

## NIKKI TABUCANON SIA

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## EDUCATION and QUALIFICATION

**ADMITTED TO THE PHILIPPINE BAR** (May 2022)

### **JURIS DOCTOR**

Western Leyte College, School of Law (2014 - 2020)

### **BACHELOR OF SCIENCE in Nursing**

Velez College, College of Nursing (2008 - 2012)

## WORK EXPERIENCE

### **Associate Lawyer, Larrazabal Business Law Solutions**

(April 1, 2022 – Present)

Worked as an under-bar associate but was absorbed as an associate lawyer when the results came out on April 12, 2022. The law office specializes in business and corporate law.

- *Corporate Services & Business Transactions:* Provides assistance to retainer clients on corporate and legal matters; incorporation and other applications with the SEC; handled applications for listing and additional listing of securities with the PSE; handled corporate secretarial work for listed and non-listed companies, i.e. draft secretary's certificates, minutes of meetings, entries in stock and transfer book, reportorial requirements, disclosures; handled applications for registration with Philippine Economic Zone Authority; conducted due diligence for assets and share transfers, joint ventures and initial public offerings; drafted and review of contracts/memoranda of agreement for lease, sale of assets, share transfers, loans, security transactions and for special projects
- *Litigation:* Prepares various pleadings and legal memoranda; Attends hearings for criminal, civil, and special proceeding cases; Provides clients with legal advice; drafted legal opinions in connection with upcoming and/or pending cases
- *Employment, Labor Relations & Immigration:* Prepares legal memoranda on labor issues; Prepares pleadings for labor cases filed with the

National Labor Relations Commission; Assists clients with reportorial requirements of the Department of Labor and Employment.

**COVID-19 RESIDENT RECOVERY PROJECT COORDINATOR, Local**

**Government Unit of Ormoc**

(May 2020 – December 2020)

- Handled the setting up of the repatriation system for stranded Ormocanons due to COVID19;
- Oversaw the documentation of each phase of the project, as well as making summary reports that will be presented to the Team and to the City Mayor;
- Determined project changes and provided the proper administrative support as needed, as well as developing strategies and providing solutions that may arise during the process to ensure the safety and security of Ormoc City in line with the ongoing programs during the COVID19 pandemic.

**Private Secretary 1, Local Government Unit of Ormoc City**

(July 2016 - December 2019)

- Performed research work on various legislative bills and proposals that may affect the LGU's programs and projects Drafted ordinances and resolutions as necessary to be sponsored by City Councilors
- Drafted agreements, legal forms and other related documents Made and monitored transcriptions of all hearings and Committee meetings, including the drafting Committee Reports on a weekly basis
- Organized and monitored the records or files of all businesses being handled by a City Councilor

**Registered Nurse, OSPA Farmers Medical Center**

(December 2012 – August 2013)

- Responsible for the administration of oral, intramuscular and IV medications to patients, monitored patient responses and took action if urgent situations occurred. Advanced nursing competencies through participation in simulation exercises and practice improvement projects. Provided assistance to patients with their post-surgery healing and recovery, monitored patient care of wounds, provided education and information regarding strategies for continued care.

- Consistently achieved patient care and recovery goals by collaborating with multidisciplinary healthcare teams and creating individualized treatment plans.
- Provided information to patients regarding their health conditions and treatments, answered questions and distributed other information packages for them to take home.

## **PERSONAL BACKGROUND**

Born on October 2, 1991 in Ormoc City, Leyte, Philippines. Fluent in English, Filipino and Cebuano. Hardworking, adaptable, a fast learner, goal-oriented and ethical. Possess strong communication skills and the drive and motivation to succeed. Values the importance of teamwork.

## **REFERENCE:**

**Atty. Benjamin S. Pongos, Jr.**

Office of the City Prosecutor  
Hall of Justice, Ormoc City  
09173072685

**Mr. Vincent L. Emnas**

Office of the City Administrator  
New Ormoc City Hall  
Aunubing St., Ormoc City  
09173063353