



CITIZEN'S CHARTER

VISION:

We, the employees of the Office of the City Legal Officer, have bound ourselves to carry into effect all that are mandated by law upon us all to that direction of furthering the Cotabato City Government's thrust of development and enrichment among the constituents of Cotabato.

MISSION:

That in the performance of our rights, we will give everyone, without any distinction and regard to his status in the society, his due and justice and that we will observe honesty and goodness in the furtherance thereto.

PERFORMANCE PLEDGE:

We are bound to provide the highest quality service, to further the Cotabato City Government's thrust of Development and Enrichment

OFFICE CONTACT DETAILS:

OFFICE OF THE CITY LEGAL OFFICER

2nd floor, left wing

People's Palace, Malagapas, Cotabato City

(064) 421 3732

PERFORMANCE PLEDGES

WE are bound to provide the highest quality service, to further the Cotabato City Government's thrust of Development and Enrichment







SERVICE RENDERED	Processing Time under normal circumstances per transaction	RESPONSIBLE PERSONS
Prepare pleadings and other legal documents	2 days variable	CLO /ACLO/ Atty. IV
Render legal opinions, comments and recommendations	At least 60 minutes	CLO /ACLO/ Atty. IV
Conducts legal research	30 minutes variable	LA II / A. Asst, V/ A. Aide VI
Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct	variable	CLO /ACLO/ Atty. IV
Attend to queries, complaints, provide legal advices	40 minutes	CLO /ACLO/ Atty. IV
Represent the City, its officials in all suits relating to official functions	Indefinite	CLO / ACLO
Extend legal services to victims of Human Rights Violation	As need arises	AO IV / LA II/ A. Asst V
Record all incoming/outgoing communications/ documents for control	2 minutes	AO IV / A. Asst III / A. Aide VI
Retrieve all incoming/outgoing communications for documentation	3 minutes	AO IV / A. Asst III / A. Aide VI
Retrieve office records for reference	5 minutes	AO IV / A. Asst III / A. Aide VI
Review and act on incoming communications/documents for proper disposition	5 minutes	CLO / ACLO
Initial as to verification of correctness of the communications/ documents	5 minutes	SAO / AO IV
Prepare affidavit or legal documents for Notarization	20 minutes	CLO /ACLO/ Atty. IV
Orients OJT (On the Job Training) and SPES	10 minutes	SAO / AO IV

(Special Project for Employment of Students)		
Prepares Annual Budget Proposal, Monthly Report of Absences and Tardiness, update leave cards of OCLO personnel	40 minutes	AO IV / A. Asst III
Prepares vouchers, payrolls, endorsements, Report on Inventory of Supplies and Properties, Annual Investment Plan, Annual Procurement Plan, Purchase Requests	30 minutes	AO IV / A. Asst III / A. Aide VI
Serves Notices / Summons / Invitations	immediate	A. Aide II / A. Aide III /
Prepare legal Documents (summon or decisions) on cases filed before the PLEB	30 minutes	LA II / A. Aide VI
Assist PLEB hearings and does taking of minutes	indefinite	LA II / A. Aide VI
Act on all incoming and outgoing communications / documents related on PLEB matters	5 minutes	LA II / A. Aide VI
Record proceedings and transcribe minutes of the meetings and investigations for documentation / reference in decision making	2-3 hours	A. Asst V / A. Aide VI
Assist in proofreading / editing pertinent and legal documentation for finalization	20-30 minutes	LA II / A. Asst. V
Encode legal communications	10-15 minutes	A. Asst. III / Computer Operator
Issue or authenticate clearances	20 minutes	SAO / AO IV

NOTARIZATION OF AFFIDAVITS AND OTHER LEGAL DOCUMENTS

Provide notary assistance to the constituents, especially indigents and underprivileged, either for free, at an affordable cost, or appropriate to the nature of the documents.



