



Alexa Marie T. Singanon

Associate Lawyer

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PRACTICE AREAS

Litigation, Immigration Law, Transactional Law, Corporate Law, and Labor and Employment Law

EDUCATION

- Elementary School: Notre Dame of Kidapawan College Elementary Training Department (ETD) (2000-2006)
- High School: Notre Dame of Kidapawan College Integrated Basic Education (IBEd) (2006-2010)
- College: Ateneo de Davao University, *Bachelor of Arts in Mass Communication* (2006-2010)
- Law School: Ateneo de Davao University College of Law, *Juris Doctor* (2014-2021)

LICENSES

- Philippine Bar License (2022)

PREVIOUS EMPLOYMENT

- Mugna Technologies, Inc., *Human Resource Officer* (March 2021 to April 2022)

Having only been engaged in the practice of law for more than a year, Alexa has spent her first year learning the ins and outs of legal practice. With a degree in Communications and a passion for writing, Alexa finds herself enjoying the public relations that comes with client engagements and the long hours of drafting pleadings.

In her one year in the legal profession, she has garnered experience in corporate law, transactional law, labor and employment law, and litigation. At present, she has corporate retainers and offers notarial services, and continues to study and adapt to the needs and peculiarities of every practice area in the vast field of lawyering.

WORK EXPERIENCE

Corporate Setting Up and Incorporation. Assisted in the setting up and incorporation of domestic stock corporations with more than one stockholder engaged in various industries, one person corporations involving a single stockholder, and a 99.9% foreign-owned corporation engaged in export enterprise.

Litigation. Represented clients before judicial courts for prosecution of criminal acts and institution of civil cases for declaration of nullity of marriage; represented clients before administrative and quasi-judicial bodies for corporate litigation, violation of intellectual property laws, and disbarment proceedings.

Administrative Compliance. Assisted clients in ensuring compliance with the directives of the Securities and Exchange Commission, Bureau of Customs, and Intellectual Property Office of the Philippines.

Personnel Policy and Labor Advisory. Assisted senior lawyer in the drafting and revising of employee handbooks and policy manuals applicable to the needs of the industry in which the client is engaged; and provided advice on matters affecting employment contracts and policies.

Property Due Diligence. Assisted senior lawyer in the conduct of due diligence for transactions involving the purchase of substantial land to safeguard against fraud.

HONORS & AWARDS

- Philippine Bar Examination, *Exemplary Passer* (2020/2021)

PUBLICATIONS

- SunStar Davao, *Y-Speak* (November 11, 2012)