



## Approvals & Limits of Authority, Part VIII. LEGAL MATTERS

<b>A. LEGAL SUITS</b>	<b>Responding Authority</b>
1. Filing of civil/ criminal actions	BOARD
2. Compromise Settlement for/or against IBC: a. Extra-judicial and/or compromise agreement civil cases b. Compromise of Claims	BOARD
3. Withdrawal of pending suits	BOARD
4. Assignment of court attendance and appearance as counsel in collaboration with OGCC	BOARD
5. Issuance of legal opinions/disposition of legal matters	Head, Legal Dept/President
6. Issuance of comments, position papers, etc...	Head, Legal Dept. subject to OGCC review
7. Preparation of pleadings	Head, Legal Dept. subject to OGCC review
8. Verification	President or the Chairman
9. Filing of appeal/petition	President, subject to ratification of the Board.
<b>B. ADMINISTRATIVE PROCEEDINGS</b>	
1. Conduct preliminary investigation to determine whether probable cause exist to warrant filing of complaints, for violation of company rules	Personnel, Internal Audit and/or Legal
2. Filing of complaint	President
3. Resolution/Decision of administrative cases dation of Administrative Committee	President upon recommending of Admin

4. Motion for reconsideration can be filed fifteen (15) days upon receipt of the decision. Otherwise, decision shall become final and executory.	President/Chairman
5. Penalty	President/Chairman
6. Suspension	President/Chairman
<b>C. DISCIPLINARY ACTION</b>	
1. Commencement of Administrative Committee Proceedings (private complaints)	Administrative Committee
2. Filing of Administrative Proceedings (motu proprio) Administrative Committee	President upon recombination of Admin
3. Imposition of Administrative Penalties	President/Chairman
<b>D. REPRESENTATION IN COURT CASES</b>	
1. To appear for and on behalf of IBC in any and all stages judicial, quasi-judicial or administrative proceedings, including the pre- trial stage, in any and all cases which IBC is involved as a party litigant, or otherwise	BOARD
2. To make necessary amendments of pleading as may be deemed necessary and agree to the simplification of the issues and/or limitation of the number of witnesses	Head of Legal/OGCC
3. To do such other matters as may aid in the prompt disposition of the action	Head of Legal/OGCC
4. To negotiate, propose, agree, execute and deliver compromise settlements, submission to arbitration, stipulation, or admission of facts, partial judgments and other agreements	BOARD
<b>E. CONTRACT AGREEMENTS</b>	
1. Authority to negotiate, conclude, & sign contracts	BOARD
2. Collective Bargaining Board Agreement (CBA)	BOARD
3. Waiver of Defect, inconsistency, or Deficiency of Bids & Awards submitted	Board as recommended by the BAC
4. Compromise Agreement	BOARD
5. Waiver of Violations to Contractual Provisions	BOARD
6. Engagement of Professional/ A Technical Services	President/Chairman
7. Talent Fees	President/Chairman
8. Retainers	President/Chairman