

Provincial Legal Office



1. Legal Review/Drafting of MOA, MOU, Contracts, Executive Orders, Ordinances and Resolutions/Issuance of Legal Opinion (Service Nos. 1,2,3,4 and 6)

Review and drafting of legal documents and issuance of legal opinions to the requesting government agencies/officials.

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All Government Agencies, GOCCs, LGUs, and other Government Instrumentalities | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter-request | | From the head of the requesting party. | | |
| 2. Copy of MOA and/or other documents requested for review/opinion | | From the office of the requesting party. | | |
| 3. Indorsement letter | | From the head of the Agency/Office where the request was first sent. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Verify the completeness of submitted documents. For online transactions email at plo_ormdo@yahoo.com | None | 20 minutes | Administrative Assistant II (Provincial Legal Office) May be assisted by available Legal Assistant |
| | 2. Receive incoming written request/email 2.1 Record the following information on the computer file: | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |

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| | <p>a. Date and time of receipt;</p> <p>b. Originating office</p> <p>c. Nature and title of request; and</p> <p>d. Other relevant details i.e. special instructions</p> <p>2.2 Attach blank Internal Route Slip (IRS) and referral slip</p> <p>2.3 Fill out IRS</p> <p>2.4 Endorse to Provincial Legal Officer (PLO)</p> <p>2.5 Record task on logbook [task and assigned Legal Assistant (LA)]</p> | | | *Legal Assistant (Provincial Legal Office) |
| | 3. Assignment of legal review task within the day upon endorsement | | 20 minutes | Provincial Legal Officer (Provincial Legal Office) Attorney IV (Provincial Legal Office) |
| | 4. Drafting of the Legal Review report/Legal Opinion/draft Contract, including the Memorandum Transmittal/ Letter and Certificate of Legal Sufficiency (if applicable), and submission of the | | Within 4 working days for review of MOA, MOU and Contracts; Within 6 working days for review of Executive Orders; Sanggunian | Legal Assistant (Provincial Legal Office) |

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| | same to immediate supervisor | | Ordinances and Resolutions; Drafting of MOAs, MOUs, EOs, and Contracts; Issuance of Legal Opinion | |
| | 5. Review of the draft Legal Review report/Legal Opinion/draft Contract and supporting documents and submit the revised Legal Review report/Legal Opinion/draft Contract to Provincial Legal Officer (PLO) for final review. | | <p>Within 3 working days for review of MOA, MOU and Contracts;</p> <p>Within 4 working days for review of Executive Orders; Sanggunian Ordinances and Resolutions; Drafting of MOAs, MOUs, EOs, and Contracts; Issuance of Legal Opinion</p> | Attorney IV (Provincial Legal Office) |
| | 6. Review and return for corrections, if applicable; Review and approval of the final Review report/Legal Opinion/draft Contract | | <p>Within 2 working days for review of MOA, MOU and Contracts;</p> <p>Within 3 working days for review of Executive Orders;</p> | Provincial Legal Officer (Provincial Legal Office) |

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| | | | Sanggunian Ordinances and Resolutions; Drafting of MOAs, MOUs, EOs, and Contracts; Issuance of Legal Opinion | |
| | 7. Preparation of transmittal slip | | Within 15 minutes | Assigned Legal Assistant (Provincial Legal Office) |
| | 8. Checking of the completeness of the attachments/if needed photocopy of attachments | | Within 30 minutes | Legal Assistant II (Provincial Legal Office) |
| | 9. Recording of the final output | | Within 5 minutes | Legal Assistant II (Provincial Legal Office) |
| | 10. Delivery/release of the final output to client | | Within 5 minutes | Administrative Aide II (Provincial Legal Office) |
| | 11. Filing of documents. Scan and save for e-filing then email to client. | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 15 days | |

2. Legal Review of Executive Orders Issued by Component Municipalities (Service No. 5)

Review of Executive Order issued by lower LGUs and issuance of Certificate of Legality if applicable.

