



# **Provincial Legal Office External Services**



# 1. Administrative Investigations

The Provincial Legal Office investigates or causes to be investigated any official or employee of the Provincial Government for administrative offenses and recommends appropriate action to the Provincial Governor. Interested individuals may submit their letter/affidavit complaint every Monday to Friday, from 8:00AM to 5:00PM in the Provincial Legal Office.

<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government/G2C-Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. PGOM employees and officials;</li> <li>2. Officials of PGOM's Component Local Government Units;</li> <li>3. Employees and officials of National Government Agencies and Instrumentalities; or</li> <li>4. Any individual who intends to file a complaint against any official or employee of the Provincial Government.</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Affidavit complaint (1 original)		Requesting party/Complainant		
2. Attachments (i.e. Affidavits of witnesses, Pictures, and other evidence) (1 original)		Requesting party/Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit the letter/affidavit complaint with its attachment/s to the receiving staff	1. Receive letter/affidavit complaint and its attachments and assess the completeness of submitted documents	None	20 minutes	Administrative Aide II Provincial Legal Office



	<p>1.1. Record the following information on the Incoming Excel file:</p> <ul style="list-style-type: none"><li>i. Date and time of receipt;</li><li>ii. Originating office/agency;</li><li>iii. Name of personnel who received the documents;</li><li>iv. Nature and purpose of complaint; and</li><li>v. Other relevant details (document tracking number/specific instruction/requests)</li></ul>	None	10 minutes	Administrative Aide II Provincial Legal Office
	<p>1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received</p>	None		
	<p>1.3. Fill out IRS and forward to</p>	None		



	the Administrative Officer IV for the assignment of the investigation to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer			
	1.4. Assign investigation of the complaint to a Legal Assistant or Special Assistant on Legal Affairs (SA)	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.5. Conduct investigation of the complaint and prepare investigation report pursuant to	None	Period prescribed by RACCS subject to exceptions under meritorious circumstances	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	the Revised Rules on Administrative Cases in the Civil Service (RACCS)			
	1.6. Conduct initial review of the draft Investigation Report	None	5 days	Administrative Officer IV Provincial Legal Office
	1.7. Return the draft to the concerned Legal Assistant for revision of corrections	None		
	1.8. Conduct final review and instruct finalization of the investigation report	None	10 days	Provincial Legal Officer Provincial Legal Office
	1.9. Prepare transmittal memorandum and finalize the investigation report for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/ Legal Assistant I Provincial Legal Office



	1.10. Sign Investigation Report and Transmittal Memorandum	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.11. Check attachments of the transmittal memorandum and Investigation Report and reproduce copies of the same	None	2 hours	Legal Assistant II Provincial Legal Office
	1.12. Record transmittal memorandum and Investigation Report in the outgoing logbook	None		
	1.13. Deliver/release transmittal memorandum and Investigation Report to the Governor's Office	None	10 minutes	Administrative Aide III Provincial Legal Office
	1.14. Notify complainant that the investigation report is	None		



	forwarded to the Governor for appropriate action			
2. Confirm receipt of the notice regarding the investigation report's submission to the Governor	2. File, scan, and upload a copy of the Investigation Report and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		None	15 Days, 6 hours and 25 minutes + Conduct of investigation Proper: Period prescribed by RACCS subject to exceptions under meritorious circumstances	

## **2. Drafting and/or Filing of Pleadings/Motions in Civil Actions and Special Proceedings involving PGOM, Other Component LGUs and Elective Officials of the Province**

In line with Section 481 of the Local Government Code of 1991, the Provincial Legal Office drafts and prepares pleadings and/or motions for civil actions and special proceedings involving the Provincial Government of Oriental Mindoro (PGOM), the former's component local government units, and elective officials of the Province sued in their official capacity. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.



