



Provincial Legal Office



1.Reviewing of Sangguniang Panlalawigan Resolution

The Provincial Legal Officer shall review the passed Sangguniang Panlalawigan Resolutions of the Sangguniang Panlalawigan Members for further examination and evaluation if all are congruent with that of the existing laws, rules and regulations, procedures, memoranda circulars and presidential executions.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Sangguniang Panlalawigan			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Office of the Secretary to the Sangguniang Panlalawigan addressed to the Provincial Legal Officer;(1 copy only) 2. Completely signed Sangguniang Panlalawigan Resolutions; (1 copy only) and 3. At least three (3) copies of the Sangguniang Panlalawigan Resolution.			Office of the Secretary to the Sangguniang Panlalawigan (OSSP)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Submits the approved and passed Sangguniang Panlalawigan Resolutions of the Office of the Sangguniang Panlalawigan.	2.Checks the completeness of the documents.	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3.Receives the office receiving file copy duly sign and acknowledge by the 4.Administrative Personnel	3.Signs the office file copy presented by the Office Liaison	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador



				Administrative Assistant II
	4.Records details in the Incoming Logbook.	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	4.1Forwards the Sangguniang Panlalawigan Resolutions to the Provincial Legal Officer for perusal and initial signature	None		Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	4.2Reviews the endorsed Sangguniang Panlalawigan Resolution/s.	None	3Minutes.	Atty. Mark Christopher Babor Acting Department Head
	4.3Returns to the Administrative Staff for the preparation of Endorsement Letter	None		Atty. Mark Christopher A. Babor Acting Department Head
	4.3Prepares an Endorsement Letter addressed to the Office of the Provincial Governor	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



	4.4 Let the Provincial Legal Officer sign the Endorsement Letter	None		Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	4.5 Signs the Endorsement Letter and returns to the assigned personnel	None		Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	4.6 Records details in Outgoing Logbook	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	4.7 Endorses the Sangguniang Panlalawigan Resolution/s to the Office of the Provincial Governor	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
TOTAL:		None	15 Minutes	



2.Reviewing of Statement of Assets, Liabilities and Net worth (SALN)

Reviewing of SALN of all public officials and employees shall be done before their submission to the Office of the Provincial Human Resource Management and Development (PHRMDO) for collation and submission to the Office of the Ombudsman.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Provincial Government Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter with list of all employees from the concerned office addressed to the Provincial Legal Officer (1 copy only)			Department Heads of Provincial Offices and Chief of Hospitals of the Province	
2. Completely filled out SALN prescribed form.			Concerned employees of each Provincial Department Offices and Provincial Hospitals	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the SALN/s to the Administrative Staff	2.Check the completeness of the documents	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the Office receiving file copy duly sign and acknowledge by the Administrative Staff	3.Signs the Office file copy presented by the Office Liaison	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.1Records details in the		1 Minute	Annie D. Antolijao



	Incoming Logbook	None		Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3Evaluates SALN if it complies with the standard rules and procedures in filling out the SALN form.	None	3Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant III
	3.4Prepares an Endorsement Letter addressed to the Provincial Human Resource Management and Development Officer	None	3 Minutes	Meldgyrie Mae M. Andales Legal Assistant I
	3.5Let the Provincial Legal Officer sign the endorsement letter	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I
	4.6Signs the Endorsement Letter and returns to the	None	1 Minute	Atty. Mark Christopher A. Babor



	assigned personnel			Acting Department Head
	3.7Records the details in the Outgoing Logbook	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I
	3.8Enters data in the Reviewed and Evaluated SALN Database	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I
	3.9Endorses the SALNs to the Office of the Provincial Human Resource Management and Development	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I
TOTAL:		None	15 Minutes	



3.Evaluating and Reviewing of Good Conduct Time Allowance (GCTA) Grant

Evaluation and review of Good Conduct Time Allowance (GCTA) Grant shall be done to cross check the grantees, scrutinize the grants, the computation, the grantee, and examine of the grantee if it did really show good conduct in its stay in the Provincial Jail.

Office or Division:	Provincial Legal Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Provincial Jail Division			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Provincial Jail Division addressed to the Provincial Legal Officer which should be forwarded one (1) week before the effectivity of the adjusted release;(1 copy only) 2. Pertinent supporting documents such as: Official Record of the prisoner, actual computation of the GCTA.(1 copy only)			Provincial Jail Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Hands over the documents	2.Check the completeness of the documents	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the receiving file copy duly signed by the Administrative Personnel.	3.Signs the receiving file copy presented by the Office Liaison	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



	3.1Records details in the Incoming Logbook	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2Forwards the documents to the Provincial Legal Officer for review and perusal	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3Reviews, validates, and evaluates the documents	None	6 Days & 8 Hours	Atty. Mark Christopher Babor Acting Department Head
	3.4Forwards to the assigned personnel for the return of the documents	None	10 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.5Records details in the Outgoing Logbook	None	5Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
TOTAL:		None	7 Days	



4.Preparing of Affidavit of Loss

Affidavit of Loss is issued to Provincial Government Employees to attest and declare the physical loss of the pertinent government documents and/or property which is usually lost through the destruction by fire, flood, or other reasonable means.

