



City Legal Office



I. Mandate:

The Office of the City Legal Officer, the chief legal counsel of the City Government is mandated under the Local Government Code to formulate measures for consideration of the Sanggunian Panlungsod and provide legal assistance and support to the City Mayor in carrying out the delivery of basic services and provisions of adequate facilities, develop plans and strategies and upon approval thereof by the City Mayor, implement the same particularly those which have to do with programs and projects related to legal services. In addition to this, the City Legal Officer represents the city government in all civil actions and special proceedings wherein the city or any official thereof, in his official capacity, is a party. When required by the City Mayor or Sangguniang Panlungsod, he drafts ordinances, contracts, bonds, leases and other instruments involving any interest of the city government, and provides comments and recommendations thereon and renders opinion in writing on any question of law. This office is also tasked to investigate of cause to be investigated any city official for administrative neglect or misconduct, or any person, firm or corporation holding any franchise or privilege for failure to comply with any term thereof and recommend appropriate action. It may also initiate and prosecute in the interest of the City Government any civil action on any bond, lease or other contract upon any breach or violation thereof, and may review and submit recommendations on ordinances approved and executive orders issued by the local government unit.

II. Vision:

We envision a department of competent and credible civil servants, with friendly environment ensuring excellent public service and legal assistance inspired by fair leadership.

III. Mission:

The Legal Department is committed to provide quality and professional legal support services promptly, effectively and with utmost courtesy and to ensure that all laws and ordinances are observed and complied with.

IV. Service Pledge:

We, the officers and employees of the Office of the City Legal Officer, do hereby solemnly pledge to render most effective and fair public service to the best of our ability with love, justice and integrity, while fulfilling our commitment in our Citizen’s Charter and upholding the laws of the land.

So help us God.



**External
1 Service
Name**

**Availment of Free Legal
Advice**

Free consultation service on any legal matter or question provided to those who can not afford the services of a private lawyer

Office or Division:	City Legal Office
Classification:	Simple
Types of Transaction:	G2C-Government to Citizen; G2B- Government to Business; G2G- Government to Government
Who may avail:	All

Checklist of Requirements		Where to Secure		
Legal query and supporting documents / paraphernalia		Client’s sources		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Public Assistance & Complaint Desk Officer (PACDO) and state the legal query	1. Acknowledge the query and interview client	None	3 minutes	Administrative Aide II City Legal Office
2. Provide valid proof of identification and contact numbers	2.Refer the client to the City Legal Officer (CLO) or any available lawyer	None	2 minutes	Senior Administrative Asst I City Legal Office
3. Proceed to the CLO/ACLO or any available counsel and state query	3. Render legal advice and cite legal bases	None	15 minutes	City Legal Officer/ Asst City Legal Officer/ Any lawyer on duty City Legal Office
Total:		None	20 minutes	



**External
2 Service Name**

**Availment of Free Written
Legal Opinion**

Legal Opinion provided in writing expressing legal conclusions/analyses about a transaction or matter which is relied on by the addressee of the opinion, to inform him of the legal effect of a transaction or matter and to identify legal risks that the addressee should consider further and evaluate.

Office or Division:	City Legal Office
Classification:	Simple
Types of Transaction:	G2C-Government to Citizen; G2B- Government to Business; G2G-Government to Government
Who may avail:	All

Checklist of Requirements		Where to Secure		
Written letter containing legal query and supporting documents/ paraphernalia		Client’s sources		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Public Assistance & Complaint Desk Officer (PACDO) and present written legal query	1. Receive the letter and interview client	None	2 minutes	Administrative Aide II City Legal Office
2. Provide valid proof of identification and contact numbers	2. Receive and stamp the letter and inform client of the schedule of release of the written legal opinion	None	2 minutes	Senior Administrative Asst I City Legal Office
	3. Draft the legal opinion	None	1 day	City Legal Officer or Asst City Legal Officer City Legal Office
3. Come back on the scheduled date of release	4. Release the written legal opinion	None	1 minute	Administrative Aide II City Legal Office
Total:		None	1 day and 5 minutes	



**External
3 Service
Name**

Notarization of Documents

Service given for notarization of government documents-contracts, oaths, MOA/MOU, employees’ SALN

Office or Division:	City Legal Office
Classification:	Simple
Types of Transaction:	G2C-Government to Citizen; G2B- Government to Business; G2G-Government to Government
Who may avail:	All

Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Competent Proof of Identity (any government issued I.D. card); 2. Government Documents, Oath, MOA/MOU, employees’ SALN (for notarization) printed or xeroxed 		Client’s sources		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<ol style="list-style-type: none"> 1. Approach the Public Assistance & Complaint Desk Officer (PACDO), and present the document for notarization 2. Present valid ID 3. Properly fill out and sign the 	<ol style="list-style-type: none"> 1. Receive and check the document, interview client and ask for valid proof of identification 2. Verify client’s identity thru ID and explain the contents of the document 3. Guide client in filling out and signing the document 	None	8 minutes	Administrative Aide II City Legal Office



prepare d docume nt				
4. Submit the duly accomp	4. Check the duly signed document, place the notarial stamp and prepare for notarization	None	2 minutes	Administrative Asst. I City Legal Office
lished and signed docume nt				
5. Wait while the docume nt is being notariz ed	5. Notarize the document	None	2 minutes	City Legal Officer/ Asst City Legal Officer/ Any notary public on duty City Legal Office
	6. Record the details of the document in the notarial register and then release it	None	3 minutes	Administrative Asst. I City Legal Office
6. Receiv e the duly notariz ed document		None		
Total:			15 minutes	

External Execution of Documents



4 Service Name

Service given for the execution of government documents intended for any lawful purpose.

Office or Division:	City Legal Office
Classification:	Complex
Types of Transaction:	G2C-Government to Citizen; G2B- Government to Business; G2G-Government to Government
Who may avail:	All

Checklist of Requirements		Where to Secure		
1. Personal appearance of party/ies to execute the document; 2. Competent Proof of Identity (any government issued I.D. card); 3. Any other document or paraphernalia possessed by client.		Any government office issuing ID		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Public Assistance & Complaint Desk Officer (PACDO) and state the document needed to be executed 2. Present valid ID	1. Get client’s personal details and ask for valid proof of identification 2. Refer the client to the staff in charge	None	5 minutes	Administrative Aide I or Administrative Aide II City Legal Office
3. State the purpose for executing the document	3. Interview client and discuss pertinent information regarding the document to be executed;	None	10 minutes	Administrative Officer IV / Administrative Officer V / or Supervising Administrative Officer City Legal Office
4. Wait while the document is being drafted	4. Draft the document	None	20 minutes	Administrative Officer IV / Administrative Officer V / or



				Supervising Administrative Officer City Legal Office
	5. Type or encode the document, then print and hand to client for review and checking	No ne	15 minutes	Administrative Aide II City Legal Office
5. Receive and read the drafted document and state if fully understood or compliant with his need or purpose	6. Review, check and finalize the draft	No ne	5 minutes	Administrative Officer IV / Administrative Officer V / or Supervising Administrative Officer City Legal Office
6. Wait for the document’s final printing	7. Print the duly edited and finished final document	No ne	5 minutes	Administrative Aide II City Legal Office
7. Sign the final document	8. Guide the party/client in signing the document	No ne	3 minutes	Administrative Aide I Administrative Assistant II City Legal Office
8. Wait while the duly executed document is being notarized	9. Notarize the document	No ne	2 minutes	City Legal Officer/ Asst City Legal Officer/ Any notary public on duty City Legal Office
	10. Record the details of the document in the notarial register and then release it	No ne	5 minutes	Administrative Asst. I City Legal Office
9. Receive the duly notarized document				
Total:		No ne	1 hour and 10 minutes	



VI. Feedback and Suggestion

FEEDBACK AND SUGGESTION MECHANISM	
How to send feedback and suggestions ?	Answer the client feedback /suggestion form and drop it at the designated Comments and Suggestions Box located at the Office of City Legal Officer, Ground Floor, City Hall, Batangas City. For those requiring answers, client may indicate personal details and contact numbers.
How feedback and suggestion is processed?	<p>At the end of office hours every Friday, the officer in charge opens the Comments and Suggestions Box and compiles and records all feedback / suggestions submitted.</p> <p>Feedback and suggestions requiring answers are forwarded to the employee or party concerned who are required to answer within three (3) days of the receipt of the feedback/suggestion.</p> <p>The client will be notified of the reply or response or advised to call the office at (043) 723-2343/ 722-1731 for further details and any other concern.</p>
Contact Information of City Legal Office	(043) 723-2343/ 722-1731 tadeguito@yahoo.com