

**OFFICE OF THE
CITY LEGAL OFFICER
External Services**

1. Complaint Center for City/Barangay Official or Employee.

The City Legal Officer shall investigate or cause to investigate any local official or for administrative neglect or misconduct in office, and appropriate action to the City Mayor or Sangguniang Panlungsod, as the case may be.

Office or Division:	Law Department			
Classification:	Simple (3 Days)			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Business G2G - Government to Government			
Who may avail:	<i>Motu proprio</i> or Any person against any employee or official of the City or Barangay Governments (R.A. 7160, Sec. 481).			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Request for Investigation. - Addressed to the City Attorney. - Sworn Statement or Judicial Affidavit. - Supporting Documents.		The Office requesting the Legal Representation. The statement of affidavit may be sworn to before the City Attorney.		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Releasing Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Officer
	2. B. The City Attorney assigns to the concerned legal officer/Attorney for Investigation.		10 Minutes	Legal Officer or Attorney
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The Legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.	None	30 Minutes	Legal Officer or Attorney

	3. B. The Legal Officer in Charge shall prepare the draft Decision.		120 Minutes	Legal Officer in Charge
	3. C. Review of the Decision.		120 Minutes	Legal Officer in Charge
	3. D. Approval of the Decision.		60 Minutes	City Legal Officer
	3. E. Releasing the Decision.		5 Minutes	Releasing Clerk
TOTAL:		None	380 Minutes (6 Hours and 20 Minutes)	

2. Human Rights Assistance.

The City Legal Officer shall be in the frontline of protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of man-made or natural disasters or calamities.

Office or Division:	Law Department			
Classification:	Complex (7 Days)			
Type of Transaction:	G2C – Government to citizens			
Who may avail:	Anyone (R.A. 7160, Sec. 481).			
CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
Request for Legal Representative. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Requesting Legal Representation. - Supporting Documents. 			The Office requesting the Legal Representation.	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Receiving Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	30 Minutes	City Legal Officer
	2. B. The city Attorney assigns to the concerned legal officer/Attorney		10 Minutes	Legal Officer or Attorney

	for preparation to the required documents and appearance in Court or agency.			
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.	None	30 Minutes	Legal Officer in Charge
	3. B. The Legal Officer in charge shall prepare the draft Investigation Report and Complaint, if applicable.		120 Minutes	Appropriate City Legal Staff
	3. C. Review of the Investigation Report.		120 Minutes	Appropriate City Legal Staff
	3. D. Approval of the Investigation Report.		60 Minutes	City Legal Officer Releasing Clerk
	3. E. Releasing the Investigation Report.		5 Minutes	
TOTAL:		None	7 days	

3. Legal Advice and Assistance.

The City Legal Officer shall provide legal advice and assistance to indigent citizens of the City upon referral by the City Mayor.

Office or Division:	Law Department
Classification:	Simple (3 Days)
Type of transaction:	G2C – Government to Citizens
Who may avail:	Indigent Citizens (R.A. 7160, Sec. 481).

CHECKLIST OF REQUIRMENTS			WHERE TO SECURE	
Request for Legal Representative. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Requesting Legal Representation. - Supporting Documents. 			Office of the City Mayor	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Receiving Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	10 Minutes	City Legal Officer
	2. B. The city Attorney assigns to the concerned legal officer/Attorney for preparation to the required documents or provide legal advice on the matter.		10 Minutes	Legal Officer or Attorney
3. The person complaining is requested to appear before the hearing of administrative investigation.	3. A. The legal Officer in charge shall request the submission of sworn answers or counter affidavits with supporting documents.	None	5 Minutes	Legal Officer or Attorney
	3. B. The Legal Officer in charge shall prepare the draft Investigation Report and Complaint, if applicable.		90 Minutes	Legal Officer in Charge

	3. C. Review of the Investigation Report.		20 Minutes	Appropriate City Legal
	3. D. Approval of the Investigation Report.		5 Minutes	City Legal Officer
	3. E. Releasing the Investigation Report		5 Minutes	Releasing Clerk
TOTAL:		None	2 Hours and 30 Minutes	

**OFFICE OF THE
CITY LEGAL OFFICER
Internal Services**

1. Legal Opinion or Legal Assistance in Drafting Ordinances, Contracts, Bonds Leases, or other instruments.

The City Legal Officer shall render his opinion in writing on any question of law, when requesting to do so by Mayor or the Sangguniang Panlungsod.