Office or Division:		Provincial Legal Office		
Classifications:		Simple		
Type of Transactions:		G2G – Government to Government		
Who may avail:		All Provincial Government Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned Provincial Government Official or Employee	
2. Government issued ID of the person who will execute the Affidavit(1 copy only)			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Provides the necessary information needed	2.Interviews the client	None	5Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.1Drafts the Affidavit	None	15 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



				<p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>
<p>3. Reviews the correctness of the contents of the Affidavit an if found sufficient, returns to the assigned personnel for finalization</p>	<p>3.Explains the contents of the Affidavit to the Affiant</p>	<p>None</p>	<p>2 Minutes</p>	<p>Annie D. Antolijao Administrative Assistant II</p> <p>Sibyl Joy I. Labrador Administrative Assistant II</p> <p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>
	<p>3.1Forwards the Affidavit to the Provincial Legal Officer or Provincial Legal Consultants for correction and evaluation</p>	<p>None</p>	<p>1 Minute</p>	<p>Annie D. Antolijao Administrative Assistant II</p> <p>Sibyl Joy I. Labrador Administrative Assistant II</p> <p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>
	<p>3.2Reviews the Affidavit</p>	<p>None</p>	<p>3 Minutes</p>	<p>Atty. Mark Christopher A. Babor</p>



				Acting Department Head
	3.3 Returns to the assigned personnel for finalization	None	1 Minute	Atty. Mark Christopher A. Babor Acting Department Head
	3.4 Finalizes the Affidavit	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
4. Receives the Affidavit	4 Releases the Affidavit to the Affiant	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	35 Minutes	



5.Preparing of Affidavit of Discrepancy

Affidavit of Discrepancy is issued on Provincial Employees to attest that the clerical error committed was purely in good faith and to further state the true and correct spelling of the name to be reflected in the official document.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned Provincial Employee	
2. Any document which have discrepancy such as: a) Official Receipt or Certificate of Registration of the government vehicle b) Official Receipt issued by other Government Agency or Institution c) Official Receipt or Official Document issued by the Provincial Government			Different Agencies transacted by the Provincial Government of Lanao del Norte or the Provincial Government of Lanao del Norte	
3. Two (2) supporting documents to attest to the truthfulness and correctness of the spelling of its name			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
4. Government issued ID of the person who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Provides the information needed.	2.Interviews the client	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I



				Jacob C. Malik Local Legislative Staff Assistant I
None	Drafts the Affidavit	None	15 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
3. Reviews the correctness of the contents of the Affidavit and if found sufficient. Return to the assigned personnel for finalization	3.Explains the contents of the Affidavit to the Employee	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.1Forwards the Affidavit to the Provincial Legal Officer or Provincial Legal Consultants for	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador



	correction and evaluation			Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.2Reviews the Affidavit	None	3 Minutes	Atty. Mark Christopher A. Babor
	3.3Returns the Affidavit to the assigned personnel for finalization	None	1 Minute	Atty. Mark Christopher A. Babor Acting Department Head
	3.4Finalizes the Affidavit	None	5 Minutes	Annie D. Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
4. Receives the Affidavit	4Releases the document to the Affiant	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



				Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	35 Minutes	



6.Preparing of Deeds (Deed of Donation and Deed of Usufruct)

Preparation of Deed of Donation and Deed of Usufruct are provided on instances wherein the Provincial Government intends to donate and/or usufruct a movable and/or immovable properties to any government agencies, institutions, and/or instrumentalities or Local Government Units for public use.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. All material facts were supplied			Engaging Government Agency/ Government Instrumentality/Local Government Units (LGUs)	
2. Endorsement Letter from the concerned office addressed to the Provincial Legal Officer (1 copy only)			Concerned Provincial Department Office whom the engaging Government Agency or Government Instrumentality or Local Government Units (LGUs) coordinated	
3. Photocopy of Land Title (for real property) or Official Receipt and Certificate of Registration (for motor vehicle) (1 copy only)			Registry of Deeds (for Real Properties) and Land Transportation Office (for Motor Vehicles)	
			Engaging Government Agency/Government Instrumentality/Local Government Units (LGUs)	
4. Government issued ID of the concerned signatories.			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the documents	2.Checks the completeness of the documents	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador



				Administrative Assistant II
3. Receives the receiving copy duly signed and acknowledge by the Administrative Personnel	3. Signs the file copy presented by the Office Liaison	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.1 Records details in the Incoming Logbook.	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2 Forwards the document to the Provincial Legal Officer	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3 Reviews the document	None	1 Day	Atty. Mark Christopher Babor Acting Department Head
	3.4 Routes to the assigned personnel for the drafting and/or preparation of the document	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.5 Drafts the Deed of		1 Day	Meldgyrie Mae M. Andales