<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	1. Provincial Government of Oriental Mindoro (PGOM); 2. PGOM's Component Local Government Units; or 3. Elective officials of the Province sued in their official capacity.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Court Order/Resolution (1 original)		Court/Quasi-Judicial Bodies		
2. Letter-request/Endorsement (1 original)		Employees and Officials of PGOM's Component Local Government Units and Elective Officials of the Province		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit letter request and court order/decision to the receiving staff	1. Receive and verify the Court Order/Resolution	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.1. Record the following information on the PLO's Incoming Excel file:  i. Date and time of receipt; ii. Originating office/court; iii. Name of personnel who received	None	10 minutes	Administrative Aide II Provincial Legal Office





	<p>the documents;</p> <p>iv. Nature and purpose of the Court Order and Resolution; and</p> <p>v. Other relevant details (document tracking number/ specific instruction/request)</p> <p>1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received</p> <p>1.3. Fill out IRS and forward to Administrative Officer IV for subsequent endorsement to the Provincial Legal Officer or the lawyer handling the case</p>	<p>None</p> <p>None</p>		
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	1.4. Endorse Court Order or Resolution to the Provincial Legal Officer or the lawyer in-charge of the case	None	15 minutes	Administrative Officer IV Provincial Legal Office
	1.5 Prepare the pleading/motion and submit its draft to the Provincial Legal Officer for review	None	Depends upon the court order/resolution	Special Assistant on Legal Affairs Provincial Legal Office
	1.6 Review the draft pleading/ motion and approve its finalization	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.7. Finalize the pleading/motion and prepare its annexes	None	2 hours	Special Assistant on Legal Affairs Provincial Legal Office
	1.8. Sign the pleading/motion and instruct its filing before the court/quasi-judicial body	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.9. Check attachments of the pleading/motion and reproduce copies of the same for filing and distribution to other parties	None	2 hours	Legal Assistant II Provincial Legal Office



	concerned in the case			
	1.10. File the pleading/motion before the court/quasi-judicial body and furnish copies thereof to other parties of the case	None	2 hours	Legal Assistant II Provincial Legal Office
	1.11. Notify client that the pleading or motion is already filed before the court/quasi-judicial body	None		
2. Confirm/Receive notice regarding the filing of the pleading/motion before the court/quasi-judicial body	2. File, scan, and upload a copy of the pleading/motion to its case folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	5 days, 8 hours, 15 minutes Preparation of Draft of pleading motion. Depends upon the court order/resolution	

### **3. Drafting of MOA, MOU, Contracts, Executive Orders, Letters, Correspondence, and other related documents**

The Provincial Legal Office, upon request of PGOM Employees and Officials, Officials of PGOM's Component Local Government Units, and Employees and Officials of National Government Agencies, Instrumentalities, drafts Memoranda of Agreement, Memoranda of Understanding, Contracts, Deeds, Leases, Executive Orders, Resolutions, Memoranda,



Special Orders, Letters, and Correspondences. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. PGOM employees and officials;</li> <li>2. Officials of PGOM's Component Local Government Units; or</li> <li>3. Employees and officials of National Government Agencies and Instrumentalities</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter addressed to the Provincial Legal Officer (1 original)		Requesting party		
2. Attachments - i.e. Transfer Certificates of Title/Tax Declaration, previous MOA/Contracts/Executive Order, Minutes and/or Report of Committee Hearing (1 photocopy)		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. Register at client's logbook and submit letter request with its attachment/s, if any.	<ol style="list-style-type: none"> <li>1. Receive request letter and its attachments, if any</li> <li>1.1. Verify and assess the completeness of submitted documents.</li> </ol>	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on	None	10 minutes	Administrative Aide II



	<p>the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"><li>a. Date and time of receipt;</li><li>b. Originating office/agency;</li><li>c. Name of personnel who received the documents;</li><li>d. Nature and title of request; and</li><li>e. Other relevant details (document tracking number/ specific instruction/requests)</li></ul>			Provincial Legal Office
	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to the Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		



	1.5. Assign the drafting of the MOA/Contract/EO/Letter/Correspondence to a Legal Assistant or Special Assistant on Legal Affairs	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.6. Draft MOA/Contract/Deed/ EO/Letter/Correspondence	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.7. Conduct initial review of the draft MOA/Contract/Deed/  EO/Letter/Correspondence	None	5 days	Administrative Officer IV Provincial Legal Office
	1.8. Return the draft to the concerned Legal Assistant for revision of corrections cited in the initial review	None		
	1.9. Conduct final review and approve finalization of the MOA/Contract/Deed/EO/ Letter/ Correspondence	None	5 days	Provincial Legal Officer Provincial Legal Office
		None	2 hours	



