

PROVISION OF ADMINISTRATIVE CASE INVESTIGATION

The Office of the City Legal Officer is mandated to investigate or cause to be investigated any local official or employee for neglect or misconduct in the office and recommend appropriate action to the City Mayor.

Office or Division:	Office of the City Legal Officer (CLO)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	All (Any private party against a regular employee or Aggrieved regular employee against a regular employee)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complaint Letter/Affidavit Complaint 2. Other supporting documents/papers relevant to the case			Client concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter of complaint/affidavit of complaint.	1. Receive the letter of complaint/affidavit of complaint.	None	1 Day	Queenie Vicefe A. Pajo <i>Administrative Aide I</i> Office of the City Legal Officer
	1.1 Forward the letter complaint/ affidavit complaint to the City Legal Officer for his information.	None		Raymund N. Suico <i>Administrative Asst. I</i> Office of the City Legal Officer
	1.2 The City Legal Officer assigns the complaint to the Acting Assistant City Legal Officer for appropriate action.	None		Atty. Adam B. Kee <i>Assistant City Legal Officer</i> Atty. Philip S. Galagar <i>Asst. City Civil Registrar</i> Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
2. Receive the action by the City Legal Officer	2. Release the action taken by the City Legal Officer.	None	1 Day	Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer
3. For Preliminary Investigation: Submit the answer/counter affidavit	3. Receive the answer/counter affidavit.	None	5 Days	Mark Lawrence M. Encabo <i>Admin. Aide I</i>
	3.1 If probable cause exists, the matter will be set for a hearing.	None		Atty. Adam B. Kee <i>Assistant City Legal Officer</i>
	3.2 If no probable cause exists, notify the parties that the complaint has no basis and thereby is considered dismissed.	None		Atty. Philip S. Galagar <i>Asst. City Civil Registrar</i> Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
4. For Formal Charge: Receive notification of hearing	4. Both parties will be notified of a hearing before the City Legal Officer and will be given the option to be represented or not by his/her lawyer during the hearing.	None	7 Days	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Raymund N. Suico <i>Admin. Assistant I</i> Atty. Adam B. Kee <i>Assistant City Legal Officer</i> Atty. Philip S. Galagar <i>Asst. City Civil Registrar</i> Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
None	The City Legal Officer will make recommendations and submit it to the City Mayor.	None	3 Days	Atty. Adam B. Kee <i>Assistant City Legal Officer</i> Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
5. Receive copy of the Order and the Resolution	5. The City Mayor will make an Order based on the recommendation rendered by the City Legal Officer	None	2 Days	Hon. Erick G. Canosa <i>City Mayor</i> Office of the City Mayor
	5.1 Parties are furnished with the copy of the Order and the Resolution	None	1 Day	Raymund N. Suico <i>Admin. Assistant I</i> Mark Lawrence M. Encabo <i>Admin. Aide I</i> Jestonie A. Tima-an <i>Process Server</i> Office of the City Legal Officer
TOTAL:		None	20 Days	

*Processing Time is in accordance to Rule 4, Rule 5, Rule 6 and Section 34 of Rule 8 on 2017 Rule on Admin. Cases in the Civil Service (RACCS)