



# PALADINS OF LAW

## WIN With Integrity

MONTHLY NEWSLETTER OF THE SANGALANG & GAERLAN, BUSINESS LAWYERS



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## REGISTERING AND DOING BUSINESS IN THE PHILIPPINES

by *Atty. Apollo X.C. S. Sangalang*

Now is the best time to start a business in the Philippines! With a 6.0% economic growth forecast for 2020, the Philippines is still among the fastest growing economies in the East Asian region.<sup>1</sup> Whether you are a Filipino with a unique idea for a product or service to sell, or a foreigner wishing to ride the bandwagon of opportunities, registering your business can be quite a complicated task.

<sup>1</sup> "World Bank, Philippine Economic Updates, accessible at <https://www.worldbank.org/en/country/philippines/publication/philippine-economic-updates> (last accessed January 29, 2020)

Though there are serious efforts by the government to streamline and simplify the registration processes, the current system can leave the uninitiated lost in the papers. You might be an experienced business owner with acumen for selling and marketing but without legal know-how or assistance, your well-crafted business plan can easily remain just a plan. Heads up! The Philippines has been ranked 95th out of the 190 economies that participated in the World Bank project: " DOING BUSINESS 2020" in the category "starting a business."<sup>2</sup>

Do not be discouraged. This short article will walk you through the tedious process of registering your business in the Philippines.

## Step 1. Reserve your business name

The very first step is to reserve a name for your business. This may be frustrating because most catchy business names have already been taken or are currently in use by businesses around the world. Misleading business names or those that are deceptively similar to existing ones will not be allowed. Granting that you are able to register a business name that closely resembles the name of another business in the same industry, you would surely be exposed to lawsuits and may be required eventually to change your business name.<sup>3</sup>

If you plan to establish your business on your own and be its sole or only proprietor or owner, then you can reserve and register your business name with the Department of Trade and Industry (DTI).

Such DTI-registered business name is like your alias or avatar in the business world. It is best practice to think of 3 to 5 names that you would like for your business, and then rank them in the order of your preference before attempting to reserve or register them. Visit DTI's website for the application process, fees and requirements in registering a business name.<sup>4</sup>

Your business name is different from your trademark or trade name, which you may also register separately as your intellectual property for branding, licensing and franchising purposes. Check out the website of the Intellectual Property Office for the application process, fees and requirements<sup>5</sup> in registering a trademark.

<sup>2</sup> "World Bank Group, Doing Business:2020" accessible at <https://openknowledge.worldbank.org/bitstream/handle/10986/32436/9781464814402.pdf> (last accessed January 29, 2020)

<sup>3</sup> Please refer to the Decision of the Supreme Court in the case of "De La Salle Montessori International of Malolos, Inc. versus De La Salle Brothers, Inc. et. al.", G.R. No. 205548, February 7, 2018.

<sup>4</sup> [www.dti.gov.ph/businesses/business-name-registration](http://www.dti.gov.ph/businesses/business-name-registration)

<sup>5</sup> [www.ipophil.gov.ph/services/trademark/about-trademark](http://www.ipophil.gov.ph/services/trademark/about-trademark)

## Step 2. Obtain your primary license

As a sole proprietor, you do not need a primary license for your business. An individual is vested with the inherent right to do business as long as he is of legal age and capacity. The certificate of registration of your business name issued by the DTI is enough. This is because a sole proprietorship and its registered owner are considered to be one and the same person or entity. However, if you plan to establish your business in partnership or in association with other persons, then you would need a primary license to do business.

The common primary business licenses available under Philippines laws are those for partnerships, corporations and cooperatives.

