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# Geneflor L. Santiago



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## PROFESSIONAL LICENSE

Admitted to the Bar in 2012  
Roll No: 60790

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## EDUCATIONAL BACKGROUND

<b>2007 to 2011</b>	<b>Juris Doctor</b> UNIVERSITY OF THE PHILIPPINES, College of Law Diliman, Quezon City
<b>2003 to 2007</b>	<b>Bachelor of Arts in Political Science</b> UNIVERSITY OF THE PHILIPPINES, College of Social Sciences and Philosophy Diliman, Quezon City <i>Cum Laude</i>
<b>1999 to 2003</b>	<b>Secondary Education</b> MANILA SCIENCE HIGH SCHOOL Padre Faura, Taft Avenue, Manila <i>Silver Medalist</i>
<b>1992 to 1999</b>	<b>Primary Education</b> SAN SEBASTIAN COLLEGE – RECOLETOS C.M. Recto Avenue, Manila <i>Salutatorian</i>

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## LEGAL WORK EXPERIENCE

### **Department of Finance (DOF), Privatization Group and Office of Special Concerns**

DOF Bldg., BSP Complex, Roxas Blvd., Manila

***Project Manager IV***

***Project Manager III***

**January 2018 to present**

**January 2016 to December 2017**

- **Public Private Partnership (“PPP”) Projects Legal Point Person**
  - Reviewed Concession Agreements and other related Contracts for IT Infrastructure Project, Expressway and Coastal Defense Projects, Rail Project and other PPPs
  - Attended Investment Coordination Committee, Infrastructure Committee, Infrastructure Cluster, Technical Working Group, and other related meetings for Projects
  - Reviewed proposals for other modes of private sector participation, i.e., Joint Venture Agreements, Lease of Government Assets by Private Entities and provided recommendations for the principals

- **Privatization Projects Legal Point Person**
  - Performed legal review, drafted necessary documents and correspondences, and facilitated inter-agency coordination for the Privatization of Government Owned or Controlled Corporations (GOCC), Merger of and/or Acquisitions by Government Banks, and disposition of various government assets
  
- **Privatization Council (PrC) Secretariat**

[The Privatization Council is a Cabinet-level Committee mandated to direct, supervise and coordinate all privatization and similar disposition efforts undertaken by the Government.]

  - Legal point person for the PrC Secretariat
  - Reviewed Privatization Proposals of Disposition Entities, i.e., Privatization and Management Office (PMO), Presidential Commission on Good Government (PCGG), National Development Company (NDC) and its subsidiaries and provided recommendations for the principals
  - Facilitated inter-governmental agency coordination for the PrC approval process
  - Drafted PrC Related Documents, i.e., Action Documents, Memoranda and Minutes of the Meetings of the PrC and its Technical Committee
  
- **Secondary Alternate/Board Support for the following GOCC:**
  - Represented the Secretary of Finance as Ex-Officio Director in the Board Meetings of the National Development Company (NDC)
  
- **Board Support for the following GOCCs:**
  - Attended Board Meetings, drafted meeting reports, reviewed Board Materials and performed legal review of the Board matters for the following GOCCs: United Coconut Planters Bank (UCPB), Home Guaranty Corporation (HGC), National Home Mortgage Finance Corporation (NHMFC)
  
- **Special Concerns**
  - Participated in the Senate and House of Representatives Public Hearings and Technical Working Group on various matters
  - Handled the transfer of Nominee Shares of the Republic of the Philippines in various Joint Venture Companies
  - Drafted letter responses for inter-agency correspondences and public queries
  - Managed and facilitated various inter-agency property transfers
  - Policy matters, i.e., review and consolidation of Department Orders
  - Drafted Internal Memoranda on various Legal Matters

**Martinez Vergara Gonzalez and Serrano Law Firm**

**February 2013 to January 2016**

Ortigas Center, Pasig

***Associate Lawyer***

- **General Litigation and Labor**
  - Handled Criminal, Civil and Labor Cases, as well as Special Proceedings and Special Civil Actions
  - Drafted initiatory and responsive pleadings, motions and memoranda
  - Attended hearings and proceedings before the Court and other bodies, i.e., National Labor Relations Commission, Presidential Commission on Good Governance
  
