

CITY LEGAL OFFICE

LOCATION : 2nd Level, East Wing, City Hall, Silay City
TEL. NO. : (034) 495-0066
HEAD OF OFFICE : Atty. Janus T. Jarder

The City Legal Office is the office of the Chief Legal Counsel of the Local Government Unit, tasked with the duties and responsibilities embodied in Article 122(k)(2) of the Implementing Rules and Guidelines of Republic Act 7160. The Office has the primary duty to provide legal services and assistance for and in behalf of the City Government of Silay.

PREPARATION OF SIMPLE LEGAL DOCUMENTS

ABOUT THE SERVICE

Preparation of simple affidavits and contracts in response to the legal needs of the residents of Silay, more particularly those who cannot afford the services of a lawyer.

WHO MAY AVAIL OF THE SERVICE

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. This service does not include the preparation of complaint affidavits and similar complicated legal documents.

REQUIREMENTS

- Fill up Office Date Sheet Form
- Valid Government-Issued Identification Card(s)
- Personal Appearance
- Document(s) Necessary/Relevant

FEES

P30.00 per document (excluding notarial charges)

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Show documents to the legal staff for evaluation	1-2 minutes	CLO Clerk/Secretary
2. Interview	2-3 minutes Depending on the Difficulty of the problem(s) / issue(s)	CLO Clerk/Secretary
3. Drafting, creation and construction of documents	5 minutes Depending on the difficulty of the problem(s) / issue(s)	CLO Clerk/Secretary
4. Pay the corresponding fees		City Treasurer's Office
5. Show the Official Receipt to CLO Clerk/Secretary	1 minute	CLO Clerk/Secretary
6. Sign documents and have it notarized (if so requested)	1-2 minutes Excluding the time for notarization	CLO Clerk/Secretary

REVIEW OF CONTRACTS, ORDINANCES AND OTHER LEGAL DOCUMENTS

ABOUT THE SERVICE

It is the duty of the City Legal Office, upon written request, to review contracts, ordinances and other instruments submitted to its office, for the purpose of ascertaining the validity and legality of the provisions contained therein. This is in accordance with the duties and responsibilities of the Office as embodied in the Local Government Code.

WHO MAY AVAIL OF THIS SERVICE

- Any individual or legal entity doing business with the City Government of Silay
- Officer of the City Government of Silay
- Officials of the City of Silay in relation to their official function

REQUIREMENTS

- An endorsement or request letter containing a copy of the contract, ordinance or other instrument sought to be reviewed.

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Have the letter request or endorsement duly received	1 minute	CLO Clerk/Secretary
2. Receiving/Logging of Documents	1 minute	CLO Clerk/Secretary
3. Review of Documents	15-30 minutes Depending on the Difficulty of the problem(s) / Issues(s)	City Legal Officer
4. Research / Comment / Recommendation	1-2 working days Depending on the Difficulty of the problem(s) / Issues(s)	City Legal Officer
5. Follow-up of request by requesting party	5 minutes	CLO Clerk/Secretary
6. Receiving of documents with the corresponding recommendations of the City Legal Officer	5 minutes	CLO Clerk/Secretary

RENDERING OF LEGAL OPINION / GIVING OF LEGAL ADVICE

ABOUT THE SERVICE

The Implementing Rules and Guidelines of the Local Government Code, specifically Article 122 (k)(2)(v), states that the City Legal Officer has the duty to “render his opinion in writing on any question of law when request to do so by the governor, mayor or sanggunian.” The City Legal Office has enhanced this duty by extending free legal advice to needy residents of the City of Silay, especially those who cannot afford to pay for legal service.

WHO MAY AVAIL OF THIS SERVICE

- Poor and needy residents of the City of Silay
- Offices of the City Government of Silay
- City officials in relation to their official function(s)

REQUIREMENTS

FOR WRITTEN LEGAL OPINIONS:

- An endorsement or request letter containing the legal question or issue sought to be given an opinion by the City Legal Officer

FOR FREE LEGAL ADVICE:

- Fill Up Office Data Sheet Form
- Valid Government Issued Identification Card(s)

