



# **City Legal Office**

## **Internal / External**



## I. LEGAL OPINION AND ADVICE

### A. Legal Opinion (Written)

<b>Office or Division:</b>	City Legal Office (CLO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Office(s), Official(s) or Employee(s) of the City Government of Silay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Indorsement, Query or Request Letter containing the legal question or issue sought to be given an opinion by the City Legal, to the City Legal Office (CLO) – Two (2) Original Copies		1. Provided by concerned Offices(s), Official(s) or Employee(s) of the City Government of Silay		
2. Filled-up and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		2. City Legal Office (CLO)		
3. Valid City Government of Silay Identification (I. D.) Card – One (1) Photocopy		3. City Government of Silay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
1.1 Submission of the required documents to the City Legal Office (CLO) 1.2 Filling-up and signing of City Legal Office (CLO) Data Sheet Form	1.1 Receiving of such request and document(s) 1.2 Assessment of such request and document(s)	None	Five (5) minutes	City Legal Office (CLO) Clerk
2. Client(s) waits the received copy of the submitted documents	2. The City Legal Office (CLO) Clerk indorses the same to the City Legal Officer	None	Two (2) minutes	City Legal Office (CLO) Clerk
3. Client(s) waits for the Written Legal Opinion	3.1 Assessment, Research and Study by the 3.2 Rendering and Issuance of Written Legal Opinion	None	Fifteen (15) days	City Legal Officer
4. Client(s) waits for the Written Legal Opinion	4. Indorsement of the Written Legal Opinion to	None	Two (2) minutes	City Legal Officer



	the City Legal Office (CLO) Clerk			
5. Client receives the Written Legal Opinion through personal service	5. Forwarding and sending of the Written Legal Opinion	None	One (1) day	City Legal Office (CLO) Clerk
<b>TOTAL:</b>		None	Sixteen (16) days and Nine (9) minutes	

#### B. Legal Advice (Verbal)

<b>Office or Division:</b>	City Legal Office (CLO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	Poor and Needy Resident(s) of the City of Silay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled-up and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)		
2. Barangay Indigency or similar document – One (1) Original copy		2. Concerned Barangay of the City of Silay		
3. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) and others – One (1) Photocopy		3. Concerned Issuing Agency		
4. Personal Appearance(s)		4. None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
1.1 Approach the City Legal Office (CLO) Clerk 1.2 Filling-up and signing of City Legal	1. Let the client fill-up and sign the City Legal Office (CLO)	None	Five (5) minutes	City Legal Office (CLO) Clerk



Office (CLO) Data Sheet Form	Data Sheet Form			
2. Submission of the required documents and circumstances of concern	2.1 Receiving of such document(s) 2.2 Interview and Assessment of such document(s)	None	Five (5) minutes	City Legal Office (CLO) Clerk
3. Client(s) waits the call of the City Legal Officer	3. Indorsement of the request for legal advice to the City Legal Officer	None	Five (5) minutes	City Legal Office (CLO) Clerk City Legal Officer
4. Conversation with the City Legal Officer	4.1 Interview 4.2 Assessment	None	Fifteen (15) minutes	City Legal Officer
5. Client receives the legal advice	5. City Legal Officer renders or gives the legal advice	None	Fifteen (15) minutes	City Legal Officer
<b>TOTAL:</b>		None	Forty five (45) minutes	

<b>Office or Division:</b>	City Legal Office (CLO)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Official(s) or Employee(s) of the City Government of Silay	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Filled-up and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)
2. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) and others – One (1) Photocopy		2. Concerned Issuing Agency