	Donation/Deed of Usufruct	None		Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.6 Forwards to the Provincial Legal Officer for perusal and correction	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.7 Reviews and corrects the document	None	5 Hours	Atty. Mark Christopher Babor Acting Department Head
	3.8 Returns to the assigned personnel for finalization	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.9 Finalizes the document	None	3 Hours	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.10 Prepares Endorsement Letter address to the Provincial Administrator	None	15 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.11 Forwards the Endorsement Letter to the Provincial Legal	None	2 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik



	Officer for signature			Local Legislative Staff Assistant I
	3.12 Signs the Endorsement Letter and returns to the assigned personnel	None	3 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.13 Records details in the Outgoing Logbook	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.14 Endorses the document to the Office of the Provincial Administrator – Records Division	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	3 Days	



7.Preparing of Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)/Contracts and other Agreements

The preparation of the Memorandum of Agreements, Memorandum of Understanding, Contracts and other Agreements shall be provided to properly set forth terms and conditions for the conduct of effective and efficient delivery of public service.

Office or Division:	Provincial Legal Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request for the drafting or preparation of Agreement(1 copy only)			Local Government Unit (LGU)/ Government Institution/Non-Government Organization/ concerned Provincial Department Office	
2. Endorsement Letter from the Provincial Administrator addressed to the Provincial Legal Officer (1 copy only)			Office of the Provincial Administrator	
3. Pertinent supporting documents such as Project or Program Proposal. (1 copy only)			Local Government Unit (LGU)/ Government Institution/Non-Government Organization/ concerned Provincial Department Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 minute	
2. Gives the documents	2.Checks the completeness of the document	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the receiving copy duly sign and acknowledge by the	3.Signs the file copy presented by the Office Liaison	None	3 Minutes	Annie D. Antolijao Administrative Assistant II



Administrative Staff				Sibyl Joy I. Labrador Administrative Assistant II
	3.1 Records details in the Incoming Logbook	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2 Forwards the document to the Provincial Legal Officer	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3 Reviews the documents	None	5 Days	Atty. Mark Christopher Babor Acting Department Head
	3.4 Routes to the assigned personnel for the preparation of the document	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.5 Drafts the document	None	4 Days	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.6 Forwards the document to the Provincial Legal Officer for perusal and correction	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I



	3.7Reviews and corrects the document	None	3 Days	Atty. Mark Christopher Babor Acting Department Head
	3.8Returns to the assigned personnel for re-encoding of the corrected draft	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.9Re-encodes the document and incorporates the corrections and additional provisions provided by the Provincial Legal Officer	None	2 Days	Meldgyrie Mae M. Andales Jacob C. Malik
	3.10Forwards the edited document to the Provincial Legal Officer for perusal and correction		5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.11Reviews and corrects the edited document		2 Days	Atty. Mark Christopher Babor Acting Department Head
	3.12Returns to the assigned personnel for finalization of the document		5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.13Finalizes the document		2 Days & 7 Hours	Meldgyrie Mae M. Andales
	3.14Prepares Endorsement Letter addressed to the Provincial Administrator	None	15 Minutes	Legal Assistant I
	3.15Forwards the Endorsement	None	2 Minutes	Meldgyrie Mae M. Andales Legal Assistant I



	Letter to the Provincial Legal Officer for signature			Jacob C. Malik Local Legislative Staff Assistant I
	3.16 Signs the Endorsement Letter and returns to the assigned personnel	None	3 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.17 Records details in the Outgoing Logbook	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	1. 18 Endorses the document to the Office of the Provincial Administrator – Records Division	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	18 Days	



8.Reviewing of Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)/ Contracts (Contracts of Service, Contracts of Affiliation, Contracts of Lease, and Contracts of Consultancy)/ Deeds (Deed of Donation and Deed of Usufruct) and other Agreements

The review of Memorandum of Agreements, Memorandum of Understanding, Contracts of Service, Contracts of Affiliation, Contracts of Lease, Contracts of Consultancy, Deed of Donations, and Deed of Usufruct are provided to all government offices, instrumentalities, agencies and/or private entities who wish to execute an agreement with the Provincial Government.

