

# **CITY LEGAL OFFICE**

## **EXTERNAL SERVICES**

# 1. LEGAL COUNSELLING

By providing free legal assistance to all Imus constituents that will be assisted by our lawyers and consultants.

OFFICE OR DIVISION	City Legal Office – External Affairs Assistance Section			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C – Government to Citizens			
WHO MAY AVAIL THE SERVICE	All departments/ units in the City Government of Imus; All residents and non-residents of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Other pertinent documents relative to the concern		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in logbook	1. Inform the Legal Consultants or City Legal Officer	None	2 minutes	Rose Ann Gonzales; Judith Ambrocio; Eloisa Camposano; Riza Nerona
2. Present other pertinent documents	2. Assess the submitted documents and interview the client	None	30 minutes	Legal Consultants; City Legal Officer
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	32 minutes	

## 2. RENDERING OF WRITTEN LEGAL OPINION(S)

For request seeking legal opinion and drafting letters to the clients and must provide indorsement/ request letter with supporting documents relative to the concern.

<b>OFFICE OR DIVISION</b>	City Legal Office – External Affairs Assistance Section			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus; All residents and non-residents of the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Office of the City Mayor/ Client		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register in logbook	1. Inform the City Legal Officer	None	1 minute	Rose Ann Gonzales; Shalum Damaso; Riza V. Nerona; Kim Irish Ilano
2. Present the indorsement, request letter and other documents	2.1 Assess the submitted documents.	None	3 minutes	Legal Consultant; City Legal Officer
	2.2 Interview the client and prepare the written opinion.	None	25 minutes	
	2.3 File a copy of the written opinion.	None	2 minutes	Legal Staff and/or Clients
3. Receive the written opinion	3. Release the document	None	2 minutes	Rose Ann Gonzales; Shalum Damaso; Riza V. Nerona; Kim Irish Ilano
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>33 minutes</b>	

NOTE: Release of written opinion may vary depending on the facts and circumstances of each case.

### 3. PREPARATION OF LEGAL DOCUMENTS OF THE CITY

By providing the draft and finalize of different legal documents that will be required for all Imus constituents (E.G. Affidavits, etc.)

<b>OFFICE OR DIVISION</b>	City Legal Office – External Affairs Assistance Section			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus; All residents and non-residents of the City of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Government Issued Identifications		Client		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present a Government issued Identification and other pertinent documents	1.1 Inform the City Legal Officer	None	1 minute	Shalum Damaso; Riza V. Nerona; Annielyn Genido; Digna C. Bautista; Eloisa V. Camposano
	1.2 Prepare the legal documents that was requested by the client	None	5 minutes	Gio Adriel Palleria; Marcel Joy Galinza; Ernest Christopher Alarcon; Judith Ambrocio; Riza V. Nerona
2. Receive the documents	2. Release the document	None	5 minutes	Eloisa Camposano; Digna Bautista; Riza V. Nerona; Judith D. Ambrocio; Marcel Joy D. Galinza
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>11 minutes</b>	

#### 4. FRONTLINE OF PROTECTING HUMAN RIGHTS AND PROSECUTING ANY VIOLATIONS THEREOF

By giving legal assistance to all constituents having an issue regarding human rights violations

<b>OFFICE OR DIVISION</b>	City Legal Office – External Affairs Assistance Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizens			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents of the City of Imus; All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Office of the City Mayor/ Client		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement, request letter and other documents	1.1 Inform the City Legal Officer	None	1 minute	Annielyn Genido; Shalum Damaso; Riza V. Nerona; Rose Ann Gonzales
	1.2 Assess the documents if needed for research	None	20 minutes	City Legal Officer
	1.3 Undertake legal research and draft the legal document (if needs research)	None	1 day	Legal Consultants; City Legal Officer
	1.4 Assess and evaluate the draft document and finalize the same	None	1 day	City Legal Officer
2. Receive the documents	2. Release the document	None	5 minutes	Annielyn Genido; Gio Adriel Pallera; Shalum Damaso; Riza V. Nerona
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>2 days and 26 minutes</b>	

# **CITY LEGAL OFFICE**

## **INTERNAL SERVICES**

## 1. PREPARATION OF LEGAL DOCUMENTS OF THE CITY

For preparation and finalize Executive Orders that will be implemented to the City Government of Imus and to be signed by the Local Chief Executive.

