

PROVISION OF DOCUMENT/S AVAILABLE AT THE
OFFICE OF THE CITY LEGAL OFFICER

A communication or Request which comes from the different departments, national agencies/offices, barangays and any other offices and individuals requesting for documents available at the Office of the City Legal Officer.

Office or Division:	Office of the City Legal Officer			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	Any individual and offices who need the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request for Document/s		Office or Individual concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit communication/ Letter Request	1. Check and receive incoming communication/ Letter Request	None	2 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
2. Receive file copy of communication	2. Record communication in the logbook	None	5 Minutes	Mark Lawrence M. Encabo <i>Admin. Aide I</i> Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
	2.1 If communication needs the approval of the City Legal Officer or the Assistant City Legal Officer, forward same to the City Legal Officer/ Assistant City Legal, Officer	None	5 Minutes	Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer
	2.2 If communication/Letter Request upon evaluation is not in connection or document/s not available, action taken is returned back to the requesting client their request letter	None	5 Minutes	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
3. Retrieval of the requested document/s	3. Look for the document/s in the list of files	None	2 Days	Mark Lawrence M. Encabo <i>Admin. Aide I/</i> John Carlo Ebarle <i>Admin. Aide I/</i> Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer
	3.1. Look for the file in the filer indicated in the list of files			
	3.2. Present to the City Legal Officer or Acting Assistant City Legal Officer the document/s on the propriety/ preciseness on the request			
4. Ask for the Retrieval of the requested document/s	4. Note the recorded incoming communication in the logbook with corresponding signature of client		12 Minutes	Raymund N. Suico <i>Admin. Assistant I/</i> Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
	4.1. Record outgoing communication in the logbook			
	4.2. Check attachments, if any.			
	4.3. Deliver/disseminate outgoing communication		1 Hour	Jestonie A. Tima-an <i>Process Server</i> Office of the City Legal Officer
TOTAL:		None	2 Days, 1 Hour, 29 Minutes	