He may also, when required by the City Mayor or the Sangguniang Panlungsod, to draft ordinances, contracts, bonds, leases and other instruments, involving any interest of the City Government and provide comments and recommendations on any instrument already drawn.

Office or Division:	Law Department			
Classification:	Simple (3days) Complex (7days) Highly Technical (20days)			
Type of Transaction:	G2G – Government to Government.			
Who may avail:	City Mayor or the Sangguniang Panlungsod (R.A. 7160, Sec. 481) or any City Department head (C.A. 547, Sec. 24 (d)).			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
<p>Written request for Legal Opinion or draft Ordinance, Bonds Contracts, Leases and other instruments.</p> <ul style="list-style-type: none"> - Addressed to the City Attorney. - Clearly indicating the question of Law upon which the facts are based. - Factual Circumstances of the Question of Law. - Supporting Documents. 		The Office requesting the Written Opinion.		
CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request	1. Receive application form.	None	5 Minutes	Receiving Clerk

2. Refer the Request to the City Attorney for proper disposition.	2. A. Interviews the client to determine the legal inquiry.	None	30 Minutes	City Legal Office
	2. B. The City Attorney assigns to the concerned legal officer /Attorney for preparation to the required documents.		10 Minutes	City Legal Office
	2. C. Preparation of the Legal Opinion.		60 Minutes 3, 7, or 20 Days	Legal Officer or Attorney
	2. D. Review of the draft Legal Opinion.			
3. Acceptance of the Written Legal Opinion.	3. A. Approval of the written Legal Opinion.	None	10 Minutes	City Legal Office
	3. B. Release of the written Legal Opinion.		5 Minutes	Releasing Clerk
TOTAL:		None	150 Minutes (2 Hours and 30 Minutes) Days - Hrs. - Mins. 1 Month – 22 Days 8 Hrs. - 1 Day 60 Mins – 1 Hour 60 Sec – 1 Min.	

2. Legal Representation (Civil Cases and Special Proceedings).

The City Legal Officer shall represent the City Government of Cavite in all civil actions. And special proceedings where the City or any Official, in his or her official capacity, is a party.

Officer or Division:	Law Department
Classification:	Highly Complex (7 Days)
Type of Transaction:	G2G – Government to Government
Who may avail:	City Government of Cavite, the City Mayor, the City Vice Mayor or the Sangguniang Panlungsod, or any city government official, in their official capacity (R.A. 7160, Sec. 481).

CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Request for Legal Representation. <ul style="list-style-type: none"> - Addressed to the City Attorney. - Requesting legal representation. - Supporting Documents. 		The Office requesting the Legal Representation.		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Written Request.	1. Receive application form.	None	5 Minutes	Releasing Clerk
2. Refer the Request to the City Attorney for appropriate disposition.	2. A. Interviews the client to determine the legal requirements.	None	60 Minutes	City Legal Office
	2. B. The City Attorney assigns to the concerned legal officer/Attorney for preparation to the required documents and appearance in Court or agency.		30 Minutes	Legal Officer or Attorney
3. Preparation of the Entry of Appearance.	3. A. The entry of appearance is prepared.	None	30 Minutes	Legal Officer or Attorney
	3. B. Approval and signing of the entry of appearance.		5 Minutes	City Legal Office
	3. C. Filing of the entry of appearance in the Court or agency.		2-3 weeks	Releasing Clerk
TOTAL:		None	22 days	