**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.

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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:** | | 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*** *Admin. Aide I*  Office of the City Legal Officer |
| 1. Receive file copy of communication | 1. Record communication in the logbook | | None | 5 Minutes | ***Mark Lawrence M. Encabo*** *Admin. Aide I*  ***Queenie Vicefe A. Pajo*** *Admin. Aide 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*** *Admin. Assistant 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** *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. Retrieval of the requested document/s | 1. Look for the document/s in the list of files | | None | 2 Days | ***Mark Lawrence M. Encabo*** *Admin. Aide I/*  ***John Carlo Ebarle*** *Admin. Aide I/*  ***Raymund N. Suico*** *Admin. Assistant 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 | |
| 1. Ask for the Retrieval of the requested document/s | 1. Note the recorded incoming communication in the logbook with corresponding signature of client | |  | 12 Minutes | ***Raymund N. Suico*** *Admin. Assistant I/*  ***Queenie Vicefe A. Pajo*** *Admin. Aide I*  Office of the City Legal Officer |
| * 1. Record outgoing communication in the logbook | |  |
| * 1. Check attachments, if any. | |
| * 1. Deliver/disseminate outgoing communication | |  | 1 Hour | ***Jestonie A. Tima-an*** *Process Server*  Office of the City Legal Officer |
| **TOTAL:** | | | **None** | **2 Days,  1 Hour,  29 Minutes** |  |