



# PROVINCIAL LEGAL OFFICE



## Review of Ordinances, Resolutions and Executive Orders

The subject of review and recommendation shall cover all enacted ordinances and resolutions submitted to the Sangguniang Panlalawigan by the component cities and municipalities in the exercise of its power of review and the ordinances and resolutions enacted by the Sangguniang Panlalawigan in the exercise of its local legislative power as well as the executive orders to be reviewed and issued by the Provincial Governor. The review of Ordinances, Resolutions and Executive Orders are covered by R.A. 7160.

<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly-Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Sangguniang Panlalawigan and other Legislative Body Office of the Governor			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Endorsement letter</li> <li>• Copy of the document for review</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the endorsement letter and the document that is subject for review.	1. Receive the required documents and check for completeness.	None	5 minutes	<i>Legal Aide Legal Assistant I</i>
	2. Identify the period within which it should be studied/reviewed; record and forward to the Provincial Legal Officer.	None	5 minutes	<i>Legal Aide Legal Assistant I</i>
	3. Designate/Assign the client's request to the other lawyers or legal staff for review and recommendation	None	10 minutes	<i>Provincial Legal Officer</i>
	4. Review and drafting of the appropriate recommendation, then forward to the Provincial Legal Officer for approval.	None	Ordinance – 10 days, subject for extension depending on complexity; Resolution – 30 days; Executive Order – 30 days	<i>Attorney II/III Legal Asst. I/II Provincial Legal Officer</i>
	<b>TOTAL</b>		<b>Ordinance – 10 days, 20 minutes, subject for extension depending on complexity; Resolution – 30 days, 20 minutes; Executive Order – 30 days, 20 minutes</b>	



## Representation of Cases Involving the Provincial Government of Cavite

Represent the Province including its component cities and municipalities, as well as public officials, before any judicial courts, quasi-judicial bodies, and other tribunals in cases involving violations or infringements of their rights, functions, duties and responsibilities, as well as their property and/or proprietary rights, exercising due diligence, professionalism, and ensuring quality and efficient service to all in order to protect and promote the interest of the Province and the welfare of its constituents. Representation of Cases Involving the Provincial Government of Cavite is covered by R.A. 7160; The 1997 Rules of Civil Procedure; and The Rules on Criminal Procedure.

<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Provincial Government of Cavite Component cities and Municipalities of Cavite			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>• Endorsement Letter/Request</li> <li>• Supporting documents relative to the case to which the client needs representation.</li> </ul>			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits endorsement letter/ request together with the supporting documents.	1. Receive and record the Order/Notice, pleading or other legal paper, then forward it to the Legal Assistant I/II.	None	5 minutes	<i>Admin Aide III/IV Legal Aide</i>
	2. Note the date of the schedule of hearing, and/or the date within which the legal paper or document should be filed or submitted, as the case may be, then forward the same to the Provincial Legal Officer for evaluation.	None	5 minutes	<i>Legal Assistant I/II</i>
	3. Designate a lawyer, or assign it to the one who was already designated to handle the case.	None	10 minutes	<i>Provincial Legal Officer</i>
	4. Attend and appear in court, quasi-judicial body, and other tribunals, and/or prepare and submit or file legal papers or document/s.	None	Attendance in court - 1 day; Preparation/ submission/ filing – 30 days or depending on the court's order	<i>Attorney III/IV</i>
	<b>TOTAL</b>		<b>30 days, 20 minutes or depending on the court's order</b>	



## Provision of Legal Advice

Clients with endorsement from the Office of the Governor shall be provided with the necessary legal services which shall include legal advice/counseling, preparation of instruments and contracts, and/or referral to other concerned government office or agency, free of charge.

<b>Office or Division:</b>		Provincial Legal Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Endorsement Slip</li> <li>• Supporting documents relative to the legal advice/service sought</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits endorsement slip together with the supporting documents	1. Receive and record Endorsement Slip and other documents, then forward to the Legal Assistant for preliminary assessment.	None	5 minutes	<i>Admin Aide III/IV Legal Aide</i>
2. Log in the Client Logbook	2. Preliminary assessment of the client's request and forwards the documents to the Provincial Legal Officer.	None	5 minutes	<i>Legal Assistant I/II</i>
	3. Designate/Assign the client's request to the proper Office personnel or lawyer for appropriate action.	None	10 minutes	<i>Provincial Legal Officer</i>
	4. Render Legal Advice/ Counseling; extend the necessary legal services based on the information provided and the documents presented and issue Action Slip afterwards.	None	2 hours	<i>Provincial Legal Officer Attorney II/III Legal Asst. I/II Legal Aide Admin Asst. II</i>
	5. Record the Action Slip.	None	5 minutes	<i>Admin Aide III/IV Legal Aide</i>
	<b>TOTAL</b>		<b>2 Hours, 25 minutes</b>	



## PROOF OF POSTING

Kindly provide picture/s of your Citizen's Charter posted in your Office, visible to clients.  
(Two pictures per A4 page of paper).

Sample Caption: *Cavite Quality Management Office Citizen's Charter Posted at the Office Entrance.*

## COMMUNICATION PLAN

Aside from the Citizen's Charter posted in the conspicuous places in the office premises, please provide discussion on other ways or platform that the Citizen's Charter is communicated to the clientele. (200 to 300 words)

## CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Legal Office	Provincial Capitol Building, Trece Martires City, Cavite	Telephone: (046) 419-0492 Telefax: (046) 419-0492 Email Address: <a href="mailto:provllegal@yahoo.com">provllegal@yahoo.com</a>