3. Valid City Government of Silay Identification (I. D.) Card - For Presentation Only		3. City Government of Silay		
4. Personal Appearance(s)		4. None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
1.1 Approach the City Legal Office (CLO) Clerk 1.2 Filling-up and signing of City Legal Office (CLO) Data Sheet Form	1. Let the client fill-up and sign the City Legal Office (CLO) Data Sheet Form	None	Five (5) minutes	City Legal Office (CLO) Clerk
2. Submission of the required documents and circumstances of concern	2.1 Receiving of such document(s) 2.2 Interview and Assessment of such document(s)	None	Five (5) minutes	City Legal Office (CLO) Clerk
3. Client(s) waits the call of the City Legal Officer	3. Indorsement of the request for legal advice to the City Legal Officer	None	Five (5) minutes	City Legal Office (CLO) Clerk City Legal Officer
4. Conversation with the City Legal Officer	4.1 Interview 4.2 Assessment	None	Fifteen (15) minutes	City Legal Officer
5. Client receives the legal advice	5. City Legal Officer renders or gives the legal advice	None	Fifteen (15) minutes	City Legal Officer
<b>TOTAL:</b>		None	Forty five (45) minutes	

## II. PREPARATION OF SIMPLE LEGAL DOCUMENTS

<b>Office or Division:</b>	City Legal Office (CLO)
<b>Classification:</b>	Simple*
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Any individual residing in the City of Silay, any individual or any legal entity doing business with the City Government of Silay or having any transaction with Silay City Government Offices, provided that the document being requested is simple in nature.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Filled-up and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy	1. City Legal Office (CLO)



2. Filled-up and signed Payment Form – Two (2) Original Copy		2. City Legal Office (CLO)		
3. Official Receipt (OR) – One (1) Original Copy		3. City Treasurer's Office (CTO)		
4. Current and Valid Competent Evidence of Identity issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disable Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification and others – One (1) Original Copy and One (1) signed photocopy.		4. Concerned Issuing Agency		
5. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) and others – One (1) Photocopy		5. Concerned Issuing Agency		
6. Personal Appearance(s)		6. None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>



1. Approach the City Legal Office (CLO) Clerk	1.1 Interview 1.2 Assessment	None	Ten (10) minutes	City Legal Office (CLO) Clerk
2. Submission of the required documents to the City Legal Office (CLO)	2.1 Receiving of such document(s) 2.2 Assessment of such document(s)	None	Ten (10) minutes	City Legal Office (CLO) Clerk
3. Payment of fee(s) to the City Treasurer's Office – Cashier or Cash Clerk	3 Receiving and issuance of Official Receipt(s)	P30.00 per document	Not Applicable (Please see and refer to the Citizen's Charter of City Treasurer's Office)	City Treasurer's Office – Cashier or Cash Clerk
4. Presentation of the Official Receipt to the City Legal Office (CLO) Clerk	4. The City Legal Office (CLO) Clerk types, prepares and drafts the requested simple legal document	None	Thirty (30) minutes	City Legal Office (CLO) Clerk
5. Checks the detail(s) in the drafted simple document	5. City Legal Office (CLO) Clerk reviews the drafted simple legal document	None	Two (2) minutes	City Legal Office (CLO) Clerk
6. Approves the printing of said document	6. Prints the draft of requested simple legal document	None	Five (5) minutes	City Legal Office (CLO) Clerk
7. Client(s) waits for the final review of the drafted simple legal document	7. City Legal Office (CLO) Clerk indorses the drafted simple legal document to the City Legal Officer for final review	None	Two (2) minutes	City Legal Office (CLO) Clerk
8. Client(s) waits for the final review of the drafted simple legal document	8. The City Legal Officer assesses and reviews the drafted simple	None	Five (5) minutes	City Legal Officer



	legal document for final review			
9. Client(s) waits for the printing of the reviewed simple legal document	9. The City Legal Officer returns the reviewed drafted simple legal document to the City Legal Office (CLO) Clerk 10.2 The City Legal Office (CLO) Clerk prints the reviewed simple legal document	None	Five (5) minutes	City Legal Officer
10. Client receives the final and reviewed simple legal document	10. Releasing of the final and reviewed simple legal document	None	Two (2) minutes	City Legal Office (CLO) Clerk
*Simple Affidavits Only, does not cover Complicated Affidavits and Commercial Documents such as but not limited to: Complaint Affidavits, Deeds, Contracts, Agreements, Heirship, Position Papers, and similar instruments.				
<b>TOTAL:</b>		P30.00 per document	One (1) hour and Eleven (11) minutes	

