



1. ISSUANCE OF LEGAL OPINION/ COMMENT

The Office for Legal Services issues upon request of comments and opinions that may be of help to the Municipal Mayor, the members of the Sanggunian, and the local municipal officials and employees in the discharge of their functions.

Office or Division:	OFFICE FOR LEGAL SERVICES			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Government Agency (Municipal Departments/ Offices), Line Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request, transmittal letter, or action slip together with the pertinent documents.	<ol style="list-style-type: none"> Receive the documents. Docket it in the log book. 	None	1 minute	<i>Mark Francis P. Solis Administrative Aide VI</i> <i>Jason P. Taltala Casual Admin. Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i>
2. Waits for the OLS staff to check the documents.	<ol style="list-style-type: none"> Check and review document for completeness for appropriate action. 	None	5 minutes	<i>Mark Francis P. Solis Administrative Aide VI</i> <i>Jason P. Taltala Casual Admin. Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i> <i>Victor B. Singa Jr. Municipal Legal Officer</i>
3. Waits for the comment.	<ol style="list-style-type: none"> The assigned personnel will review the documents. Conducts legal research necessary to the request. 	None	10 days	<i>Jason P. Taltala Casual Admin Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i>

	3. Draft the corresponding opinion/comment.			<i>Victor B. Singa Jr. Municipal Legal Officer</i>
4. Receives the comment.	1. The office personnel will serve the comment/opinion to the requesting office.	None	3 minutes	<i>Mark Francis P. Solis Administrative Aide VI</i> <i>Jason P. Taltala Casual Admin. Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i>

2. DRAFTING OF CONTRACTS

The Office for Legal Services drafts contracts and other agreements in cases where the Municipality of La Trinidad as represented by the Municipal Mayor/ Municipal Office is one of the contracting parties.

Office or Division:	OFFICE FOR LEGAL SERVICES			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Government Agency (Municipal Departments/ Offices)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the written request, transmittal letter, or action slip together with the pertinent documents.	1. Receive the documents. 2. Docket it in the log book.	None	1 minute	<i>Mark Francis P. Solis Administrative Aide VI</i> <i>Jason P. Taltala Casual Admin. Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i>
2. Waits for the OLS staff to check the documents.	1. Check the document and attachments for completeness.	None	5 minutes	<i>Mark Francis P. Solis Administrative Aide VI</i> <i>Jason P. Taltala Casual Admin. Officer I</i> <i>Janice P. Fausto Administrative Officer II</i> <i>Francis A. Batnag Administrative Officer IV</i> <i>Victor B. Singa Jr. Municipal Legal Officer</i>

<p>3. Waits for the draft of the contract/ agreement.</p>	<p>1. Do legal research relative to the request. 2. Draft the corresponding contract/ agreement.</p>	<p>None</p>	<p>5 days</p>	<p><i>Mark Francis P. Solis Administrative Aide VI</i></p> <p><i>Jason P. Taltala Casual Admin. Officer I</i></p> <p><i>Janice P. Fausto Administrative Officer II</i></p> <p><i>Francis A. Batnag Administrative Officer IV</i></p> <p><i>Victor B. Singa Jr. Municipal Legal Officer</i></p>
<p>4. Submits the corrected draft contracts and agreements.</p>	<p>3. Finalize the contract/ agreement.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Jason P. Taltala Casual Admin. Officer I</i></p> <p><i>Janice P. Fausto Administrative Officer II</i></p> <p><i>Francis A. Batnag Administrative Officer IV</i></p> <p><i>Victor B. Singa Jr. Municipal Legal Officer</i></p>
<p>5. Receives the final copies of the contract.</p>	<p>1. Serve the contract/ agreement to the requesting office.</p>	<p>None</p>	<p>1 minute</p>	<p><i>Mark Francis P. Solis Administrative Aide VI</i></p> <p><i>Jason P. Taltala Casual Admin. Officer I</i></p> <p><i>Janice P. Fausto Administrative Officer II</i></p> <p><i>Francis A. Batnag Administrative Officer IV</i></p>