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All Local Government Units (LGUs) City and/or Municipal Officials | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter-request | | From the Local Chief Executive of the requesting City/Municipality | | |
| 2. Copy of EO/EOs requested for review | | From the office of the requesting City/Municipality | | |
| 3. Indorsement letter | | From the head of the Agency/Office where the request was first sent. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Verify the completeness of submitted documents. For online transactions email at plo_ormdo@yahoo.com | None | 20 minutes | Administrative Assistant II (Provincial Legal Office) May be assisted by available Legal Assistant |
| | 2. Receive incoming written request/email 2.1 Record the following information on the computer file: a. Date and time of receipt; b. Originating office | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) *Legal Assistant (Provincial Legal Office) |

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| | <p>c. Nature and title of request; and</p> <p>d. Other relevant details i.e. special instructions</p> <p>2.2 Attach blank Internal Route Slip (IRS) and referral slip</p> <p>2.3 Fill out IRS</p> <p>2.4 Endorse to Provincial Legal Officer (PLO)</p> <p>2.5 Record task on logbook [task and assigned Legal Assistant (LA)]</p> | | | |
| | 3. Assignment of legal review task within the day upon indorsement | | 20 minutes | <p>Provincial Legal Officer (Provincial Legal Office)</p> <p>Attorney IV (Provincial Legal Office)</p> |
| | 4. Evaluation of the Executive Order and drafting of the Certificate of Legality, if applicable, as well as the Memorandum Transmittal to the Governor | | Within 5 working days | Assigned/designated Legal Assistant (Provincial Legal Office) |
| | 5. Review of the Certificate of Legality and Memorandum Transmittal and | | Within 2 working days | Attorney IV (Provincial Legal Office) |

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| | submission of the same to the Provincial Legal Officer/OIC for final review | | | |
| | 6. Review and return for corrections, if applicable; Review and approval of the finalized documents | | Within 2 working days | Provincial Legal Officer (Provincial Legal Office) |
| | 7. Preparation of transmittal slip | | Within 15 minutes | Assigned Legal Assistant (Provincial Legal Office) |
| | 8. Checking of the completeness of the attachments/if needed photocopy of attachments | | Within 30 minutes | Legal Assistant II (Provincial Legal Office) |
| | 9. Recording of the final output | | Within 5 minutes | Legal Assistant II (Provincial Legal Office) |
| | 10. Delivery/release of the final output to client | | Within 10 minutes | Administrative Aide II (Provincial Legal Office) |
| | 11. Filing of documents, Scan and save for e-filing then email to client | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 10 days | |

3. Drafting and/or Filing of Pleadings/Motions to Cases Involving PGOM, Other Component LGUs and Elective Officials of the Province (Service No. 7)

Drafting and filing of Pleadings/Motions in court and/or other quasi-judicial bodies

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All Local Government Units (LGUs) and/or Municipal Officials | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter-request/Indorsement | | From the Local Chief Executive of the requesting City/Municipality and other elective officials of the province | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Verify the completeness of submitted documents. For online transactions email at plo_ormdo@yahoo.com | None | 15 minutes | Administrative Assistant II (Provincial Legal Office) May be assisted by available Legal Assistant |
| | 2. Receive incoming written request/email 2.1 Record the following information on the computer file: a. Date and time of receipt; b. Originating office c. Nature and title of request; and | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) *Legal Assistant (Provincial Legal Office) |

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| | <p>d. Other relevant details i.e. special instructions</p> <p>2.2 Attach blank Internal Route Slip (IRS) and referral slip</p> <p>2.3 Fill out IRS</p> <p>2.4 Endorse to Provincial Legal Officer (PLO)</p> <p>2.5 Record task on logbook [task and assigned Legal Assistant (LA)]</p> | | | |
| | 3. Drafting of the pleading and submission of the same to immediate supervisor for review | | Depends upon the court order | Assigned/designated Legal Assistant (Provincial Legal Office) |
| | 4. Review of the draft pleading and submission of revised pleading to PLO for final review | | Depends upon the court order | Attorney IV (Provincial Legal Office) |
| | 5. Final review of the pleading and return for corrections, if applicable | | Depends upon the court order | Provincial Legal Officer (Provincial Legal Office) |
| | 6. Approval of the final copy of the Pleading | | Depends upon the court order | Provincial Legal Officer (Provincial Legal Office) |
| | 7. Checking of the completeness of the attachments/if needed | | Within 30 minutes | Legal Assistant II (Provincial Legal Office) |

