**PROVISION OF LEGAL AIDE: LEGAL OPINION, CONTRACT REVIEW, COMMENT, RECOMMENDATION AND OTHER COMMUNICATION**

The particular service aims to provide other offices (within the Gingoog City Government) with legal opinion, contract review, revise or modify, as the case may be, all contracts referred by LGU – Gingoog City, as required by law, to make the same conform with existing laws and applicable government rules and regulations, and/or to prepare such contracts when so requested in appropriate cases, and other issuances/communications which will serve as basis in the performance of their governmental function.

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| **Office or Division:** | | Office of the City Legal Officer | | | |
| **Classification:** | | Highly Technical | | | |
| **Type of Transaction:** | | G2G – Government to Government | | | |
| **Who may avail:** | | 1. All Departments/Offices of LGU-Gingoog City 2. Executive and Sangguniang Panlungsod and their members 3. Barangay Officials | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | |
| 1. Letter request specifying the issue to be resolved 2. Office recommendation (for legal opinion only) 3. Original copy of the contract (for contract review only) | | | | Requesting party or Endorsing Office | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit the Letter request with corresponding supporting documents | 1. Receive the letter request with corresponding supporting documents | | None | 10 Minutes | **Queenie Vicefe A. Pajo**  *Admin. Aide I*  Office of the City Legal Officer |
| 1.1 Check the completeness of documents submitted | |
| 1. Wait for the release of requested legal aide | 1. Attach white/routing slip to the document | | None | 2 Minutes | ***Queenie Vicefe A. Pajo***  *Admin. Aide I*  Office of the City Legal Officer |
| * 1. Indicate the name of handling lawyer in the attached white/routing slip | | None | 2 Minutes | ***Queenie Vicefe A. Pajo***  *Admin. Aide II*  Office of the City Legal Officer |
| * 1. Evaluate and study the document | | None | 7 Days | ***Assigned Handling Lawyer***  Office of the City Legal Officer |
| * 1. Draft appropriate legal document | |
| * 1. Review and note down comments and recommendations | | None | 1 Day | ***Atty. Alpi Andro B. Cabatingan***  *City Legal Officer*  Office of the City Legal Officer |
| None | * 1. Finalize the legal document including the corrections and recommendations made by the City Attorney. | | None | 1 Day | ***Atty. Adam B. Kee***  *Assistant City Legal Officer/*  ***Atty. Philip S. Galagar***  *Assistant City Civil Registrar*  *Assigned Handling Lawyer*  Office of the City Legal Officer |
| * 1. Approved the final legal document | | None | 1 Day | ***Atty. Alpi Andro B. Cabatingan***  *City Legal Officer*  Office of the City Legal Officer |
| 2.8 Record the outgoing document in the logbook | | None | 5 Minutes | ***Raymund N. Suico***  *Admin. Assistant I*  Office of the City Legal Officer |
| 2.9 Assign messenger to deliver the Final Legal Document to concern parties and/or endorsing office | | None | 5 Minutes | ***Queenie Vicefe A. Pajo***  *Admin. Aide I*  Office of the City Legal Officer |
| 1. Sign the logbook or file copy | 3. Assist receiving party in the signing of logbook or file copy | | None | 30 Minutes | ***Mark Lawrence M. Encabo***  *Admin. Aide I/*  ***John Carlo Ebarle***  *Admin. Aide I*  Office of the City Legal Officer |
| 1. Receive the file copy of the Legal Documents (Opinion, Contract and comments and recommendation) | 4. Release the file copy of Legal Documents (Opinion, Contract with Comments and Recommendation) to concerned parties and/or endorsing office | | None | 30 Minutes | ***Queenie Vicefe A. Pajo***  *Admin. Aide I/*  ***Jestonie A. Tima-an***  *Process Server*  Office of the City Legal Officer |
| **TOTAL:** | | | **None** | **10 Days, 1 Hour,  24 Minutes** |  |