

ATTY. ALVIN JOHN F. BALAGBAG

WORK EXPERIENCE

ATTORNEY IV/OFFICER-IN-CHARGE, CORPORATE SECRETARY

PNOC Renewables Corporation

August 2013- present

- Acted as Bids and Awards Secretariat
- Assisted in drafting and finalizing Bidding Documents for Power Engineering Procurement Construction and Commissioning (EPCC) to ensure compliance to RA 9184.
- Member of Technical Working Group for procurement activities
- Member of a Technical Working Group Evaluating Bids for a Hydro-Power Plant's EPCC
- Supervised the conduct of public bidding for infrastructure projects.
- Negotiated with government agencies and private companies on investments into energy projects.
- Draft and negotiate construction contracts;
- Negotiated Joint Venture Agreements with a leading energy developer for a Hydro Power project worth 5 Billion pesos.
- Rendered legal opinion on various legal issues especially on energy laws, rules and regulations and administrative matters.
- Provided legal advice in drafting an approvals and employees manual.
- Supervise the conduct of Public-Private Partnership Arrangements and Joint Venture projects
- Ensured compliance with labor laws
- Ensured compliance to Commission on Audit rules and regulations
- Drafted a manual for Corporate Governance.
- Designated as OIC Corporate Secretary September 2015 -present
- Assist the Corporate Secretary on preparation of minutes and board materials.
- Ensured compliance with Securities and Exchange Commission's rules and reports
- Ensured compliance with Governance Commission for GOCCs
- Coordinates and addresses Board Member's concerns
- Secretariat for Board Committees

ASSOCIATE LAWYER

Ortega Bacorro Odulio Calma and Carbonnel Law Office

August 2012-August 2013

- Handled criminal and civil litigation.
- Handled labor matters especially post-employment cases.
- Reviewed and advised clients on employee issues especially those leading to termination
- Render advice on various legal issues of multinational companies.
- Render legal advice on various regulatory issues.

- Supervised special projects and government regulation compliance

ASSOCIATE LAWYER

Cesar C. Cruz & Partners Law Offices

January 2012 - August 2012

- Handled Labor, Intellectual Property and Corporate cases.
- Handled and rendered advice on labor related matters and cases.
- Reviewed contracts and provided various legal opinions for various multinational companies

LEGAL TEAM LEADER

2013 Election for 1st district of Makati

May 13, 2013

- Conducted seminars for poll watchers for the elections and had supervision over poll watchers during the election.

INTERN

Office of the Commissioner, Bureau of Customs

May, 2010

- Prepared digest of pending administrative cases of employees of the Bureau for consideration of the Commissioner

LEGAL CONSULTANT

2010 Election for 2nd district of Isabela

May, 2010

- Conducted seminars in different municipalities of Isabela for the Liberal Party's poll watchers regarding the PCOS machine and on the procedures for the 1st automated elections in the country.

LEGAL CONSULTANT

June, 2010

2010 Barangay Elections in Barangay Seinna Q.C.

- Provided legal representation for a candidate.

PARALEGAL

Bernardo Fuentes Law Office

June 2007- March 2011

- Rendered legal advice on various legal matters especially on family law, administrative law and labor law.
- Drafted affidavits, contracts and letters.
- Represented clients in labor tribunals and mediations.
- Supervised messengerial personnels and office supplies procurement.
- Liase with government officials on legal issues.

EDUCATIONAL BACKGROUND

BACHELOR OF LAWS

University of Santo Tomas, Faculty of Civil Law

2007-2011

AB ASIAN STUDIES, CUM LAUDE

2003-2007 - University of Santo Tomas, Faculty of Arts and Letters

1999-2003 - St. Andrew's School, Caloocan (High School)

1992-1999 - San Sebastian Elementary School, Manila (Elementary)

EXTRA CURRICULAR ACTIVITIES

Secretary, Aegis Jvris Fraternity, Faculty of Civil Law UST, 2008- 2011

Contributor, Faculty of Civil Law Newsletter

Editor, The Torch, Fraternity Newsletter

Head, Academics Committee, Fraternity Bar Operations

Vice-President, Asian Studies Society UST, 2006-2007

TEACHING EXPERIENCE

Manila Business College, 2013-2015

- Teaching Income Taxation, Business and Transfer Taxes, Obligations and Contracts, Sales, Agency and Labor

SEMINARS AND TRAINING ATTENDED

Expropriation Proceedings and Right-of-Way Acquisition Processes, Public-Private Partnership Center, PPP Center, Eton Centris, Quezon City, 14 January 2016

Corporate Governance Forum, Securities and Exchange Commission and Philippine Stock Exchange, Grand Ballroom, Intercontinental Manila, 15 October, 2015.

Introduction to Public-Private Partnership and the Philippine PPP Program Training, PPP Center of the Philippines, Capacity Building and Knowledge Management Service, PNOG Building 5, June 25, 2015.

INCOTERMS 2010, Revised International Rules in the Interpretation of Trade Terms, Center for Global Best Practices, EDSA Shangri-La, Mandaluyong, May 08, 2015.

Basic Arbitration Seminar, Philippine Institute of Arbitrators, Quisumbing Torres, 16-17 April 2015.

Attracting Direct Foreign Investment: Liberalization, Prospect and Opportunities- Center for Philippine Futuristics Studies and Management Inc., Asian Institute of Management, 30th April 2015.

Corporate Governance, Board Effectiveness Best Practices - Center for Global Best Practices, EDSA Shangri-La, Mandaluyong, March 18, 2015

Project Management in the Construction Industry - National Engineering Center, University of the Philippines, Diliman Quezon City, November 12-14, 2014.

Construction Contract Management - National Engineering Center, University of the Philippines, Diliman Quezon City, August 27-28, 2014.

How to Joint Venture Legally with GOCCs and LGUs - Center for Global Best Practices, EDSA Shangri-La, Mandaluyong, August 22, 2014

Best Practices in Corporate Housekeeping - Center for Global Best Practices, EDSA Shangri-La Mandaluyong, August 7 and 8 2014.

Best Practices and Remedies To Avoid COA Disallowances - Center for Global Best Practices, EDSA Shagri-La Mandaluyong, 4 April 2014.

High Level Symposium of Renewable Energy - "Time for Renewable Energy To Push Through - Reaping The Fruits Of the RE Law" - sponsored by the Department of Energy (DOE) together with the Climate Change Commission (CCC) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Ballroom 1, Mandarin Oriental, Makati Avenue, Makati City, December 3, 2014

What You MUST Know About the Government Procurement Law and Its Implementing Rules and Regulations: Ensuring Compliance with RA 9184 and its IRR - Center for Global Best Practices, EDSA Shangri-la Mandaluyong, October 10-11, 2013

Basic Records and Archives Management Seminar Workshop - National Archives of the Philippines, PNOC Conference Room, October 29-30, 2013.