SERVICES: Rendering Legal Opinion (Internal Services)

The Legal Officer shall study cases and render legal opinion(s) based on their knowledge of the Law.

Office or Divisions:	City Legal Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	All Offices of City of Ilagan

CHECKLIST OF REQUIREMENTS			**WHERE TO SECURE**	
Legal Documents (if any)			Other Local and National Agencies (if applicable)	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit request letter/ referrals and supporting document(s), if necessary, for the legal opinion.	Receive the Requested letter and/or documents and stamped "Received" bearing the date, time and signature of the receiving officer	None	2-3 minutes	Beatriz M. Catembomg Casual/J.O. or Fatima Mae Manrique Casual/J.O.
	(The available/assigned Attorney shall study the document, check for its legality and render legal opinion, in writing or verbal, whichever is necessary)		2-3 days	Atty. Marlon B. Paccarangan City Legal Officer or Atty. Silverio B. Soriano Jr. Attorney III or Atty. Melanio D.B. G. Singson Attorney II or Atty. Louvenedick M. Almachar
Receive the approved Legal opinion given by the Legal Officer	Issue the legal opinion given by the available Attorney	None	5-10 minutes	Rose Anne F. Pecson Casual/JO or Fatima Mae C. Manrique Casual/J.O.
	TOTAL	None	3 days 13 minutes	