



OFFICE OF THE CITY LEGAL OFFICER

EXTERNAL SERVICES



1. AVAILING OF LEGAL COUNSEL/OPINION SERVICES

Legal advice/opinion is an oral or written advice on something that requires a deeper explanation especially on queries about laws.

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| Office or Division: | Office of the City Legal Officer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Copy of the case or evidence | | From the court where the case is filed | | |
| 2. Any documents | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client's logbook | 1. Give the logbook to the client | None | 1 minute | <i>Administrative Aide IV</i> (Office of the City Legal Officer) |
| 2. Submit the required document(s) for initial assessment and verification | 2.1 Receive the document/s | None | 1 minute | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.2 Obtain Information from the client as to the nature of the case involved and the services needed | None | 2 minutes | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.3 Referral to the Acting City Legal Officer | None | 1 minute | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.4 The Acting City Legal Officer solicit facts from the | None | Depending upon the complexity of the problem | <i>Acting City Legal Officer</i> (Office of the City Legal Officer) |



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| | client and render legal counselling | | | |
| TOTAL | | | 5 Minutes | |



2. REQUESTING FOR PREPARATION OF AFFIDAVITS/SPECIAL POWER OF ATTORNEY/DEEDS AND PROMISSORY NOTE

Affidavits, special power of attorney, deeds and promissory note are documents declaring a particular circumstance or event that he/she has to take action into, also a responsibility toward something that needs to be resolved or asking for a grace period to settle/make good his/her bill/account.

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|--|--|--|------------------------|--|
| Office or Division: | Office of the City Legal Officer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Valid Identification Card | | Government issued card | | |
| 2. Copy of the latest hospital bill | | Hospital where the patient is confined | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client's logbook | 1. Give the logbook to the client | None | 1 minute | <i>Administrative Aide IV</i> (Office of the City Legal Officer) |
| 2. Submit the required document(s) for initial assessment and verification | 2.1 Receive the document/s | None | 1 minute | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.2 Obtain Information from the client as to the nature of the case involved and the services needed | None | 2 minutes | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.3 Preparation of the documents, affidavits, SPA, letter or promissory note | None | 1 minute | <i>Administrative Officer III</i> <i>Acting City Legal Officer</i> (Office of the City Legal Officer) |



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| | 2.4 Documentation and release of the documents, letter or promissory note | None | 2 minutes | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| TOTAL | | | 7 Minutes | |



3. REQUESTING FOR REVIEW/CORRECTION OF BARANGAY ORDINANCES/RESOLUTIONS

Barangay Resolutions and Ordinances formulated by Barangay Council submitted to Legal Office for review and corrections before they are finally approved by the Sangguniang Panlungsod and implemented in their respective barangays.

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| Office or Division: | | Office of the City Legal Officer | | |
| Classification: | | Complex | | |
| Type of Transaction: | | G2G-Government to Government | | |
| Who may avail: | | Barangay Officials | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client's logbook | 1. Give the logbook to the client | None | 1 minute | <i>Administrative Aide IV</i> (Office of the City Legal Officer) |
| 2. Submit the Barangay Ordinance/Resolution to be reviewed | 2.1 Receive the Barangay Ordinances/Resolutions to be reviewed/corrected | None | 1 minute | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.2 Forward the same to the Acting City Legal Officer | None | 1 minute | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| | 2.3 The Acting City Legal Officer reviews/correct the Barangay Ordinances/Resolutions | None | On or before 9 days upon receipt of the documents | <i>Acting City Legal Officer</i> (Office of the City Legal Officer) |
| | 2.4 Documentation for reference purposes | None | 2 minutes | <i>Administrative Officer III</i> (Office of the City Legal Officer) |
| TOTAL | | | 9 Day, 5 Minutes | |



4. REQUESTING TO PREPARE SWORN STATEMENT AND COMPLAINTS AND APPREHENDING OFFICERS FOR TRAFFIC VIOLATIONS

Sworn statements and Complaints are pleadings executed by Police Officers (PNP) and Civil Security Unit (CSU) assigned in the implementation of Traffic Code and Ordinances in the City, necessary in filing of cases to traffic violators.

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| Office or Division: | Office of the City Legal Officer | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G-Government to Government | | | |
| Who may avail: | PNP and CSU | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Indorsement from the City Treasurer's Office | | City Treasurer Office | | |
| 2. Original Copy of Citation Ticket | | Philippine National Police and Civil Service Unit | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the client's logbook | 1. Give the logbook to the client | None | 1 minute | <i>Administrative Aide IV</i> (Office of the City Legal Officer) |
| 2. Submit the Indorsement letter and citation Ticket | 2.1 Received the Indorsement Letter and Citation Ticket | None | 1 minute | <i>Administrative Aide IV</i> (Office of the City Legal Officer) |
| | 2.2 Type the Sworn Statement and Complaints of the Apprehending Officers | None | 4 minutes/ violations | <i>Administrative Officer IV</i> <i>Administrative Officer I</i> (Office of the City Legal Officer) |
| | 2.3 Reviewed by the Acting City Legal Officer | None | 4 minutes | <i>Acting City Legal Officer</i> (Office of the City Legal Officer) |
| | 2.4 Encoded for transmittal | None | 30 minutes or depending upon the | <i>Administrative Officer IV</i> <i>Administrative Officer I</i> |



| | to PNP and CSU | | volume of the apprehended violations | (Office of the City Legal Officer) |
|---|--|--|--------------------------------------|---|
| 3. PNP or CSU will sign the prepared Sworn Statement and Complaints | 3. Forwarded to the PNP and/or CSU for signature of the apprehending officials | | Case to case basis | <i>Administrative Officer I</i> (Office of the City Legal Officer) |
| 4. The PNP or CSU signed Sworn Statements and complaints to CLO | 4.1 Received the signed Sworn Statements and Complaints | | 1 minute | <i>Administrative Officer IV</i> (Office of the City Legal Officer) |
| | 4.2 Encoded for transmittal to the City Prosecutor's Office | | 40 minutes | <i>Administrative Officer IV</i> <i>Administrative Officer I</i> (Office of the City Legal Officer) |
| | 4.3 File the cases to the City Prosecutor's Office | | Case to case basis | <i>Administrative Officer I</i> (Office of the City Legal Officer) |
| TOTAL | | | 1 Hour 21 Minutes | |