



City Legal Office



Provision of Various Legal Services

SERVICE INFORMATION

The City Legal Office provides various legal services. The Office through its legal officer, the chief legal counsel of the Local Government of San Carlos City (LGU), discharges the following duties and functions:

- a. Formulates measures for the consideration of the Sanggunian and provide legal assistance and support to the City Mayor in carrying out the delivery of basic services;
- b. Develops plans and strategies regarding programs and projects related to legal services and upon approval of the mayor implement the same;
- c. Represent the City Government in all civil actions and special proceedings wherein the LGU or any of its official, in its or his/her official capacity, is a party;
- d. Drafts Ordinances, implementing rules and regulations, contracts, memoranda of agreements and other legal documents involving the interest of the LGU concerned;
- e. Render legal opinion or any question of law involving the LGU or its official in his/her official capacity;

Investigate or cause to be investigated any local official or employee for administration neglect or misconduct, or any person or firm for any violation of law or ordinance

Office or Division:	CITY LEGAL OFFICE			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may Avail:	City Mayor, City Vice Mayor, SP Members and City Officials & Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Refers legal query or issue for legal opinion in writing	Receives written endorsement or communication from the concerned official	None	1 (one) to 3 (Three) days	City Legal Officer or any of his staff
2. Drafts laws contracts, and other legal documents	Receives written endorsement or communication from the concerned official	None	1 (one) to 5 (five) days	
3. Investigates persons or firms for any violation of law or ordinance	Receives any request or instruction from the mayor or official	None	1 (one) to 5 (five) days	City Legal Officer
	TOTAL	None	13 days	
End of transaction				