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| | photocopy of attachments | | | |
| | 8. Recording of the approved pleading in the outgoing logbook | | Within 5 minutes | Legal Assistant II (Provincial Legal Office) |
| | 9. Delivery/release of the final output in court or quasi-judicial bodies | | Within 10 minutes | Administrative Aide II (Provincial Legal Office) |
| | 10. Filing of documents, Scan and save for e-filing then email to client | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 1 hour and 45 minutes, submission: As per Court Order, Notice or Pleading | |

4. Attendance to Court Hearing (Service No. 8)

Attendance/appearance in court

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Complex/Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | All Local Government officials (elected/appointed government officials), Requesting LGU | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Court Order | | Court and/or quasi-judicial body | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Receipt, recording and endorsement to PLO of Court Order, Subpoena | None | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |

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| | or Summons. For online transactions email at plo_ormdo@yahoo.com | | | |
| | 2. Evaluation of the Order and assignment of task for handling and appearance in court | | Within the day | Provincial Legal Officer (Provincial Legal Office) Attorney IV (Provincial Legal Officer) |
| | 3. Posting and writing of the date, time and venue of the hearing on the office calendar | | Within 5 minutes | *Legal Assistant (Provincial Legal Office) |
| | 4. Notification of the client/party of the scheduled hearing | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 5. Filing/e-filing of the Court Order/ Subpoena in the appropriate case folder | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | 6. Confirmation of the hearing schedule at least two (2) days before the hearing | | Within 10 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 7. Attendance in court hearing as scheduled | | Depends upon the court order | Provincial Legal Officer (Provincial Legal Office) Attorney IV (Provincial Legal Officer) |

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| | 8. Filing/-filing of documents in the appropriate case folder | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 1 hour and 45 minutes Appearance in court: As per Court Order, or Pleading | |

5. Administrative Investigations (Service No. 9)

Investigation on the complaints filed against government officials/employees

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government/G2C-Government to Citizen | | | |
| Who may avail: | All Local Government officials (elected/appointed government officials)/Private Citizen | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Verified complaint/Answer | | | From the complainant | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Receipt, recording and endorsement to PLO of the complaint charging government employee with administrative offense/Answer/Other related documents. For online transactions email at plo_ormdo@yahoo.com | None | within 15 minutes | Administrative Assistant II (Provincial Legal Office) |

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| | 2. Assignment to Legal Assistant with specific instructions | | Within the day | Attorney IV (Provincial Legal Office) Provincial Legal Officer (Provincial Legal Officer) |
| | 3. Drafting of Memorandum/ Conduct of Investigation/ Preparation of Investigation Report | | Within 20 working days | Assigned/designated Legal Assistant (Provincial Legal Office) |
| | 4. First review of the draft Memorandum/ Investigation Report | | Within 5 days | Attorney IV (Provincial Legal Office) |
| | 5. Final review and approval of revised draft Memorandum/Investigation Report | | Within 3 working days | Provincial Legal Officer (Provincial Legal Office) |
| | 6. Preparation of transmittal slip | | Within 15 minutes | Assigned/designated Legal Assistant (Provincial Legal Officer) |
| | 7. Checking of the completeness of attachments | | Within 30 minutes | Legal Assistant II (Provincial Legal Office) |
| | 8. Recording of the final output | | Within 5 minutes | Legal Assistant II (Provincial Legal Office) |
| | 9. Delivery/ release of the final output to client | | Within 10 minutes | Administrative Aide II (Provincial Legal Office) |
| | 10. Filing/e-filing of documents in the appropriate case folder | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 30 working days | |

6. Investigation of Concerns and Issues of Public Interest (Service No. 10)

Investigation of concerns and issues involving the Provincial Government.

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government/G2C- Government to Citizen | | | |
| Who may avail: | All Local Government officials (elected/appointed government officials)/Private Citizen | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Letter-request | | From the Concerned Citizen | | |
| 2. Memorandum | | From the Local Chief Executive/the head of agency where the complaint was first sent | | |
| 3. Written communication | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Receipt, recording and endorsement to PLO of the letter or memorandum requesting the investigation of an incident or event impressed with public interest. For online transactions email at plo_ormdo@yahoo.com | None | within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 2. Assignment of task to Legal Assistant for field investigation and ocular inspection | | Within the day | Provincial Legal Officer (Provincial Legal Office) Attorney IV (Provincial Legal Officer) |