FEES

None

HOW TO AVAIL OF THE SERVICE

FOR WRITTEN LEGAL OPINIONS:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Have the letter request or endorsement duly received	2 minute	CLO Clerk/Secretary
2. Receiving/Logging of Documents	1 minute	CLO Clerk/Secretary
3. Review of Documents	10-30 minutes Depending on the Difficulty of the problem(s) / Issues(s)	City Legal Officer
4. Research / Comment / Recommendation	1-2 working days Depending on the Difficulty of the problem(s) / Issues(s)	City Legal Officer
5. Follow-up of request by requesting party	5 minutes	CLO Clerk/Secretary
6. Receiving of documents with the corresponding recommendations of the City Legal Officer	5 minutes	CLO Clerk/Secretary

FOR FREE LEGAL ADVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach the CLO Clerk/Secretary and inform them of the request for legal advice	1-2 minutes	CLO Clerk/Secretary
2. Fill up Office Date Sheet, CLO Clerk/Secretary directs client to see the CLO	1 minute	CLO Clerk/Secretary
3. If City Legal Officer is not available, CLO Clerk / Secretary prepares Office Data Information Sheet stating the time and date of appointment	2-3 minutes	CLO Clerk/Secretary
4. Giving Legal Advice	15-30 minutes Depending on the Difficulty of the problem(s) / Issues(s)	City Legal Officer

INVESTIGATING COMPLAINTS AGAINST CITY EMPLOYEES

ABOUT THE SERVICE

The City Legal Office is expressly mandated to investigate or cause to be investigated any official or employee for any administrative neglect or misconduct in office and recommend action to the City Mayor, as the case may be.

WHO MAY AVAIL OF THIS SERVICE

- Any person or legal entity who has an administrative complaint against an employee of the City Government of Silay.

REQUIREMENTS

- Fill Up Office Data Sheet Form
- Letter Complaint
- Valid Government Issued Identification Card(s)

FEES

None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. File a Letter Complaint to the City Mayor and have the documents received by the CMO receiving clerk	1-2 minutes	CLO/Clerk/Secretary
2. CMO prepares endorsement to the City Legal Office for appropriate investigation of the complaint	1-2 working days Depending on the nature of the complaint	CMO
3. CLO receives endorsement and prepares Memo to employee, directing him to answer the complaint	2-3 working days Depending on the nature of the complaint	CLO/ISOG Personnel
4. CLO to schedule preliminary investigation	7 working days	CLO/ISOG Personnel
5. If Necessary, CLO to reschedule another preliminary investigation	7 working days	CLO/ISOG Personnel
6. CLO/ISOG to prepare an Investigation Report addressed to the City Mayor, Recommending Appropriate Action	15 working days	CLO/ISOG Personnel

NOTARIZATION OF DOCUMENTS

ABOUT THE SERVICE

The City Legal Office administers oath for public officials and notarizes government contracts and other legal documents upon request.

WHO MAY AVAIL OF THIS SERVICE

- The City Government – No fees

- Any person residing in the City of Silay or any individual having transaction/business with the City Government of Silay – Notarial Charges varies

REQUIREMENTS

- Fill up Office Data Sheet Form
- Document(s) to be notarized
- Personal Appearances of Parties/Affiant(s) involved
- Photocopy of valid ID signed by the concerned party
- Presentation of Original Valid Identification Card(s)

FEES

Notarial Charges – varies depending on the type of document sought to be notarized

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Show documents to the Legal Staff for evaluation	1-2 minutes	CLO Clerk/Secretary
2. Interview	2-3 minutes Depending on the Difficulty of the problem(s) / Issues(s)	CLO Clerk/Secretary
3. Drafting, Creation, and Construction of documents	3-5 minutes	CLO Clerk/Secretary
4. Pay the corresponding Fees		City Treasurer's Office
5. Show the Official Receipt to CLO Clerk/Secretary	1 minute	CLO Clerk/Secretary
6. Signing of documents	1-2 minutes	CLO Clerk/Secretary
7. Docketing of documents	1-2 minutes	CLO Clerk/Secretary
8. Notarization of documents and signature of the CLO	1-2 minutes	City Legal Officer
9. Releasing of documents	1 minute	CLO Clerk/Secretary

***LEGEND:**

CMO – City Mayor's Office

CLO – City Legal Office

ISOG – Internal and Special Operations Group created by virtue of EO No. 07, Series of 2007

*** NOTE:**

The City Legal Office's Citizen's Charter Manual is based on normal conditions and/or case to case basis