



CLARK INTERNATIONAL AIRPORT CORPORATION



Doc. Code: HRD-F-038
Effectivity Date: 17 August 2011
Revision No: 0
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DOCUMENT TYPE: JOB DESCRIPTION

POSITION TITLE: Manager

Office of the Corporate Secretary

POSITION TITLE : Manager Job Level : 12+

IMMEDIATE SUPERVISOR : Board of Directors

POSITION SUMMARY:

Ensures accurate and up-to-date necessary corporate documentation to meet legal requirements of the functions of the Board of Directors through reliable recording of minutes of meetings, making approved policies readily available, submitting required reports to the board, maintaining membership records, fulfilling other requirements of Board Directors and other duties as the need arises and/or as defined in the by-laws.

DUTIES AND RESPONSIBILITIES:

1. Ensures the accuracy of the taken and approved minutes during meetings of the Executive Committee and Members of the Board of Directors in terms of, but not limited to, items discussed, reports presented, approvals/disapprovals, date, time, location of meetings and attendees.
2. Maintains records as required by law and makes available when required by authorized persons. These records may include but not limited to founding documents, (e.g. articles of incorporation, by-laws), lists of directors, board and committee meeting minutes financial reports, and other official records.
3. Issues documents requested by authorized officers certifying the board resolution on a specific issue or proposal.
4. Reviews incoming and outgoing correspondences for the EXCOM/Board of Directors to check for adherence to prescribed format and continuity of information or resolution of issues.
5. Prepares agenda of meetings.
6. Maintains an organized filing system of the minutes, reports and presentations for easy retrieval and proper disposition.
7. As authorized by the Board, acts as the signing officer for legal documents such as correspondence, applications, reports, contracts or other documents on behalf of organization.
8. Conducts for the appreciation of the EXCOM/Board, researches and studies on legal matters and coordinates with other agencies, offices and instrumentalities, government or private.
9. Supervises and administers office staff in the performance of their duties and functions.
10. Performs such other duties and responsibilities as may be assigned from time to time.



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QUALIFICATION STANDARDS:

1. Lawyer with extensive knowledge on corporate securities and laws
2. With minimum of three (3) years exposure to attending Corporate Board Meetings.
3. High oral and written communication skills
4. Organized and very keen on details and proper documentation
5. Strong sense of integrity

Reviewed by:

Noted by:

MARIE-TESSIBETH T. CORDOVA
Manager, Human Resources Department

VICTOR JOSE I. LUCIANO
President and CEO
O.P. CONTROL No. 12 - 1237