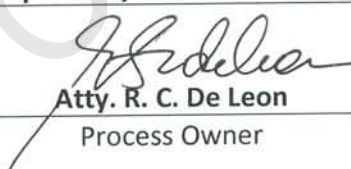
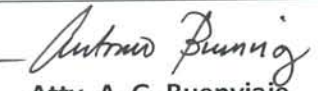
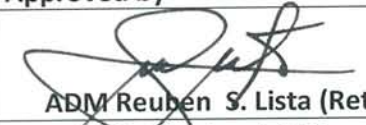
 PNOC <small>The Energy Company</small>	Title of Manual		Document No.	
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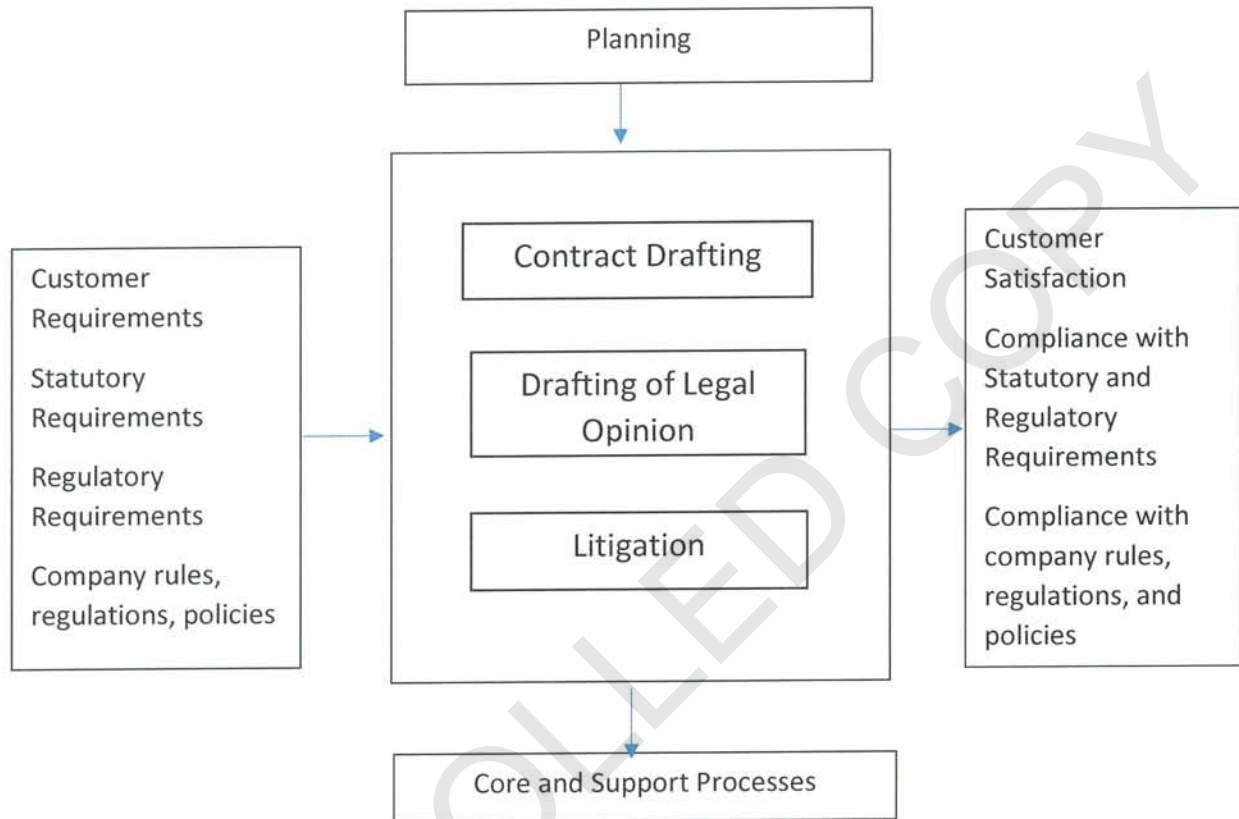
DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
	OGC CONTEXT DIAGRAM	0	September 30, 2020
OGC-01	CONTRACT DRAFTING AND REVIEW	0	September 30, 2020
OGC-01F1	Contract Endorsement Form	0	September 30, 2020
OGC-01F2	Final Contract Endorsement Form	0	September 30, 2020
OGC-01F3	OGC Routing Slip	0	September 30, 2020
	Certificate of No Pending Administrative Case	0	September 30, 2020
OGC-02	LEGAL OPINION	0	September 30, 2020
OGC-03	LITIGATION	0	September 30, 2020