You can reserve your business name and register your partnership or corporation with the Securities and Exchange Commission (SEC). The Cooperative Development Authority (CDA) is where you reserve your business name and register your cooperative. Each government agency has its own application forms, registration processes, fee schedules, and checklists of supporting documents and other requirements that may be found in their websites.<sup>6</sup> The certificate of registration issued by either the SEC or CDA shall be your primary license to do business. The same certificate of registration also creates a legal entity with a personality separate and distinct from that of its owners. Unlike in a sole proprietorship, the owners and their business organization are not one and the same. Such legal entity (whether it be a partnership, corporation or cooperative) can do business, enter into contracts, own properties, acquire rights, incur liabilities, sue and be sued in court, and do all other acts and things as if it is a real person. This is why registered partnerships, corporations and cooperatives are also referred to as artificial (or juridical) persons.

Recently, the Corporation Code has been revised and a new legal entity called the one person corporation (OPC), has been introduced as a fifth option; thus, making it more attractive for lone entrepreneurs to setup a corporate business. For the definitions and distinctions, as well as the advantages and disadvantages, of the 5 common types of business organizations in the Philippines (namely: sole proprietorship, partnership, corporation, OPC and cooperative), please refer to our succeeding article: "Choosing the Right Organization for Your (Philippine) Business" or go to the website of the Board of Investment for a brief discussion.

**"If you plan to establish your business in partnership or in association with other persons, then you would need a primary license to do business."**

<sup>6</sup>Securities and Exchange Commission website: [www.sec.gov.ph](http://www.sec.gov.ph); Cooperative Development Authority website: [www.cda.gov.ph](http://www.cda.gov.ph)

<sup>7</sup>[www.boi.gov.ph/how-to-setup-business/setting-up/enterprise-types/](http://www.boi.gov.ph/how-to-setup-business/setting-up/enterprise-types/)

### Step 3. Check for special licenses



If you are intending to sell professional services to the public (as your business), then you may need to have a professional license. Lawyers are licensed by the Supreme Court. All other regulated professions are licensed by the Professional Regulations Commission (PRC). For a list of professions that require a PRC license, visit their website.<sup>8</sup>

As for other businesses, you must check if the services or goods that you are offering necessitate secondary or special licenses. For example, if you are planning to engage in the banking business, you need to obtain a license from the Bangko Sentral ng Pilipinas. For insurance business, a license from the Insurance Commission is needed. For lending investor business, you would need a license from the SEC.

If you are selling food or drugs to the public, you will have to register your products with the Food and Drug Administration. For land transportation services, register with the Land Transportation Franchising Regulation Board. For schools, a permit from the Department of Education, Commission on Higher Education or Technical Education and Skills Development Authority, as the case may be, is required. For telecommunication and public utilities, a congressional franchise may be needed aside from a license from the National Telecommunication Commission. And so on and so forth.

For a partial list of businesses or activities that require special or secondary licenses, please download and refer to the government reference material: “Securing Business Permits and Business Registration.”<sup>9</sup>

<sup>8</sup>Professional Regulation Commission website: [www.prc.gov.ph/professional-regulatory-boards](http://www.prc.gov.ph/professional-regulatory-boards)

<sup>9</sup><http://invest.cfo.gov.ph/pdf/part2/securing-business-permits-and-business-registration.pdf>

## Step 4. Get local permits

Your business should have a physical address even if you only engage in online transactions. For this purpose, you will need clearance from the local barangay authorities and permit from the authorities of the city or municipality which have jurisdiction over your office location. They would determine whether the proposed location is appropriate for your business based on land use and zoning ordinances. If you are going to build an office or any structure, or if you are making significant renovations to existing ones, you must obtain a building or construction permit from the local building officials. Aside from these requirements, you should obtain certificates that you have passed the inspections for fire, health and safety standards conducted by the local authorities. You may consult the website of the city or municipality for the application form and process, the fee schedule and the checklist of requirements, and supporting documents. Or, you may visit the city hall or municipal hall for all your business permit and clearance concerns. One basic requirement is submission of proof of ownership of the office premises or a lease contract giving you permission to use it for business purposes. Local permits are required to be renewed annually.

