



CITY LEGAL OFFICE



1. Render/Prepare Legal Opinion

Service Description: A service extended to any person requesting opinion and/or information pertaining to a particular legal matter.

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| Office or Division: | City Legal Office | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Any concerned citizen | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter of Request/ Personal Appearance and Other Pertinent Documents | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign the visitor's Logbook before leaving the office. | 1. Receive and record letter request/ referral for legal opinion. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 2. Submit letter-request/referral & supporting papers, if necessary, to the CLO | 2. Check supporting papers as stated and submit to CLO or ACLO for assessment and work assignment | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| | 3. See to it that client's copy has been properly stamped "RECEIVED" bearing the date, time and signature of the Receiving Officer. | None | | |
| | 4. Conduct research and start drafting the legal opinion. Advise the client on the release date of the document | None | 1 hour – 3days | <i>Records Custodian</i> |
| | 5. Review, finalize and approve the legal opinion | None | 5 minutes | <i>City Legal Officer/ lawyer of the day</i> |
| 3. Receive the approved legal opinion. | 6. Record and release the approved legal opinion | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |



2. Legal Counseling

Service Description: A service given to any person seeking advice and/or opinion which requires legal action or appropriate course of action.

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|--|---|------------------------|------------------------|--|
| Office or Division: | City Legal Office | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Any concerned citizen who is directly or indirectly involved or affected by the legal matter consulted. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Present/Submit relevant documents | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign the visitor's logbook in the office. | 1. Acknowledge the presence of the Client. | None | | Admin Aide/ Legal Staff |
| 2. Make initial discussion of any legal concern with the personnel of the day. | 2. Conduct initial interview on the purpose of the client. | None | | Admin Aide/ Legal Staff |
| 3. Undergo referral to the Legal Officer/or any Lawyer present. | 3. Refer client to any lawyer present for legal advice or assistance. | None | | Admin Aide/ Legal Staff |
| 4. Receive legal assistance/opinion | 4. Provide legal assistance. | None | | City Legal Officer/ lawyer of the day |
| | 5. Request client to fill-up and sign the visitor's feedback form. | None | | Admin Aide/ Legal Staff |



3. Prepare Legal Instruments (Affidavits, Deeds, & Contracts)

Service Description: A service extended to an office client or City Government Official or employee which pertains to the preparation of deeds, instruments and/or public documents.

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|--|---|------------------------|------------------------|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Any private individual or public official or employee | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter of Request/ Personal Appearance | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Letter-request for preparation of legal documents, deeds or instruments. | 1. Receipt and recording of the Letter-request. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 2. Present and submit pertinent documents/papers as basis and reference. | 2. Review and evaluation of the documents for the preparation of appropriate deed/instrument. | | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 3. Review of the draft deed, document or legal instrument. | 3. Prepare draft of the deed/instrument for review and confirmation of the parties. | | 5 minutes | <i>Admin Aide/ Legal Staff/ Records Custodian</i> |
| 4. Execution of the deed, instrument or/ legal instrument. | 4. Execution of the deed/instrument by the parties. | | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 5. Wait for the release of the deed/instrument | 5. Notarization and recording of the deed/instrument in the Notarial Book. | | 5 minutes | <i>City Legal Officer/ Lawyer of the day</i> |
| 6. Receipt of the legal instrument. | 6. Request client to sign the feedback form. | | 5 minutes | <i>Admin Aide/ Legal Staff</i> |



4. Issue Certificate/Clearance of No Pending Case

Service Description: Issuance of Clearances/ Certifications to Tuguegarao City Government Officials & Employees.

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|--|--|---|------------------------|--|
| Office or Division: | City Legal Office | | | |
| Classification: | Simple Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Government Issued ID | | City Human Resource and Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/ visitors' log book and fill up request slip. | 1. Require client to sign office logbook and fill up request slip. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| | 2. Verify from the case records if client has any pending administrative/ criminal case. | | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 2. Acknowledge receipt copy of the certification/ clearances. | 3. Prepare and issue requested document | | 1 hour – 3days | <i>Records Custodian</i> |
| 3. Sign feedback form. | 4. Record and release the approved certificates/ clearances | | 5 minutes | <i>City Legal Officer/ Lawyer of the day</i> |
| | 5. Require client to sign logbook and fill up feedback form | | 5 minutes | <i>Admin Aide/ Legal Staff</i> |



5. Extend Legal Services/ assistance to City Officials/Employees in Civil, Criminal, or Administrative Cases

Service Description: Provide Legal Services and legal assistance to City Officials/ Employees in Civil, Criminal, or Administrative Cases filed in the performance of their official functions.

