



OFFICE OF THE CITY LEGAL OFFICER

Internal Services



1. Rendering of Legal Opinions

A type of document expressing legal conclusions about and/or legal analysis of a transaction or matter which is relied on by the requesting party indicating the legal effects of their concern and the legal risks that the requesting party should consider further and evaluate.

Office or Division:		CITY LEGAL OFFICE		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Client / G2G – Government to Government		
Who may avail:		Employees of the City Government.		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written query or request for legal opinion			To be provided by the client / requesting office or employee.	
All documents relative to the client's concern.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents required	1.1 Record request and refer to the City Legal Officer for proper disposition of request.	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	1.2 Assess and assign document preparation to concerned lawyer	None	15 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.3 Gather and provide all necessary information and finalize the legal opinion requested.	None	2 days (for simple requests) 9 days (for complex requests)	Atty. Deanne Gel DC. Santos Assistant Legal Counsel City Legal Office



	1.4 Review and approve release of document by the City Legal Officer.	None	30 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.5 Inform the requesting party on the copy of the approved document through text / call	None	5 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
2. Receive the requested document.	2. Record and release the signed legal opinion	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	Total	None	2 days and 54 minutes <i>(Simple requests)</i> 9 days and 54 minutes <i>(Complex requests)</i>	



2. Review and/or Drafting of Contracts, Ordinances, and other Legal Instruments

In relation to the CLO's mandate to provide assistance and guidance to the City Government, CLO renders complete and final legal document in relation to the request of the requesting office.

Office or Division:	CITY LEGAL OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Officials and employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written query or request for review			To be provided by the requesting office.	
Contract Proposed ordinance Other legal instrument				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s to submit written request for review of documents to the receiving officer.	1.1. CLO staff to receive client’s request.	None	5 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	1.2. Refer to the City Legal Officer for proper disposition of request			
	1.3. Evaluate request.	None	15 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
	1.4. Assign document review to concerned lawyer.			



	1.5. Gather and provide all necessary information, provide comments and draft a legal opinion, if necessary.	None	2 days (for simple requests) 9 days (for complex requests)	Atty. Deanne Gel DC. Santos Assistant Legal Counsel City Legal Office
	1.6. Review and approve release of document by the City Legal Officer.	None	30 minutes	Atty. Bernard Joseph E. Domingo Acting City Legal Officer City Legal Office
2. Return to the CLO for the claiming of the requested document.	2.1. Record and release the signed document to the requesting client.	None	2 minutes	Nathalie Joy Jimenez Statistician I City Legal Office
	Total	None	2 days and 52 minutes <i>(Simple requests)</i> 9 days and 52 minutes <i>(Complex requests)</i>	