Office or Division:	Provincial Legal Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Provincial Administrator addressed to the Provincial Legal Officer;(1 copy only)			Office of the Provincial Administrator	
2. Draft MOA/MOU/Contract/Deed and other Agreements from the concerned Local Government Unit (LGU)/ Government Institutions/Non-Government Organization/Private Entity;(1 copy only)			Engaging Government Agency or Government Instrumentality or Local Government Units (LGUs) or Non-Government Organization or Private Entity or coordinated Provincial Department Office	
3. Letter of Intent to partner with the Provincial Government;(1 copy only)				
4. Pertinent supporting documents such as: Project or Program Proposal.(1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the Letter Request with attached draft MOA/MOU/Contracts/Deeds and other Agreements	2.Checks the completeness of the documents	None	5Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



3. Receives the receiving file copy duly signed and acknowledge by the Administrative Personnel	3.Signs the file copy presented by Office Liaison	None	3 Minutes	Annie D. Antolijao
	3.1Records details in the Incoming Logbook	None	5Minutes	Administrative Assistant II
	3.2Forwards the documents to the Provincial Legal Officer	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3Reviews and corrects the document	None	5 Days	Atty. Mark Christopher Babor Acting Deaprtment Head
	3.4Routes to the assigned personnel for the drafting and/or re-encoding of the document for the additional provisions	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.5Drafts and/or re-encodes the document	None	3 Days& 4 Hours	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.6Returns to the Provincial Legal Officer	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I



	for perusal and review			Jacob C. Malik Local Legislative Staff Assistant I
	3.7Reviews and corrects the draft document	None	3 Days	Atty. Mark Christopher Babor Acting Department Head
	3.8Returns to the assigned personnel for re-encoding of the additional provisions and finalization of the document	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	13.9Finalizes the document	None	3 Days& 4 Hours	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	13.10Prepares an Endorsement Letter addressed to the Provincial Administrator	None	15 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.11Forwards the Endorsement Letter to the Provincial Legal Officer for signature	None	2 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.12Signs the Endorsement Letter and returns to the	None	3 Minutes	Atty. Mark Christopher Babor



	assigned personnel			Acting Department Head
	3.13Records details in the Outgoing Logbook	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.14Endorses the document to the Office of the Provincial Administrator – Records Division	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	15 Days	



9. Legal Advising

The consultation or legal advising shall be provided to all government employees and officials of Provincial Government who needs legal enlightenment concerning the Provincial Government.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material Facts 2. Pertinent supporting documents.			Concerned Department Office/Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Supplies the necessary information	2. Interviews the Client	None	14 Minutes	Atty. Mark Christopher Babor Acting Department Head
TOTAL:		None	15 Minutes	



10.Preparing of Legal Opinion

The preparation of legal opinion shall be given mainly to the Sangguniang Panlalawigan who seek legal opinion to the Provincial Legal Officer for the passage and/or adaption of Municipal Ordinances and other legal issues. Additionally, any Provincial Departments may also seek for legal opinion on matters concerning the Provincial Government.

Office or Division:	Provincial Legal Office			
Classifications:	Highly Technical			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from any Provincial Department Office or Sangguniang Panlalawigan Board Member addressed to the Provincial Legal Officer.(1 copy only) 2. Material Facts			Concerned Office/Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 minute	
2. Gives the documents	2.Checks the completeness of the documents	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the receiving file copy duly sign and acknowledge by the Administrative personnel	3.Signs the file copy presented by Office Liaison	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.1Records details in the		5 Minutes	Annie D. Antolijao



	Incoming Logbook	None		Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2 Forwards the document to the Provincial Legal Officer	None	1 Minute	Annie D. Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3 Reviews the documents and conducts legal research	None	10 Days	Atty. Mark Christopher Babor Acting Department Head
	3.4 Prepares the legal opinion	None	4 Days	Atty. Mark Christopher Babor Acting Department Head
	3.5 Advises the Administrative Staff for the preparation of Endorsement Letter addressed to the requesting Sangguniang Panlalawigan Member or Provincial Department Office	None	10 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.6 Prepares an Endorsement Letter addressed to the requesting Sangguniang Panlalawigan	None	4 Hours	Annie D. Antolijao Administrative Assistant II



	Board Member or requesting Department Head			Sibyl Joy I. Labrador Administrative Assistant II
	3.7 Forwards the Endorsement Letter to the Provincial Legal Officer for signature	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.8 Signs the Endorsement Letter and returns to the assigned personnel	None	3 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.9 Records details in the Outgoing Logbook	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.10 Endorses to the Office of the Secretary to the Sangguniang Panlalawigan – Records Division or to the requesting Department Office	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
TOTAL:		None	15 Days	



11.Preparing of Official Letters

The preparation of official letters is done upon the request of the Provincial Governor to reply on official letters or to inform or to invite government agencies, government instrumentalities, or private entities.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned Office/Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Gives the pertinent documents	2.Checks the completeness of the documents	None	3Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	2.1Records details in the Incoming Logbook.	None	3Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	2.2Drafts the letter	None	30 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Annie D. Antolijao Administrative Assistant II



