

**CITY LEGAL OFFICE**

## Legal Advice

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Advice or Inquiry			
<b>Who may avail:</b>	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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>Maricris L. Mendina</i> <i>Shienna Mae T. Baccay</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>Atty. Marietta Belgica-Cledera</i>

## Documentary Legal Services

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Documentary Services			
<b>Who may avail:</b>	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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	None	10 days	<i>Atty. Marietta Belgica-Cledera</i>

	papers			
--	--------	--	--	--

## Legal Opinion

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Legal Inquiry/Aid			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>Atty. Marietta Belgica-Cledera</i>
	Legal opinion filed within the day after rendition by the legal officer	None	10 mins.	<i>Maricris L. Mendina</i> <i>Shienna Mae T. Baccay</i>

## Litigation

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Legal Aid			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Pleadings/motions/Memoranda for all active cases received and referred to the Legal Officer	Necessary pleadings/Motions/memoranda for all active	None	1 hour	<i>Maricris Mendina</i>

	cases prepared before the deadline with no omission			
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>Atty. Marietta Belgica-Cledera</i>  <i>Atty. Raphaela Albor</i>

### Preliminary Investigation on Complaints against City Employees

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Legal Aid			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 therefrom	None	15 days	<i>Atty. Marieta Belgica-Cledera</i>  <i>Atty. Raphaela Albor</i>
	Minutes of Preliminary Investigation recorded and transcribed within 3 days after each	None	3 days	<i>Maricris Mendina</i>  <i>Shienna Mae T. Baccay</i>

	proceeding			
	Preliminary Investigation report prepared within 5 days from the termination of the Preliminary Investigation	None	5 days	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>

### Formal Investigation on Complaints against City Employees

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Legal Aid			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>Atty. Marieta Belgica-Cledera</i>
	Minutes of Formal Investigation recorded and transcribed within 3 days after each proceeding	None	3 days	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>
	Formal Investigation report prepared	None	15 days	<i>Maricris Mendina</i>

	within 15 days from the termination of the Preliminary Investigation			<i>Shienna Mae T. Baccay</i>
--	--	--	--	------------------------------

### Show Cause Orders/Closure/Lift of Closure Orders of Business Establishments

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Public/Administrative Transaction			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	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>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>
Show cause orders/closure orders/lift of closure orders of business establishments	Show cause orders/closure orders/lift of closure orders of business establishments			<i>Maricris Mendina</i>

	prepared, recorded, filed within 15 days upon receipt of the endorsement	None	15 days	<i>Shienna Mae T. Baccay</i>
	Show cause orders/closure orders/lift of closure orders of business establishments released within 15 days to task force	None	15 days	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>

### Demand Letters / Notice to Vacate

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Public/Administrative Transaction			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Demand letters/notice to vacate received and referred to the Legal Officer	None	15 days	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>
	Demand letters/notice to vacate prepared, recorded, and filed within 15 days from receipt of	None	15 days	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i> <i>Atty. Marietta</i>

Demand Letters/Notice to Vacate	endorsements from the CTO/Mayor's Office with no omission			<i>Belgica-Cledera</i> <i>Atty. Raphaela Albor</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>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>

**Review of MOAs/MOUs/Contracts/Draft Ordinances**

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Public/Administrative Transaction			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Provide a copy of the MOAs/MOUs/Contracts/Draft Ordinances as	MOAs/MOUs/Contracts/Draft Ordinances reviewed received within 5 minutes and referred to the Legal Officer	None	5 mins	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>
	MOAs/MOUs/Contracts/Draft Ordinances reviewed within 7 working days upon receipt of request/instruction and referred to the	None	7 days	<i>Atty. Marietta Belgica-Cledera</i> <i>Atty. Raphaela Albor</i>



necessary documents in the request for review	appropriate office within the day			
	Reviewed MOAs/MOUs/Contracts/Draft Ordinances referred to the appropriate office within the day	None	1 day	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>

### Preparation / Submission of Unit Work Plan/ IPCR/ DPCR/ Targets

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Public/Administrative Transaction			
<b>Who may avail:</b>	Residents of the City of Legazpi			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>  <i>Atty. Marietta Belgica-Cledera</i> <i>Atty. Raphaela Albor</i>
	IPCR/DPCR prepared, reviewed, finalized and submitted 15 days before due date with no omission	None	15 days before due date	<i>Maricris Mendina</i> <i>Shienna Mae T. Baccay</i>  <i>Atty. Marietta Belgica-Cledera</i> <i>Atty. Raphaela Albor</i>

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

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Government			
<b>Type of Transaction:</b>	Public/Administrative Transaction			
<b>Who may avail:</b>	Residents of the City of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Incoming and outgoing communications/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>Maricris Mendina Shienna Mae T. Baccay</i>
	Outgoing documents/communications dispatched/recorded/ filed within 8 hours upon instruction	None	8 hours	<i>Maricris Mendina Shienna Mae T. Baccay</i>

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Through the client's form
How feedbacks are processed	Through the client's form
How to file a complaint	Submission of Letter Complaint from clients

How complaints are processed	
Contact Information of CCB, PCC, ARTA	

Office	Address	Contact Information
City Legal Office	City Hall Compound, Old Albay District, Legazpi City	<a href="mailto:legazpicitylegaloffice@gmail.com">legazpicitylegaloffice@gmail.com</a> 0960 351 8400