

## City Legal Office External Services

### 1. Legal Documentation and Review Service

Legal Documents are reviewed by the City Legal Office to ensure its compliance and conformance to local laws and ordinances.

|  |   |                        |   |   |
|--|---|------------------------|---|---|
| <b>Office or Division:</b>   | City Legal Office   |                        |   |   |
| <b>Classification:</b>   | Simple, Complex, Highly Technical   |                        |   |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government |                        |   |   |
| <b>Who may avail:</b>  | All   |                        |   |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |   |   |
| 1. Request Form (1 Original Copy)  |   | City Legal Office      |   |   |
| 2. Legal document/s to be reviewed (Original Copy)   |   | Requesting Party       |   |   |
| <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 request form and submit it along with the legal document/s to be reviewed. | 1. Receive and record the submitted form and document/s.                                  | None                   | 2 minutes   | <i>Legal Secretary</i><br>Legal Office    |
|  | 1.1 Review the request form and the submitted requirements.                               | None                   | 5 minutes   | <i>Legal Secretary</i><br>Legal Office    |
|  | 1.2 Forward the Request Form with the attached document/s to the City Legal Officer.      | None                   | 1 minute  | <i>Legal Secretary</i><br>Legal Office    |
|  | 1.3 Draft or review documents and issue drafted document or written comment.              | None                   | Simple - 23 hours and 52 minutes<br>Complex- 55 hours and 52 minutes<br>Highly Technical - 159 hours and 52 minutes | <i>City Legal Officer</i><br>Legal Office |
| 2. Receive reviewed document   | 2. Forward the Request Form with the attached drafted document or written comment.        | None                   | 1 minute  | <i>Legal Secretary</i><br>Legal Office    |

|  |  |             |   |                                 |
|--|--|-------------|---|---------------------------------|
|  | 2.1 Receive and record the CLO Request Form with the attached drafted document or written comment, and photocopy drafted document or written comment for file. | None        | 5 minutes   | Legal Secretary<br>Legal Office |
|  | 2.2 Forwards the drafted document or written comment to the requesting party or unit   | None        | 2 minutes   | Legal Secretary<br>Legal Office |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>Simple - 1 Day and 8 Minutes</b><br><br><b>Complex- 2 Days and 8 Minutes</b><br><br><b>Highly Technical - 6 Days and 8 Minutes</b> |                                 |

## 2. Legal Research, Counseling and Information Service

Legal Research, Counseling and Information Service can be done by the staff of the City Legal Office if needed.

|  |   |                        |  |                                      |
|--|---|------------------------|--|--------------------------------------|
| <b>Office or Division:</b>   | City Legal Office   |                        |  |                                      |
| <b>Classification:</b>   | Simple, Complex, Highly Technical   |                        |  |                                      |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government                                   |                        |  |                                      |
| <b>Who may avail:</b>  | All   |                        |  |                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |  |                                      |
| 1. Request Form (1 Original Copy)  |   | City Legal Office      |  |                                      |
| 2. Legal document/s to be reviewed (Original Copy)   |   | Requesting Party       |  |                                      |
| <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 request form and submit it along with the legal document/s to be reviewed. | 1. Receive and record the submitted form and document/s.  | None                   | 2 minutes  | Legal Secretary<br>City Legal Office |
|  | 1.1 Review the request form and the submitted requirements.   | None                   | 5 minutes  | Legal Secretary<br>City Legal Office |
| 2. Wait to be endorsed to the City Legal Officer.  | 2. Forward or refer to the City Legal Officer the request or call the name of the client on a first come first served basis | None                   | 2 minutes  | Legal Secretary<br>City Legal Office |
| 3. Receive legal advice, opinion and/or information from the City Legal Officer.           | 3. Provide legal advice, opinion and/or information   | None                   | Simple- 23 hours and 51 minutes<br>Complex- 55 hours and 51 minutes<br>Highly Technical - 159 hours and 51 minutes | City Legal Officer<br>Legal Office   |
| 4. Receive the written opinion or research from the City Legal Office. None                | 4. Forward the CLO Request Form with the attached written opinion or  | None                   | 2 minutes  | Legal Secretary<br>City Legal Office |

|  |  |             |  |   |
|--|--|-------------|--|---|
|  | research.<br>4.1 Receive and record the Request Form with the attached written opinion or research and photocopy written opinion or research for file. | None        | 5 minutes  | <i>Legal Secretary</i><br>City Legal Office |
|  | 4.2 Forward the written opinion or research.   | None        | 2 minutes  | <i>Legal Secretary</i><br>City Legal Office |
|  | <b>TOTAL:</b>  | <b>None</b> | <b>Simple- 1 Day and 9 minutes</b><br><br><b>Complex- 2 Days and 9 Minutes</b><br><br><b>Highly Technical – 6 Days and 6 Minutes</b> |   |