## Step 5. Pay your taxes

You need to register with the Bureau of Internal Revenue (BIR) for your books of accounts, official receipts and/or sales invoices, as well as for your cash register or point-of-sales (POS) machine, if any. Recently, the BIR gave newly registered businesses the option to purchase from it pre-printed official receipts which can be used temporarily while the permanent official receipts or invoice are being printed. The BIR will issue a certificate of registration listing down all your national tax obligations, such as income tax, value added tax and withholding tax, with the payment and reporting schedule. Aside from national taxes that are payable to the BIR, you would also need to pay local taxes to the city hall or municipal hall where your business is located.



## Step 6. Take care of your employees

Most probably, you will be hiring employees. Hence, you need to arrange for their social welfare benefits. As an employer, you would need to register your business and your employees with the Social Security System (SSS), Pag-IBIG Fund, and PhilHealth. You would also need to register with the Department of Labor and Employment (DOLE) for compliance with occupational safety and health standards. These agencies have their respective checklists of requirements and supporting documents, which can be found in their websites. Aside from remitting your contributions to SSS, Pag-Ibig Fund and PhilHealth for your employees' social welfare benefit coverages, you must make sure that your business is also compliant with labor and employment laws. Download DOLE's Handbook of Workers' Statutory Monetary Benefits (2019 Edition) for more information on Philippine labor standards and social welfare.<sup>10</sup>



## Step 7. Check for foreign investment restrictions

There are certain limitations with the kind of businesses and activities that foreigners or foreign-owned companies may engage in. Check out the latest Foreign Investment Act – Negative List to see which businesses or activities are prohibited or regulated when there is a foreign element.<sup>11</sup> The general rule is that foreigners and companies with foreign ownership can do business in the Philippines, subject to the prohibitions and restrictions in the Negative List. For example, Domestic market (oriented) enterprises with paid-in equity capital of less than the equivalent of \$200,000 cannot have more than 40% foreign ownership, unless it involve advance technology or employ at least 50 direct employees, in which case, paid-in equity capital threshold is lowered to the equivalent of \$100,000. Of course, such businesses would still need to register with the concerned government agencies. For sole proprietorship, it is still with the DTI. For corporations and partnerships, it is still with SEC. And for foreign companies and all other business entities registered abroad under foreign laws, it is with the SEC that they should obtain license to do business in the Philippines. Note that cooperatives cannot have any foreign equity.

<sup>10</sup><http://bwc.dole.gov.ph/images/Handbook/2019-Edition-of-Handbook-on-Workers-Statutory-Monetary-Benefits.pdf>

<sup>11</sup><http://www.officialgazette.gov.ph/downloads/2018/10oct/20181029-EO-65-RRD.pdf>

## Step 8. Avail of incentives and perks

The process might be daunting, but you shouldn't miss out on the perks of setting up and owning a business. If your business is on the list of priority projects of the government, you can avail of tax and tariff exemptions and other incentives. If you are locating your company in a registered economic zone, you will be privileged with special considerations, such as income tax holiday, in exchange for your investment. For foreigners, you can enjoy additional perks by simply indicating your desire to retire in the Philippines.<sup>12</sup> For a list of all these incentives for investors, visit the Board of Investment or its website.<sup>13</sup>

If your capitalization is less than PhP3,000,000 and your business is a micro-enterprise and barangay-based, you may want to avail of the incentives under the Barangay Micro Business Enterprises (BMBE) law. Incentives include exemption from payment of income tax for income arising from the operation of the enterprise, exemption from the coverage of the minimum wage law, special credit window from government financing institutions, business assistance from other government institutions, as well as technology and marketing assistance. To register as a BMBE,<sup>14</sup> go to the DTI website for instructions.



<sup>12</sup><https://pra.gov.ph/>

<sup>13</sup>[www.boi.gov.ph/how-to-setup-business/incentives-to-investors/](http://www.boi.gov.ph/how-to-setup-business/incentives-to-investors/)

<sup>14</sup>[www.dti.gov.ph/businesses/msmes/start-your-business#bmb](http://www.dti.gov.ph/businesses/msmes/start-your-business#bmb)

## Step 9. Maximize the Negosyo Centers

The Philippine government has setup Negosyo Centers (or one-stop-shops) to help facilitate the business registration process. Government agencies like DTI, SEC, local government units (i.e. provinces, cities, municipalities, barangays), SSS, PhilHealth and Pag-Ibig usually have help desks or information booths at every Negosyo Center making it truly a business one-stop-shop for entrepreneurs and investors, especially for BMBE.

