



OFFICE OF THE MUNICIPAL LEGAL OFFICER



The Legal Officer is the chief legal counsel of the local government unit and shall take charge of the office of legal services.

1. Legal Counselling

The provision of efficient legal guidance and assistance to all departments/ divisions/ sections and all Barangays of the Municipality of Sual.

Office of Division:		Office of the Municipal Legal Officer		
Classification:		Complex		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		All departments/units in the Municipal Government of Sual, Pangasinan All barangays in the Municipality of Sual, Pangasinan		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Legal Office	Assists the clients.	None	1 minute	Admin Assistants Municipal Legal Office
2. Make an appointment with the officer-in-charge regarding the availability of the Municipal Legal Officer on a "FIRST COME, FIRST SERVE BASIS"	1.1. Presents all the supporting documents and complaints. 1.2. Refers to the Municipal Legal Officer 1.3. Clients concerns are responded and acted upon with legal advise.	None	1.1. 5 minutes 1.2. 1 minute 1.3. 30 minutes to 1 hour (depending on the concerns)	Admin Assistant Municipal Legal Office 1.3. Municipal Legal Officer Office
3. Sign the visitor's logbook before leaving the office		None	1 minute	Admin Assistant Municipal Legal Office
	Total	None	20 minutes	



2. Rendering of written Legal Opinion

Conducting of research and rendering of legal opinion on any question of law concerning the governance and interest of the Municipality of Sual, Pangasinan.

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CHECKLIST REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter-request/referral and supporting documents/papers, if available and necessary, to the Municipal Legal Office. See to it that the receiving copy is properly stamped with "RECEIVED" bearing the date, time and signature of the Receiving Officer.	1.1. Assists the clients 1.2. Presents and received all the documents.	None	1.1. 1 minute 1.2. 1 minute	Admin Assistant Municipal Legal Office Municipal Legal Officer Municipal Legal Office
2. Receive the approved legal opinion.	2.1 Drafts legal opinion 2.2. Release legal forms, if any 3.3. Release legal opinion acted upon with legal advise.	None	1-3 days	Admin Assistant Municipal Legal Office 1.3. Municipal Legal Officer Office
	Total	None	3 days 2 minutes	



3. Review of Contracts, Ordinances and other Legal Instruments

Reviewing and draft of contracts, proposed ordinances, resolutions, and other legal instruments involving the Municipal Government of Sual.

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CHECKLIST REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for review of documents/legislations to the receiving officer together with the document to be reviewed. Include soft copy of contract or legal instrument, if available.	1.1 Assists the clients 1.2. Presents all the supporting documents/legislations, draft contracts, ordinance supporting documents or instruments.	None	1.1. 1 minute 1.2. 1 minute	Admin Assistant Municipal Legal Office
2. Receive the comments and suggested amendments on the contract.	1.1. Review the documents 1.2. Release the documents		1-3 days	Municipal Legal Officer Municipal Legal Office Admin Assistants Municipal Legal Office
	Total		3 days 2 minutes	