### 3. Litigation and Case Management Service

|  |   |                        |                        |   |
|--|---|------------------------|------------------------|---|
| <b>Office or Division:</b>   | City Legal Office   |                        |                        |   |
| <b>Classification:</b>   | Highly Technical  |                        |                        |   |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |                        |                        |   |
| <b>Who may avail:</b>  | All   |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |   |
| 1. Request Form (1 Original Copy)  |   | City Legal Office      |                        |   |
| 2. Pleadings or Motions  |   | City Legal Office      |                        |   |
| 3. Pleadings, Order/Resolution/Decision  |   | City Legal Office      |                        |   |
| 4. Judgment  |   | City Legal Office      |                        |   |
| <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 request form and submit case documents or communications to the City Legal Office. | 1. Refer the case to City Legal Office after receipt of summon or complaint (in case the City is the defendant or respondent), or refer a case for possible institution of a complaint (whether criminal, civil or administrative). | None                   | 2 minutes              | <i>Requesting Party or Unit</i>           |
|  | 1.1 Receive and record the case documents or communications along with the request form.  | None                   | 5 minutes              | <i>Legal Secretary</i><br>Legal Office    |
|  | 1.2 Forward the Request Form with the attached case document request and its requirements to the City Legal Officer.  | None                   | 2 minutes              | <i>Legal Secretary</i><br>Legal Office    |
| 2. Be interviewed by the City Legal Officer on the   | 2. Interview the concerned respondent and   | None                   | 15 minutes             | <i>City Legal Officer</i><br>Legal Office |



|                                   |   |             |   |  |
|-----------------------------------|---|-------------|---|--|
| details of the complaint or case. | evaluate the case for appropriate action.   |             |   |  |
|                                   | 2.1 Draft pleadings and motions.  | None        | As required or as per schedule set by the judicial or quasi-judicial body | <i>City Legal Officer</i><br>City Legal Office |
|                                   | 2.2 Forward the CLO Request Form with the attached pleading or motion.                                      | None        | 2 minutes   | <i>Legal Secretary</i><br>Legal Office         |
|                                   | 2.3 Receive and record the Request Form with the attached pleadings or motions.                             | None        | 2 minutes   | <i>Legal Secretary</i><br>Legal Office         |
|                                   | 2.4 Files pleadings or motions personally or by registered mail.  | None        | 5 minutes   | <i>Legal Secretary</i><br>Legal Office         |
|                                   | 2.5 File records and registry receipts in case folder.  | None        | 2 minutes   | <i>Legal Secretary</i><br>Legal Office         |
|                                   | 2.6 Represent the City of San Pedro and attend to scheduled Mediation / Conciliation / Arbitration / Trial. | None        | As required or as per schedule  | <i>City Legal Officer</i><br>City Legal Office |
|                                   | 2.7 Report the decision on the case to the City Mayor.  | None        | 15 minutes  | <i>City Legal Officer</i><br>City Legal Office |
|                                   | <b>TOTAL:</b>   | <b>None</b> | <b>50 Minutes (excluding the</b>  |  |



|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | <b>drafting of the pleadings and motions and trial representation )</b> |  |
|--|--|--|---|--|

#### 4. Statutory Compliance

This service assists clients in ensuring that they conform to standards, regulations and laws of the industry to which they belong in.

|  |  |                        |   |  |
|--|--|------------------------|---|--|
| <b>Office or Division:</b>   | City Legal Office  |                        |   |  |
| <b>Classification:</b>   | Simple, Complex, Highly Technical  |                        |   |  |
| <b>Type of Transaction:</b>  | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government                                    |                        |   |  |
| <b>Who may avail:</b>  | All  |                        |   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b> |   |  |
| 1. Request Form (1 Original Copy)  |  | City Legal Office      |   |  |
| 2. Document/s to be reviewed (1 Original Copy)                                 |  | Requesting Party       |   |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>  | <b>PERSON RESPONSIBLE</b>                      |
| 1. Submit request form and document/s to be reviewed for statutory compliance. | 1. Receive, record, and review the documents submitted.  | None                   | 7 minutes   | <i>Legal Secretary</i><br>City Legal Office    |
|  | 1.1 Forward and/or refer to the City Legal Officer the request.  | None                   | 2 minutes   | <i>Legal Secretary</i><br>City Legal Office    |
| 2. Be provided legal compliance or opinion by the City Legal Officer.          | 2. Provide legal compliance or opinion to the requesting party or unit.  | None                   | Simple- 23 hours and 51 minutes<br>Complex-55 hours and 51 minutes<br>Highly Technical-159 hours and 51 minutes | <i>City Legal Officer</i><br>City Legal Office |
| 3. Receive the compliance notice or opinion.                                   | 3. Forward the Request Form with the attachments.  | None                   | 2 minutes   | <i>Legal Secretary</i><br>City Legal Office    |
|  | 3.1 Receive and record the Request Form with the attached compliance notice or opinion and file written opinion or research. | None                   | 5 minutes   | <i>Legal Secretary</i><br>City Legal Office    |

