

**CITY LEGAL SERVICES**

**SERVICES PROVIDED:**

- \*PROVIDE LEGAL ADVICES, SERVICES AND SUPPORT TO THE MAYOR, TO THE CITY COUNCIL, THE CITY MANAGEMENT, DEPARTMENT HEADS AND OTHER CITY PERSONNEL / EMPLOYEES
- \*REPRESENT THE LOCAL GOVERNMENT UNIT IN ALL CIVIL ACTIONS AND PROCEEDINGS
- \*DRAFT CONTRACTS, BONDS, LEASES AND OTHER INSTRUMENTS INVOLVING ANY INTEREST OF THE CITY
- \*PROVIDES COMMENTS AND RECOMMENDATIONS IN WRITING OR ANY QUESTIONS OF LAW REQUESTED BY.
- \*INVESTIGATE ANY EMPLOYEE FOR ADMINISTRATIVE NEGLIGENCE OR MISCONDUCT IN OFFICE AND RECOMMEND APPROPRIATE ACTION TO THE MAYOR
- \*RECEIVED COMPLAINTS AND PREPARE DOCUMENTS FOR HEARING AND PROCEEDING.
- \*EXERCISE SUCH OTHER POWERS AND PERFORM SUCH OTHER DUTIES AND FUNCTIONS AS MAY BE PRESCRIBED BY LAW OR ORDINANCE.

**OFFICE:** CITY LEGAL SERVICES  
**CLASSIFICATION:** COMPLEX  
**TYPE OF TRANSACTION:** GOVERNMENT TO GOVERNMENT / TO CITIZEN  
**WHO MAY AVAIL:** ALL IN THE LOCAL GOVERNMENT UNIT

| CHECKLIST OF REQUIREMENTS                               | WHERE TO SECURE  |
|---|--|
| Memorandum / letter of request / communication letter/s | To be provided by and upon the approval of the City Mayor. |

| CLIENT STEPS   | AGENCY ACTION/S                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--------------------|
| 1. Provide necessary documents upon the approval / noted by the City Mayor | Signed and received the documents              | none            | 3 minutes       | Marjorie O. Valdez |
|  | *provide photo copy of the requested documents |                 | 5 minutes       | Marjorie O. Valdez |

|  |   |      |   |  |
|--|---|------|---|--|
| 2. Submit complete information /data, attachment for contract/Memorandum of Agreement.                                     | * Check for the completeness of information's provided.                             |      | 3min.   | Marjorie O. Valdez                                 |
|  | *prepare draft for contract/s.  |      | 30minutes                                     | Marjorie O. Valdez                                 |
|  | *receive draft for checking / corrections   | none | 15minutes                                     | Atty. Policarpio P. Martinez                       |
|  | *prepare contracts for signature of the signatories                                 |      | 1 day or upon the availability of the parties | Atty. Policarpio P. Martinez<br>Marjorie O. Valdez |
|  | *notarial of the City Legal Officer   |      | 10minutes                                     | Atty. Policarpio P. Martinez                       |
|  | * submit copy to the clerk of court   |      | Monthly basis                                 | Atty. Policarpio P. Martinez<br>Marjorie O. Valdez |
| 3.Provide in full writing / readable letters for recommendations and comments  | *Signed and received the letters  |      | 3min.   | Marjorie O. Valdez                                 |
|  | *send through email to the City Legal Officer for review and commendation           | None | 10min.  | Marjorie O. Valdez                                 |
|  | * Receive and review email and research for more accurate recommendation.           |      | 1day  | Atty. Policarpio P. Martinez                       |
|  | * r e c e i v e recommendations by email and furnish copies by email and hard copy. |      | 20min   | Marjorie O. Valdez                                 |
| 4.Provide necessary list of businesses establishment to be notified  | Received and prepare cease and desist notices                                       | none | 30min   | Marjorie O. Valdez                                 |
|  | *prepare complaint to be filed in court   |      | 30min.  | Marjorie O. Valdez                                 |
|  | *prepare documents for padlocking   |      | 15min.  | Marjorie O. Valdez                                 |
|  | *for signature  |      | 10min.  | Atty. Policarpio P. Martinez                       |
| 5.Prepare and submit all pertaining documents needed to obtain legal action/s and advice to the City Legal services office | *Received and give notices to all concern members/ parties                          |      | 15min.  | Marjorie O. Valdez                                 |
|  | * R e v i e w a t t e n d sessions / proceedings                                    | none | As per the schedule of both parties/ court    | Atty. Policarpio P. Martinez                       |
|  | *wait for decision( court/ PLEB members   |      |   | Atty. Policarpio P. Martinez                       |