

PROVISION OF LEGAL AIDE: LEGAL OPINION, CONTRACT REVIEW, COMMENT, RECOMMENDATION AND OTHER COMMUNICATION

The particular service aims to provide other offices (within the Gingoog City Government) with legal opinion, contract review, revise or modify, as the case may be, all contracts referred by LGU – Gingoog City, as required by law, to make the same conform with existing laws and applicable government rules and regulations, and/or to prepare such contracts when so requested in appropriate cases, and other issuances/communications which will serve as basis in the performance of their governmental function.

Office or Division:	Office of the City Legal Officer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1. All Departments/Offices of LGU-Gingoog City 2. Executive and Sangguniang Panlungsod and their members 3. Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request specifying the issue to be resolved 2. Office recommendation (for legal opinion only) 3. Original copy of the contract (for contract review only)			Requesting party or Endorsing Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter request with corresponding supporting documents	1. Receive the letter request with corresponding supporting documents	None	10 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
	1.1 Check the completeness of documents submitted			
2. Wait for the release of requested legal aide	2. Attach white/routing slip to the document	None	2 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
	2.1 Indicate the name of handling lawyer in the attached white/routing slip	None	2 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide II</i> Office of the City Legal Officer
	2.2 Evaluate and study the document	None	7 Days	Assigned Handling Lawyer Office of the City Legal Officer
	2.3 Draft appropriate legal document			
	2.4 Review and note down comments and recommendations	None	1 Day	Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
None	2.5 Finalize the legal document including the corrections and recommendations made by the City Attorney.	None	1 Day	Atty. Adam B. Kee <i>Assistant City Legal Officer/</i> Atty. Philip S. Galagar <i>Assistant City Civil Registrar</i> <i>Assigned Handling Lawyer</i> Office of the City Legal Officer
	2.6 Approved the final legal document	None	1 Day	Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
	2.8 Record the outgoing document in the logbook	None	5 Minutes	Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer
	2.9 Assign messenger to deliver the Final Legal Document to concern parties and/or endorsing office	None	5 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
3. Sign the logbook or file copy	3. Assist receiving party in the signing of logbook or file copy	None	30 Minutes	Mark Lawrence M. Encabo <i>Admin. Aide I/</i> John Carlo Ebarle <i>Admin. Aide I</i> Office of the City Legal Officer
4. Receive the file copy of the Legal Documents (Opinion, Contract and comments and recommendation)	4. Release the file copy of Legal Documents (Opinion, Contract with Comments and Recommendation) to concerned parties and/or endorsing office	None	30 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I/</i> Jestonie A. Tima-an <i>Process Server</i> Office of the City Legal Officer
TOTAL:		None	10 Days, 1 Hour, 24 Minutes	