



LEGAL OFFICER I

A. Job Summary

The position requires planning, coordinating and performance of tasks, which are legal in nature in conjunction with the Office of the Vice President and Chief Executive Officer.

B. Duties and Responsibilities

- Reports to and is under the direct supervision and control of VP for Legal Affairs, Human Resources and Administration
- Provides effective legal support to the development and implementation of the Company's plans, programs, and projects by coordinating with and consulting other government agencies and instrumentalities to ensure that these plans, programs and projects are in accordance with the law and the primary purpose of the Company
- Renders legal and advisory services in the course of development and implementation of the Company's plans, programs and projects, and prepares a legal position paper for approval by VP-LAHRA, a copy of which shall be sent to the CEO/ President
- Assists the Office of the VP-LAHRA in resolving all critical issues and special legal concerns whether identified or anticipated on the course of the development and implementation of the company's plans, programs and projects
- Investigates the facts and ascertains the legal position of Philippine Pharma Procurement, Inc. concerning any accident, claim or liability, and shall, in such cases, do what may be required for the protection of the interests of the Company
- Represents the Company in all suits and proceedings pending or which may be pending anywhere in the Philippines, wherein the Company is a party, or its rights or interests are involved, at the direction of the President/CEO and upon recommendation of VP-LAHRA
- Prepares and consolidates board materials and dossiers (in behalf of the Corporate Secretary) for the Board of Directors as directed by the Vice President for LAHRA

- Handles litigation cases involving Philippine Pharma Procurement, Inc. as directed by VP-LAHRA
- Provides consultations, opinions, legal advices, preparation and drafting of contracts and other legal papers, and such other legal work in connection with the business of Philippine Pharma Procurement, Inc.
- Informs the Vice President-LAHRA of all suits that may be brought against the Company, liaise with court authorities concerned, follow-up appearances in the courts, and reports to the Vice President on all the proceedings subsequently connected therewith and as directed by the latter
- Keeps and maintains in his office a docket, in which all proceedings connected with any action in which the Employer is interested shall be recorded and filed, and shall keep such other record necessary to preserve a complete history of the business of the Company as entrusted to his charge. Said docket and records shall be the property of the Company, and shall at all times be subject to the inspection and control of the general counsel.
- Provides legal advice and technical support in all Bids and Awards proceedings of Inter-Agency BAC and Philippine Pharma Procurement, Inc.
- Performs other related tasks that may be assigned from time to time.

Qualifications

- Bachelor of Law, LLB
- With at least one (1) year in active law practice and or professional experience
- Skills on Arbitration and Legal Research, required
- Knowledge on R.A 9184 and its IRR
- Knowledge on government regulations is an advantage

Applicants may send or personally submit their comprehensive resume and Transcript to:

Ms. Melanie M. Aguelo

Human Resources/ Administration

Philippine Pharma Procurement, Inc.

2nd Flr. NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City

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