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|--|--|------------------------|---|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Application Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Personal appearance of Clients/Affiants | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inform the City Service Officer on about the purpose of the visit to the CLO. | 1. Record Client's Request | None | | <i>Admin Aide/ Legal Staff</i> |
| 2. Provide material and relevant information. | 2. Evaluate the case, gather documents/ evidence, interview witnesses, preparation of sworn affidavit and preparation of appropriate court pleading. | None | | <i>Admin Aide/Legal Staff Records Custodian</i> |
| 3. Present Necessary Documents like copy of the complaint, its annexes and other supporting documents | 3. Conduct legal research | None | | <i>Admin Aide/Legal Staff Records Custodian</i> |
| 4. Present and produce relevant and material evidence in support of the answer or comment to the complaint | 4. Endorse the case to the lawyer for the preparation of the appropriate court pleading. | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | <i>City Legal Officer/ Lawyer of the day</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|---|---|
| 5. Execute the required pleading, legal paper or document to be filed in court or administrative body | 5. Filing of court pleading to the appropriate court. | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | <i>Clerk/Legal Staff-Officer of the day</i> |



6. Extend Legal Services and Assistance to Barangay Officials & Employees in Civil, Criminal, or Administrative Cases

Service Description: Provide Legal Services and extend legal assistance filed by or against Barangay Officials/Employees in Civil, Criminal, or Administrative Cases in connection with or in the performance of their official functions.

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|--|--|------------------------|--|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Application Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Barangay Officials/Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Personal appearance of Clients/Affiants | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Inform the City Service Officer on about the purpose of the visit to the CLO. | 1. Record Client's Request | None | | Admin Aide/ Legal Staff |
| 2. Provide material and relevant information. | 2. Evaluate the case, gather documents/ evidence, interview witnesses, preparation of sworn affidavit and preparation of appropriate court pleading. | None | | Admin Aide/ Legal Staff |
| 3. Present Necessary Documents like copy of the complaint, its annexes and other supporting documents | 3. Conduct legal research | None | The period depends on the complexity of legal issues involved or raised. | Admin Aide/Legal Staff Records Custodian |
| 4. Present and produce relevant and material evidence in support of the answer or comment to the complaint | 4. Endorse the case to the lawyer for the preparation of the appropriate court pleading. | None | The period depends on the complexity of legal issues involved or raised. | City Legal Officer/ Lawyer of the day |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|--------------------------------|
| 5. Appear, if necessary, in court or administrative body in filing the pleading or legal paper | 5. Filing of court pleading to the appropriate court. | None | On or before the period provided by the Rules of Court or internal Rules of Procedure. | Legal Staff-Officer of the day |



7. Prepare complaint, answer, and/or requisite legal paper or court pleading for cases filed by or against the Tuguegarao City Government and its Officials.

Service Description: Prepare complaint, answer and legal paper or document required or need in Civil, Criminal, or Administrative Cases filed by or against City Officials in the performance of their official functions.

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|--|--|------------------------|---|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Personal appearance of concerned City Official or officials and their witnesses, if needed or required. | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/visitors' log book | 1. Record Client's Request. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 2. Present Necessary Documents like copy of the complaint, its annexes and other supporting documents | 2. Endorse the request to any legal staff for initial evaluation and review. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 3. Present and produce relevant and material evidence in support of the answer or comment to the complaint | 3. Evaluate the case, gather documents/ evidence, interview witnesses, preparation of sworn affidavit and preparation of appropriate court pleading. | None | The period depends on the complexity of legal issues involved or raised | <i>Admin Aide/ Legal Staff/</i> |
| 4. Present additional evidence and present competent witness | 4. Conduct legal research | None | | <i>Admin Aide/ Legal Staff</i> |
| 5. Confer with the City Legal Officer or assigned lawyer/Legal Counsel on Record | 5. Endorse the case to the lawyer for the preparation of the appropriate court pleading | None | The period depends on the complexity of legal issues involved or raised | <i>City Legal Officer/ Lawyer on record</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|------------------------|---|--|
| 6. Execute and sign the pleading or legal paper | 6. Preparation of the required answer or any legal paper | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | <i>Legal Counsel or Lawyer on Record</i> |
| 7. Appear, if necessary, in the filing of the pleading or legal paper | 7. Filing of court pleading to the appropriate court. | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | <i>Admin Aide/ Legal Staff</i> |



8. Prepare complaint, answer, and/or requisite legal paper or court pleading for cases filed by or against particular Barangay and its Officials.

Service Description: Prepare complaint, answer, court pleading and legal papers to be filed in court, tribunal or quasi-judicial body for and in behalf of Barangay Officials/ Employees in Civil, Criminal, or Administrative Cases filed by or against them in connection with or in the performance of their official functions.