	1.10. Finalize MOA/Contract/Deed/EO/Letter/Correspondence for the Provincial Legal Officer's signature or initial			Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.11. Sign/affix initial in the MOA/Contract/EO/Deed/  Letter/Correspondence	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the MOA/Contract/Deeds/EO/Letter/Correspondence and reproduce copies of the same for filing and distribution  1.13. Record the transmittal of the MOA/Contract/Deeds/EO/Letter/Correspondence in the outgoing logbook	None  None	2 hours	Legal Assistant II Provincial Legal Office
	1.14. Deliver/Release MOA/	None	1 hour	Administrative Aide III Provincial Legal Office



	Contract/Deeds/ EO/Letter/ Correspondence to the requesting office/agency			
2. Receive a copy of the MOA/ Contract/EO/ Deed/Letter drafted by the PLO	2. File, scan, and upload a copy of the MOA/ Contract/ EO/ Deed/Letter and its attachments, if any, to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	

#### 4. Investigation of Concerns and Issues of Public Interest

The Provincial Legal Office investigates concerns and issues of public interest affecting the Province and recommends appropriate action to be undertaken by the Governor, PGOM Departments and Offices, *Sangguniang Panlalawigan*, or any official of PGOM's component local government units. Complaints or letters regarding a concern or issue of public interest may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government/G2C-Government to Citizen





<b>Who may avail:</b>	1. PGOM Departments and Offices; 2. Any official of PGOM's component local government units; or 3. Any individual who intends to report an issue or concern of public interest.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Affidavit complaint reporting an issue or concern of public interest which must be investigated (1 original)		Requesting party/Complainant		
2. Attachments (i.e. Affidavits of witnesses, Pictures, and other evidence) (1 original)		Requesting party/Complainant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register at client's logbook and submit the letter/affidavit complaint with its attachment/s, if any	1. Receive letter/affidavit complaint and its attachments and assess the completeness of submitted documents.	None	20 minutes	Administrative Aide II Provincial Legal Office



	<p>1.1 Record the following information on the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"><li>i. Date and time of receipt;</li><li>ii. Originating office/agency;</li><li>iii. Name of personnel who received the documents;</li><li>iv. Nature and purpose of complaint; and</li><li>v. Other relevant details (document tracking number/ specific instruction/ requests)</li></ul>	None	10 minutes	Administrative Aide II Provincial Legal Office
	<p>1.2. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received to the documents he/she received</p>	None		
	<p>1.3. Fill out IRS and forward to Acting</p>	None		



	Administrative Officer IV for assignment of the investigation to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer			
	1.4. Assign the investigation of the complaint/issue/concern to a Legal Assistant or Special Assistant on Legal Affairs	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.5. Conduct investigation of the complaint/issue/concern and prepare investigation report	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.6. Conduct initial review of the draft	None	5 days	Administrative Officer IV



	Investigation Report 1.7. Return the draft Investigation Report to the concerned Legal Assistant for revision of corrections	None		Provincial Legal Office
	1.8. Conduct final review and instruct finalization of the Investigation Report	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.8. Prepare transmittal memorandum and finalize Investigation Report for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/Legal Assistant I Provincial Legal Office
	1.9. Sign Investigation Report and transmittal memorandum	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.10. Check attachments of the transmittal memorandum and Investigation Report,	None	2 hours	Legal Assistant II Provincial Legal Office



	<p>reproduce copies of the same</p> <p>1.11. Record transmittal memorandum and Investigation Report in the outgoing logbook</p> <p>1.12. Inform client that the investigation report is forwarded Governor's Office/<i>Sangguniang Panlalawigan/Concerned Office</i> for their appropriate action</p>	<p>None</p> <p>None</p>		
	<p>1.13. Deliver/release transmittal memorandum and Investigation Report to the Governor's Office/<i>Sangguniang Panlalawigan/Concerned Office</i> for appropriate action</p>	None	10 minutes	Administrative Aide III Provincial Legal Office
2. Confirm/	2. File, scan, and upload a copy of	None	30 minutes	Administrative Aide II



receive notice regarding the investigation report's submission to the Governor/ Sangguniang Panlalawigan/ Concerned Office	the investigation report and its attachments, if any, to the appropriate folder and the Office online storage system			Provincial Legal Office
		<b>None</b>	<b>19 days, 6 hours, and 25 minutes</b>	

