

DELA CRUZ, JOHN BENEDICK R.



PERSONAL DETAILS:

- Date of Birth: March 18, 1991
- Place of Birth: Metro Manila
- Martial Status: Married

DATE ADMITTED TO BAR: June 7, 2018

IBP ROLL NO: Roll no. 71525

EDUCATIONAL BACKGROUND:

- Post Graduate : University of Santo Tomas - *Faculty of Civil Law (L.LB)* (S.Y. 2012-2017)
- College : University of Santo Tomas – *B.S. Commerce Major in Marketing* (S.Y. 2007-2011)
- High School: University of Santo Tomas – Pay High School (S.Y. 2003-2007)
- Elementary: Immaculate Concepcion Cathedral School (S.Y. 1997-2003)

SEMINARS and FORUMS:

- “Petron for Sale? Analysis of the two sides of the Coin” - July 2008;
- “The Changing World” - December 2008;
- Starmark 7: “What’s hot?” What’s NOT!” - September 2009;
- Starmark 8: Strategic Marketing Concept & Competition - July 2010;
- MCLE VII Compliant 2022.
- Government Procurement Planning - 2023.
- R.A. 9184 Government Procurement Reform Act - 26 January 2023
- Corporate Governance Orientation Program for GOCCs – 09 March 2023
- Integrated Corporate Reporting System (ICRS) DPRS Orientation - 16 June 2023
- Best Practices in Corporate Housekeeping October 2023 by the Center for Global Best Practices

EXPERIENCE:

Public Attorney's Office (Parañaque) – July to August 2016

As an Intern

- Assisted lawyers with the research and gathering of legal documents in preparation for trials;
- Drafting affidavits of PAO's clients and assisting them with their legal concern through the PAO lawyers' advice.

Algarra Law Offices (Ayala, Alabang) – August 2018 to December 2022

Associate Lawyer

- As litigation lawyer in various legal fields such as Civil, Criminal, and Labor Cases;
- Drafting initiatory and responsive pleadings, motions, position papers and memorandum.

Philippine National Construction Corporation (Bicutan, Parañaque) (January 2023 to present)

As Corporate Secretary – May 8, 2024 to present

- Keeps accurate minutes of all meetings of the stockholders, of the Board, and of the Executive Committee, and shall attends to the giving of all notices required by the By-Laws.
- Custodian of the corporate seal, stock certificate books, stock and transfer book, records, documents, and papers of the Corporation, prepare ballots for the annual elections and keep a complete and up-to-date list of the stockholders and their addresses.
- Prepares minutes of board and committee meetings, reports and statements as required by the Board and/or the Chairman.
- Assists the Board and the board committees in the conduct of their meetings, including preparing an annual schedule of Board and committee meetings and the annual board calendar, and assisting the chairs of the Board and its committees to set agendas for those meetings.
- Safe keeps and preserves the integrity of the minutes of the meetings of the Board and its committees, as well as other official records of the corporations.

- Keeps abreast on relevant laws, regulations, all government issuances, relevant industry developments and operations of the corporation, and advises the Board and the Chairman on all relevant issues as they arise.
- Work fairly and objectively with the Board, Management, and stockholders and contributes to the flow of information between the Board and management, the Board and its committees, and the Board and its stakeholders, including shareholders.
- Advises on the establishment of board committees and their terms of reference.
- Informs members of the Board, in accordance with the by-laws, of the agenda of their meetings at least five working days in advance, and ensures that the members have before them accurate information that will enable them to arrive at intelligent decisions on matters that require their approval.
- Attends all meetings, except when justifiable causes, such as illness, death in the immediate family and serious accidents, prevent him/her from doing so.
- Performs required administrative functions and other regulatory agencies.
- Executes and maintains disclosure requirements to regulatory bodies.

As Assistant Corporate Secretary - January 26, 2023 - May 8, 2024

- In the absence of the Corporate Secretary, keeps accurate minutes of all meetings of the stockholders, of the Board, and of the Executive Committee, and shall attends to the giving of all notices required by the By-Laws.
- In the absence of the Corporate Secretary, custodian of the corporate seal, stock certificate books, stock and transfer book, records, documents, and papers of the Corporation, prepare ballots for the annual elections and keep a complete and up-to-date list of the stockholders and their addresses.
- Assists the Corporate Secretary in preparing minutes of board and committee meetings, reports and statements as required by the Board and/or the Chairman.
- Assists the Board and the board committees in the conduct of their meetings, including preparing an annual schedule of Board and committee meetings and the annual board calendar, and assisting the chairs of the Board and its committees to set agendas for those meetings.
- Assists the Corporate Secretary in safekeeping and preserving the integrity of the minutes of the meetings of the Board and its committees, as well as other official records of the corporations.
- Keeps abreast on relevant laws, regulations, all government issuances, relevant industry developments and operations of the corporation, and advises the Board and the Chairman on all relevant issues as they arise.
- Work fairly and objectively with the Board, Management, and stockholders and contributes to the flow of information between the Board and management, the Board and its committees, and the Board and its stakeholders, including shareholders.
- Advises on the establishment of board committees and their terms of reference.

- Informs members of the Board, in accordance with the by-laws, of the agenda of their meetings at least five working days in advance, and ensures that the members have before them accurate information that will enable them to arrive at intelligent decisions on matters that require their approval.
- Attends all meetings, except when justifiable causes, such as illness, death in the immediate family and serious accidents, prevent him/her from doing so.
- Performs required administrative functions and other regulatory agencies.
- Executes and maintains disclosure requirements to regulatory bodies.

As Legal Officer – *January 9, 2023 to present*

- Prepares regular reports on the status of legal work undertaken by the OGCC for PNCC.
- Drafts, prepares, analyzes and revise contracts and other official documents to protect and promote the organization's interest within the bounds of the law.
- Drafts opinions on cases to guide decisions making on the legality of the organization's actions or transactions.
- Studies the legal implications important communications and provides advise on how the same could be made within the bounds of law.
- Represents the company's interest in litigation, abstraction and negotiations.
- Performs other related tasks as may be assigned to him from time to time.

ORGANIZATIONS and AFFILIATIONS:

Member:

- Philippine Junior Marketing Association;
- Thomasian Junior Marketing Association;
- Rotaract Club – Accountancy Unit; and
- Integrated Bar of The Philippines – P.P.L.M. Chapter

PERSONAL BACKGROUND and SKILLS:

- Extensive knowledge in Microsoft Office applications (Microsoft Word, Excel, PowerPoint);
- Excellent Oral and Written communication skills;
- Proactive and good working attitude;
- Ability to work well both cooperatively and independently;

- Knowledgeable in Legal researches and works such as preparing Pleadings, making affidavits, drafting contracts and other legal documents;
- Having broad and extensive knowledge in Marketing and Law;
- Proven ability to quickly learn and utilize new methods and systems; and
- Extensive litigation practice for a period of four (4) years.