The processes and procedures needed to establish a business in the Philippines can be very complex, more so for foreign companies and nationals who wish to do business here. It can be quite tedious for most people, and may even be discouraging to many, because government agencies tend to be located far and wide, and there seems to be too much steps and documentation. You might think that as a businessman, you should only focus on the business part, that is, on growing your company, selling your goods and engaging customers. But registering your business and being compliant with laws and regulations can be quite overwhelming considering all the legal requirements you need to observe and documentation you need to provide.

For the reason, the government passed a law on the Ease of Doing Business and Efficient Government Service Delivery, which promises to make it significantly easier to register and do business in the Philippines.<sup>15</sup>

But doing business in the Philippines need not be very legalistic and technical to the point of being impractical, inconvenient, time-consuming or unnecessarily costly. We, at the Sangalang and Gaerlan, Business Lawyers, can guarantee an efficient, cost-effective and hassle-free registration of your business. Moreover, since our law firm specializes in business and labor laws, we can advise you on every legal aspects of your business, investment and organization. We can also help you focus more on the essentials, that is, on starting, expanding, growing and profiting from your own enterprise. It is a great time to do business in the Philippines, and we can help you succeed in making your visions come true.

**WE, AT THE SANGALANG AND GAERLAN,  
BUSINESS LAWYERS, CAN GUARANTEE AN  
EFFICIENT, COST-EFFECTIVE AND HASSLE-FREE  
REGISTRATION OF YOUR BUSINESS. MOREOVER,  
SINCE OUR LAW FIRM SPECIALIZES IN BUSINESS  
AND LABOR LAWS, WE CAN ADVISE YOU ON  
EVERY LEGAL ASPECTS OF YOUR BUSINESS,  
INVESTMENT AND ORGANIZATION.**

## Cutting Red Tapes with the new Ease of Doing Business Act *by Christian Andrew L. Gallardo*

Despite recent inflation, the International Monetary Fund projects an economic growth outlook by the end of 2020 for the Philippines.<sup>17</sup> Due to the growth prospects, as well as strong political leadership and macroeconomic fundamentals, foreign investments continue to surge for the country.<sup>18</sup> Nonetheless, there are factors that discourage investors from putting a stake in the Philippines. The recent tax reforms, poor infrastructural developments, unfriendly labor laws and activities of trade unions and bureaucratic procedures in the form of a red tape are among such considerations. The government, in the effort to further promote investments and intensify economic growth, has reinforced certain policies to lure foreign investors. One of which is the cutting of red tapes through legislative enactments.

**"In order promote integrity, accountability, proper management of public affairs and public property and prevent graft and corruption, the Anti Red Tape Act of 2007 was enacted."**

### The Anti Red Tape Act of 2007

In order promote integrity, accountability, proper management of public affairs and public property and prevent graft and corruption, the Anti Red Tape Act of 2007 was enacted.<sup>19</sup> Aside from mandating the reengineering of systems and procedures to reduce bureaucratic red tape and processing time and holding the heads of offices and agencies accountable for the implementation of the law, it decrees the constitution of a "Citizen's Charter" for all government agencies including departments, bureaus, offices, instrumentalities, or government-owned and/or controlled corporations, or local government or district units which should detail the following:

- (a) The procedure to obtain a particular service;
- (b) The person/s responsible for each step;
- (c) The maximum time to conclude the process;
- (d) The document/s to be presented by the customer, if necessary;
- (e) The amount of fees, if necessary; and
- (f) The procedure for filing complaints."