## 5. Issuance of Legal Opinion

The Provincial Legal Office renders legal opinion on matters and issues upon request of the PGOM Employees and Officials and Officials of PGOM's Component Local Government Units. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. PGOM employees and officials; or</li> <li>2. Officials of PGOM's Component Local Government Units</li> </ol>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Letter addressed to the Provincial Legal Officer requesting for an Opinion on a legal issue/matter (1 Original)		Requesting party	
2. Document to be reviewed and its attachments (i.e. Transfer Certificates of Title/Tax Declaration, Deeds/ MOA/		Requesting party	



Contracts/ Executive Order), if any (1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at client's logbook and submit the letter request with its attachment/s	1. Receive letter request and its attachments  1.1. Verify and assess the completeness of submitted documents	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on the PLO's Incoming Excel file: <ol style="list-style-type: none"> <li>i. Date and time of receipt;</li> <li>ii. Originating office/agency;</li> <li>iii. Name of personnel who received the documents;</li> <li>iv. Nature and title of request; and</li> <li>v. Other relevant details (document tracking number/ specific</li> </ol>	None	10 minutes	Administrative Aide II Provincial Legal Office



	instruction/ requests)			
	1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received	None		
	1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer	None		
	1.5. Assign the drafting of the Legal Opinion to a Legal Assistant or Special Assistant on Legal Affairs (SA)	None	15 minutes	Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office
	1.6. Prepare Legal Opinion	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office





	1.7. Conduct initial review of the draft Legal Opinion  1.8. Return the draft Legal Opinion to the concerned Legal Assistant for revisions of corrections cited in the initial review	None  None	5 days	Administrative Officer IV Provincial Legal Office
	1.9. Conduct final review and approve finalization of the draft Legal Opinion	None	5 days	Provincial Legal Officer Provincial Legal Office
	1.10. Prepare transmittal memorandum/ endorsement and finalize Legal Opinion for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/Legal Assistant I Provincial Legal Office
	1.11. Sign the Legal Opinion and the transmittal/ endorsement	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed	None	2 hours	Legal Assistant II



	<p>Legal Opinion reproduce copies of the same for filing and distribution to the requesting office</p> <p>1.13. Record the transmittal of the Legal Opinion in the outgoing logbook</p>	None		Provincial Legal Office
	<p>1.14. Delivery/Release of the Legal Opinion to the requesting office/agency</p>	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the Legal Opinion issued by the PLO	2. File, scan, and upload a copy of the Legal Opinion and its attachments, if any, to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	



## 6. Legal Consultation and/or Drafting of Basic Affidavits and Correspondences for walk-in clients

The Provincial Legal Office provides legal consultation and requests for the drafting of basic affidavits and correspondences from walk-in clients. Interested individuals may seek legal consultation and/or request the drafting of basic affidavits and correspondences every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Any individual who intends to avail legal consultation and/or request for the drafting of basic affidavits and correspondences			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Accomplished Client's Form (1 Original)			Provincial Legal Office	
2. Documents regarding their request (i.e. Birth/Marriage Certificates for the drafting of affidavits) (1 Photocopy)			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Register at client's logbook and inform the receiving staff that he/she intends to avail legal consultation and/or request for the drafting of basic affidavit/ correspondences</p>	<p>1. Inquire about the service the client's requested service and ask him/her to fill out the clients' form</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Aide II Provincial Legal Office</p>
<p>2. Fill out the clients' form</p>	<p>2. Obtain the accomplished clients' form from the client and refer them to a legal assistant or lawyer</p>	<p>None</p>	<p>3 minutes</p>	<p>Administrative Aide II Provincial Legal Office</p>
	<p>2.1. Provide legal consultation/ prepare and release the basic affidavit/ correspondence requested by the client</p>	<p>None</p>	<p>2 hours</p>	<p>Provincial Legal Officer/ Legal Assistant II/Legal Assistant I Provincial Legal Office</p>
<p>3. Receive legal consultation/ basic affidavit/ correspondence requested</p>	<p>3. Ask client to fill out the client satisfaction form</p>	<p>None</p>	<p>10 minutes</p>	<p>Provincial Legal Officer/ Legal Assistant II/Legal Assistant I Provincial Legal Office</p>



