



City Legal Office

Internal / External

LEGAL OPINION AND ADVICE

Legal Opinion (Written)

Office or Division:	City Legal Office (CLO)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Indorsement, Query or Request Letter containing the legal question or issue sought to be given an opinion by the City Legal – Two (2) Original Copies		1. Provided by concerned Offices(s), Official(s) or Employee(s) of the City Government of Silay		
2. Duly accomplished and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		2. City Legal Office (CLO)		
3. Valid City Government of Silay Identification (I. D.) Card – One (1) Photocopy		3. City Government of Silay		
4. Approval of the Head of Agency to render Written Legal Opinion		4. City Mayor and City Vice-Mayor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents	1. Receiving and reviewing of the submitted documents 2. Doing research on the matter 3. Drafting and Preparation of the Written Legal Opinion	None	Eighteen (18) days	City Legal Office (CLO) Clerk
2. Client(s) awaits the Written Legal Opinion	Releasing of the Written Legal Opinion	None	Ten (10) minutes	City Legal Office (CLO) Clerk
TOTAL:		None	Eighteen (18)	



		days and Ten (10) minutes	
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Legal Advice (Verbal)

Office or Division:	City Legal Office (CLO)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client			
Who may avail:	Poor and Needy Resident(s) of the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)		
2. Barangay Indigency or similar document – One (1) Original copy		2. Concerned Barangay of the City of Silay		
3. Document(s) and paper(s) relevant and related to the complaint(s), issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s), Board(s) Resolution, Secretary Certificate(s) and others necessary and relevant thereto – One (1) Photocopy		3. Concerned Issuing Agency		
4. Personal Appearance(s) of the Requestor		4. Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents	Receiving and reviewing of the submitted documents	None	Five (5) minutes	City Legal Office (CLO) Clerk



2. Client(s) discussing with the City Legal Officer while the latter render his legal advice on the matter	Rendering of legal advice on the matter	None	Forty five (45) minutes	City Legal Officer
TOTAL:		None	Fifty (50) minutes	

Legal Advice (Verbal)

Office or Division:	City Legal Office (CLO)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Official(s) or Employee(s) of the City Government of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)		
2. Document(s) and paper(s) relevant and related to the complaint(s), issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s), Board(s) Resolution, Secretary Certificate(s) and others necessary and relevant thereto – One (1) Photocopy		2. Concerned Issuing Agency		
3. Valid City Government of Silay Identification (I. D.) Card - For Presentation Only		3. City Government of Silay		
4. Personal Appearance(s)		4. Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING	PERSON



		BE PAID	TIME	LIABLE
1. Submission of the required documents	Receiving and reviewing of the submitted documents	None	Five (5) minutes	City Legal Office (CLO) Clerk
2. Client(s) discussing with the City Legal Officer while the latter render his legal advice on the matter	Rendering of legal advice on the matter	None	Forty five (45) minutes	City Legal Officer
TOTAL:		None	Fifty (50) minutes	

PREPARATION OF SIMPLE LEGAL DOCUMENTS

Office or Division:	City Legal Office (CLO)		
Classification:	Simple*		
Type of Transaction:	G2C – Government to Client		
Who may avail:	Any individual residing in the City of Silay, any individual or any legal entity doing business with the City Government of Silay or having any transaction with Silay City Government Offices, provided that the document being requested is simple in nature.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly Accomplished and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)	
2. Duly Accomplished and signed Payment Form – Two (2) Original Copy		2. City Legal Office (CLO)	
3. Official Receipt (OR) – One (1) Original Copy		3. City Treasurer's Office (CTO)	
4. Current and Valid Competent Evidence of Identity issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security		4. Concerned Issuing Agency	



System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disable Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification and others – One (1) Original Copy and One (1) signed photocopy.				
5. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) Board(s) Resolution, Secretary Certificate(s) and others necessary and relevant thereto – One (1) Photocopy		5. Concerned Issuing Agency		
6. Personal Appearance(s)		6. Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents while Client(s) are being interviewed	1. Receiving and reviewing of the submitted documents 2. Drafting and Preparation of the Legal Documents	P30.00 per document	One (1) hour	City Legal Office (CLO) Clerk
2. Client(s) awaits the Drafted and	Releasing of the Drafted and	None	Five (5) minutes	City Legal Office (CLO)



Prepared Legal Document	Prepared Legal Document			Clerk
*Simple Affidavits Only, does not cover Complicated Affidavits and Commercial Documents such as but not limited to: Complaint Affidavits, Deeds, Contracts, Memorandums, Agreements, Heirship, Position Papers, Special Power of Attorney, Board Resolution, Secretary Certificate, Documents involving impending or actual controversy pending in Quasi, Judicial or Administrative Agency and similar instruments.				
TOTAL:		P30.00 per document	One (1) hour and Five (5) minutes	