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| | 3. Conduct investigation | | Within 15 working days | Assigned/Designated Legal Assistant (Provincial Legal Office) |
| | 4. Drafting of Investigation Report | | Within 6 days | Assigned/Designated Legal Assistant (Provincial Legal Office) |
| | 5. Review and editing of draft Investigation Report | | Within 4 working days | Attorney IV (Provincial Legal Office) |
| | 6. Final review and approval of final Investigation Report | | Within 3 working days | Provincial Legal Officer (Provincial Legal Office) |
| | 7. Preparation of transmittal slip | | Within 15 minutes | <ul style="list-style-type: none"> Assigned/Designated Legal Assistant (Provincial Legal Officer) |
| | 8. Checking of the completeness of attachments | | Within 30 minutes | Legal Assistant II (Provincial Legal Office) |
| | 9. Recording of the approved Investigation Report in the outgoing logbook | | Within 5 minutes | Legal Assistant II (Provincial Legal Office) |
| | 10. Delivery/ release of the final output to client | | Within 10 minutes | Administrative Aide II (Provincial Legal Office) |
| | 11. Filing/e-filing of documents in the appropriate folder | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 30 working days | |

7. Legal Consultation and/or Drafting of Affidavits, Pleading, etc. for walk-in clients (Service No. 11)

Rendition of legal advice/opinion and drafting of affidavits, pleading and etc. for walk-in clients.

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|---|--|-----------------------------|--|---|
| Office or Division: | Provincial Legal Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | Private Citizen/Individual | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 4. Client's Form with attached Internal Route Slip (IRS) for legal assistance | | From the requesting clients | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Register at client's logbook. | 1. Inquire or interview the client as to his purpose and concern; accomplish the client's form | None | within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 2. Refer the client to the Officer of the Day or the requested staff/officer | | Within 5 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 3. Legal Counselling and/or drafting of legal instrument: - Legal Consultation (1 hour) - Preparation of documents (2 hours) | | Within 2 hours | Officer of the Day Assigned/Designated Legal Assistant (Provincial Legal Office) |
| | 4. Recording and release of the document to the client | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 5. Filing of document in appropriate folder | | Within 30 minutes | Administrative Aide II (Provincial Legal Office) |
| | Total: | | 3 hours and 5 minutes/ within the day | |

8. Legal Consultation and/or Drafting of Affidavits, Pleading, etc. for online clients (Service No. 12)

Rendition of legal advice/opinion and drafting of affidavits, pleading and etc. for online clients via ZOOM.

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government to Government/G2C – Government to Citizen | | | |
| Who may avail: | Other government agency/official and/or Private citizen/individual | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. ZOOM application (strong internet connection) | | From the requesting clients | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Email at plo_ormdo@yahoo.com to schedule for an appointment with a brief narrative of the consultation topic. Provide ZOOM Account name/email | 1. Wait for email confirmation of the schedule to be given by the E-ttorney | None | | Administrative Assistant II (Provincial Legal Office) |
| | 2. On your appointment schedule, log-in to your ZOOM Account. A ZOOM meeting ID link will be sent | | Within 5 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 3. Click the link to enter the meeting with the E-ttorney | | Within 2 hours | Provincial Legal Officer (Provincial Legal Office) Attorney IV (Provincial Legal Office) |
| | 4. Scan and save for reference then send the document to the client | | | Administrative Aide II (Provincial Legal Office) |
| | Total: | | within the day | |

9. Operation of Mini Law Library (Service No. 13)

Lending and/or usage of law books to other government official/employee and private citizen.

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| Office or Division: | Provincial Legal Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G - Government to Government/G2C – Government to Citizen | | | |
| Who may avail: | Other government agency/official and/or Private citizen/individual | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Any document which will be required by the attending staff ex. valid ID | | From the requesting clients | | |
| 2. Accomplishment of borrower's card | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Disinfection procedure using alcohol and footbath. Accomplish the request/borrower's card | 1. Receive request form and search of requested book | None | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 2. Record the book to be borrowed in the Book Register | | Within 20 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 3. Release the book to the client | | Within 15 minutes | Administrative Assistant II (Provincial Legal Office) |
| | 4. Return of the book by borrower. Record date and time of return. Filing | | Within 10 minutes | Administrative Assistant II (Provincial Legal Office) |
| | Total: | | within 1 hour | |