**RENDITION OF LEGAL OPINION**

Under the Local Government Code, the Office of the City Legal Officer is tasked to render legal opinions, as required by law, on all important legal questions referred by the Local Government Unit of Gingoog City, and to provide legal basis on matters and transaction where the city and its departments are concerned. It is also responsible to answer legal queries raised by the city’s constituents particularly on matters where the city and its officials are involved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office or Division:** | | Office of the City Legal Officer | | | |
| **Classification:** | | Highly Technical | | | |
| **Type of Transaction:** | | G2G – Government to Government, G2C – Government to Citizen | | | |
| **Who may avail:** | | 1. All Departments/Offices of LGU-Gingoog City 2. Executive and Sangguniang Panlungsod and their members 3. Barangay Officials 4. Private person | | | |
| **CHECKLIST OF REQUIREMENTS** | | | | **WHERE TO SECURE** | |
| None | | | | None | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit request for legal opinion | 1. Receive and record the letter request with corresponding supporting documents | | None | 2 Minutes | ***Queenie Vicefe A. Pajo*** *Admin. Aide I*  Office of the City Legal Officer |
| 1.1 Forward the request to the City Legal Officer | | None | 1 Day | ***Raymund N. Suico*** *Admin. AssistantI*  **Mark Lawrence M. Encabo** Admin. Aide I  **John Carlo Ebarle** Admin. Aide I  Office of the City Legal Officer |
| 1. For MOA’s, Contracts, Deed of Sale, Deed of Usufruct, Position Papers | 1. Review the propriety of the documents | | None | 5 Days | **Atty. Adam B. Kee** *Assistant City Legal Officer*  **Atty. Philip S. Galagar** *Asst. City Civil Registrar*  Office of the City Legal Officer |
| 2.1 Research the legal basis and draft the opinion | | None | 5 Days |
| 2.2 Review the draft and its legal basis | | None | 2 Days | **Atty. Alpi Andro B. Cabatingan** *City Legal Officer*  Office of the City Legal Officer |
| 2.3 Sign the legal opinion/ communication | | None | 3 Hours |
| 3. Receive the legal opinion/ communication | 3. Release the legal opinion/ communication | | None | 30 Minutes | ***Raymund N. Suico*** *Admin. Assistant I*  ***Queenie Vicefe A. Pajo*** *Admin. Aide I*  Office of the City Legal Officer |
| **TOTAL:** | | | **None** | **13 Days,  3 Hours,  32 Minutes** |  |