Office or Division:	City Legal Office (CLO)		
Classification:	Simple*		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly Accomplished and signed City Legal Office (CLO) Data Sheet Form – One (1) Original Copy		1. City Legal Office (CLO)	
2. Duly Accomplished and signed Payment Form – Two (2) Original Copy		2. City Legal Office (CLO)	
3. Official Receipt (OR) – One (1) Original Copy		3. City Treasurer’s Office (CTO)	
4. Current and Valid Competent Evidence of Identity issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver’s license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter’s ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman’s book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disable		4. Concerned Issuing Agency	



Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification and others – One (1) Original Copy and One (1) signed photocopy.				
5. Document(s) and paper(s) relevant and related to the issue(s) or concern(s), such as but not limited to: ID(s), Title(s), Deed(s) of Sale, Deed(s) of Donation, Contract(s) to Sell, Memorandum(s), Agreement(s), Declaration(s) of Heirship, Extra-judicial Settlement of Estate, Affidavit(s) of Adjudication, Birth Certificate(s), Death Certificate(s), Marriage Contract(s), Case File(s) and Document(s), Certificate(s) to File Action, Letter(s), Form(s), SSS Records, GSIS Records, Blotter Report(s), School Record(s), Medical Record(s), Special Power of Attorney, Court Order(s), Court Decision(s) Board(s) Resolution, Secretary Certificate(s) and others necessary and relevant thereto – One (1) Photocopy		5. Concerned Issuing Agency		
6. Personal Appearance(s)		6. Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents while Client(s) are being interviewed	1. Receiving and reviewing of the submitted documents 2. Drafting and Preparation of the Legal Document	P30.00 per document	One (1) hour	City Legal Office (CLO) Clerk
2. Client(s) awaits the Drafted and Prepared Legal Document	Releasing of the Drafted and Prepared Legal Document	None	Five (5) minutes	City Legal Office (CLO) Clerk
*Simple Affidavits Only, does not cover Complicated Affidavits and Commercial Documents such as but not limited to: Complaint Affidavits, Deeds, Contracts, Memorandums, Agreements, Heirship, Position Papers, Special Power of Attorney, Board Resolution, Secretary Certificate, Documents involving impending or actual controversy pending in Quasi, Judicial or Administrative Agency and similar instruments.				



TOTAL:	P30.00 per document	One (1) hour and Five (5) minutes	
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REVIEW OF CONTRACTS, ORDINANCES AND OTHER LEGAL INSTRUMENTS

Office or Division:	City Legal Office (CLO)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office(s), Official(s) or Employee(s) of the City Government of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Document(s) sought to be reviewed – Two (2) Original Copies		1. Provided by Offices(s), Official(s) or Employee(s) of the City Government of Silay		
2. Request or Indorsement Letter – Two (2) Original Copies		2. Client		
3. Valid City Government of Silay Identification (I. D.) Card - For Presentation Only		2. City Government of Silay		
4. Personal Appearance(s)		3. Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents	1. Receiving and reviewing of the submitted documents 2. Doing research on the matter 3. Making and Marking Annotations on the Document	None	Sixteen (16) days	City Legal Office (CLO) Clerk
2. Client(s) awaits the documents	Releasing of the Reviewed Document	None	Five (5) minutes	City Legal Office (CLO) Clerk
TOTAL:		None	Sixteen (16) days and Five (5) minutes	

SIGNING OF CLEARANCE



Office or Division:	City Legal Office (CLO)			
Classification:	Simple*			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Retiring, Resigning, Filing of Application for Leave, Transferring and other Mode of Separation of Official(s) and Employee(s) within the Territorial Jurisdiction of the City of Silay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly subscribed or notarized Affidavit of No Pending Case and Undertaking – One (1) Original Copy		1. Lawyer and Notary Public		
2. Clearance Form (CS Form No. 7, Revised 2018) – Five (5) Original Copies		2. Civil Service Commission (CSC) or Personnel Division (HRMO) of the City Government of Silay		
3. Special Power of Attorney (SPA), if not personally requesting – One (1) Original Copy		3. Client and Lawyer		
4. Declaration of Heirship or Extra-Judicial Settlement of Estate with Special Power of Attorney, if the beneficiary or recipient is deceased – One (1) Original Copy		4. Client and Lawyer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON LIABLE
1. Submission of the required documents	1. Receiving and reviewing of the submitted documents 2. Signing of Clearance	None	Twenty (20) minutes	City Legal Office (CLO) Clerk and City Legal Officer
2. Client(s) awaits the Signed Clearance	Releasing of the Clearance	None	Five (5) minutes	City Legal Office (CLO) Clerk
*Provided that client's documents do not suffer from infirmities				
TOTAL:		None	Twenty Five (25) minutes	