

CITY GOVERNMENT OF EL SALVADOR

CITY LEGAL OFFICE

CITIZEN’S CHARTER

1. (1st Edition)
2. **VISION**

The City Legal Office envisioned to provide adequate, effective and efficient legal support to the City Government of El Salvador and its constituents.

1. **MISSION**

The City Legal Office reviews the proposed ordinances and resolutions of the Sangguniang Panlungsod and city barangays, conducts legal researches or renders legal opinion on questions of law concerning local governance, prepares contracts and agreements involving the City Government, counsel employees with legal problems in the performance of their duties and may investigate or caused to be investigated any local officials or employees for administrative liability with recommendation of appropriate action to the City Mayor, represent the City Government in all suits and renders public legal consultation to the constituents especially those who cannot afford to pay the services of a private practitioner.

1. **MANDATE**

Pursuant to Article XI Section 481 of R.A. 7160, otherwise known as the Local Government Code of 1991, the legal officer, being the chief legal counsel of the City Government of El Salvador, is tasked to perform the duties and functions enumerated therein.

1. **SERVICE PLEDGE**

The City Legal Office undertakes to render public service with utmost integrity, sincerity and professionalism. It shall ensure that all the clients who are within the office premises during lunch break or prior to the end of official working hours shall be attended to.

**LIST OF SERVICES**

**External Services**

Public Legal Assistance/Consultation

Preparation and/or Notarization of Simple Affidavits and Other Related

Legal Documents 4

**Internal Services**

Review of Proposed Ordinances and Resolutions of the Sangguniang

Panlungsod and City Barangays, Legal Researches, Rendering Legal Opinion

and Preparation or Review of Contracts and Other Pertinent Legal Documents, Preparation and Notarization of Legal Documents Concerning the City

Government 7

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**1. PUBLIC LEGAL ASSISTANCE/CONSULTATION**

**Description of the Service**: The City Legal Office (CLO) renders legal assistance to the residents of El Salvador City, especially serving those who cannot afford to pay for the services of a lawyer. It is essential in the promotion of the general welfare and basic services pursuant to Section 16 and Section 17 of R.A. 7160.

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| **Office or Division:** | City Legal Office |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C  |
| **Who may avail:** | ALL BONAFIDE RESIDENTS OF EL SALVADOR CITY  |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| * **Personal appearance of client**
* **Requisite documentation(will vary according to type of concern)**
* **Government issued ID**
* **Community Tax Certificate**
 | City Treasurer’s Office |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **1.PROCESSING**Proceed to City Legal Office and approach the Office Clerk for interview and evaluation of documents | 1.1.Ask preliminary questions regarding the client’s concern | NONE | 5 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 1.2. Check and evaluate the documents needed for the transaction, if any. |  | 10 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 1.3 Request client to sign the logbook. |  | 3 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
| **2.COUNSELLING**Proceed to the City Legal Officer for counseling  | 2.1Evaluate the concern of the client and give advice thereto. If necessary, the CLO will refer or direct the client to a certain government agency that can directly address the problem. |  | 30 to 50 minutes | Atty. Jan Elson G. OrquillasCity Legal Officer |

**2. PREPARATION AND NOTARIZATION OF SIMPLE AFFIDAVITS AND OTHER RELATED LEGAL DOCUMENTS FOR CONSTITUENTS**

**Description of the Service:** The City Legal Office prepares and notarizes simple affidavits and other related legal documents executed by the constituents, particularly catering those who cannot afford the services of a lawyer. It is likewise essential in the promotion of the general welfare and basic services pursuant to Section 16 and Section 17 of R.A. 7160.

