

City Legal Office

Services

1. Legal Advice

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Advice or Inquiry			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client's request and queries initially determined within 5 minutes upon approval	Client is referred to the City Legal Office within 5 minutes upon arrival	None	10 mins.	<i>Administrative Aide IV</i>
Client's request for documentary legal service referred to the Legal Officer	Legal advice/counseling rendered within the day of consultation	None	1 hour	<i>CGDH I / City Legal Officer</i>
	TOTAL:	None	1 hour & 10 mins.	

2. Documentary Legal Services

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Documentary Services			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File a request for documentary legal services with all the pertinent files necessary	Documentary legal services prepared to clients within 10 days upon receipt of request together with all the necessary papers	None	10 days	CGDH I / City Legal Officer
	TOTAL:	None	10 days	

3. Legal Opinion

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Legal Inquiry/Aid			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for legal opinions received and referred to the Legal Officer	Legal opinion rendered within 30 days upon receipt of request/instruction together with the necessary documents.	None	30 days	<i>CGDH I / City Legal Officer</i>
	Legal opinion filed within the day after rendition by the legal officer	None	10 mins.	<i>Administrative Aide IV</i>
	TOTAL:	None	40 mins.	

4. Litigation

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Legal Aid			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pleadings/motions/ Memoranda for all active cases received and referred to the Legal Officer	Necessary pleadings/ Motions/memoranda for all active cases prepared before the deadline with no omission	None	1 hour	<i>Administrative Aide VI</i>
Necessary pleadings/ Motions/memoranda for all active cases prepared before the deadline with no omission	Scheduled hearing of all active cases attended to	None		<i>CGDH I / City Legal Officer Legal Officer IV</i>
	TOTAL:	None	1 hour	

5. Preliminary Investigation on Complaints against City Employees

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Legal Aid			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Preliminary Investigation on complaints against City Employees	Preliminary Investigation on complaints against City Employees commenced within 15 days from receipt of Local Chief Executive's instruction and terminated within 20 days there from	None	15 days	<i>CGDH I / City Legal Officer Legal Officer IV</i>
	Minutes of Preliminary Investigation recorded and transcribed within 3 days after each proceeding	None	3 days	<i>Administrative Aide VI</i>
	Preliminary Investigation report prepared within 5 days from the termination of the Preliminary Investigation	None	5 days	<i>Administrative Aide VI</i>
	TOTAL:	None	23 days	

6. Formal Investigation on Complaints against City Employees

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Legal Aid			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Formal Investigation on complaints against City Employees	Formal Investigation on complaints against City Employees commenced within 15 days from receipt of Local Chief Executive's instruction and terminated within 30 days therefrom	None	15 days	<i>CGDH I / City Legal Officer</i>
	Minutes of Formal Investigation recorded and transcribed within 3 days after each proceeding	None	3 days	<i>Administrative Aide VI</i>
	Formal Investigation report prepared within 15 days from the termination of the Preliminary Investigation	None	15 days	<i>Administrative Aide VI</i>
	TOTAL:	None	33 days	

7. Show Cause Orders/Closure/Lift of Closure Orders of Business Establishments

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Public/Administrative Transaction			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Show cause orders/closure orders/lift of closure orders of business establishments	Show cause orders/closure orders/lift of closure orders of business establishments received and referred to the Legal Officer upon receipt of endorsement from Permits and Licenses Division/ Mayor's Office/ City Health Office with no omission	None	15 days	<i>Administrative Aide VI</i>
	Show cause orders/closure orders/lift of closure orders of business establishments prepared, recorded, filed within 15 days upon receipt of the endorsement	None	15 days	<i>Administrative Aide VI</i>
	Show cause orders/closure orders/lift of closure orders of business establishments released within 15 days to task force	None	15 days	<i>Administrative Aide VI</i>
	TOTAL:	None	45 days	

8. Demand Letters / Notice to Vacate

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Public/Administrative Transaction			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Demand Letters/Notice to Vacate	Demand letters/notice to vacate received and referred to the Legal Officer	None	15 days	<i>Administrative Aide VI</i>
	Demand letters/notice to vacate prepared, recorded, and filed within 15 days from receipt of endorsements from the CTO/Mayor's Office with no omission	None	15 days	<i>Administrative Aide VI CGDH I / City Legal Officer Legal Officer IV</i>
	Demand letters/notice to vacate released to task force/concerned offices within 15 days from receipt of endorsements from the CTO, Mayor's Office with no omission	None	15 days	<i>Administrative Aide VI</i>
	TOTAL:	None	45 days	

9. Review of MOAs/MOUs/Contracts/Draft Ordinances

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Public/Administrative Transaction			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Provide a copy of the MOAs/MOUs/Contracts/Draft Ordinances as necessary documents in the request for review	MOAs/MOUs/Contracts/ Draft Ordinances reviewed received within 5 minutes and referred to the Legal Officer	None	5 mins	<i>Administrative Aide VI</i> <i>Administrative Aide IV</i>
	MOAs/MOUs/Contracts/ Draft Ordinances reviewed within 7 working days upon receipt of request/ instruction and referred to the appropriate office within the day	None	7 days	<i>CGDH I / City Legal Officer</i> <i>Legal Officer IV</i>
	Reviewed MOAs/MOUs/ Contracts/ Draft Ordinances referred to the appropriate office within the day	None	1 day	<i>Administrative Aide VI</i> <i>Administrative Aide IV</i>
	TOTAL:	None	8 days & 5 mins	

10. Preparation / Submission of Unit Work Plan/ IPCR/ DPCR/ Targets

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Public/Administrative Transaction			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Preparation/ Submission of Unit Work Plan/IPCR/DPCR/ Targets	Unit/Office work plan prepared, reviewed, discussed, finalized and submitted 15 days before due date with no omissions	None	15 days before due date	<i>Administrative Aide IV</i> <i>Administrative Aide VI</i>
	IPCR/DPCR prepared, reviewed, finalized and submitted 15 days before due date with no omission	None	15 days before due date	<i>CGDH I / City Legal Officer</i> <i>Administrative Aide IV</i> <i>Administrative Aide VI</i>
	TOTAL:	None	30 days	

11. Incoming and Outgoing Communications/ Request/ Legal Opinion/ Motions/ Orders/ Pleadings/ MOA, etc.

Office or Division:	City Legal Office			
Classification:	Government			
Type of Transaction:	Public/Administrative Transaction			
Who may avail:	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Incoming and outgoing communication s/Request for legal opinion/ motions/orders /Pleadings/MOAs, etc.	Incoming documents/ communications recorded, filed and forwarded/acted upon within 2 hours upon receipt of request/ instruction with no omission	None	2 hours	<i>Administrative Aide VI</i>
	Outgoing documents/ communications dispatched/recorded/ filed within 8 hours upon instruction	None	8 hours	<i>Administrative Aide IV</i>
	TOTAL:	None	10 hours	