- **Land Registration Cases, Estate Settlement and other Property Related Matters**
  - Handled Land Registration Proceedings, i.e., application for registration, cancellation of annotation, adverse claim
  - Handled Extrajudicial Settlement of Estate
  - Handled and monitored Real Property transfers
  
- **Intellectual Property Matters**
  - Filed applications for registration of Trademarks and Patents

- Monitored mandatory filings for Trademarks and Patent
- Addressed queries on Copyright related issues
- Coordinated with foreign counsels for international Intellectual Property concerns of clients
- **Corporate Matters**
  - Drafted and filed General Information Sheets
  - Drafted Secretary's Certificates
  - Attended Board Meetings and drafted Minutes
  - Attended Annual Stockholders' Meetings
  - Handled Amendment of Articles of Incorporation
  - Handled transfers of shares of stocks
  - Drafted and Reviewed contracts
- **Special Projects**
  - Due diligence for acquisition of property/corporation
  - Due diligence for public listing of corporation
  - Public bidding and government procurement
    - Reviewed bid bulletins
    - Reviewed compliance with requirements and sufficiency of documents

**Catindig Flores and Palarca Law Firm**

**June 2012 to January 2013**

Ortigas Center, Pasig

***Associate Lawyer***

- **General Litigation and Labor Cases**
  - Handled a wide variety of litigation cases ranging from Criminal, Civil, Administrative, Labor and Special Proceedings
  - Drafted initiatory and responsive pleadings, motions and memoranda
  - Attended hearings and proceedings before the lower and higher Courts and other bodies/agencies, i.e., National Labor Relations Commission
- **Land Registration Proceedings and other Property Related Matters**
  - Handled cancellation of annotation, reconstitution of title and adverse claims
  - Handled Extrajudicial Settlement of Estate
  - Handled and monitored Real Property transfers
- **Corporate Matters**
  - Incorporation
  - Amendment of Articles of Incorporation
  - Drafted and Reviewed contracts
- **Special Projects**
  - Attended proceedings before the Civil Aeronautics Board for an air transport related project

**OTHER WORK EXPERIENCE**

**Polytechnic University of the Philippines (PUP)**

**June 2012 to April 2016**

A. Mabini Campus, Anonas Street, Sta. Mesa

***Lecturer/Part-time Professor***

- **Colleges/Institutes**
  - Institute of Technology (2012)
  - College of Law (2012-2015)
  - College of Business Administration (2013-2014)
  - College of Education (2013)
  - Institutes under the Open University System (2015-2016)

- **Subjects**
  - Legal Research
  - Legal Ethics
  - Legal Technique and Logic
  - Alternative Dispute Resolution
  - Torts and Damages
  - Obligations and Contract
  - Property

**University of the Philippines – Office of Legal Aid**  
**Legal Intern**

**Summer 2010 and  
 Second Semester, A.Y. 2010-2011**

- Drafted Pleadings
- Attended Hearings before Courts and Administrative Bodies (i.e., NLRC)
- Interviewed applicants and clients

**Sangguniang Kabataan (SK)**

**2001-2007**

**Chairperson**

Barangay 390, Zone 40, Quiapo, Manila

- Presided over Sangguniang Kabataan meetings
- Implemented projects for children and youth in the barangay
- Participated in the regular meetings of the Sangguniang Barangay
- Attended meetings of the Sangguniang Kabataan Federation
- Attended leadership training seminars

**Department of the Interior and Local Government (DILG):**

**February to March 2007**

**On The Job Training**

**Intern/Trainee**

- Received letter inquiries addressed to the legal division and drafted reports of the queries in the record books.

**MEMBERSHIP AND AFFILIATIONS**

**Integrated Bar of the Philippines**

**2012 to present**

*Member*

**UP Women in Law (WINLAW)**

**2009 to present**

*Member/Alumna*

**UP POLITICA**

**2006 to present**

*Member/Alumna*

**Sangguniang Kabataan Federation**

**2001 to 2007**

*Member*