



## Requesting Written Legal Opinion

### ABOUT THE SERVICE

As the city's legal counsel, the City Legal Officer and Attorney III are depended upon by various city departments and the barangays on issues involving interpretation or applicability of the law. The office renders legal opinion on the basis of a written query and given a particular set of facts.

Those who would like to avail of the service may proceed/visit at the City Legal Office.

<b>Department / Office:</b>		<b>CITY LEGAL OFFICE</b>		
<b>Classification:</b>		Highly Technical (20D)		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail</b>		Various City Hall Departments and Barangays		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Legal Document		• To be personally carried out		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents/ Submits the Case in Written Form.	2. The records- in-charge receives the request who acknowledges receipt thereof.		1 – 2 minutes	FATIMA THERESA A. SERVINO Administrative Aide I
	3. Research.  The Legal Researcher (LR) conducts the appropriate research.		4 – 10 days	ATTY. CHRISMUND A. LEAÑO Legal Researcher
	4. Preparation of Written Legal Opinion.  Acting City Legal Officer prepares written opinion.		3 – 8 days	ATTY. MCGYVER GERARD S. ORBINA Acting City Legal Officer  ATTY. ARMEEN ALAIN B. GOMEZ Attorney IV
	5. Recording of Document.  The document will be recorded in the logbook before delivery and leave a copy as file.		2 – 5 minutes	FATIMA THERESA A. SERVINO Administrative Aide I
	6. Delivery of Written Legal Opinion.		Immediately	JOSEPH O. SALAMIA Administrative Aide I (UWI)  FATIMA THERESA A. SERVINO



				Administrative Aide I
	<b>TOTAL</b>	P	18 days and 10 minutes	

**CITY LEGAL OFFICE**

3<sup>rd</sup> Floor, LTFRB Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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