**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** *Administrative Aide I*  Office of the City Legal Officer |
| * 1. Forward the letter complaint/ affidavit complaint to the City Legal Officer for his information. | | None | **Raymund N. Suico**  *Administrative Asst. 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** *Assistant City Legal Officer*  **Atty. Philip S. Galagar** *Asst. City Civil Registrar*  **Atty. Alpi Andro B. Cabatingan** *City Legal Officer* Office of the City Legal Officer |
| 1. Receive the action by the City Legal Officer | 2. Release the action taken by the City Legal Officer. | | None | 1 Day | **Raymund N. Suico** *Admin. Assistant I* Office of the City Legal Officer |
| 1. For Preliminary Investigation: Submit the answer/counter affidavit | 3. Receive the answer/counter affidavit. | | None | 5 Days | **Mark Lawrence M. Encabo** *Admin. Aide I*  **Atty. Adam B. Kee** *Assistant City Legal Officer*  **Atty. Philip S. Galagar** *Asst. City Civil Registrar*  **Atty. Alpi Andro B. Cabatingan** *City Legal Officer* Office of the City Legal Officer |
| 3.1 If probable cause exists, the matter will be set for a hearing. | | None |
| 3.2 If no probable cause exists, notify the parties that the complaint has no basis and thereby is considered dismissed. | | None |
| 1. 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** *Admin. Aide I*  **Raymund N. Suico** *Admin. Assistant I*  **Atty. Adam B. Kee** *Assistant City Legal Officer*  **Atty. Philip S. Galagar** *Asst. City Civil Registrar*  **Atty. Alpi Andro B. Cabatingan** *City Legal Officer* 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** *Assistant City Legal Officer*  **Atty. Alpi Andro B. Cabatingan** *City Legal Officer* Office of the City Legal Officer |
| 1. 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** *City Mayor* 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***Admin. Assistant I*  **Mark Lawrence M. Encabo** *Admin. Aide I*  **Jestonie A. Tima-an** *Process Server* 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)**