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 Atty. R. C. De Leon Process Owner	 Atty. A. G. Buenviaje OIC Manager - Office of the General Counsel	 ADM Reuben S. Lista (Ret) President and CEO

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**Context Diagram
Office of the General Counsel**



CONTRACT DRAFTING

The drafting/review of all PNOG contracts, agreements, deeds and any and all instruments pertaining to PNOG is the responsibility of the Office of the General Counsel. As a general rule, the general principles of law and jurisprudence dictate the terms and conditions of contracts prepared/reviewed by the Office of the General Counsel. Other contracts require specific provisions to conform with special laws on procurement contracts. The Office of the General Counsel likewise formulates terms and conditions in various types of contracts to protect the interests of PNOG.



Context Diagram Office of the General Counsel




LEGAL OPINION


The Office of the General Counsel renders legal opinions which address the legal issues/concerns pertaining to PNOC, and at times, including its subsidiaries. Legal opinions are based on facts presented and on which the relevant laws, rules and regulations are applied. The Office of the General Counsel is not expected to assume facts, or to express its opinion on matters which are hypothetical in nature.

LITIGATION

The Office of the General Counsel, directly or indirectly, handles civil, criminal and administrative cases for or against PNOC. The Office of the General Counsel also closely coordinates with its statutory counsel, the Office of the Solicitor General (OSG) for purposes of initiating actions for PNOC, monitoring the status of cases, and assisting in the prosecution or defense of actions by providing resources, materials and support. Some cases require coordination with some departments of the PNOC, e. g., the Asset Management Department (AMD) for cases pertaining to the real properties of PNOC. For cases affecting its subsidiaries, the Office of the General Counsel coordinates with the Office of the Government Corporate Counsel (OGCC).


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0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

