



## 2. Issuance of Legal Opinion

Legal opinion is issued in written form after evaluating the documents presented by the customer.

<b>Office or Division:</b>	City Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B, G2C, G2G			
<b>Who may avail:</b>	Local Chief Executive/LGU Departments			
<b>CHECKLIST OF REQUIREMENT/S</b>			<b>WHERE TO SECURE</b>	
1. Tracer slip 2. Endorsement Letter attached with pertinent documents for legal opinion			1. Front Desk/Receiving clerk 2. City Mayor's Office/Submitting Departments	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit endorsement attaching all pertinent documents for legal opinion	1. Receive endorsement. Check attachments and record to incoming communication logbook	none	20 days	Admin. Receiving Section
	2. Assign the document to legal staff to conduct research	none		Legal Researchers
	2.1. Discuss the issue for legal	none		Legal Officers with the legal



	opinion with the available materials researched.			researchers
	2.2. Formulate, encode and print	none		Legal Researchers
	2.3. Sign legal opinion	none		Legal Officer, Assistant legal officer
	2.4. Record signed legal opinion for release and service	none		Admin. Aide/ Liaison/ Messenger
	Total		20 days	
End of Transaction				