4. Fill out the Client Satisfaction Form/Survey	4. Obtain the accomplished client's satisfaction form/survey from the client and file it in the appropriate folder	None	2 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>2 hours and 20 minutes</b>	

## 7. Legal Review of Executive Orders Issued by Component City and Municipalities

Executive Orders issued by PGOM's Component City and Municipalities are forwarded by the Governor's Office to the Provincial Legal Office (PLO) for review pursuant to Section 30 of the Local Government Code of 1991. The PLO, upon review of the Executive Order issued by PGOM's Component City and Municipalities, issues a Certificate of Legality attesting that they are within the powers granted by law and in conformity with provincial ordinances and issuances. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Local Chief Executives of the PGOM's Component Municipalities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Letter endorsing the Municipal Executive Orders for review (1 Original)		Requesting party



2. Municipal Executive Order/s to be reviewed (1 Original)			Requesting party	
3. Attachments - i.e. Previous Executive Orders/Minutes (1 Photocopy)			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at client's logbook and submit the request letter and Municipal Executive Order, with its attachment/s, if any	1. Receive Municipal Executive Order for review and its attachments  1.1 Verify and assess the completeness of submitted documents.	None	20 minutes	Administrative Aide II Provincial Legal Office
	1.2. Record the following information on the Incoming Excel file:  i. Date and time of receipt; ii. Originating office/agency; iii. Name of personnel who received	None	10 minutes	Administrative Aide II Provincial Legal Office



	<p>the documents ;</p> <p>iv. Nature and title of request; and</p> <p>v. Other relevant details (document tracking number/ specific instruction/ requests)</p> <p>1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received</p> <p>1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer</p>	<p>None</p> <p>None</p>		
	<p>1.5. Assign the review of the Municipal Executive Order to a Legal</p>	<p>None</p>	<p>15 minutes</p>	<p>Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office</p>



	Assistant or Special Assistant on Legal Affairs (SA)			
	1.6. Draft review of Municipal Executive Order	None	9 days	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.7. Conduct initial review of the draft Municipal Executive Order's review	None	5 days	Administrative Officer IV Provincial Legal Office
	1.8. Return the draft to the concerned Legal Assistant for revisions of corrections cited in the initial review	None		
	1.9. Conduct final review, approve finalization of draft Municipal Executive Order's review, and instruct the preparation of Certificate of Legality, if warranted	None	5 days	Provincial Legal Officer Provincial Legal Office





	1.10. Prepare transmittal memorandum/ endorsement and Certificate of Legality and finalize Municipal Executive Order's review for the Provincial Legal Officer's signature	None	2 hours	Legal Assistant II/ Legal Assistant I Provincial Legal Office
	1.11. Sign Municipal Executive Order's review and Certificate of Legality	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed Municipal Executive Order's review and Certificate of Legality and reproduce copies of the same for filing and distribution to the requesting office	None	2 hours	Legal Assistant II Provincial Legal Office
	1.13. Record transmittal of the Municipal Executive Order's Review and	None		



	Certificate of Legality in the outgoing logbook			
	1.14. Delivery/Release of the Municipal Executive Order's review and Certificate of Legality to the requesting office/agency	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the Municipal Executive Order's review and Certificate of Legality from the PLO	2. File, scan, and upload a copy of the Municipal Executive Order's review, Certificate of Legality and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	