|  |   |             |   |   |
|--|---|-------------|---|---|
|  | 3.2 Forward the compliance notice or opinion. | None        | 2 minutes   | <i>Legal Secretary</i><br>City Legal Office |
|  | <b>TOTAL:</b>                                 | <b>None</b> | <b>Simple - 1 Day and 9 Minutes</b><br><b>Complex- 2 Days and 9 Minutes</b><br><b>Highly Technical - 6 Days and 9 Minutes</b> |   |

## 5. Legal Representation

The City Legal Office can represent on behalf of the City Government or client during appointments or hearings.

|   |   |                        |  |  |
|---|---|------------------------|--|--|
| <b>Office or Division:</b>                                      | City Legal Office   |                        |  |  |
| <b>Classification:</b>  | Simple  |                        |  |  |
| <b>Type of Transaction:</b>                                     | G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government   |                        |  |  |
| <b>Who may avail:</b>   | All   |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                |   | <b>WHERE TO SECURE</b> |  |  |
| 1. Request Form (1 Original Copy)                               |   | City Legal Office      |  |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>                      |
| 1. Secure Request Form and fill-out the details of the request. | 1. Receive request and check availability of City Legal Officer with the calendar.  | None                   | 2 minutes  | <i>Legal Secretary</i><br>City Legal Office    |
|   | 1.1 Confirm availability with the City Legal Officer or inform the City Legal Officer of scheduled hearing.                       | None                   | 5 minutes  | <i>Legal Secretary</i><br>City Legal Office    |
|   | 1.2 Record the confirmed appointment in the Office Calendar and inform the requesting party or unit of the confirmed appointment. | None                   | 2 minutes  | <i>Legal Secretary</i><br>City Legal Office    |
|   | 1.3 Attend the scheduled appointment or hearing.  | None                   | As per schedule  | <i>City Legal Officer</i><br>City Legal Office |
|   | <b>TOTAL:</b>   | <b>None</b>            | <b>9 Minutes (excluding attending the scheduled appointment or hearing).</b> |  |

## 6. Notarial Services

Documents that require notarization can be done at the City Legal Office.

|   |  |                                       |                        |  |
|---|--|---------------------------------------|------------------------|--|
| <b>Office or Division:</b>  | City Legal Office  |                                       |                        |  |
| <b>Classification:</b>  | Simple   |                                       |                        |  |
| <b>Type of Transaction:</b>   | G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government                                  |                                       |                        |  |
| <b>Who may avail:</b>   | All  |                                       |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                      |  | <b>WHERE TO SECURE</b>                |                        |  |
| 1. Document/s to be Notarized (1 Original Copy)                       |  | Requesting Party                      |                        |  |
| 2. Valid ID (1 Original Copy)   |  | Requesting Party                      |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b>                | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                      |
| 1. Submit the document/s to be notarized and present a valid ID.      | 1. Receive document/s and review the notarial requirements   | None                                  | 5 minutes              | <i>Legal Secretary</i><br>City Legal Office    |
|   | 1.1 Forward the document to the City Legal Officer.  | None                                  | 2 minutes              | <i>Legal Secretary</i><br>City Legal Office    |
|   | 1.2 Review the requested document for notarization and forward it to Legal Secretary.                                      | None                                  | 5 minutes              | <i>City Legal Officer</i><br>City Legal Office |
| 2. Wait for your document/s to be notarized                           | 2. Stamp the name and details of the commission and number the document and return the document to the City Legal Officer. | None                                  | 2 minutes              | <i>Legal Secretary</i><br>City Legal Office    |
|   | 2.1 Attest to and sign the document and return it to the Legal Secretary.  | None                                  | 5 minutes              | <i>City Legal Officer</i><br>City Legal Office |
| 3. Pay the required notarial fees and receive the notarized document. | 3. Record the notarized document in the Notarial Book and issue the same   | Subject to the table of Notarial Fees | 3 minutes              | <i>Legal Secretary</i><br>City Legal Office    |
|   | <b>TOTAL:</b>  | <b>Subject</b>                        | <b>22 Minutes</b>      |  |



LUNGGONG NG  
**SAN PEDRO**  
UNA SA LAGUNA

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <b>to the<br/>table of<br/>Notarial<br/>Fees</b> |  |  |
|--|--|--|--|--|