<b>Office or Division:</b>	City Legal Office (CLO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2G – Government to Government		
<b>Who may avail:</b>	Office(s), Official(s) or Employee(s) of the City Government of Silay		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Filled-up and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)	
2. Filled-up and signed Payment Form – Two (2) Original Copy		2. City Legal Office (CLO)	
3. Official Receipt (OR) – One (1) Original Copy		3. City Treasurer's Office (CTO)	
4. Current and Valid Competent Evidence of Identity issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation		4. Concerned Issuing Agency	





<p>clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disable Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification and others – One (1) Original Copy and One (1) signed photocopy.</p>				
<p>5. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) and others – One (1) Photocopy</p>		<p>5. Concerned Issuing Agency</p>		
<p>6. Personal Appearance(s)</p>		<p>6. None</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
<p>1. Approach the City Legal Office (CLO) Clerk</p>	<p>1.1 Interview 1.2 Assessment</p>	<p>None</p>	<p>Ten (10) minutes</p>	<p>City Legal Office (CLO) Clerk</p>
<p>2. Submission of the required documents to the City Legal Office (CLO)</p>	<p>2.1 Receiving of such document(s) 2.2 Assessment of such document(s)</p>	<p>None</p>	<p>Ten (10) minutes</p>	<p>City Legal Office (CLO) Clerk</p>
<p>3. Payment of fee(s) to the City Treasurer's Office –</p>	<p>3 Receiving and issuance of</p>	<p>P30.00 per document</p>	<p>Not Applicable (Please see and refer to the</p>	<p>City Treasurer's Office –</p>



Cashier or Cash Clerk	Official Receipt(s)		Citizen's Charter of City Treasurer's Office)	Cashier or Cash Clerk
4. Presentation of the Official Receipt to the City Legal Office (CLO) Clerk	4. The City Legal Office (CLO) Clerk types, prepares and drafts the requested simple legal document	None	Thirty (30) minutes	City Legal Office (CLO) Clerk
5. Checks the detail(s) in the drafted simple document	5. City Legal Office (CLO) Clerk reviews the drafted simple legal document	None	Two (2) minutes	City Legal Office (CLO) Clerk
6. Approves the printing of said document	6. Prints the draft of requested simple legal document	None	Five (5) minutes	City Legal Office (CLO) Clerk
7. Client(s) waits for the final review of the drafted simple legal document	7. City Legal Office (CLO) Clerk indorses the drafted simple legal document to the City Legal Officer for final review	None	Two (2) minutes	City Legal Office (CLO) Clerk
8. Client(s) waits for the final review of the drafted simple legal document	8. The City Legal Officer assesses and reviews the drafted simple legal document for final review	None	Five (5) minutes	City Legal Officer
9. Client(s) waits for the printing of the reviewed simple legal document	9.1 The City Legal Officer returns the reviewed drafted simple legal document to the City Legal Office (CLO) Clerk	None	Ten (10) minutes	City Legal Officer



	9.2 The City Legal Office (CLO) Clerk prints the reviewed simple legal document			
10. Client receives the final and reviewed simple legal document	10. Releasing of the final and reviewed simple legal document	None	Two (2) minutes	City Legal Office (CLO) Clerk
<b>TOTAL:</b>		P30.00 per document	One (1) hour and Sixteen (16) minutes	

