

SERVICES: Issuance of Various Legal Documents (Internal/External Services)

The Legal Office shall encode, issue and execute Legal Documents needed by the clients.

Office or Divisions:	City Legal Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Any two (2) government issued Identification Cards			Post Office, GSIS, PhilHealth, SSS,LTO, Comelec, Pag-big, DFA and government office/agency issuing Valid IDs	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register to the Logbook	Let the client register to the Logbook	None	3 minutes	Fatima Mae C. Manrique Casual/J.O. or April Smile R. Anunciacion Casual/J.O.
Provide to the legal staff details of the necessary document(s) they need.	Interview the client, gather necessary details. Thereafter, relay the details to the available Attorney and confirm the type/kind of legal document(s) needed to be made/executed Prepare the necessary Legal document(s) they need.	None	3-10 minutes 15-30 minute	Rhandy G. Agustin Admin. Aide I or Beatriz M. Catembung Casual/J.O. or Darel Jason T. Cabas Casual/J.O . Mark Elison Cabasal Bookbinder I or Rose Anne F. Pecson Casual/J.O. or Beatriz M. Catembung Casual/J.O.
Finalization of document(s) and for signing of document(s)	Print and issue the necessary Legal document(s) needed by the client	None	10-15 minutes	Mark Elison Cabasal Bookbinder I or Rose Anne F. Pecson Casual/J.O. or Beatriz M. Catembung Casual/J.O.
	TOTAL	None	Approximately 58 minutes	