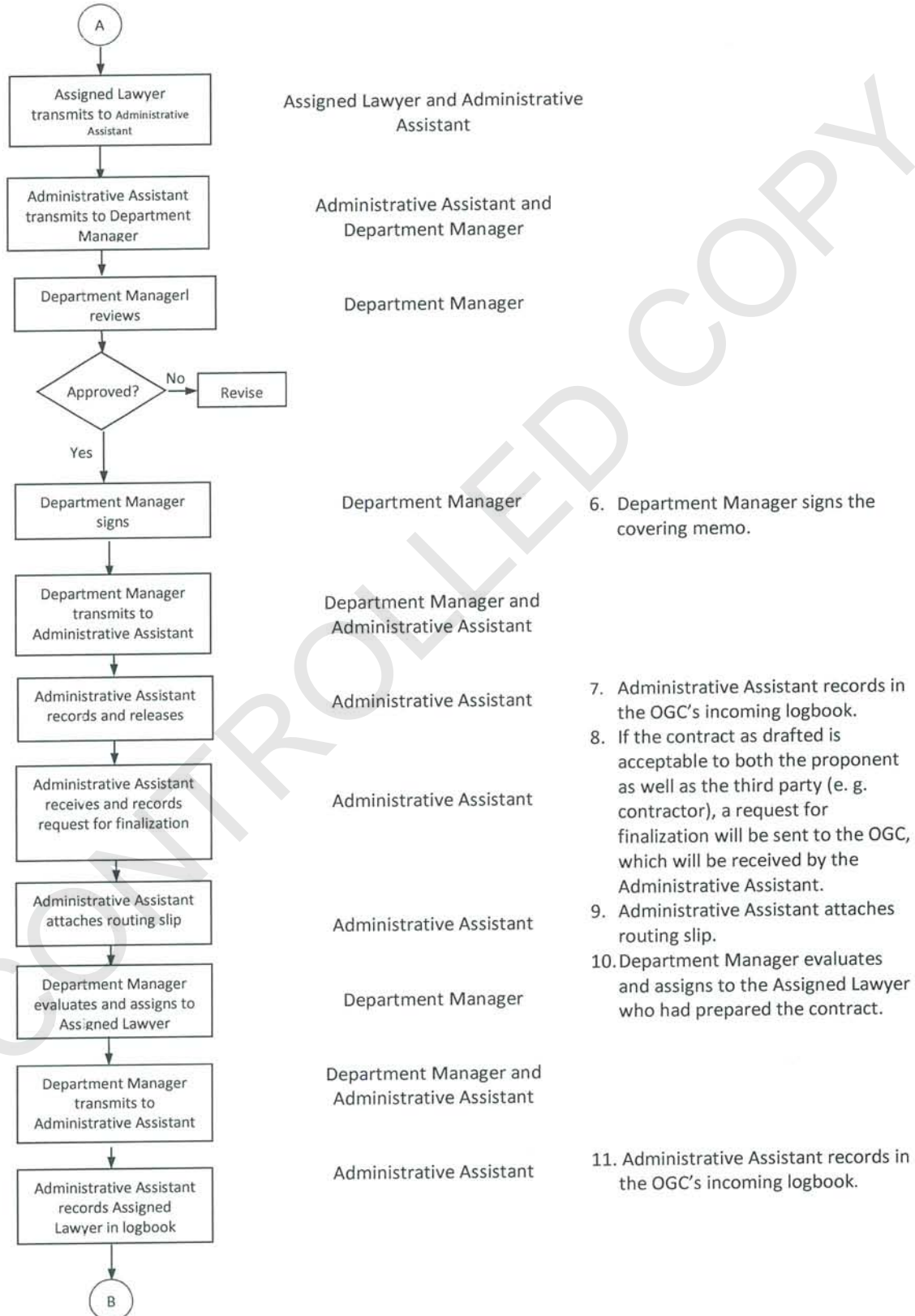
Prepared by	Reviewed by	Approved by
 Atty. R. C. De Leon Process Owner	 Atty. A. G. Buenviaje OIC Manager - Office of the General Counsel	 ADM Reuben S. Lista (Ret) President and CEO