<sup>17</sup>Zhorea Shara Garcia, The Philippines Investment Outlook for 2019, accessible at <https://www.aseanbriefing.com/news/2018/12/14/philippines-investment-outlook-2019.html> (last accessed July 29, 2019).

<sup>18</sup>*Id.*

<sup>19</sup>§ 2, RA 9845, The Anti Red Tape Act of 2007.

<sup>20</sup>*See id.*, § 5,6 and 7.

It is furthermore required that offices shall act in all applications and/or requests not longer than 5 working days in the case of simple transactions and 10 working days in the case of complex transactions from the date the request or application was received.<sup>21</sup> However, this may be extended depending on the nature of the service requested as stated in the Citizen's charter after notifying the requesting party in writing the reason for the extension.<sup>22</sup> Moreover, any denial of a government service must be explained in writing.<sup>23</sup> Lastly, work schedules must be adopted in such a way that frontline services shall always be available even during lunch time.<sup>24</sup>

It is important to note that if a government office or agency fails to act on an application and/or request for renewal of a license, permit or authority subject for renewal within the prescribed period, said permit, license or authority shall automatically be extended until a decision or resolution is rendered on the application for renewal except when such permit, license, or authority covers activities which pose danger to public health, public safety, public morals or to public policy including, but not limited to, natural resource extraction activities.<sup>25</sup> The failure of a public officer to comply with the mandates of the law shall give rise to penalties ranging from<sup>26</sup> suspension without pay to dismissal and perpetual disqualification from public service.<sup>27</sup> Fixers are also punished with fine and imprisonment.

## Ease of Doing Business and Efficient Government Service Delivery Act of 2018

In order to attract more foreign investments by simplifying requirements and streamlining procedures, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 was enacted to address the inadequacies and inefficiencies of the former Anti Red Tape Act of 2007. The focal point of the said law however is the intensification of business competitiveness.

While the Anti Red Tape Act of 2007 was limited to frontline services in all government offices, agencies, local government units (LGUs), and government-owned and controlled corporations (GOCCs), the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 now includes every single office, agency, or GOCC whether located in the Philippines or abroad.<sup>28</sup> This effectively places all Philippine embassies and consulate offices under the jurisdiction of the said law. The following are the significant<sup>29</sup> amendments under the said law.

<sup>21</sup> *Id.* § 8

<sup>22</sup> *Id.*

<sup>23</sup> *Id.*

<sup>24</sup> *Id.*

<sup>25</sup> *Id.*

<sup>26</sup> § 11, RA 9845.

<sup>27</sup> § 12.

<sup>28</sup> § 3, RA 11032, Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

<sup>29</sup> Andronico Del Rosario, Differences between Anti-Red Tape Act and Ease of Doing Business Act, accessible at <http://primer.com.ph/tips-guides/2018/06/11/differences-between-anti-red-tape-act-and-ease-of-doing-business-act/> (last accessed July 19, 2019).

## Zero Contact Policy and Shorter Processing Time

A significant addition under the new law is the “Zero Contact Policy”. Accordingly,

“Except during the preliminary assessment of the request and evaluation of sufficiency of submitted requirements, no government officer or employee shall have any contact, in any manner, unless strictly necessary with any applicant or requesting party concerning an application or request. Once the Department of Information and Communications Technology (DICT) has completed a web-based software enabled business registration system that is acceptable to the public as mandated under Section 26 of this Act, all transactions shall be coursed through such system. All government agencies including LGUs shall adopt a zero-contact policy”<sup>30</sup>

This reduces the chance of “under-the-table” transactions. Furthermore, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 requires shorter processing time for each transaction. Simple transactions should be acted on within 3 days while complex transactions should last no more than 7 days.<sup>31</sup> However, if the application or request involves activities which pose danger to public health, public safety, public morals, public policy,

and highly technical application, the prescribed processing time shall in no case be longer than 20 working days.<sup>32</sup> Lastly, if the application or request for license, clearance, permit, certification or authorization shall require the approval of the local Sangguniang Bayan, Sangguniang Panlungsod, or the Sangguniang Panlalawigan as the case may be, the Sanggunian concerned shall be given a period of 45 working days to act on the application or request, which can be extended for another 20 working days.<sup>33</sup>

**"SIMPLE TRANSACTIONS  
SHOULD BE ACTED ON  
WITHIN 3 DAYS WHILE  
COMPLEX TRANSACTIONS  
SHOULD LAST NO MORE  
THAN 7 DAYS."**

<sup>30</sup> §7, RA 11032.

