

1. Rendering of free legal counseling/advice

Legal Officers of this office provide guidance through one-on-one, as a representative or phone in inquires for basic legal advice.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identifications (IDs)		Respective Barangay, Philippine Government agencies authorized to issue IDs		
Personal Appearance of Requesting Party/Parties as principal or representative		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal appearance of client, or through representative, through phone-in inquiry to fill out the log book		None	3 to 5 mins.	Client
	Legal Officer will render legal advice	None	Not more than 30 minutes per issue of client	Legal Officer
For Personal appearance, answer feedback form		None	3 to 5 mins	Client

2. Rendering of Mediation/Arbitration/Legal Conference or Patawag.

Legal Officers of this office provides legal guidance through Mediation/ Arbitration/ Legal Conference or Patawag. The requesting client will need to fill out the log-book information page and the information of the party he/she requests to invite for the said process wherein the Legal Officer will facilitate. Disputing parties will be given a chance to narrate their side and discussion will ensue for possible resolution from the parties which shall be guided by the Legal Officer.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identifications (IDs)		Respective Barangay, Philippine Government agencies authorized to issue IDs		
Personal Appearance of Requesting Party/Parties as principal or representative		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal appearance party requesting for Patawag appointment	The information supplied by the client will be encoded to the Patawag Template	None	5 to 10 mins.	Administrative Staff Legal Officer
Client will send the Patawag letter either personal service or private courier or with the help of their respective barangay	Release to client the Patawag letter	Based on the schedule of fees prescribe, if private courier	Within the date set for Patawag	Client
Show up to the specified time and date of Patawag session in the City Legal Office	Rendering of Mediation/Arbitration/ Legal Conference or Patawag	None	Within 45 minutes after parties showed-up and per issue of the client	Legal Officers
Feedback to the Patawag session rendered	Provide feedback form	None	3 to 5 minutes	Administrative Staff

3. Drafting of Simple Affidavits and/or simple contracts.

One of the frontline services of this office is to render simple affidavits and simple contracts. These are limited forms of affidavits and contracts that provide statements of facts usually not involving values of money.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government Issued Identifications (IDs)		Respective Barangay, Philippine Government agencies authorized to issue IDs		
Supporting Documents		Birth Certificate, Death Certificate - PSA		
Personal Appearance of Requesting Party/Parties as principal or representative		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal Appearance of the client	Interview to know the facts to assess needed affidavit/simple contract/similar instruments and verify supporting documents at hand. Clients who are lacking or without supporting documents will be requested to return.	None	3 minutes to 5 minutes	Community Affairs Officer II Administrative Assistant IV Public Service Forman
	Drafting of the needed simple affidavit	None	6 minutes	Administrative Assistant IV Public Service Forman
	Drafting of the needed contracts and similar instruments	None	15 minutes to 30 minutes	Community Affairs Officer II
Verify of drafted affidavit and/or simple contracts and similar instruments for possible revision	Release of the rendered draft of affidavit/simple contract	None	5 to 10 minutes	Client Community Affairs Officer II Administrative Assistant IV Public Service Forman
Client signs in the logbook after receiving the drafted affidavit and/or simple contracts and similar instruments		None	2 minutes	Client
Feedback to the service rendered	Provide feedback form	None	3 to 5 minutes	Administrative Staff

4. Drafting of Legal Opinion.

Written inquiries from various persons regarding questions of law are coursed through this office for comment or review.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2C – Government to Citizen, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written endorsement or request letter		By the requesting party		
Supporting Documents		By the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Endorsement of Request letter with complete supporting documents, signed by the requesting party	Received to subscribe and log received document/request	None	3 minutes to 5 minutes	Administrative Staff
	Received request is forwarded to the Department Head/OIC for task assignment to City Legal Lawyers/Associates; If acted upon by the OIC/Dept. Head – proceed to no. 4	None	15 minutes to 30 minutes	City Legal Office Department Head/OIC Administrative Staff
	Requests letter and supporting documents are signed received by the designated City Legal Lawyers/Associates and logged	None	3 minutes to 5 minutes	City Legal Lawyers/Associate Administrative Staff
	Rendered Legal Opinion subscribed by the designated lawyer and noted by the OIC/Department Head	None	5-7 working days from receipt of complete supporting documents and pertinent information	City Legal Office Department Head/OIC City Legal Office Lawyers and Associates
	Rendered Legal Opinion sent to requesting party and release details logged	None	1 day	Administrative Staff

5. Drafting of MOA, MOU, City Ordinances, Executive Orders, Resolutions, Implementing Rules and Regulations

The City Legal Officers gather all necessary materials and legal basis as well as set up clarificatory meetings with the proponent and its resource persons to work with a collaborative output.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Government
Who may avail:	City Government of Muntinlupa Officers in the exercise of their functions

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter with complete supporting documents, signed by the requesting party		City Government of Muntinlupa Offices or Departments		
Supporting Documents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request letter with complete supporting documents, signed by the requesting party received by City Legal Administrative Staff	Received by Administrative Staff to subscribe and log received document/request	None	3 minutes to 5 minutes	Administrative Staff
	Received request is forwarded to the Department head/OIC for task assignment to City Legal Lawyers/Associates or If acted upon by the OIC/Dept. Head – proceed to no.4	None	15 minutes to 30 minutes	City Legal Office Department Head/OIC Administrative Staff
	Submission of rendered Ordinance, Resolutions and/or IRR subscribed by the Lawyer Assigned and noted by the OIC/Department Head	None	Rendered within 20 days from receipt of complete supporting documents	City Legal Lawyers/Associate Administrative Staff
	Rendered Ordinance, Resolutions and/or IRR sent to requesting party and details logged	None	1 day	Administrative Staff

6. Drafting/Filing of all kinds of pleadings.

The City Legal Officers prepares pleading in connection with Judicial and/or Quasi-Judicial proceedings for the protection of the interest of the City Government as well as its stakeholders.

Office or Division:	OFFICE OF THE CITY ATTORNEY/CITY LEGAL OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	City Government of Muntinlupa Officers in the exercise of their functions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order, Notice and/or Court issued correspondence		Issued by judicial or quasi-judicial bodies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Order, Notice and/or Court issued correspondence	Received by Administrative Staff to subscribe and log received document/request	None	3 minutes to 5 minutes	Administrative Staff
	Received Order, Notice and/or Court issued correspondence forwarded to the Department head/OIC for case assignment to City Legal Lawyers/Associates ; If acted upon by the OIC/Dept. Head – proceed to no. 5	None	15 minutes to 30 minutes	City Legal Office Department Head/OIC Administrative Staff
	Submission of rendered Pleading/s subscribed by the Lawyer Assigned and/or noted by the OIC/Department Head	None	Within the prescribed period provided by the Order, Notice and/or Court issued correspondence	City Legal Office Department Head/OIC City Legal Office Lawyers and Associates
	Rendered Pleading/s filed with the court or proper forum	As prescribed by Supreme Court schedule of fees	Rendered pleading in compliance with the rules set forth by the Supreme Court of the Philippines and applicable laws	Administrative Staff