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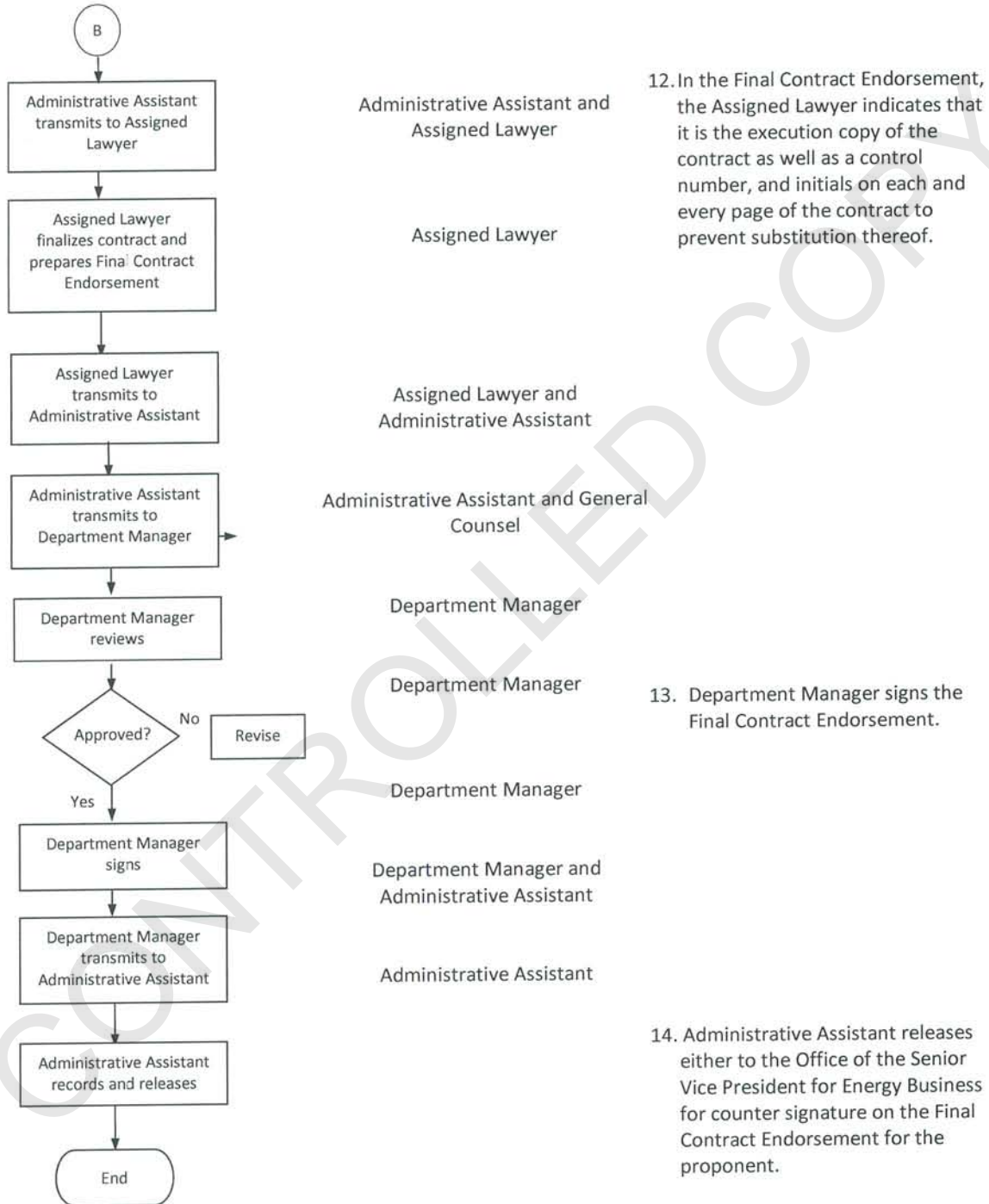
6.0 Details

Activity	Responsibility	Notes/ References
Start		
Administrative Assistant receives and records document/s	Administrative Assistant	1. Administrative Assistant receives the document/s from other departments and records the same in the OGC's incoming logbook.
Administrative Assistant accomplishes and attaches routing slip	Administrative Assistant	2. Administrative Assistant accomplishes the routing slip by indicating thereon the date of receipt and a control number and attaches it to the document/s.
Administrative Assistant transmits document/s and routing slip to Department Manager	Administrative Assistant	
Department Manager evaluates and assigns to Assigned Lawyer	Department Manager	3. Department Manager evaluates the document/s and depending on workload, relative expertise and experience, as well as familiarity with subject matter and issues involved, including continuity, as far as practicable, assigns to the Assigned Lawyer.
Department Manager transmits routing slip and document/s to Administrative Assistant	Department Manager and Administrative Assistant	
Administrative Assistant records Assigned Lawyer in logbook	Administrative Assistant	4. Administrative Assistant records the Assigned Lawyer in the OGC's incoming logbook.
Administrative Assistant transmits to Assigned Lawyer	Administrative Assistant and Assigned Lawyer	
Assigned Lawyer drafts contract and cover memo	Assigned Lawyer	5. Assigned Lawyer drafts the contract based on the Terms of Reference given, the Philippine Bidding Documents, as well as standard provisions of contract developed by the OGC, among others.
A		


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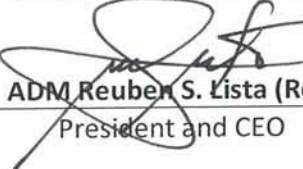
7.0 Records and Files Generated

Contract with Annexes

8.0 Attachments

None

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0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 Atty. J. U. Nicolas Process Owner	 Atty. A. G. Buenviaje OIC Manager - Office of the General Counsel	 ADM Reuben S. Lista (Ret) President and CEO



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

FCE _____

CONTRACT ENDORSEMENT

This Contract between **Philippine National Oil Company (PNOC)** and _____ has been drafted/reviewed by the Office of the General Counsel and was found to be legally valid and is being ENDORSED to the Senior Vice President for Energy Business for final clearance.