	2.3 Forwards to the Provincial Legal Officer for review and correction	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I Annie D. Antolijao Administrative Assistant II
	2.4 Reviews the draft letter	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	2.5 Returns to the assigned personnel for the encoding of the corrected letter	None	1 Minute	Atty. Mark Christopher Babor Acting Department Head
	2.6 Finalizes the letter	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Annie D. Antolijao Administrative Assistant II
	2.7 Records details in the Outgoing Logbook	None	3 Minutes	Meldgyrie Mae Meldgyrie Mae M. Andales Legal Assistant I Annie D. Antolijao Administrative Assistant II
3. Receives the Official Letter	3. Releases the letter	None	3 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Annie D. Antolijao Administrative Assistant II
TOTAL:		None	1 Hour	



12.Preparing of Certificate for Posting

Certificate for Posting is issued on government institutions such as NGCP and NPC and other private institution such as ILPI upon the request of the concerned agency for the posting and publishing of Notice of Hearings of their involved cases in the ERC and other quasi-judicial courts.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Office of the Provincial Administrator/Governor			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of posting from the concerned Government Agency or Institution;(1 copy only)			Concerned government institution or private institution	
2. Court Order and Notice of Public Hearing(1 copy only)			Courts or Quasi-Judicial Courts	
3. Official Receipt for Certificate for Posting			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the document	2.Checks the completeness of the document	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the receiving file copy duly sign and acknowledge by the Administrative Personnel	3.Signs the receiving file copy of the Office Liaison	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II



	3.1 Records detail in the Incoming Logbook.	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2 Prepares the Certificate for Posting	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.3 Record details in the Outgoing Logbook	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.4 Forwards the Certificate for Posting to the Office of the Provincial Administrator – Records Division	None	2 Minutes	Annie D. Antolijao Administrative Assistant II
TOTAL:		None	15 Minutes	



13.Issuing of Show Cause Order against Provincial Government of Lanao del Norte Employees

The Provincial Legal Office shall issue show cause ordersto employees who incurs tardiness regardless of the number of Minutes, ten (10) times in a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

Office or Division:	Provincial Legal Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Provincial Human Resource Management and Development Office (PHRMDO)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Department Head/Chief of Hospital concerned address to the Provincial Human Resource Management and Development Officer (PHRMDO)(1 copy only)			Concerned Department Office or Provincial Hospital	
2. Endorsement Letter from the Provincial Human Resource Management and Development Office addressed to the Provincial Legal Officer(1 copy only)			Office of the Provincial Human Resource Management and Development	
3. Submission of relevant documents or evidences			Concerned Department Office or Provincial Hospital	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Gives the document	2.Checks the completeness of the document.	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the office receiving copy duly sign and	3.Signs the office file copy presented by the Office Liaison	None	3 Minutes	Annie D. Antolijao Administrative Assistant II



acknowledge by the Administrative Staff				Sibyl Joy I. Labrador Administrative Assistant II
	3.1Records details in the Incoming Logbook	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.2Forwards the document to the Provincial Legal Officer	None	1 Minute	Annie D. Antolijao Sibyl Joy I. Labrador
	3.3Reviews the document	None	2 Days& 4 Hours	Atty. Mark Christopher Babor Acting Deaprtment Head
	3.4Routes to the assigned personnel for the drafting and/or encoding of the document	None	5 Minutes	Atty. Mark Christopher Babor Acting Deaprtment Head
	3.5Drafts/Encodes the Show Cause Order	None	2 Days	Meldgyrie Mae M. Andales Legal Assistant I
	3.6Forwards the document to the Provincial Legal Officer for review and correction	None	1 minute	Meldgyrie Mae Meldgyrie Mae M. Andales Legal Assistant I
	3.7Reviews the drafted Show Cause Order	None	1 day	Atty. Mark Christopher Babor Acting Deaprtment Head



	3.8Returns to the assigned personnel for the corrections and/or additions	None	5 Minutes	Atty. Mark Christopher Babor Acting Deaprtment Head
	3.9Finalizes the Show Cause Order	None	1 Day & 4 Hours	Meldgyrie Mae M. Andales Legal Assistant I
	3.10Records the details in the Outgoing Logbook	None	3 Minutes	Meldgyrie Mae M. Andales Legal Assistant I
	3.11Disseminate the Show Cause Order to each employees' Office Liaison	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I
TOTAL:		None	7 Days	



14. Preparing of Executive Orders

The Office of the Provincial Legal Officer, upon the request of the concerned Provincial Department or by the Provincial Governor, prepares Executive Orders for the purposes of creating Provincial Government's policies and/or creating and reconstituting Provincial Committees.

