LBP Form No. 4

Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2026

Naga City

Department/Office : **CITY LEGAL OFFICE**

Mandate/Legal Basis : Local Government Code 1991 (R.A. 7160)/City Ordinances/ Executice Orders)

Vision : A department in the City Government of Naga providing efficient legal services to protect the interest of the LGU and the Nagueños

Mission : To perform efficient legal services aligned with the City's Vision of being the recognized model of good governance and people-centered development by 2030.

Organizational Outcome : Legal services

AIP Reference Code	Program/Project/ Activity Description	Major Final Output	Performance Indicator	Target for the Budget Year	Proposed Budget for the Year			
					PS	MOOE	CO	Total
	General Administration and Support (GAS)							
1000-2-01-14-001-000-000	General Administrative Services	Administrative and Support Services	Percentage of administrative and other support services, such as the capacity development of CLO personnel fully completed within budget and schedule	100% completion	9,364,314.00	1,110,960.00		10,475,274.00
	Support to Operations (STO)							
1000-2-01-14-002-000-000	**Legal Advisory Response Time** - Baseline (2025): Average 15 days response time for legal opinions	Legal Assistance and research services	Percentage of legal opinions/recommendations delivered within 10 days from receipt of request	Reduce average response time to 10 days (33% improvement)		100,000.00		100,000.00
	Indicator 1.2: Legal Document Quality Assurance - Baseline (2025): 85% accuracy rate in legal document preparation	Legal Assistance and research services	Percentage of legal documents requiring no substantive revisions	Achieve 95% accuracy rate (10 percentage point improvement)				
	Indicator 1.3: Administrative Efficiency Enhancement - Baseline (2025): 75% utilization rate of office resources	Legal Assistance and research services	Percentage of efficient resource management (supplies, equipment, personnel time)	Achieve 90% optimal utilization (15 percentage point improvement)				
	Operations							
1000-2-01-14-003-001-000	**LEGAL SERVICES OPERATIONS**					631,000.00		631,000.00
	Indicator 2.1: Case Management Excellence - Baseline (2025): 85% of cases represented with timely submissions	Comprehensive Legal Representation and Advisory Services	Percentage of cases where all required pleadings and court documents are submitted on time	Achieve 95% timely case management (10 percentage point improvement)				
	Indicator 2.2: Legal Compliance Advisory Impact - Baseline (2025): 70% of departments receive regular legal compliance guidance		Percentage of city departments receiving quarterly legal compliance reviews and guidance	Achieve 100% department coverage (30 percentage point improvement)				
	Indicator 2.3: Preventive Legal Advisory Services - Baseline (2025): 60% of potential legal issues identified and prevented		Percentage of proactive legal advisories that prevent administrative or contractual issues	Increase preventive intervention rate to 80% (20 percentage point improvement)				
	Indicator 2.4: Citizen Legal Access Enhancement - New 2026 Indicator: Legal clinic services for vulnerable populations		Number of citizens provided legal guidance through accessible clinics	Conduct 12 monthly legal assistance clinics serving 480 citizens annually (40 citizens per month)				

	GOVERNANCE SUPPORT AND TRANSPARENCY ENHANCEMENT							
1000-2-01-14-003-002-000	**Indicator 3.1: Transparency Framework Legal Support** - New 2026 *Indicator: Legal review* of transparency and accountability measures	Legal Framework for Good Governance Implementation	Percentage of transparency measures (FOI, budget disclosures, public consultations) with completed legal review	Review and provide legal framework for 100% of transparency initiatives		245,000.00		245,000.00
	Indicator 3.2: Policy and Ordinance Development Efficiency - Baseline (2025): Average 30 days for ordinance legal review		Average number of days for legal review of proposed ordinances and policies	Reduce average review time to 20 days (33% improvement)				
	Indicator 3.3: Inter-Agency Legal Coordination - New 2026 Indicator: Legal coordination for cross-departmental initiatives		Percentage of multi-department initiatives receiving comprehensive legal coordination support	Provide legal coordination support for 100% of inter-agency collaborations				
TOTAL					**9,364,314.00**	**2,086,960.00**		**11,451,274.00**

Prepared:

ANGEL R. OJASTRO III
City Legal Officer

Reviewed: Local Finance Committee

WILFREDO B. PRILLES, JR
City Planning & Devt. Coordinator II

JESUS S. DEL VILLAR
Acting City Budget Officer

MA. SOCORRO R. GAYANILO
City Treasurer

ELMER T. STO DOMINGO, JR.
Chairperson, Naga City People's Council
Member, Local Finance Committee

Approved:

MARIA LEONOR G. ROBREDO
City Mayor