<sup>31</sup> *Id.* § 9.

<sup>32</sup> *Id.*

<sup>33</sup> *Id.* § 7 (b).

## Preliminary Assessment and Application or Request Identification Number

While the Anti Red Tape Act of 2007 mandates a preliminary assessment at the time of the receipt of application by the officer, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 takes a step further by expressly requiring that the receiving officer or employee shall immediately inform the applicant or requesting party of any deficiency in the request. Moreover, the same officer shall assign a unique identification number to an application or request, which shall be the identifying number for all subsequent transactions between the government and the applicant or requesting party regarding such specific application or request.<sup>34</sup> This ID number shall make it easier to track the progress of the application.

## Limitation of Signatories and Electronic Versions of Licenses and Clearance

From the maximum number of 5 signatories in any official document under the Anti Red Tape Act of 2007, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 cuts it down to a maximum of 3 signatories which shall represent officers directly supervising the office or agency concerned. Furthermore, all government agencies shall, when applicable, develop electronic versions of licenses, clearances, permits, certifications or authorizations with the same level of authority as that of the signed hard copy, which may be printed by the applicants or requesting parties<sup>35</sup> in the convenience of their offices.

A unique identification number shall be assigned to an application which shall be the same number for all subsequent government transactions regarding that specific request.

<sup>34</sup> *Id.*

<sup>35</sup> *Id.* § 9 (e).

## Business One Stop Shop and Streamlined Procedures for the Issuance of Permits

To encourage doing business in the country, a significant development in the new law is the establishment of a Business One Stop Shop (BOSS). A BOSS is a single common site or location, or a single online website or portal designated for the Business Permit and Licensing System (BPLS) of an LGU to receive and process applications, receive payments, and issue approved licenses, clearances, permits, or authorizations.<sup>36</sup> In line with this pursuit, a single or unified business application form shall be used in processing new applications for business permits and business renewals which consolidates all the information of the applicant or requesting party by various local government departments, such as, but not limited to, the local taxes and clearances, building clearance, sanitary permit, zoning clearance, and other specific LGU requirements, as the case may be, including the fire clearance from the Bureau of Fire Protection (BFP).<sup>37</sup> This unified form shall be made available online.<sup>38</sup> Furthermore, to lessen the transaction requirements, other local clearances such as, but not limited to, sanitary permits, environmental and agricultural clearances shall be issued together with the business permit.<sup>39</sup> However, cities and municipalities are given a grace period of 3 years to automate their business permitting and licensing system or set up an electronic BOSS for a more efficient business registration processes.<sup>40</sup>

## Conclusion

Dealing with government regulatory commissions, as well as the costs that come with it, is one of the common apprehensions in commencing a business, especially for a micro and small to medium enterprises. There is a notion that securing permits and licenses alone can take so much of a capital that none would be left for financing the pursuit. There is a tendency therefore to conduct business underground, to the detriment of both the government and the business owner. The President, in line with his 10-point socio-economic agenda, hopes that the passage of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 will "solve the perennial problem of bureaucratic red tape" in government and "spare people of intolerable waiting time." With the law poised to facilitate prompt actions or resolution of all government transactions with efficiency, this will encourage not only big investors but also small time business owners from legitimizing their trade in the country.

<sup>36</sup> § 4 (b), RA 11032.

<sup>37</sup> *Id.* § 11 (a).

<sup>38</sup> *Id.*

<sup>39</sup> *Id.* § 11(d).

<sup>40</sup> *Id.* § 11(c).

