



Republic of the Philippines
CITY LEGAL OFFICE
Tacloban City

WEEKLY ACCOMPLISHMENT SEPTEMBER 2, 2019 – SEPTEMBER 13, 2019

- **September 3, 2019**, Atty. Earl Cezar Rosario attended the hearing of the entitled case PMO vs. City for Annulment of Auction Sale at Regional Trial Court Branch 34, Tacloban City.
- **September 3, 2019**, Ella Jean Maala went to the Office of the Clerk of Court, Bulwagan ng Katarungan to pay for the Balyu-an Rental as consignment deposit for the case Province vs. City for the month of September and October, 2019.
- **September 5, 2019**, Atty. Aubry Justimbaste attended the hearing of the case Brgy. 62, Cap. Solis vs. Kathleen Ubas at Regional Trial Court Branch 34, Tacloban City.
- **September 9, 2019**, Jessica Lising attended the Administrative Officer's meeting at HRMDO with the OIC-HRMDO.
- **September 9, 2019**, Atty. Earl Cezar Rosario attended the meeting at BAC Office.
- **September 10, 2019**, Roselda Melquiades attended the DTAS Operators meeting at City Engineer's Conference Room.



- **September 13, 2019**, Atty. Earl Cezar Rosario attended the meeting at BAC Office.



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Day to Day operations of the City Legal Office:

1. Drafted Affidavits and notarizations of Walk in Clients and Free Notarization of MCH affidavits per instructions of Mayor Alfred S. Romualdez.



2. FREE Notarization of Certificate of Livebirth, Death Cert to residents of Tacloban City.
3. Assisted Clients in Notarization of Legal Documents.





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4. Endorsement to the City Mayor Office regarding Legal Opinion on the following:
 - A. Authority to condone penalties and surcharges on delinquent real properties of a close bank under receivership of PDIC.
 - B. City Health Officer asking for a recommendation on a sanitary complaint of an alleged unsanitary condition of a boarding house.
 - C. Letter from Zosima Cordaño, relative to the document/papers of Rosita R. Mendiola.
 - D. Deed of Usufruct between the City Government and the Bureau of Jail Management and Penology.
 - E. Proposed MOA by and between the Government Service Insurance System (GSIS) and the LGU, Tacloban.
 - F. Proposed Plastic Free Ordinance for the City of Tacloban.
 - G. Proposed MOA by and between the Environmental Management Bureau region VIII(EMB) and LGU, Tacloban.
5. Processed Court Clearances for Plaza Rizal.
6. Recorded all incoming court orders and notices.
7. Drafted Letter Request to Travel of Atty. Rosario and Gemafiel Gaspay to secure a copy of Certificates of Status of Plaza Rizal Lots at LRA Manila.
8. Crafted endorsement letters attached to the legal opinions.
9. Prepared, finalized and processed the Itinerary of Travel of Atty. Rosario and Gemafiel Gaspay.
10. Rendered FREE Legal advice/Consultations.
11. Drafted Legal Opinion.
12. Legal Research for the Legal Opinion for City Veterinary's Office.
13. Assisted clients and government employees in notarization of legal documents.
14. Cleaned the City Legal Office. Fetched water for the use of comfort rooms.

Prepared By:

JESSICA P. LISING

Legal Assistant II/Administrative Officer

Noted By:

ATTY. EARL CAEZAR N. ROSARIO
OIC- City Legal Officer