City Legal Office

External 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.

Office or Division:	City Legal Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizens
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	Not Applicable

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
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	*Administrative Staff* 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	*Administrative Staff* City Legal Office
3. Narrates the problem/concern by providing honest and relevant/factual information and/or present necessary supporting documents	3. Interviews and validates/ review the facts presented.	None	4 Hours	*Legal Officer/ Authorized Officer* City Legal Office

3.1 Receive the legal advice	3.1 Renders legal advice			
	TOTAL:	**None**	**8 Hours**	

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).

Office or Division:	City Legal Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizens
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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/ Administrative Staff.	None	3 Hours	*Administrative Staff* City Legal Office

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	*Legal Assistant/ Legal Officer/ Authorized Officer* City Legal Office
3. Claims the requested legal instrument	3. Records and releases the requested legal instrument	None	1 Hour	*Legal Assistant / Administrative Staff* City Legal Office
	TOTAL:	**None**	**8 Hours**	

City Legal Office

Internal Service

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.

Office or Division:	City Legal Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Officials and Employees of the City Government of Panabo

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and submit the required documents	1. Receive and check the required documents. *Advise the client/employee to return on the next day.	None	30 minutes	*Administrative Staff* City Legal Office
	1.1 Verification of office records for pending administrative case, if any		4 hours	*Administrative Staff (AIC secretariat)* City Legal Office
	1.2 Preparation of Clearance/ Certification		1 hour	*Administrative Staff (AIC secretariat)* City Legal Office

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