<b>OFFICE OR DIVISION</b>	City Legal Office – Internal Affairs Assistance Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Any departments/ units in the City Government of Imus		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement, request letter and other documents	1.1 Inform the City Legal Officer	None	1 minute	Shalum Damaso; Kimberlyn Marco
	1.2 Assess the documents if needed for research	None	20 minutes	Legal Consultants; City Legal Officer
	1.3 Undertake legal research and draft the document (if needs research)	None	1 day	Legal Consultants; City Legal Officer
	1.4 Assess and evaluate the draft document, then, finalize it.	None	1 day	City Legal Officer
	1.5 Printing of the Executive Order	None	5 minutes	Marcel Joy Galinza
2. Receive the documents	2. Release the document	None	5 minutes	Kimberlyn Marco; Rose Ann Gonzales;
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>2 days and 31 minutes</b>	

## 2. PREPARATION OF LEGAL DOCUMENTS OF THE CITY

By providing the draft and finalize of different legal documents that will be required by different offices and agencies of the City Government of Imus, E.G. M.O.A., CONTRACTS, etc.)

<b>OFFICE OR DIVISION</b>	City Legal Office – Research, Review and Documentation Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Any departments/ units in the City Government of Imus		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement, request letter and other documents	1.1 Inform the City Legal Officer	None	1 minute	Shalum Damaso; Riza V. Nerona; Annielyn Genido
	1.2 Assess the documents if needed for research	None	20 minutes	City Legal Officer
	1.3 Undertake legal research and draft the document (if needs research)	None	1 day	Legal Consultants; City Legal Officer
	1.4 Assess and evaluate the draft document, then, finalize it.	None	1 day	City Legal Officer
2. Receive the documents	2. Release the document	None	5 minutes	Rose Ann Gonzales; Kimberlyn Marco; Judith Ambrocio; Marcel Joy Galnza
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>2 days and 26 minutes</b>	

### 3. CONDUCT INVESTIGATION

To investigate and prosecute administrative complaints filed against City Government of Imus Officials and its employees

<b>OFFICE OR DIVISION</b>	City Legal Office – Litigation Proceedings and Dispute Section			
<b>CLASSIFICATION</b>	Highly-technical			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Office of the City Mayor/ Client		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement from council offices/ individuals	1. Inform the City Legal Officer	None	1 minute	Digna C. Bautista; Shalum Damaso; Kim Irish Ilano; Riza V. Nerona
2. Present to the Legal Officer	2.1 Conduct investigation and evaluate gathered data	None	3 days	Legal Consultants; Gio Adriel Pallera
	2.2 Make final report and recommend legal actions to be pursued	None	2 days	City Legal Officer
3. Receive the documents	3. Release the document	None	5 minutes	Annielyn Genido; Kimberlyn Marco; Riza V. Nerona
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>5 days and 6 minutes</b>	

#### 4. REPRESENT THE CASE OF THE CITY

Shall be the official counsel of the City Government in any cases, whether civil or criminal, filed against City Government of Imus and/ or its employees in the performance of their official duty

<b>OFFICE OR DIVISION</b>	City Legal Office - Litigation Proceedings and Dispute Section			
<b>CLASSIFICATION</b>	Highly-technical			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Office of the City Mayor/ Client		
Other pertinent documents that can help in establishing facts		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement, request letter and other documents	1.1 Inform the City Legal Officer	None	1 minute	Shalum Damaso; Riza V. Nerona; Kim Irish Ilano; Rose Ann Gonzales
	1.2 Assess the documents if needed for research	None	20 minutes	City Legal Officer
	1.3 Conduct legal research and draft needed pleadings (if needs research)	None	2 days	Legal Consultants; Gio Adriel Pallera
	1.4 Review and comment on the draft pleadings and cause the finalization of the legal document/s	None	1 day (stop time)	City Legal Officer
	1.5 Appear before applicable court/ tribunal	None	Depends on court/ tribunal schedules	City Legal Officer
2. Receive update and report.	2. Report status of case and/ or outcome	None	1 day	City Legal Officer
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>			<b>4 days and 21 minutes</b>	

## 5. ORDINANCE REVIEW

Upon request of the Local Chief Executive

<b>OFFICE OR DIVISION</b>	City Legal Office – Research, Review and Documentation Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Government			
<b>WHO MAY AVAIL THE SERVICE</b>	All departments/ units in the City Government of Imus			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Indorsement/ Request Letter		Sangguniang Panlungsod Office		
Other pertinent documents that can help in establishing facts		Any government offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the indorsement, request letter and other documents	1.1 Inform the City Legal Officer	None	1 minute	Shalum Damaso; Kimberlyn Marco; Riza V. Nerona; Rose Ann Gonzales
	1.2 Assess the documents if needed for research	None	20 minutes	City Legal Officer
	1.3 Undertake legal research and draft the document	None	1 day	Legal Consultants
	1.4 Review and evaluate draft document for finalization to the Sangguniang Panlungsod	None	1 day	City Legal Officer
2. Receive the documents	2. Release the document to the Sangguniang Panlungsod	None	5 minutes	Digna Bautista; Marcel Joy Galinza; Judith Ambrocio; Riza V. Nerona
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>2 days and 26 minutes</b>	