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|---|--|------------------------|------------------------|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Application | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Tuguegarao City Government and Barangay Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Personal appearance of concerned Barangay Official or officials and their witnesses, if needed or required. | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/visitors' log book | 1. Record Client's Request. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 2. Present Necessary Documents like copy of the complaint, its annexes and other supporting documents | 2. Endorse the request to any legal staff for initial evaluation and review. | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 3. Present and produce relevant and material evidence in support of the answer or comment to the complaint | 3. Evaluate the case, gather documents/ evidence, interview witnesses, preparation of sworn affidavit and preparation of appropriate court pleading. | None | 5 minutes | <i>Admin Aide/ Legal Staff/ Records Custodian</i> |
| 4. Appear before the assigned lawyer for interview and gathering of evidence | 4. Conduct legal research | None | 5 minutes | <i>Admin Aide/ Legal Staff</i> |
| 5. appear and confer with the City Legal Office or assigned lawyer | 5. Endorse the case to the lawyer for the preparation of the appropriate court pleading | None | | <i>City Legal Officer/ Lawyer of the day</i> |



| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-------------------------|---|-----------------------------------|
| 6. Execute the required legal paper, pleading or documents relevant to the case | 6. Preparation of the required answer or any legal paper | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | <i>City Legal Officer/ Lawyer</i> |
| 7. Appear in all the stages of the trial and testify in court or administrative body exercising jurisdiction over the case | 7. Filing of court pleading to the appropriate court, tribunal or quasi-judicial or administrative body. | None | On or before the period provided by the Rules of Court or internal Rules of Procedure | Admin Aide/ Legal Staff |



9. Investigate and Prosecute Administrative Cases filed against Tuguegarao City Government Officials and its Employees.

Service Description: Investigate and prosecute administrative complaints filed against erring Tuguegarao City Government Officials and its Employees.

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|---|--|------------------------|----------------------------------|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Application | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Personal appearance of Clients | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/ visitors' log book | 1. Record client's complaint/ grievances. | None | | Admin Aide/ Legal Staff |
| 2. Provide factual and relevant information including the name or names of possible witnesses | 2. Prepare sworn Letter/ affidavit complaint. | None | | Admin Aide/ Legal Staff Records Custodian |
| 3. Execute sworn complaint and affidavit of witness who has personal knowledge of acts on the act or acts complained of | 3. Require respondent/ respondents city officials and/or employees to submit his/her/their counter –affidavit/sworn letter answer/comment. | None | Within 72 hours from receipt | Admin Aide/Legal Staff Records Custodian |
| 4. Submit supporting evidence | 4. Evaluate the case if there exists prima facie evidence or substantial evidence against respondent/ respondents. | None | Within 10 days from receipt | City Legal Officer/ Assigned Lawyer |
| 5. appear during the scheduled hearing, present evidence and witnesses | 5. Prepare Formal Charge. 6. Issue Formal Charge to respondent/ respondents | None | Period provided by the CSC Rules | Legal Staff/Assigned Lawyer Process server/Legal Staff |



10. Serves as the Official Counsel of the Tuguegarao City Government in any Cases filed against the City/ City Officials

Service Description: The City Legal Office shall be the official counsel of the Tuguegarao City Government in any cases, whether civil or criminal, filed against Tuguegarao City Government and/ or its employees in the performance of their official duty.

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|--|--|------------------------|--|---|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Personal appearance of Clients | | City Legal Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/ visitors' log book | 1. Prepare legal paper and/or court pleading as the Rules of Court requires | None | | <i>Admin Aide/ Legal Staff</i> |
| 2. Provide material and relevant information and competent witness. | 2. Conduct legal research | None | | <i>Admin Aide/ Legal Staff</i> |
| 3. Execute sworn complaint, verification and certification of the pleading and other legal paper | 3. Resort to all applicable legal remedies the law, rules and applicable jurisprudence | None | Within the period provided by the Rules of Court or Internal Rules of Procedure of the concerned administrative body | <i>Admin Aide/ Legal Staff Assigned Lawyer/ Legal Counsel on record</i> |
| 4. Submit supporting evidence and secure attendance and appearance of competent witness | 4. Appear in courts of law, tribunal, administrative or quasi-judicial bodies | None | Scheduled date of hearing | <i>City Legal Officer/ Legal Counsel/ Lawyer on Record</i> |



11. Prepare/draft local ordinance, resolution, executive order, memoranda and other issuances for the Local Chief Executive and the Sanggunian.

Service Description: The City Legal Office shall, upon request of the Local Chief Executive or any member of the sangguniang panlungsod prepares /drafts local ordinance, resolution, executive order, memoranda for the Local Chief Executive and the Sanggunian.

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|---|---|------------------------------|---|--|
| Office or Division: | City Legal Office | | | |
| Classification: | Highly Technical Transaction | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Tuguegarao City Government Officials & Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Record request from the office concerned | | Office/ Department Concerned | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign client's/ visitors' log book | 1. Receive and record request. | None | | Admin Aide/ Legal Staff |
| 2. Submit the request and supporting reference. | 2. Prepare draft Ordinance, resolution, memoranda, executive order or issuance as required or requested | None | The period depends upon the urgency of the request or necessity of subject matter | Admin Aide/ Legal Staff Assigned lawyer |
| 3. Receive the prepared draft. | 3. Present the draft for approval either to the LCE or SP Member. | None | | Admin Aide/ Legal Staff Legal Officer, Lawyer of the day |
| 4. Present the draft for deliberation | 4. Appear in the SP committee hearing or SP session | None | | City Legal Officer/ Lawyer of the day |