



# Best Practices in Corporate Housekeeping

***The Experts' Guide on How to be an  
Effective Corporate Secretary of the Board***

**THURSDAY, FRIDAY & TUESDAY, JUNE 6, 7 & 11, 2024 \* 9:00AM TO 12:00NN VIA [zoom](#)**

This training deals with the multitude of services that a corporate secretary (who could be a lawyer, non-lawyer or board director) performs for a corporation or employer. These services, which would normally include acting as corporate secretary, drafting and review of contracts, and provision of legal advice, are collectively called "corporate housekeeping services" and may be performed for a private company or a public company.

This special program would be of special benefit to, among others, corporations, business owners, directors, and managers who may want to know how best to use the services of the corporate secretary; new lawyers who may wish to learn the best practices in corporate housekeeping; older lawyers who may want to shift to corporate practice or to broaden their knowledge of such practice; law firms and corporate law departments who may wish to provide additional training to their lawyers and paralegals; compliance officers of public corporations; and accountants, auditors, and accounting firms who may wish to expand their services so as to include the provision of corporate housekeeping services to their clients. Sample forms, resolutions, documents, contracts, and other useful reference materials will be provided.

**Lecturers: Atty. Danny Espejo Bunyi** - is a Certified Compliance Officer which he obtained certification from the American Academy of Financial Management. He is a senior partner at Divina Law. His expertise include Corporate, Banking and Finance, Insurance, Trust, and Special Projects with emphasis on regulatory compliance (AMLC, SEC, IC, etc), corporate finance, mergers and acquisitions, corporate housekeeping, financing documentation, cross-border transactions, and trust operations & investments. His previous positions include having been a senior vice president at the Development Bank of the Philippines and corporate secretary in charge of compliance, first vice president and chief compliance officer at Robinsons Bank, and first vice president and head of the Legal Services Group of Robinsons Savings Bank.

**Atty. Adrian S. Bustos** - He is a lawyer specializing in tax, corporate, investments, securities, and commercial transactions. He is the Managing Director of a tax, accounting and corporate consultancy firm providing services such as bookkeeping and payroll, tax filing and compliance, BIR audits and assessments, tax planning and advisory, corporate housekeeping, business registrations, and investment structuring.

His other positions include: Senior Legal Advisor of an investment and transaction advisory firm for infrastructure projects; Special Counsel at a full-service law firm; Legal Counsel of a fintech company; Director for Legal of an IT company in the field of broadcast and telecommunications; and Finance Head of a manpower company operating and deploying human resources nationwide.

In his decade of legal practice, he has handled various companies addressing different legal issues while sitting as corporate secretary or assistant corporate secretary in more than 30 of them, 5 of which are public and/ or listed companies. He obtained his business degree from the UP College of Business Administration, where he was previously a faculty member teaching taxation, and his law degree from the UP College of Law, where he is presently a faculty member teaching taxation among others.

### **Who Should Attend:**

- ✓ Top Management
- ✓ Board Chairman & Directors
- ✓ Corporate Secretaries & Assistant Corporate Secretaries
- ✓ Business Leaders & Owners who run corporations
- ✓ Officers of a Corporation
- ✓ Lawyers and CPAs
- ✓ SEC & PSE Compliance Officers
- ✓ Business Consultants

**LIMITED SLOTS ONLY  
PRE-REGISTRATION REQUIRED**

\*Training investment is **₱ 8,880 / person** inclusive of an e-certificate and a printed learning material

### **\*Optional:**

- a) Add **₱450** for a printed copy of a certificate of attendance inclusive of delivery charge
- b) Add **₱500** for MCLE Activity Fee for **LAWYERS** who want to earn MCLE credit units from this training.

Contact Person: **Kyra Villanueva**  
 Mobile Number (+63 968) 851-2347  
 Telephone (+632) 8556-8968 or 69  
 Telefax (+632) 8842-7148 or 59  
 Email [kyra.cgbp@yahoo.com](mailto:kyra.cgbp@yahoo.com)  
 Register at [www.cgbp.org](http://www.cgbp.org)