Office or Division:	Provincial Legal Office			
Classifications:	Complex			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement Letter from the Provincial Administrator addressed to the Provincial Legal Officer(1 copy only)			Office of the Provincial Administrator	
2. Letter Request from the concerned office(1 copy only)			Concerned Department Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the documents	2. Checks the completeness of the documents	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
3. Receives the office receiving copy duly sign and acknowledge by the Administrative Staff	3. Signs the office file copy presented by the Office Liaison	None	3 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
	3.1 Records details in the Incoming Logbook.	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador



				Administrative Assistant II
	3.2 Forwards the documents to the Provincial Legal Officer	None	1 Minute	Annie D. Antolijao Administrative Assistant II
	3.3 Reviews the documents	None	2 Days	
	3.4 Forwards the documents to the assigned personnel for the drafting and/or re-encoding of the Executive Order	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.5 Drafts and/or re-encodes the Executive Order	None	2 Days & 4 Hours	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.6 Forwards to the Provincial Legal Officer for review and correction	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.7 Reviews the drafted Executive Order	None	1 Day	Atty. Mark Christopher Babor Acting Department Head
	3.8 Returns to the assigned personnel for the corrections and adding of the additional provisions, if there's any	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head



	3.9Finalizes the Executive Order	None	1 Day	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.10Prepares an Endorsement Letter address to the Provincial Administrator	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.11Let the Provincial Legal Officer sign the Endorsement Letter	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.12Signs the Endorsement Letter and returns to the assigned personnel	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.13Records the details in the Outgoing Logbook	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.14Endorses the Executive Order to the Provincial Administrator – Records Division	None	5 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	TOTAL:	None	7 Days	



15. Notarizing of Memorandum of Agreement, Memorandum of Understanding, Contract of Service, Contract of Lease, Contract of Affiliation, Contract of Consultancy, Acknowledgement Receipt and Other Agreements entered into by and between the Provincial Government and Government Institutions or Instrumentalities.

The notarization of legal instruments entered and executed by and between the Provincial Government, represented by the Provincial Governor, and governmental agencies and instrumentalities or private entities shall be provided by the Office of the Provincial Legal Officer to make the legal instrument official and legally binding document.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complete information of those who executed the document with attached authority from the relevant agency, if applicable			Concerned Department Office or Provincial Hospitals	
2. Two (2) extra copies of the document/s to be notarized.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Gives the document	2. Checks the completeness of the documents	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik



				Local Legislative Staff Assistant I
	2.1 Stamps the document and records the details in the Notarial Register	None	5 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.2 Forwards to the Provincial Legal Officer for signature	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.3 Signs the documents and returns the document to the assigned personnel	None	2 Minutes	Atty. Mark Christopher Babor Acting Department Head
	2.4 Get the two (2) extra copies		2 Minutes	Annie D. Antolijao



	for office file copy	None		Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
3. Receives the notarized document	3. Releases the notarized documents	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	15 Minutes	



16.Preparing of Affidavits

The preparation of the following cited Affidavits shall be provided to all constituents of the Province who wish or intends to be issued Affidavits as a basic requirement or a requisite requirement for their personal government transactions.

Office or Division:	Provincial Legal Office	
Classifications:	Simple	
Type of Transactions:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For the Affidavit of Loss, Affidavit of Citizenship, Affidavit of Undertaking, Affidavit of Single Status, Affidavit of Service, Affidavit of Parental Consent of a Child to Apply for Student Driver's License, Affidavit of Support for PhilHealth, Affidavit of Non-Confinement, Affidavit of Cohabitation, Affidavit of Non-payment, Affidavit of Waiver of Rights to Claim, Affidavit of Parental Consent to Marry and Affidavit of Authorization(1 copy only)		
2. Material facts		Concerned client
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC
4. For the Affidavit of Discrepancy and Affidavit of Oneness		
1. Material facts;		Concerned client
2. Any documents which have discrepancy, such as:		
a) Original or Photocopy of Certificate of Live Birth(1 copy only) b) Original or Photocopy of Marriage Certificate(1 copy only)		PSA
c) Government Issued Identification Card or Licenses		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC



d) Government Agency Records (SSS, GSIS, PhilHealth, Pag-IBIG, Passport)(1 copy only)		SSS, GSIS, PhilHealth, Pag-IBIG, DFA, PRC
3. Two (2) supporting documents such as but not limited to:		
a) Original or Photocopy of Baptismal Certificate(1 copy only)		Affiliated Church
b) Original or Photocopy of School Diploma(1 copy only) c) Original or Photocopy of Transcript of Record (TOR)(1 copy only)		Registrar Office of the school last attended
d) Original or Photocopy of Certificate of Live Birth of Child/Children reflecting the true and correct name(1 copy only)		PSA
e) Original or Photocopy of Form 137 (for non-College Degree holder) (1 copy only)		Registrar Office of the school last attended
f) Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
g) Other valid documents		
4. Government Issued Identification Card of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
5. For Joint Affidavit of Two Disinterested Persons(1 copy only)		
1. Material Facts		
2. Two (2) persons not related by consanguinity or affinity within the fourth civil degree		Concerned client
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
6. For Affidavit of Late Registration		
1. Material facts		Concerned Client
2. Original or Photocopy of Negative Certificate(1 copy only)		PSA