PNOC Authorized Signatory:

Contract Filename:

Handling OGC Personnel:

Other Remarks:

Date:

A. G. Buenviaje
OIC, Manager
Office of the General Counsel

FCE _____

FINAL CONTRACT ENDORSEMENT

This Contract between **Philippine National Oil Company (PNOC)** and _____ has been drafted/reviewed by the Office of the General Counsel.

This CONTRACT is CLEARED FOR SIGNING.

PNOC Authorized Signatory:

Contract Filename:

Handling OGC Personnel:

Other Remarks:

Date:

G. M. BARLETA
Senior Vice President for
Energy Business



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Bonifacio Global City, Taguig City

FCE _____

FINAL CONTRACT ENDORSEMENT

This contract between **Philippine National Oil Company (PNOC)** and _____ has been drafted/reviewed by the Office of the General Counsel.

This CONTRACT is CLEARED FOR SIGNING.

PNOC Authorized Signatory:
Contract Filename:
Handling OGC Personnel:
Other Remarks:

Date:

A. G. Buenviaje
OIC, Manager
Office of the General Counsel



OGC ROUTING SLIP

Document No. _____

Document Type:

- CONTRACT
- MEMO/OPINION
- LETTER
- REPORT
- OTHER

Date Received By OGC: _____

Assigned To: _____

Due Date: _____

Date Released By OGC: _____

- Comment
- Necessary Action
- Prepare Reply
- For Your Information
- Initial
- Follow Up
- See Me
- Investigate
- Note & Return
- As Requested
- Per Conversation
- File

From	To	Date OUT/Time	Date IN/Time	Remarks

CONTROLLED COPY



Philippine National Oil Company
OFFICE OF THE GENERAL COUNSEL

Certification of No Pending Administrative Case

Request Form

Name:

Position:

Department:

Purpose:

Date:

Requested by:

(Printed Name & Signature)



Philippine National Oil Company
OFFICE OF THE GENERAL COUNSEL

Certification of No Pending Administrative Case

Request Form

Name:

Position:


Department:

Purpose:

Date:

Requested by:

(Printed Name & Signature)

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1.0 Objective

To render legal opinions, which address the legal issues/concerns pertaining to PNOC, and at times, including its subsidiaries.

2.0 Scope

Legal opinions are based on facts presented and on which the relevant laws, rules and regulations are applied.


