



MUNICIPAL LEGAL OFFICE

The Municipal Legal Office is created pursuant to the provisions of the Local Government Code of 1991. The Municipal Legal Officer acts as the Legal Counsel of the Municipality of Kalibo. This office deals mainly with the functions pertaining to the legal aspect regarding the transactions and/or actions that the municipality undertakes. Apart from rendering legal services involving the municipality, this office also extends its services to the constituents in the form of legal counseling and assistance.

☑ SERVICES OFFERED:

A. Free Legal Counseling

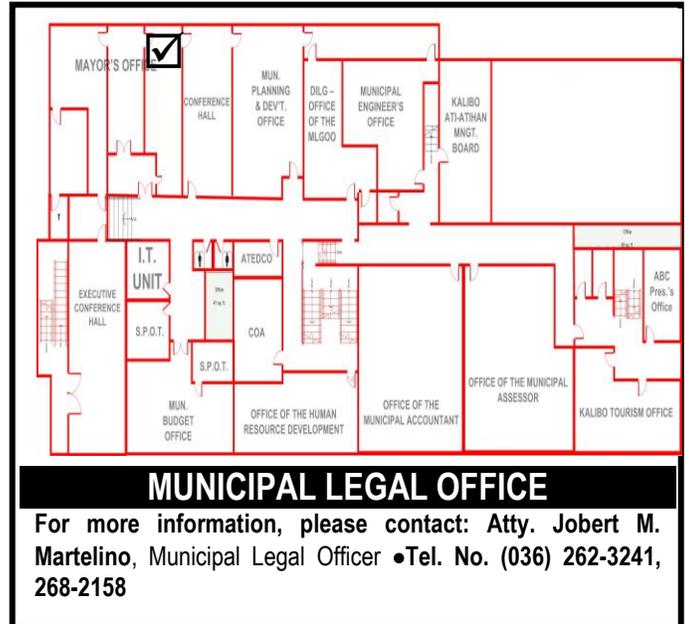
☑ ABOUT THE SERVICE

The Office renders service to constituents by giving free legal advice. Through legal counseling, it aims to give clients possible relief on their legal problems as well as the steps that the client needs to undertake.

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client meets with the office staff for interview to obtain information on personal circumstances and the nature of the case involved. Office staff takes down notes for the Legal Officer's reference.	10 minutes	Administrative Assistant (JO)
2. Client proceeds to the Municipal Legal Officer who will obtain relevant facts and render legal advice on the case at hand.	20 minutes	Atty. Buenas Aires Celi D. Rivera Municipal Legal Officer

Approximate Processing Time: 30 Minutes





B. Rendering Written Legal Opinion

☑ ABOUT THE SERVICE

As the municipality's legal counsel, the various municipal departments as well as the municipality's component barangays may seek legal opinion from the Legal Officer on issues involving interpretation or applicability of the law. The office renders the requested legal opinion based on the existing laws and the particular set of facts set forth in the written query.

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits a written query to the office staff who acknowledges receipt thereof.	2 minutes	Administrative Aide (JO)
2. Office staff conducts thorough research regarding the query.	3 days	Administrative Assistant (JO) Atty. Buenas Aires Celi D. Rivera Municipal Legal Officer
3. Municipal Legal Officer prepares written opinion about the legal query and releases the same to the client.	2 days	Atty. Buenas Aires Celi D. Rivera Municipal Legal Officer

Approximate Processing Time: 5 working days

SERVICE STANDARDS

- ✚ Attend to the needs of the client on a first come first served basis;
- ✚ Serve the client with utmost courtesy;
- ✚ Come to and leave the Office according to the prescribed time;
- ✚ Wear the official uniform and ID;
- ✚ Make the client feel comfortable;
- ✚ Post flowchart of transactions; and
- ✚ Conduct meeting and consultation to improve quality of service.

PERFORMANCE PLEDGE

We, in the Municipal Legal Office, commit ourselves to faithfully comply with the aforementioned provisions in this Citizen's Charter concerning our office most especially the Service Standards set with the ultimate aim of obtaining client satisfaction. We likewise undertake to keep in mind the Accountability of Public Officers laid down under Article XI, Section 1 of our Constitution and the provisions of RA 6713.