



Internal/External

1. Description of the Service: LEGAL COUNSELING/ADVICE

Description of the Service: The Legal Office shall provide advice, guidance, and representation for clients who include individuals, corporations, and organizations.

Office or Division:	City Legal Office			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Legal Documents (if any)		Other Local and National Agencies (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the Logbook	Let the client register to the Logbook	None	3 minutes	Fatima Mae C. Manrique Admin Aide I or Casual/J.O.
2. Express/Tell their problem(s)/queries or concerns	Screen the client, gather necessary documents in relation to the problem(s) raised and relay inputs to the Legal Officer.	None	5-10 minutes	Rhandy G. Agustin Admin Aide I or Regina Christine B. Lucas Admin Officer I



3. Proceed to the Legal Officer's Room after the endorsement of Legal Staff for the discussion of their problem	Render proper legal advice, resolutions & Recommendations to the client's problem.	None	30 minutes to 1 hour	Atty. Marlon B. Paccarangan City Legal Officer or Atty. Silverio B. Soriano, Jr. Attorney III or Atty. Melanio D.B. G. Singson
TOTAL		None	1 hour 13 minutes	