SERVICE RENDERED	Processing Time under normal circumstances per transaction	RESPONSIBLE PERSONS
1. Present the request, show valid I.D.	2 minutes	SAO / AO IV

 Look for the assigned person, state what you need and present valid identification		
2. Interview and preparation of documents  You will be interviewed by the assigned person regarding the legal document needing notarization	10 minutes	CLO / ACLO
3. Documentation  The document will be submitted to the City Legal Officer for notarization	2 minutes	A. Aide VI / A. Asst III
4. Notarization  The documents will be submitted to the City Legal Officer / Assistant City Legal Officer for notarization	3 minutes	CLO / ACLO
5. Payment of Fees and Issuance of Document  Pay appropriate fee  Receive the notarized document; leave 2 copies with the assigned person for file.	3 minutes	Aide VI / A. Aide III

SCHEDULE OF NOTARIAL FEES





LEGAL DOCUMENT	AMOUNT
Affidavits	Php 200.00-300.00
Special / General Special Power of Attorney	350.00- 500.00
Special / General Special Power of Attorney to sell or convey	50.00- 500.00
Deeds (sale, conveyance, transfers, Definite Certificate of Sale, Donation, Extra-Judicial Settlement / Assignment of Rights)	1% of the amount (Fair market value) or 1,000.00 whichever is higher
Settlement of Estate, Deed of Transfer / Waiver/ Provisional Certificate of Sale, Deed of Conditional Sale	1% or 1,000.00 whichever is higher
Confirmation of Sale, Memorandum of Agreement	500.00
Acknowledgment of Paternity, Late Registration, Lease Application, Complaint and Petition	300.00
Articles of Incorporation, Contract of Service, Release/ cancellation of Mortgage, Affidavit of Transfer of Transferee	300.00
Lease of Contract and other Contracts / Agreements not specified herein	1% consideration or 1000.00 whichever is higher

NO NOTARIAL FEE on the following documents:

-  ***Legal Documents executed by City Government Officials or Employees in connection with their official functions;***
-  ***Pleadings, MOA, Affidavits, or other legal documents filed or prepared by the City Government***




LEGAL ASSISTANCE
(Particularly on Human Rights Victims)

The office aims to provide clients with immediate relief on their legal queries and problems or be able to guide them in attaining such relief.

SERVICE RENDERED	Processing Time under normal circumstances per transaction	RESPONSIBLE PERSONS
<p>Present the case</p> <p> Approach the assigned person. Please be cooperative when you are asked about your personal circumstances and the nature of the case involved.</p> <p> The information obtained will be recorded for reference.</p>	10 minutes	SAO / AO IV / LA II
<p>Counseling proper</p> <p> You will be referred to the City Legal Officer, who will solicit facts and render advice on the case at hand.</p>	30 minutes to 1 hour	CLO / ACLO
<p> Conduct Investigation against City Government Employee per LGC of 1991</p>	Immediate / indefinite	CLO / ACLO / SAO / AO IV

ISSUANCE OR AUTHENTICATION OF CLEARANCES

To avail of this service, a City Official or Employee must present proof of clean / good employment record with the Government.

SERVICE RENDERED	Processing Time under normal circumstances per transaction	RESPONSIBLE PERSONS
Interview  Approach the assigned person. Information on the personal circumstances and the purpose of certification / clearance will be obtained	6 minutes	SAO / AO IV
Preparation of Certificate / Clearance  The personnel assigned will prepare the clearance / certificate	10 minutes	AO IV / Admin. Aide VI
Approval / Signature  The City Legal Officer signs the clearance / certificate	4 minutes	CLO

Legend:

- CLO
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- City Legal Officer
- ACLO
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- Assistant City Legal Officer
- ATTY. IV
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- Attorney IV
- SAO
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- Supervising Administrative Officer
- AO IV
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- Administrative Officer IV
- LA II
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- Legal Assistant II
- A. Asst. V
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- Administrative Assistant V
- A. Asst. III
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- Administrative Assistant III
- A. Aide VI
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- Administrative Aide VI
- A. Aide IV
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- Administrative Aide IV
- B. Aide III
-
- Administrative Aide III
- A. Aide II
-
- Administrative Aide II

