

Contract Drafting and Review

Schedule of Availability of Service

Monday to Friday
8:00 A. M. to 5:00 P. M.

Who may avail of the Service

PNOC subsidiaries

What are the requirements

Memorandum request stating the salient points of the contract (e.g. duration, special conditions of the contract)
Supporting documents

Duration: 14 days and 45 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Requesting PNOC subsidiary sends the request for contract drafting/review	Receives and records the request for drafting of review of contract and forwards the same to the Department Manager	10 minutes	Executive Assistant		-
2		Assigns to Attorney IV	1 day	Department Manager		-
3		Drafts contract and covering memorandum, or prepares memorandum requesting submission of further requirements, and forwards the same to the Assistant Manager/Division Chief	3 days	Attorney IV		-
4		Reviews the draft contract and covering memorandum, or the memorandum requesting submission of further requirements, and returns it to the Attorney IV (handling lawyer)	3 days	Assistant Manager/ Division Chief		-

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
5		Incorporates the comments to the contract and/or memorandum and forwards to the Department Manager	3 days	Attorney IV		-
6		Signs the memorandum and forwards to the Executive Assistant	1 day	Department Manager		
7		Returns prepared/reviewed contract and covering memorandum to the PNOC subsidiary	1 day	Executive Assistant		
8	Receives the draft contract and covering memorandum, or the memorandum requesting submission of further requirements and revises/comments on the revised contract, or otherwise completes further requirements	Receives either request for preparation of execution copy of contract or memorandum containing further requirements, and forwards the same to Attorney IV (handling lawyer)	10 minutes	Executive Assistant		
9		Handling lawyer prepares execution copy of contract and Final Contract Endorsement, and initials the same on each and every page of the contract, and forwards to the Department Manager	1 day	Attorney IV		
10		Signs the FCE and forwards to the Executive Assistant	1 day	Department Manager		
11		Forwards the execution copy of the contract, or the draft contract to the SVP-LAEMS for endorsement	15 minutes	Executive Assistant		

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12	SVP-LAEMS returns the endorsement	Receives the endorsement and contract and forwards execution copy of contract to the requesting subsidiary	10 minutes	Executive Assistant		

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