## 8. Legal Review of MOA, MOU, Contracts, Executive Orders, Ordinances and Resolutions

The Provincial Legal Office reviews Memoranda of Agreement, Contracts, Deeds, other similar contractual undertakings, Executive Orders, Resolutions, and Ordinances submitted by PGOM Offices, component local government units (LGUs), and National Government Agencies and instrumentalities and recommends modifications and revisions thereto. Request/s for this service may be submitted to the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Legal Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. PGOM employees and officials;</li> <li>2. Officials of PGOM's Component Local Government Units; or</li> <li>3. Employees and officials of National Government Agencies and Instrumentalities</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request/Letter addressed to Provincial Legal Officer (1 Original)		Requesting party		
2. Document to be reviewed - Memorandum of Agreement/ Contract/ Deed/ Executive Order/ Resolution/Ordinance (1 Original)		Requesting party		
3. Attachments - i.e. Transfer Certificates of Title/Tax Declaration, previous Contracts/Executive Order, Minutes or Committee Hearing Report (1 Photocopy)		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Register at client's logbook and submit the document/s to be reviewed with its attachment/s</p>	<p>1. Receive documents to be reviewed and its attachments</p> <p>1.1. Verify and assess the completeness of submitted documents.</p>	<p>None</p>	<p>20 minutes</p>	<p>Administrative Aide II Provincial Legal Office</p>
	<p>1.2. Record the following information on the PLO's Incoming Excel file:</p> <ul style="list-style-type: none"><li>i. Date and time of receipt;</li><li>ii. Originating office/agency;</li><li>iii. Name of personnel who received the documents;</li><li>iv. Nature and title of request; and</li><li>v. Other relevant details (document tracking number/ specific instruction/ requests)</li></ul>	<p>None</p>	<p>10 minutes</p>	<p>Administrative Aide II Provincial Legal Office</p>



	<p>1.3. Attach blank Internal Route Slip (IRS) and Assignment Slip to the documents he/she received</p> <p>1.4. Fill out IRS and forward to Acting Administrative Officer IV for assignment to a Legal Assistant or subsequent endorsement to the Provincial Legal Officer</p>	<p>None</p> <p>None</p>		
	<p>1.5. Assign the review of the MOA/Contract/EO/Deed/Resolution/Ordinance to Legal Assistant or Special Assistant on Legal Affairs (SA)</p>	<p>None</p>	<p>15 minutes</p>	<p>Provincial Legal Officer/ Administrative Officer IV Provincial Legal Office</p>
	<p>1.6. Prepare Agreement Review (AR), Executive Review (ER), or <i>Sanggunian</i> Review (SR)</p>	<p>None</p>	<p>9 days</p>	<p>Legal Assistant II/ Legal Assistant I Provincial Legal Office</p>



	<p>1.7. Conduct initial review of the draft AR/ER/SR</p> <p>1.8. Return the draft to the concerned Legal Assistant for revision of corrections cited in the initial review</p>	<p>None</p> <p>None</p>	<p>5 days</p>	<p>Administrative Officer IV Provincial Legal Office</p>
	<p>1.9. Conduct final review, approve draft AR/ER/SR for finalization, and instruct the preparation of the applicable Certificate of Legal Sufficiency/ Certification</p>	<p>None</p>	<p>5 days</p>	<p>Provincial Legal Officer Provincial Legal Office</p>
	<p>1.10. Prepare transmittal memorandum/ endorsement, the applicable Certification/ Certificate of Legal Sufficiency and finalize AR/ER/SR for the Provincial Legal Officer's signature</p>	<p>None</p>	<p>2 hours</p>	<p>Legal Assistant II/ Legal Assistant I Provincial Legal Office</p>



	1.11. Sign the AR/ER/SR and its transmittal/endorsement	None	1 hour	Provincial Legal Officer Provincial Legal Office
	1.12. Verify attachments of the signed AR/ER/SR and reproduce copies of the same for filing and distribution to the requesting office  1.13. Record transmittal of the AR/ER/SR in the outgoing logbook	None	2 hours	Legal Assistant II Provincial Legal Office
	1.14. Deliver/release the AR/ER/SR to the requesting office/agency	None	1 hour	Administrative Aide III Provincial Legal Office
2. Receive the AR/ER/SR from the PLO	2. File, scan, and upload a copy of the AR/ER/SR and its attachments to the appropriate folder and the Office online storage system	None	30 minutes	Administrative Aide II Provincial Legal Office
		<b>None</b>	<b>19 days, 7 hours, and 15 minutes</b>	



