



Republic of the Philippines
Legal Education Board

**FUNCTIONS AND DUTIES OF THE CHAIRMAN
OF THE LEGAL EDUCATION BOARD (LEB)
Justice HILARION L. AQUINO**

The Chairman acts in three capacities, as: a) Chief Executive Officer; b) Presiding Officer of the Board; and c) Office Manager.

A. As Chief Executive Officer, his or her functions and duties include the following:

1. To initiate and pursue measures or steps necessary to reform the legal education system to make it more responsive to the needs of society;
2. To help law schools upgrade their standards to be in a better position to prepare the law students to be competent and ethical lawyers and leaders in society and government;
3. To lead in the crafting and adoption of policies, rules and standards which are necessary in the proper and effective operation of the law program by law schools;
4. To plan and undertake programs, projects and activities which incentivize law schools to improve their standards and inspire law professors and students to attain academic excellence;
5. To enforce compliance by law schools with the various rules and regulations provided for in RA 7662, otherwise known as "The Legal Education Reform Act of 1993" and those promulgated by the Board;
6. To propose to the Board the imposition of appropriate administrative sanctions on law schools for non-compliance with the rules mentioned in the preceding number and for their poor performance in the bar examinations;

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7. To liaise with CHED on matters pertaining to the fiscal needs of LEB;

8. To deal with other agencies of government which have something to do with the operation of LEB; and

9. To represent LEB in all official or legal academic functions.

B. As Presiding Officer of the Board, his or her functions and duties include the following:

1. To determine the items in the Agenda;

2. To preside over meetings of the Board, and participate in the deliberations thereof; and

3. To submit for the consideration of the Board proposed resolutions, programs of activities, relevant projects, policies, rules, actions and the like which may improve the quality of law schools.

C. As Office Manager, his or her functions and duties include the following:

1. To oversee the operation of the Office and supervise the staff;

2. To streamline the operation of the Office by availing of new technologies as what other government offices or agencies have done or are doing;

3. To inspect law schools in a regular manner;

4. To prepare the inspection assignments of law schools of members of the Board;

5. To issue orders, memoranda, official statements, certifications and the like which are administrative in nature or those which do not need the collegiate action of the Board;

6. To sign or approve all official documents pertaining to the fiscal operation of LEB;

7. To prepare in final form all resolutions approved by the Board for signature of all members thereof;

8. To respond to all queries from law schools, officials, deans, professors and students pertaining to the operation of the law program or to any official issuance of the Board; and

9. To see to it that the budgetary allocation of LEB is well spent and its properties and assets are properly used and maintained.