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| **Office or Division:** | CITY LEGAL OFFICE |
| **Classification:** | Simple |
| **Type of Transaction:** | G2C,G2G, G2B |
| **Who may avail:** | ALL |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| * **Personal appearance of the affiant or parties to the document executed**
* **The document to be notarized**
* **Government issued ID**
* **Community Tax Certificate**
 | City Treasurer’s Office |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **1.PROCESSING**Present document to be notarized to the Office Clerk for evaluation | 1.1 Evaluate the nature and completeness of the document |  NONE | 5 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 1.2 Request client to sign the logbook |  | 3 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
| **2. PREPARATION OF DOCUMENT AND NOTARIZATION**Wait for the documents being prepared | 2.1 The Legal Assistant or Legal Officer will prepare the document and the CLO will notarize the document after reviewing the same and verifying the identity of the affiant or the parties. |  | 30-50 minutes | Maria Therese D. AgcopraUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas-or-Atty. Jan Elson G. OrquillasCity Legal Officer |
| **3.RELEASING**Receive the documents and sign the log book to acknowledge receipt of documents | 3.1 Office Clerk will check the document and secure a copy of the same for record-keeping. |  | 3 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |

**3. REVIEW OF PROPOSED ORDINANCES AND RESOLUTIONS OF THE SANGGUNIANG PANLUNGSOD AND CITY BARANGAYS, LEGAL RESEARCHES, RENDERING LEGAL OPINION AND PREPARATION, REVIEW OR NOTARIZATION OF CONTRACTS AND OTHER PERTINENT LEGAL DOCUMENTS**

**Description of the Service:** The City Legal Office (CLO) reviews proposed ordinances and resolutions of the Sangguniang Panlungsod and City Barangays, undertakes legal researches, renders legal opinion and prepares, reviews or notarizes contracts and other pertinent documents when so requested by the Local Government Unit of El Salvador City and its various departments or employees on matters related to its duties, functions and other concerns analogous thereto.

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| **Office or Division:** | CITY LEGAL OFFICE |
| **Classification:** | Simple |
| **Type of Transaction:** | G2G, G2B, G2C |
| **Who may avail:** | Local Government Unit of El Salvador City and its various departments or employees |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| * **Written request on matters for review or requiring legal research and opinion and the documents which will be the basis of preparation or notarization**
 | From the proponent department , party or employee |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **1. PROCESSING**Proceed to City Legal Office and approach the Office Clerk for interview and evaluation of the concern and requisite documents. | 1.1 Ask preliminary questions regarding the transaction. | NONE | 5 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 1.2 Check and evaluate the required documents. |  | 10 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 1.3 Receive the documents and request client to sign the logbook. |  | 3 minute | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
|  | 2.1 Present the required documents for review, research or preparation of legal opinion.2.2 Prepare necessary documents and conduct research. |  | 2 days  | Atty. Jan Elson G. OrquillasCity Legal Officer-or- Maria Therese D. AgcopraUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |
| **3. RELEASING** Receive document and sign log book and acknowledge receipt | 3.1Process document for releasing and record the same.  |  | 5 minutes | Jenelyn Q. BacangoyUnder the direct supervision of the City Legal Officer Atty. Jan Elson G. Orquillas |

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| **FEEDBACK AND COMPLAINTS MECHANISM** |
| How to send feedback | Fill out the feedback form and drop it at the designated drop box. Feedbacks may likewise be sent through office email address: **citylegal.lguelsalvadorcity@gmail.com** |
| How feedbacks are processed | The Office Clerk will open the drop box or check the office email every Friday. The City Legal Office will address feedbacks in the soonest time possible and will formulate a course of action that will best remedy the concern. |
| How to file a complaint | Fill up the complaint form and drop it at the designated drop box. Complaints may likewise be filed through office email address: **citylegal.lguelsalvadorcity@gmail.com** |
| How complaints are processed | The City Legal Office will address complaints in the soonest time possible and will formulate a course of action that will best remedy or resolve the complaint. |
| Contact Information of CCB, PCC, ARTA | ARTA: complaints@arta.gov.ph 8478 5093 PCC: 8888 CCB: 0908-881-6565 (SMS)  |