# **Provincial Legal Office**

## **Internal Services**





## 1. Issuance of No Pending Slip

A No Pending Slip is issued by the Provincial Legal Office (PLO) to officials and employees of the Provincial Government of Oriental Mindoro (PGOM). Said slip certifies that an official or employee has no pending administrative charges/case filed before the PLO. Said Slip may be requested from the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Administrative Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Any employee or official of the Provincial Government of Oriental Mindoro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished No Pending Slip (2 original)		Provincial 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. Register at client's logbook upon entry and inform the receiving staff that he/she intends to secure a no pending slip	1. Give the client two (2) blank no pending slips and instruct him/her to fill out both blank slips with the following details : <ul style="list-style-type: none"> <li>i. Client's Name;</li> <li>ii. Client's Designation/Plantilla Position and Office;</li> </ul>	None	5 minutes	Legal Assistant II/ Administrative Aide II



	<p>iii. Reason for securing a no pending slip (i.e. transfer, terminal leave, resignation, retirement )</p>			
<p>2. Fill out the two (2) blank no pending slips and return both of the slips to the receiving staff upon accomplishing them</p>	<p>2. Check if the client filled out the required information.</p> <p>2.1 Look into the records for any pending administrative charge/case filed against the requesting client.</p> <p>2.2 If client has no pending administrative charge/case filed against him in the PLO's records, forward the two (2) no pending slips to the Provincial Legal Officer or his designated alternative</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p>	<p>Legal Assistant II/ Administrative Aide II</p>



	signatory for signature			
	2.3 Sign the no pending slips	None	2 minutes	Provincial Legal Officer/ Administrative Officer IV
	2.4. Record the date and the client's name, and office in the logbook  2.5 Release one (1) copy of the no pending slip to the client and ask them to affix their signature and the date and time of the slip's release in the logbook	None	3 minutes	Legal Assistant II/ Administrative Aide II



3. Claim one (1) copy of the no pending slip and affix their signature and the date and time of the slip's release in the logbook	3. File the remaining copy of the no pending slip into the appropriate folder/cabinet	None	3 minutes	Legal Assistant II/ Administrative Aide II
		None	<b>18 minutes</b>	

## 2. Operation of Mini Law Library

The Provincial Legal Office operates a mini law library, mainly comprised of books regarding law subjects, Supreme Court Reports Annotated (SCRA), executive issuances, and special laws. Said books may be utilized and/or borrowed by any employee or official of the Provincial Government of Oriental Mindoro (PGOM) upon presentation of his/her PGOM-issued identification card. Books from the Mini Law Library may be borrowed and returned in the Provincial Legal Office every Monday to Friday, from 8:00AM to 5:00PM.

<b>Office or Division:</b>	Provincial Legal Office/Administrative Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Any employee or official of the Provincial Government of Oriental Mindoro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Borrower's Slip/Form (1 original)		Provincial Legal Office		
2. PGOM-issued identification card (1 photocopy)		Requesting Party/Borrower		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Register at client's logbook upon entry.</p>	<p>1. Inquire regarding the law book the client intends to borrow and request them to fill out the Borrower's Slip/Form</p>	<p>None</p>	<p>5 minutes</p>	<p>Legal Assistant II/ Administrative Aide II</p>
<p>2. Mention the title, author, and details of the book they intend to borrow and fill out said pertinent details in the Borrower's Slip/Form</p>	<p>2. Check for the book's availability. If available, record the details of the book to be borrowed and the borrower's information in the Borrower's Slip/Form</p> <p>2.1. Disclose Office rules and regulations as to the borrowing of books to the client and release the book to the client.</p>	<p>None</p>	<p>15 minutes</p>	<p>Administrative Officer IV/ Administrative Aide II</p>
<p>3. Return of the borrowed book after three (3) days</p>	<p>3. Accept the book, record the date and time of its return, and place the book back to the PLO's Library.</p>	<p>None</p>	<p>5 minutes</p>	<p>Legal Assistant II/ Administrative Aide II</p>
		<p>None</p>	<p><b>25 minutes</b></p>	