3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
7. For Affidavit of Legitimation		
1. Material facts		Concerned Client
2. Original or Photocopy of Marriage Certificate(1 copy only)		PSA
3. Original or Photocopy of Certificate of Live Birth of the child to be legitimated(1 copy only)		
4. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
8. For Affidavit of Illegitimacy		
1. Material facts		Concerned Client
2. Original or Photocopy of Certificate of Live Birth of the child(1 copy only)		PSA
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
9. For Affidavit of Adverse Claim		
1. Material facts		Concerned Client
2. Original or Photocopy of Deed of Sale duly notarized by a Notary Public(1 copy only)		Concerned Client or to the Notary Public where it seek notarial service
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
10. For Affidavit of Change Motor Registration, Affidavit of Change Color, Affidavit of Insurance Claim		
1. Material facts		Concerned Client
2. Original or Photocopy of Official Receipt and Certificate of Registration(1 copy only)		LTO
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC



11. For Affidavit of Cessation of Business Operation		
1. Material facts		Concerned Client
2. Original or Photocopy of Certificate of Registration (1 copy only)		BIR
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
12. For Affidavit of Cancellation of Encumbrance		
1. Material facts		Concerned Client
2. Original or Photocopy of Land Title (1 copy only)		ROD
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
13. Affidavit of Birth		
1. Material facts		Concerned Client
2. Original or Photocopy of Certificate of Live Birth(1 copy only)		LCR or PSA
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
14. Affidavit of Alteration		
1. Material facts		Concerned Client
2. Original Official Receipt that is altered by the Affiant		Government Agency/Instrumentality/Business Entity
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
15. For Affidavit of Aggregate Land Holdings		
1. Material facts		
2. Original or Photocopy of the Deed of Sale duly notarized by a Notary Public(1 copy only)		Concerned Client
3. Original or Photocopy of Land Title issued by the Register of Deeds(1 copy only)		ROD



4. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC
16. Affidavit of Consent and Support for a Travelling Minor		
1. Material facts		Concerned Client
2. Original or Photocopy of the Minor and its Travel Companion's Passport(1 copy only)		DFA
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
17. For Affidavit of Declaration of Ownership and Affidavit of Self Adjudication		
1. Material facts		Concerned Client
2. Original or Photocopy of Land Title (for real properties)(1 copy only) OR Official Receipt and Certificate of Registration (for motor vehicle)(1 copy only)		ROD (for real properties) LTO (for motor vehicle)
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC
18. For Affidavit of Acknowledgment		
1. Material facts		Concerned Client
2. Original or Photocopy of Certificate of Live Birth of to be acknowledged child/children(1 copy only)		PSA
3. Government issued ID of the person who executed the Affidavit		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC
19. For Affidavit of Surviving Heirs		
1. Material facts		Concerned Client
2. Original or Photocopy of Death Certificate(1 copy only)		PSA/LCR



3. Original or Photocopy of Certificate of Marriage of the spouse (in cases where the deceased is the spouse)(1 copy only)			PSA	
4. Original or Photocopy of Certificate of Live Birth of the child/children(1 copy only)				
5. Government issued ID of the person who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC	
20. For Joint Affidavit of Intent and Consent to Adoption of a Child				
1. Material facts			Concerned Client	
2. Original or Photocopy of pertinent supporting documents, such as but not limited to:				
a) Employment Certificate (if employed)(1 copy only)			Employer of the Client	
b) Affidavit of Income			Notary Public	
3. Original or Photocopy of Certificate of Live Birth of the child to be acknowledged(1 copy only)			PSA	
4. Government issued ID of the person/s who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC	
21. For Special Power of Attorney				
1. Material facts			Concerned client	
2. Government issued ID of the person who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Provides the information needed.	2. Interviews the client.		3Minutes	Annie D. Antolijao Administrative Assistant II



		None		<p>Sibyl Joy I. Labrador Administrative Assistant II</p> <p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>
	2.1 Drafts the Affidavit	None	15 Minutes	<p>Annie D. Antolijao Administrative Assistant II</p> <p>Sibyl Joy I. Labrador Administrative Assistant II</p> <p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>
1. Reviews the correctness of the contents of the Affidavit and if found sufficient, return to the assigned personnel for finalization	3. Explains the contents of the Affidavit in the language of which the Client understands	None	3 Minutes	<p>Annie D. Antolijao Administrative Assistant II</p> <p>Sibyl Joy I. Labrador Administrative Assistant II</p> <p>Meldgyrie Mae M. Andales Legal Assistant I</p> <p>Jacob C. Malik Local Legislative Staff Assistant I</p>



	3.1 Forwards to the Provincial Legal Officer for correction and review	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.2 Reviews the drafted Affidavit	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.3 Returns the Affidavit to the assigned personnel for finalization	None	1 Minute	Atty. Mark Christopher Babor Acting Department Head
	3.4 Finalizes the Affidavit	None	4 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I



4.Receives the Affidavit	4.Releases the document to the Affiant/Client.	None	2 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	35 Minutes	



