

## EXTERNAL SERVICES

### 1. Render Legal Advice to the Constituents of El Nido.

The Office of the Municipal Legal Officer is mandated to be in the frontline of protecting human rights. To wit, the Municipal Legal Officer is tasked to educate the constituents of their rights and obligations under the law on the given circumstance.

<b>Office/Division:</b>	Office of the Municipal Legal Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Residents of the Municipality of El Nido			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Document and Identification			Office of the Municipal Legal Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log Book	1.1 Give Appointment schedule	None	1 Minute	<i>MLOStaff</i>
2. Ask for appointment date	1.2 Review the documents and identification	None	1 Minute	<i>MLOStaff</i>
	1.3 Render Legal advice	None	30 Minutes	<i>MLOStaff</i>
	<b>TOTAL:</b>		<b>32 Minutes</b>	

## INTERNAL SERVICES

### 2.) Act as Legal Consultant/Resource Person of the Barangay Governments.

The Municipal Legal Officer is mandated to render legal advise on matters involving questions of law to the punong barangay or any lupon or pangkat member whenever necessary in the exercise of his functions in the administration of justice of the katarungang pambarangay. .

<b>Office/Division:</b>	Office of the Municipal Legal Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	LGU Office/Barangays of El Nido			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Invitation			Office of the Municipal Legal Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Received communication.	1.1 Schedule an appointment	None	10 Minutes	<i>MLO Staff</i>
	Services: ➤ Act as legal consultant of Lupon Tagapamayapa.	None	4 Hours	<i>Municipal Legal Officer</i>

	<ul style="list-style-type: none"> <li>➤ Act as resource person in trainings and refresher course.</li> <li>➤ Act as as legal consultant of the Liga ng mga Barangay (Association of Barangay Captains)</li> </ul>			
	<b>TOTAL:</b>	NONE	<b>4 Hours, 10 Minutes</b>	

### 3.) Draft and review of Executive Orders, Memorandum and Correspondence and Notarize LGU Documents.

The Office of the Municipal Legal Officer is mandated to assist the Office of the Municipal Mayor to draft executive orders, memorandum orders, contracts, and other instruments involving any interest of the local government unit and provide comments and recommendations on any instrument already drawn and to notarize LGU documents.

<b>Office/Division:</b>	Office of the Municipal Legal Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	LGU Office/Mayor's Office			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Document			Office of the Municipal Legal Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Received communication.	1.1 Draft the executive orders, memorandum, and correspondence.	None	4 Hours	<i>MLO Staff</i>
	1.2 Review and finalize the draft orders.	None	1 Hour	<i>Municipal Legal Officer</i>
	1.3 Prepare the final draft for printing and signature. Then return to the staff.	None	30 Minutes	<i>Legal Office Staff</i>
2. Received documents for notarization.	2.1 Prepare Documents for Notarization and Documentation.		10 Minutes	<i>Legal Office Staff</i>
	2.2 Sign the Documents.		2 Minutes	<i>Municipal Legal Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>5 Hours, 42 Minutes</b>	

#### 4.) Act as Legal Consultant of the Sangguniang Bayan

The Office of the Municipal Legal Officer is mandated to provide legal assistance to the sangguniang bayan by rendering his opinion on any question of law when requested.

<b>Office/Division:</b>	Office of the Legal Officer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	LGU Office/Sangguniang Bayan			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Documents			Office of the Legal Officer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Received communication.	1.1 Act as legal consultant in regular/special session, committee hearings, quasi-judicial hearings, and public consultations	None	4 Hours	<i>MLO Staff</i>  <i>Municipal Legal Officer</i>
	1.2 Review ordinances/committee reports	None	4 Hours	<i>Municipal Legal Officer</i>
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day</b>	