaluation of OLC personnel;
14. Participate in the regular tasks of the Management Committee, the Credit Committee; the Bids and Awards Committee and other Committees where the Head-Office of the Legal Counsel is an ex-officio Member;
15. Perform the Secretariat function for the Executive Committee
16. Perform other functions as maybe assigned by higher authorities.



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

QUALIFICATION STANDARDS

- Member of the Philippine Bar
- Has been in the actual legal profession for at least 5 years prior to appointment or have held during the like period, any position requiring the qualifications of a lawyer
- With at least 3 years of work experience in supervisory or managerial capacity
- Preferably with at least 16 hours of relevant training

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.