



## **City Legal Office Frontline Services**



## 1. Legal Consultation

The City Legal Office provides free legal consultation/advice to walk-in clients, City/Barangay Officials and employees. Client's concerns/problems are responded to and acted upon with legal advice.

<b>Office or Division:</b>		City Legal Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not Applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the logbook and state the purpose of the visit	1. Assists client in filling-out the logbook and conducts preliminary interview (fillout the Daily Legal Consultation Form)	None	3 Hours	<i>Administrative Staff</i> City Legal Office
2. Wait for the endorsement of case to the assigned legal officer/authorized officer.	2. Refers client to the legal officer/authorized officer for consultation of the client's problem/concern.	None	1 Hour	<i>Administrative Staff</i> City Legal Office
3. Narrates the problem/concern by providing honest and relevant/factual information and/or present necessary	3. Interviews and validates/ review the facts presented.  3.1 Renders legal advice	None	4 Hours	<i>Legal Officer/ Authorized Officer</i> City Legal Office



supporting documents				
3.1 Receive the legal advice				
	<b>TOTAL:</b>	<b>None</b>	<b>8 Hours</b>	



## 2. Legal Assistance

The City Legal Office provides free legal assistance to walk-in clients. The assistance provided to clients includes the drafting of legal instruments (formal sworn statement of facts, signed by the affiant and/or witnesses).

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For the drafting of Legal Instruments: (Affidavits/Special Power of Attorney), please present the following:				
a. Competent Evidence of Identity (Government Issued ID card);		Client's ID from issuing Government Office Example: Philippine Identification (PhilID), GSIS UMID, PRC, SSS, COMELEC, LTO, DFA Passport, BIR, SSS, Pag-IBIG, Senior Citizen ID, Government employee's ID		
if needed in the requested legal instrument/s)				
b. Other supporting documents original/certified true copy		Client's file copy		
c. Credible witness/es (A witness who has personal knowledge or who can attest to a fact or event of the affiant/client.)		Client's witness		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the logbook state the purpose of the visit.	1. Assists client in filling-out the logbook and conducts preliminary interview and refers client to the legal assistant/	None	3 Hours	<i>Administrative Staff</i> City Legal Office



	Administrative Staff.			
2. Provide honest and relevant information.	2. Interview/clarify the information provided by the client/witness, validates/review the documents presented, prepares the legal instruments for review and approval of the Legal Officer/ Administrative Officer	None	4 Hours	<i>Legal Assistant/ Legal Officer/ Authorized Officer City Legal Office</i>
3. Claims the requested legal instrument	3. Records and releases the requested legal instrument	None	1 Hour	<i>Legal Assistant / Administrative Staff City Legal Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Hours</b>	



### 3. Issuance of Certification of No Pending Case

The Certificate of No Pending Case is issued to officials and employees of the City Government of Panabo. The certificate states that he/she has no pending case filed before the Administrative Investigation Committee.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Officials and Employees of the City Government of Panabo			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request letter and stating its purpose				
Photocopy of valid ID (Government Issued Identification)		Client's ID from issuing Government Office Example: Philippine Identification (PhilID), GSIS UMID, PRC, SSS, COMELEC, LTO, DFA Passport, BIR, SSS, Pag-IBIG, Senior Citizen ID, Government employee's ID		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request and submit the required documents	1. Receive and check the required documents.	None	30 minutes	<i>Administrative Staff</i> City Legal Office
	*Advise the client/employee to return on the next day.			
	1.1 Verification of office records for pending administrative case, if any		4 hours	<i>Administrative Staff (AIC secretariat)</i> City Legal Office
	1.2 Preparation of Clearance/ Certification		1 hour	<i>Administrative Staff (AIC secretariat)</i> City Legal Office



	1.3 Review and signing of Certification		2 hours	<i>City Legal Officer (AIC Chairperson) City Legal Office</i>
2. Receive the certificate/certification of No Pending Case	2. Records and releases the Certificate of No Pending Case	None	1 Hour	<i>Legal Assistant/ Legal Officer/ Authorized Officer City Legal Office</i>
	<b>TOTAL:</b>	<b>None</b>	<b>8 Hours and 30 Minutes</b>	