3.0 References

Laws and Jurisprudence
Memorandum from proponent/requesting party

4.0 Definitions and Abbreviations

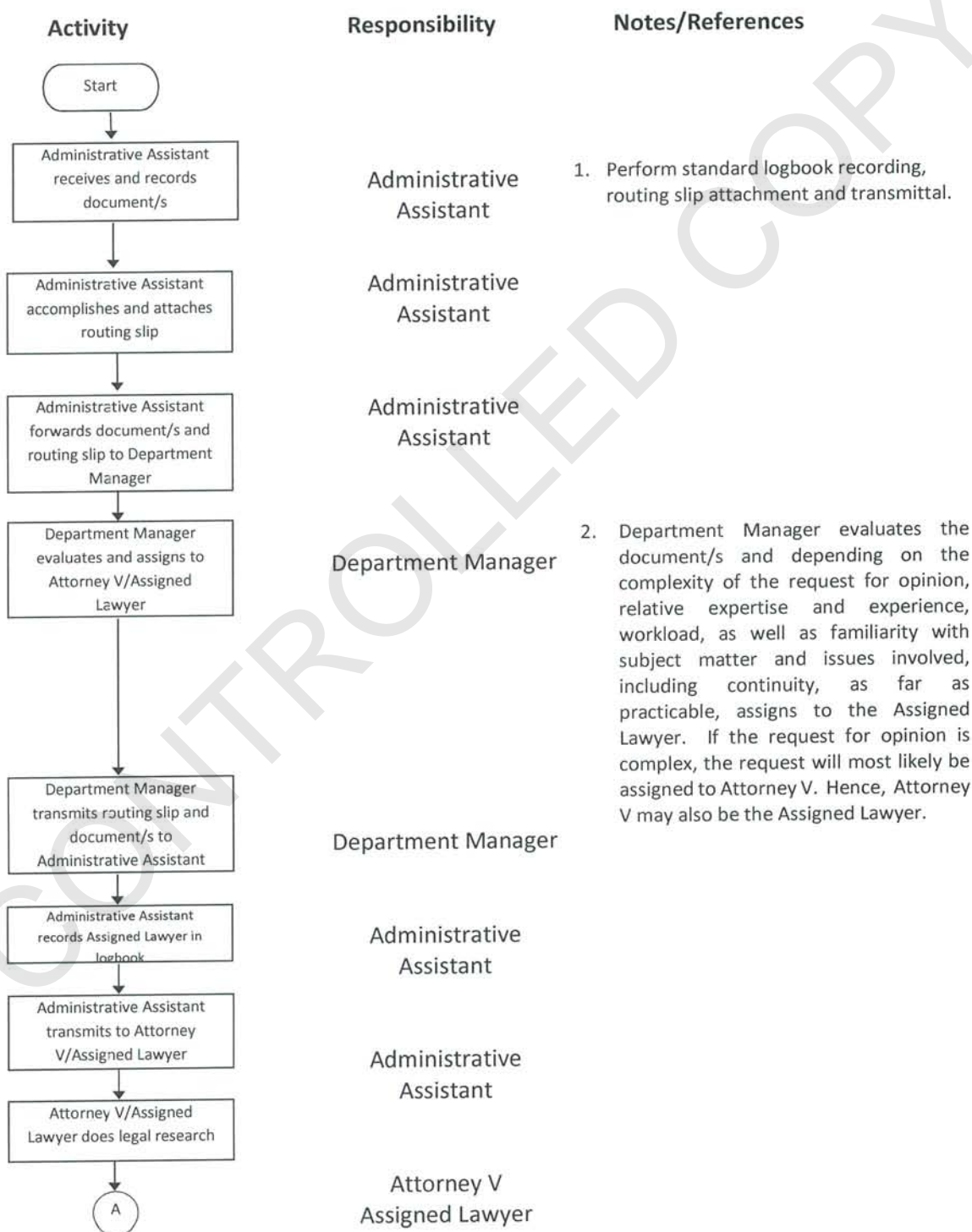
5.0 Policies and Guidelines


- 5.1. All requests for legal opinions should be through a MEMORANDUM or through routing slips or marginal notes, if originating from the Office of the Chairman or Office of the President, setting forth in detail the facts of the case referred to and indicating clearly the issues that are to be resolved. The memorandum shall be signed by the manager of the requesting department.
- 5.2. In instances where the pertinent law is known and is requested to be interpreted, a copy of said law, if available, may be attached to the memorandum or the pertinent provisions of which should be cited in the Memorandum.
- 5.3. Prior relevant communications should form part of the memorandum and the OGC should be informed of subsequent developments having significant effect on the issues being resolved.
- 5.4. All written requests should be addressed to the Department Manager and coursed through the OGC Administrative Assistant/Secretary for recording purposes and to be forwarded to the Department Manager for assignment to the lawyers.

