

RENDITION OF LEGAL OPINION

Under the Local Government Code, the Office of the City Legal Officer is tasked to render legal opinions, as required by law, on all important legal questions referred by the Local Government Unit of Gingoog City, and to provide legal basis on matters and transaction where the city and its departments are concerned. It is also responsible to answer legal queries raised by the city’s constituents particularly on matters where the city and its officials are involved.

Office or Division:	Office of the City Legal Officer			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	1. All Departments/Offices of LGU-Gingoog City 2. Executive and Sangguniang Panlungsod and their members 3. Barangay Officials 4. Private person			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for legal opinion	1. Receive and record the letter request with corresponding supporting documents	None	2 Minutes	Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
	1.1 Forward the request to the City Legal Officer	None	1 Day	Raymund N. Suico <i>Admin. Assistant I</i> Mark Lawrence M. Encabo <i>Admin. Aide I</i> John Carlo Ebarle <i>Admin. Aide I</i> Office of the City Legal Officer
2. For MOA's, Contracts, Deed of Sale, Deed of Usufruct, Position Papers	2. Review the propriety of the documents	None	5 Days	Atty. Adam B. Kee <i>Assistant City Legal Officer</i> Atty. Philip S. Galagar <i>Asst. City Civil Registrar</i> Office of the City Legal Officer
	2.1 Research the legal basis and draft the opinion	None	5 Days	
	2.2 Review the draft and its legal basis	None	2 Days	Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer
	2.3 Sign the legal opinion/ communication	None	3 Hours	
3. Receive the legal opinion/ communication	3. Release the legal opinion/ communication	None	30 Minutes	Raymund N. Suico <i>Admin. Assistant I</i> Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer
TOTAL:		None	13 Days, 3 Hours, 32 Minutes	