**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** *Admin Aide I*  **Raymund N. Suico***Admin. Assistant I*  Office of the City Legal Officer |
| 1. Give a brief background of the concern | 2.Conduct an initial interview | | None | 5 Minutes | **Queenie Vicefe A. Pajo** *Admin. Aide I*  **Mark Lawrence M.** **Encabo** *Admin. Aide I*  Office of the City Legal Officer |
| 2.1 Endorse the client to the available lawyer | |
| 1. 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** *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. Consider the opinion or advice | 4.Give the client his/her option and service | | None | 30 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 |
| **TOTAL:** | | | **None** | **1 Hour,  22 Minutes** |  |