



Republic of the Philippines
CITY GOVERNMENT OF TACLOBAN
CITY LEGAL OFFICE
Tacloban City, Leyte

CITIZEN'S CHARTER

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
1.Preparation & Notarization of Legal Documents for City Employees and walk in clients. Examples: A. Simple affidavits e.g. Loss B. Deeds e.g. Sale C.Contracts D. MOA/MOU	1. Interview clients and evaluation of documents 2. Referral to Para Legal for the preparation of the needed legal documents. 3. Clients sign the document. 4. Documents will be submitted to City Legal Officer or Lawyer on Duty for review, confirmation, affirmation & notarization. 5. Document recorded in the notarial registry and/or logbook. 6. Release of the document to the Client.	30 mins.	Jaypee Madrigal/ Lawyer on Duty	Government Issued ID	Notaries Fee of P 100.00/250.00 Or 1% of the total amount of sale or contract
2.Preparation of Legal opinion research on law and jurisprudence and securing pertinent documents.	1. Receipt of the request for Legal opinion or research on law and jurisprudence and other documents needed to be secured. 2. Recording in the logbook & referral to the CLO. 3. Assessment & referral of the Legal opinion to Lawyer. 4. Conduct research & draft of legal opinion 5. Review, finalize & approve the legal opinion. 6. Record & release the approved legal opinion.	3-4 DAYS	CLO/Assigned Lawyer	Letter request/ Endorsement	None required

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
3.Preparation and review of contracts entered into by the City of Government Tacloban with various persons, entities or offices (both private&public).	<ol style="list-style-type: none"> 1. Receipt of the indorsement from different offices of the City government or private individuals/entities/offices requesting the review of the contracts. 2.Review of contracts and attachments. 3.Indorsement of the requesting office together with the comments of the CLO. 	3-4 DAYS	CLO/Assigned Lawyer	Letter request/ Endorsement	None required
4. Preparation& review of proposed ordinances for the submission to the Sangguniang Panglunsod.	<ol style="list-style-type: none"> 1. Receipt of the communication from various City government offices/departments. 2.Preparation of the ordinance. 3.Review and finalization of the draft ordinance. 4. Recording & referral to the requesting City Government Offices/departments. 	3-4 DAYS	CLO/Assigned Lawyer	Letter request/ Endorsement	None required
5.Administrative investigation of officials or employee for neglect/misconduct or violation of oath of office.	<ol style="list-style-type: none"> 1.Receipt and recording of complaint. 2. Investigation and research. 3.Conference/confrontation 4. Preparation of findings and recommendation 5. Submission of recommendation of investigation to the City Mayors Office. 	5-7 DAYS	CLO/Secretariat	Letter request/ Complaint	None required
6.Administrative investigation of any person, firm or corporation holding any franchise or exercising any public privilege for violation of the terms of franchise.	<ol style="list-style-type: none"> 1. Receipt & recording of the complaint. 2. Investigation & research. 3. Conference/confrontation of the contracts. 4. Preparation of findings & recommendation. 5. Submission of the recommendation of investigation to the City Mayor's Office. 	5-7 DAYS	CLO/Assigned Lawyer	Letter request/ Complaint	None required

Frontline Services	Procedure	Time	Responsible Person/s	Requirements	Amount Payable
7. Certification for clearance upon request of employees of the City Government, Brgy. Officials of the City and employees of the City Division Department of Education (Provided the applicant has no pending administrative case before the CITY LEGAL OFFICE.	<ol style="list-style-type: none"> 1. Receipt & recording of the clearance. 2. Verification & counter signing of the clearance. 3. Signing of the clearance. 4. Release of the clearance. 	15 Minutes	CLO/Assigned Lawyer	Valid Identification Card/ Application/ clearance DOCUMENTS.	None required
8. Certification for loan clearance as requested by employees of the City government (That the applicant has no pending administrative case before the City Legal Office.)	<ol style="list-style-type: none"> 1. Receipt & recording of the clearance. 2. Verification and counter signing of the clearance. 3. Signing of the clearance. 4. Release of the clearance. 	15 Minutes	CLO/Assigned Lawyer	Valid I.D. CARD Application/ clearance document	None required
9. Notarial services: * Employees Welfare Program Loan application * SALN * Authentication of various documents	<ol style="list-style-type: none"> 1. Receipt & recording of the requested document for notarization. 2. Verification of the parties/signature. 3. Notarization and recording of the documents in the notarial register/book of the Lawyer. 4. Release of the notarized document. 	15 MINUTES	CLO/Lawyer on Duty	Valid I.D. Card Document for notarization	None required

Prepared By:



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OIC- City Legal Office

1953