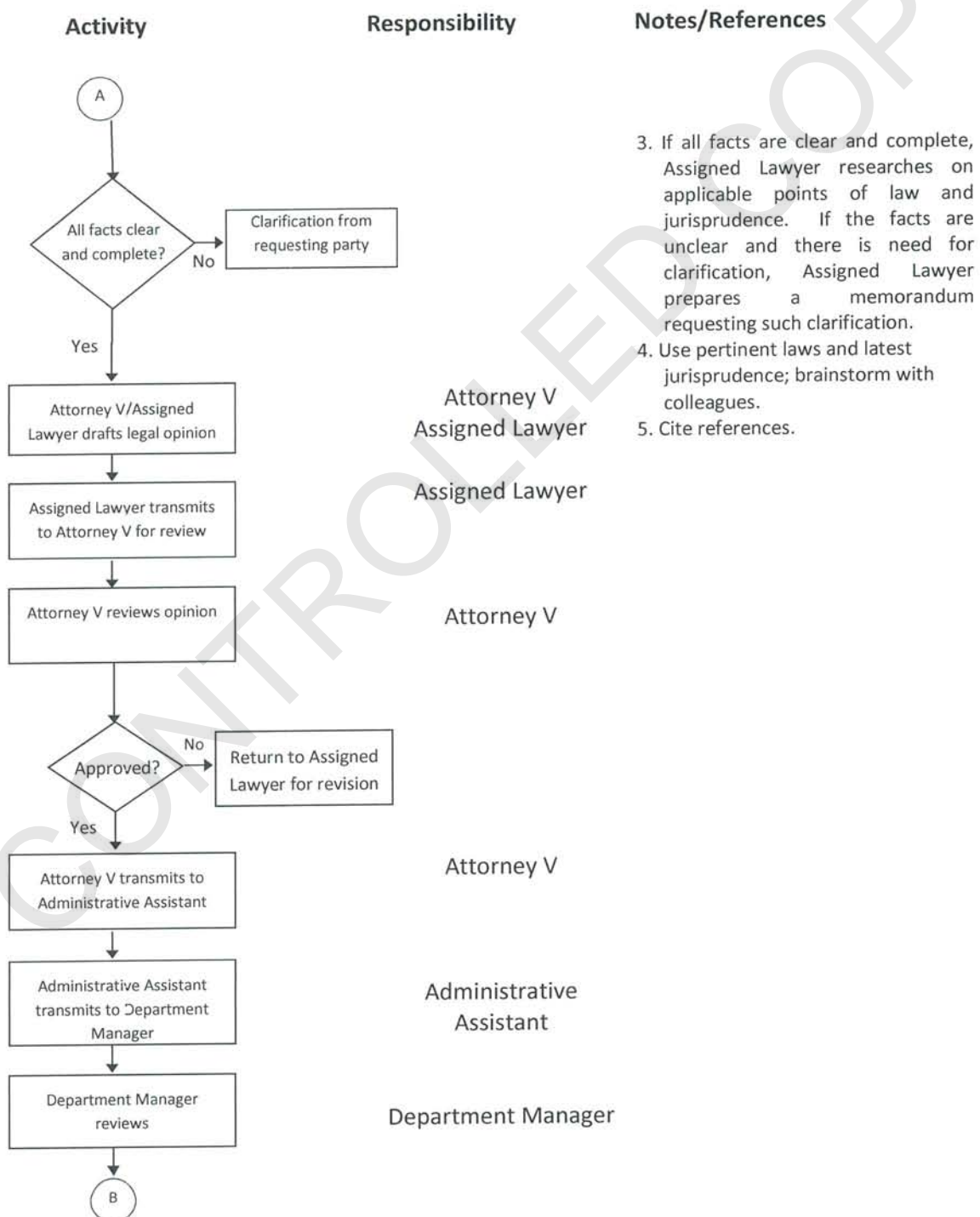
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RENDERING LEGAL OPINION