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### Labor and Employment Law

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Occupational Safety & Health

### Business and Corporate Law

Company Registration

Asset Protection

Foreign Investment

Corporate Governance

Contract Enforcement

Tax Exemptions

Data Privacy

Legal Audit

# Monday Club 2020



## January 27

The Law and Best Practices on  
Data Privacy Compliance

## February 10

The Law and Best Practices on Income Tax of  
Employees and Self-Employed Consultants

## March 2

Legal Compliance Starter Kit for Startups and  
Small Businesses Q1

## March 23

How to Comply with the New Laws on  
Anti-Sexual Harassment and Occupational Safety  
& Health Standards

## April 20

How to Collect Debts Effectively

## May 11

Must-Know Labor Case Decisions  
of the Supreme Court from 2018 to 2019  
(PART 1)

## June 8

Legal Compliance Starter Kit for Startups and  
Small Businesses Q2

## June 22

Must-Know Labor Case Decisions  
of the Supreme Court from  
2019 to Present  
(PART 2)

## July 20

The Law and Best Practices  
on Hiring and Outsourcing

## August 10

The Law and Best Practices on Flexible Work  
Arrangements and Non-Regular Employments

## September 7

Legal Compliance Starter Kit for Startups and  
Small Businesses - 3rd Quarter

## September 21

The Law and Best Practices on Employee  
Discipline and Termination

## October 19

The Law and Best Practices on On-the-Job Training  
(OJT), Probationary Employment, and  
Performance Management

## November 16

The Law and Best Practices on Permanent and  
Temporary Layoffs and Reorganization

## November 23

Legal Compliance Starter Kit for Startups and  
Small Businesses - 4th Quarter

## December 14

The Law and Best Practices on Resignation,  
Retirement, Non-Compete and Other Post-  
Employment Restrictions

## **Pricing, Discounts and Promos:**

1. The regular prices of tickets are already discounted to accommodate more participants.
2. Pre-paid price: PhP2,240.00 per ticket (inclusive of VAT).
3. Onsite price: PhP3,000.00 per ticket (inclusive of VAT).
4. The venue shall be at Great Eastern Hotel, Aberdeen Court, Quezon Avenue, Quezon City (unless otherwise announced).
5. Buyers of Season Ticket 2020 (i.e. consisting of 12 sub-tickets) are entitled to 15% discount of the pre-paid price. Please contact [alma.soriano@paladinslaw.org](mailto:alma.soriano@paladinslaw.org) for details
6. There is also a special 20%, 15% and 10% discount for Mentors, Associate Mentors and Graduates/Alumni (respectively) of HR Mentoring, in addition to other applicable discounts and promos.
7. All tickets are transferrable. However, tickets are date specific (except for Season Tickets 2020, which are open-dated). Unused tickets cannot be refunded. Tickets cannot be accumulated, carried over, or used in subsequent sessions (except for Season Tickets 2020 which may be used in any session, and which may even be used in a single session simultaneously by several participants).
8. Clients of Sangalang & Gaerlan, Business Lawyers with subsisting Retainer Agreements, and current on their payments, shall be given registration priority, additional discounts, and prompt payment FREE tickets, subject to latest Advisory (in addition to the aforementioned discounts).
9. Please send us an email through [alma.soriano@paladinslaw.org](mailto:alma.soriano@paladinslaw.org) for details on the latest Advisory on Pricing, Discounts and Promos.

## **Inclusions in the Ticket Price:**

1. We shall provide Certificates of Attendance (indicating 8 hours of training). This shall be emailed to the participants in PDF format with control and contact numbers for verification and authentication purposes.
2. PDF file of the slide presentations and handouts shall also be sent to the participants via email.
3. NOTE: Requests for the printing and/or delivery of certificates, presentations and handouts may be accommodated, but reasonable printing and/or delivery fees shall be charged to the requesting party.
4. Lunch, morning snack (or light breakfast) and afternoon snack, as well as bottomless coffee are also included in the ticket price.
5. BONUS: Participants shall also get PDF file of our free monthly newsletters via email.  
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