



CITY LEGAL OFFICE

1F, City Hall, Enrile Boulevard, Regional Government Center Carig Sur, Tuguegarao City
(078) 304-2894 local 107

ABOUT THE OFFICE

The City Legal Office provides legal assistance and representation of the City Government in all quasi-judicial proceedings and renders legal opinion in writing or any question of law when requested to do so by the City mayor or Sangguniang Panlungsod, at their instance or any of its departments.

FRONTLINE SERVICE: » 1. Drafting, Subscription of Affidavits and other Legal Documents

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
1. State your request to Employee-in-Charge * You will be interviewed by a clerk. Data gathered is used in the preparation of the appropriate legal documents. * Bring the legal documents to the City legal Officer for subscription. City legal Officer administer oath and signs the documents. * Present the prepared documents to the assigned clerk for recording.	Teodora Casagan Rodemi Maye Cusipag Jovita Joss Narag	<ul style="list-style-type: none"> • Personal Appearance of Clients/ Affiants • Necessary documents • Valid IDs of Clients 	2 minutes	<ul style="list-style-type: none"> • No fees/ charges
			30 minutes	
			5 minutes	
2. Claim Documents			3 minutes	

FRONTLINE SERVICE: » 2. Availing Free Legal Counseling

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Present the case to any of the City Lawyers. For them to obtain information on your personal circumstances and the nature of the case involved.</p> <p>* The City Lawyer will fill up a counseling form for reference. * Counseling proper</p>	<p>Atty. Carol Donato Atty. Sherwin Battung</p>	<ul style="list-style-type: none"> • Personal appearance of clients • Necessary documents relative to the case referred 	<p>15 minutes</p>	<ul style="list-style-type: none"> • No fees/ charges
<p>2. Proceed to the City Legal Officer who will solicit facts and render legal counseling on the case at hand.</p>	<p>Atty. Honorio Eduardo B. Reyes III</p>		<p>45 minutes</p>	

FRONTLINE SERVICE: » 3. Requesting a Legal Opinion

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Submit a written query to the receiving clerk who acknowledges receipt thereof.</p> <p>* Legal Assistant conducts the appropriate research of applicable laws and jurisprudence relevant to the case.</p>	<p>Jovita Joss Narag</p> <p>Jaime Palattao, Jr. Atty. Sherwin Battung Atty. Carol Donato</p>	<ul style="list-style-type: none"> • Personal appearance of clients • Necessary documents relative to the case referred 	<p>2 minutes</p>	<ul style="list-style-type: none"> • No fees/ charges
<p>2. Claim requested written opinion</p>	<p>Atty. Honorio Eduardo B. Reyes III</p>		<p>1 day</p>	

FRONTLINE SERVICE: » 4. Issuance and Authentication of Clearances

STEP-BY-STEP PROCEDURE	RESPONSIBLE PERSON/S OFFICE	REQUIREMENTS/ SUPPORTING DOCUMENTS	MAXIMUM WAITING TIME	FEES COLLECTED, IF ANY
<p>1. Look for the designated clerk who will obtain information on your personal circumstances and the purpose for which the certification/ clearance is being requested.</p> <p>* The City Legal Officer will validate the records of the clients. * Clerk prepares the certification/ clearances. * City Legal Officer signs the certification/ clearances.</p> <p>2. Claim Certifications/ Clearances</p>	<p>Jovita Joss Narag</p> <p>Atty. Sherwin Battung Atty. Carol Donato Rodemi Maye Cusipag</p> <p>Atty. Honorio Eduardo B. Reyes III</p>	<ul style="list-style-type: none"> • Personal Appearance of Clients • Valid IDs of the clients. 	<p>3 minutes</p> <p>3 days</p> <p>3 minutes 3 minutes</p>	<ul style="list-style-type: none"> • No fees/ charges

IF YOUR REQUEST WAS NOT GRANTED, PLEASE FEEL FREE TO CALL (078) 304-2894 local 107 OR FILL UP THE FEEDBACK FORM AND DROP IT AT THE SUGGESTION BOX LOCATED AT THE INFORMATION DESK.