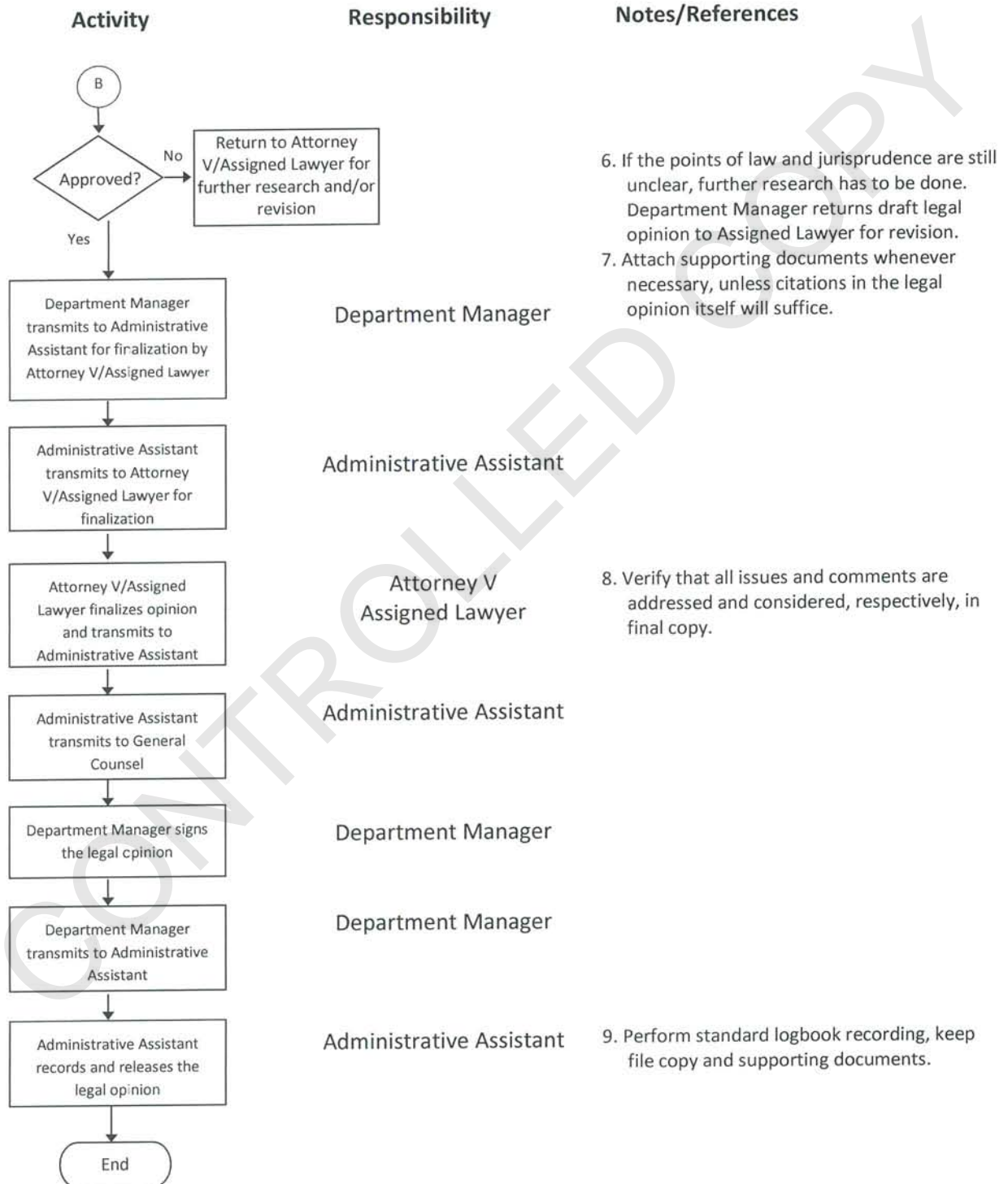
6.0 Details




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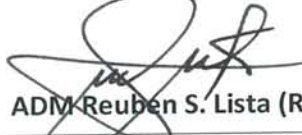
7.0 Records and Files Generated


Memorandum

8.0 Attachments

None

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	Title of Manual		Document No.	
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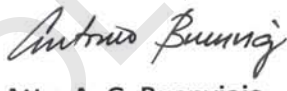
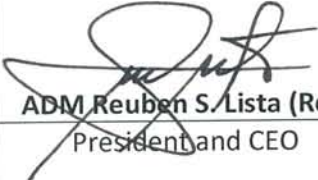
7.0 Records and Files Generated

Pleadings with Annexes, court orders, pleadings of opposing parties

8.0 Attachments

None

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