### III. REVIEW OF CONTRACTS, ORDINANCES AND OTHER LEGAL INSTRUMENTS

<b>Office or Division:</b>	City Legal Office (CLO)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Office(s), Official(s) or Employee(s) of the City Government of Silay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Document(s) sought to be reviewed – Two (2) Original Copies		1. Provided by Offices(s), Official(s) or Employee(s) of the City Government of Silay		
2. Valid City Government of Silay Identification (I. D.) Card - For Presentation Only		2. City Government of Silay		
3. Personal Appearance(s)		3. None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
1. Submission of the documents sought to be reviewed, to the City Legal Office (CLO)	1. Receiving of such document(s)	None	Three (3) minutes	City Legal Office (CLO) Clerk
2. Client(s) waits the received copy of the submitted documents	2. The City Legal Office (CLO) Clerk indorses the same to the City Legal Officer	None	Two (2) minutes	City Legal Office (CLO) Clerk
3. Client(s) awaits to be called for personal interview	3. The City Legal Officer makes initial assessment of the document	None	Five (5) minutes	City Legal Officer



	and concern of client(s)			
4. Client(s) appears personally to the City Legal Officer	4.1 The City Legal Officer conducts interview of Client(s) involving the circumstances of his/her concern 4.2 Reviewing of submitted documents	None	Ten (10) minutes	City Legal Officer
5. Client(s) waits for the reviewed document(s)	5. Assessment, Research and Study	None	Ten (10) days	City Legal Officer
6. Client(s) waits for the reviewed document(s)	6. The City Legal Officer indorses the reviewed document(s) to the City Legal Office (CLO) Clerk	None	Two (2) minutes	City Legal Officer
7. Client(s) receives a text, call or email that the reviewed document(s) submitted is now available for pick-up	7. City Legal Office (CLO) Clerk informs the Client(s) that the reviewed document(s) submitted is now available for pick-up	None	Five (5) minutes	City Legal Office (CLO) Clerk
8. Client(s) approach the City Legal Office (CLO) Clerk	8. Interview of Client's concern	None	Two (2) minutes	City Legal Office (CLO) Clerk
9. Client receives the reviewed document(s) submitted	9. The City Legal Office (CLO) Clerk releases the reviewed document(s) submitted	None	Two (2) minutes	City Legal Office (CLO) Clerk
<b>TOTAL:</b>		None	Ten (10) days and Thirty one (31) minutes	

#### IV. SIGNING OF CLEARANCE

<b>Office or Division:</b>	City Legal Office (CLO)
----------------------------	-------------------------



<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Retiring, Resigning, Filing of Application for Leave, Transferring and other Mode of Separation of Official(s) and Employee(s) within the Territorial Jurisdiction of the City of Silay			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly subscribed or notarized Affidavit of No Pending Case – One (1) Original Copy		1. Lawyer and Notary Public		
2. Clearance Form (CS Form No. 7, Revised 2018) – Five (5) Original Copies		2. Civil Service Commission (CSC) or Personnel Division (HRMO) of the City Government of Silay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON LIABLE</b>
1. Submission of the required documents to the City Legal Office (CLO)	1.1 Receiving of such document 1.2 Assessing of such document	None	Ten (10) minutes*	City Legal Office (CLO) Clerk
2. Client(s) waits the received copy of the submitted documents	2. The City Legal Office (CLO) Clerk indorses the same to the City Legal Officer	None	Two (2) minutes	City Legal Office (CLO) Clerk
4. Client(s) waits for the signed Clearance	3.1 City Legal Office (CLO) Clerk indorses the same to the City Legal Officer	None	Two (2) minutes*	City Legal Office (CLO) Clerk
5. Client(s) waits for the signed Clearance	3.1 Assessment of the documents submitted 3.2 Signing of Clearance	None	Five (5) minutes*	City Legal Officer
6. Client(s) waits for the signed Clearance	6. The City Legal Officer returns the signed clearance to the City Legal Office (CLO) Clerk	None	Two (2) minutes	City Legal Officer
7. Client(s) receives the signed Clearance	7. The City Legal Office (CLO) Clerk releases the signed clearance	None	Two (2) minutes	City Legal Officer



\*Provided that client's documents do not suffer from infirmities

<b>TOTAL:</b>	None	Twenty three (23) minutes	