

OFFICE: PROVINCIAL LEGAL OFFICE

PERFORMANCE SERVICE/AREA: LOCAL AND FISCAL ADMINISTRATION

MISSION: "A Strong and Productive Provincial Government of Cavite (PGC)
 - Ensure effective and efficient public service, resource generation, fund utilization, monitoring and evaluation in order to achieve National and International Standards in local and fiscal administration

GOAL: To formulate measures for consideration of the Sanggunian and provide legal assistance and support to the governor in carrying out the delivery of basic services and provisions adequate facilities as provided for under the Local Government Code of 1991.

Strategic Objectives	Executive Programs/Projects/Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
Provide Quality and Efficient Public Service in Support of the PGC's Mission	Provide quality legal services and assistance to the Provincial Government of Cavite and its constituents	Local Government Code of 1991	Attend training/seminar relevant to legal services and assistance Develop internal/office policy	twice/year
	Represent the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, in his official capacity, is a party.	Local Government Code of 1991	Keep open communication & updating regarding the case to the concerned local officials	as needed
	Draft ordinances, contracts, bonds, leases and other instruments involving interest of the local government unit and provide comments and recommendations on any instruments already drawn when required by the governor, the mayor or sanggunian	Local Government Code of 1991	Attend training/seminar for proper drafting of legal instruments Update/upgrade legal materials & research tools	once/year 2017-2019
	Render opinion in writing on any question of law when requested to do so by the governor, mayor, or the sanggunian, as the case may be and recommend appropriate action	Local Government Code of 1991	- Proper listening & questioning - Upgrade/update legal materials & research tools	as needed

Strategic Objectives	Executive Programs/Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
	Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office, an recommend appropriate action to the governor, mayor, or sanggunian as the case may be.	Local Government Code of 1991	- Attend proper training/seminar/special course relative to administrative matters/cases	as needed
	Initiate and prosecute in the interest of the local government unit concerned any civil action on any bond, lease, or other contract upon any breach or violation thereof when directed by the governor, mayor, or saggunian as the case may be.	Local Government Code of 1991	- Set-up conference with the parties concerned	as needed
	Review and submit recommendations on ordinances, resolutions and execute orders issued by component units. Mobile Legal Assistance Project	Local Government Code of 1991 Local Government Code of 1991	Propr Time Management & In-depth research Enter into Memorandum of Agreement with appropriate government and non-government agencies & offices.	as needed once/year