17.Reparing of Complaint Affidavit

The preparation of Complaint Affidavit shall be provided to all constituents of the Province who seek legal assistance to the Provincial Legal Officer and/or Provincial Legal Consultants in issuing a Complaint Affidavit against an individual or juridical person.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned client	
2. Government issued ID of the person who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Provides the information needed	2.Interviews the client	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.1Drafts the Affidavit	None	1 Hour & 30 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik



				Local Legislative Staff Assistant I
3. Reviews the correctness of the contents of the Affidavit and if found sufficient, returns to the assigned personnel for finalization	3.Explains the contents of the Affidavit in the language of which the Client understands	None	10 Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.1Forwards to the Provincial Legal Officer for correction and review	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.2Reviews the drafted Affidavit	None	30 Minutes	Atty. Mark Christopher Babor Acting Department Head



	3.3Returns the Affidavit to the assigned personnel for finalization	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.4Finalizes the Affidavit	None	30Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
4. Receives the Affidavit	4.Releases the document to the Affiant/Client.	None	3Minutes	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	3 Hours	



18.Preparing of Driver's Affidavit

The preparation of Driver's Affidavit shall be given to all constituents of the Province for the purposes of attesting that the affiant or the client have met an accident and that his/her motor vehicle obtained minor or major damage.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned Client	
2. Original or Photocopy of Police Blotter(1 copy only)			Police Station where blotter was conducted and issued	
3. Original or Photocopy of Official Receipt and Certificate of Registration of the motor vehicle issued by the Land Transportation Office			LTO	
4. Original or Photocopy of Driver's License issued by the Land Transportation Office (1 copy only)				
5. Government issued ID of the person/s who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	
2. Provides the information needed.	2.Interviews the client	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.1 Drafts the Affidavit	None	1 Hour	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I



3. Reviews the correctness of the contents of the Affidavit and if found sufficient, returns to the assigned personnel for finalization	3. Explains the contents of the Affidavit in the language of which the Client understands	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.1 Forwards to the Provincial Legal Officer for correction and evaluation		1 Minute	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.2 Reviews the drafted Affidavit		15 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.3 Returns to the assigned personnel for finalization		5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.4 Finalizes the Affidavit		15 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
4. Receives the Affidavit	4. Releases the document to the Affiant/Client		3 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	2 Hours	



19.Preparing of Deed Sale, Deed of Donation, Deed of Usufruct, Deed of Assignment and Deed of Transfer

The preparation of Deed of Sale, Deed of Usufruct, Deed of Assignment, and Deed of Transfer shall be provided to all the constituents of the Province who have come to an agreement in selling, donating, using, assigning, and transferring a movable or immovable property.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material facts			Concerned client	
2. Original or Photocopy of Land Title issued by the Registry of Deeds (for real properties)(1 copy only) OR Original or Photocopy of Official Receipt and Certificate of Registration issued by the Land Transportation Office (for motor vehicles)(1 copy only)			Registry of Deeds (for real properties) Land Transportation Office (for motor vehicle)	
3. Government issued ID of the person who executed the Affidavit			BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, COMELEC, PRC	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook	None	None	1 Minute	
2. Provides information needed	2.Interviews the client	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	2.1Prepares the Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/Deed of Transfer	None	1 Hour	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik



				Local Legislative Staff Assistant I
3.Reviews the correctness of the contents of the Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer and if found sufficient, returns to the assigned personnel for finalization	3. Explains the contents of the Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer in the language of which the Client understands	None	10 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.1 Forwards the Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer to the Provincial Legal Officer for corrections and review	None	1 Minute	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
	3.2 Reviews the drafted Deed of Sale, Deed of Donation, Deed of Usufruct, Deed of Assignment, and Deed of Transfer	None	15 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.3 Returns the drafted Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer to the assigned personnel for finalization	None	5 Minutes	Atty. Mark Christopher Babor Acting Department Head
	3.4 Finalizes the Deed of Sale/Deed of	None	15 Minutes	Meldgyrie Mae M. Andales



	Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer			Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
4.Receives the Deed of Sale/Deed of Donation/Deed of Usufruct/Deed of Assignment/ Deed of Transfer	4.Releases the document to the Affiant/Client	None	3 Minutes	Meldgyrie Mae M. Andales Legal Assistant I Jacob C. Malik Local Legislative Staff Assistant I
TOTAL:		None	2 Hours	



20. Legal Advising

The consultation or legal advising shall be provided to all constituents of the Province who needs legal enlightenment with their legal predicaments.

Office or Division:	Provincial Legal Office			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Material Facts			Concerned Office/Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Registers in the Office Logbook.	None	None	1 Minute	Annie D. Antolijao Administrative Assistant II Sibyl Joy I. Labrador Administrative Assistant II
2. Narrates legal predicament	2. Interviews the client	None	14 Mintes	Atty. Mark Christopher Babor Acting Department Head
TOTAL:		None	15 Minutes	