

PROVISION OF FREE LEGAL CONSULTATION/SERVICE

The Office of the City Legal Officer is also mandated to provide/render free legal consultation to constituents, officials, and employees.

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|---|---|-----------------|--------------------|--|
| 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: | 1. Pauper litigants/residents of the community 2. Officials and employees of LGU- Gingoog City | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| None | | None | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Register in the logbook | 1. Ask the Client to register in the logbook | None | 2 Minutes | Queenie Vicefe A. Pajo <i>Admin Aide I</i> Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer |
| 2. Give a brief background of the concern | 2. Conduct an initial interview | None | 5 Minutes | Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Mark Lawrence M. Encabo <i>Admin. Aide I</i> Office of the City Legal Officer |
| | 2.1 Endorse the client to the available lawyer | | | |
| 3. State the concern to the lawyer | 3. Discuss with the client on the legal implications of his/her concern | None | 45 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 |
| 4. Consider the opinion or advice | 4. Give the client his/her option and service | None | 30 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 |
| TOTAL: | | None | 1 Hour, 22 Minutes | |