



City Government of Imus  
**CITY LEGAL OFFICE**

# CITIZEN'S CHARTER

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MAYOR Emmanuel MALIKSI



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[www.imus.gov.ph](http://www.imus.gov.ph)

# CITIZEN'S CHARTER

## CITY LEGAL OFFICE

The office is responsible for the legal services which the city government is empowered to provide.

### FUNCTIONAL STATEMENT

The **City Legal Office** shall:

1. Formulate measures for the consideration of the Sanggunian and provide legal assistance and support to the Governor or Mayor, as the case may be, in carrying out the delivery of basic services and provisions of adequate facilities as provided for under section 17 of the Local Government Code.
2. Develop plans and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with programs and projects related to legal services which the Sanggunian is empowered to provide for under Local Government Code;
3. In addition to the foregoing duties and functions, the legal officer shall:
  - (i) Represent the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, in his official capacity, is a party: Provided, that, in actions or proceedings where a component city or municipality is a party adverse to the provincial government or to another component city or municipality, a special legal officer may be employed to represent the adverse party;
  - (ii) When required by the governor, mayor or sanggunian, draft ordinances, contracts, bonds, leases and other instruments, involving any interest of the local government unit and provide comments and recommendations on any instrument already drawn;
  - (iii) Renders his opinion in writing on any question of law when requested to do so by the governor, mayor or sanggunian;
  - (iv) Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office, and recommend appropriate action to the governor, mayor or sanggunian, as the case may be;
  - (v) Investigate or cause to be investigated any person, firm or corporation holding any franchise or exercising any public privilege for failure to comply with any term or condition of the grant of such



franchise or privilege, and recommending appropriate action to the governor, mayor or sanggunian, as the case may be;

(vi) When directed by the governor, mayor, or sanggunian, initiate and prosecute in the interest of the local government unit concerned any civil action on any bond, lease or other contract upon any breach or violation thereof; and

(vii) Review and submit recommendations on ordinances approved and execute orders issued by component units;

4. Recommend measures to the sanggunian and advise the governor or mayor as the case may be, on all other matters related to upholding the rule of law;
5. Be at the Frontline of protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of man-made or natural disasters or calamities; and
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

#### **FRONTLINE SERVICES OFFERED**

- Legal Counseling
- Rendering of Written Legal Opinion/s



## FRONTLINE SERVICES PROCEDURE

### LEGAL COUNSELING

#### WHO MAY AVAIL THE SERVICE:

- All departments/units in the City Government of Imus
- All residents and non-residents of the City of Imus

#### REQUIREMENT(S):

- Request slip from the City Mayor (Yellow Slip)
- Other pertinent documents

#### FEE(S)/CHARGE(S):

- None

#### HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Present the request slip and register in logbook	Inform the City Legal Officer	Digna C. Bautista; Flor Liza B. Lara; Riza V. Nerona	2 minutes
2	Submit the yellow slip, present other pertinent documents and undergo the interview	Assess the submitted documents and interview the client	Atty. Patrick M. Legaspi	30 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				32 minutes
<b>END OF TRANSACTION</b>				

#### Note:

#### Schedule of service:

- Every Monday 8:00-12:00
- Others: by Appointment



## **RENDERING OF WRITTEN LEGAL OPINION(S)**

### **WHO MAY AVAIL THE SERVICE:**

- All departments/units in the City Government of Imus
- All barangays in City of Imus

### **REQUIREMENT(S):**

- Endorsement/request letter
- Other pertinent documents that can help in establishing facts

### **FEE(S)/CHARGE(S):**

- None

### **HOW TO AVAIL THE SERVICE:**

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT /UNIT		
1	Present the requirements and register in the logbook	Inform the City Legal Officer	Digna Bautista; Flor Liza B. Lara; Riza V. Nerona	1 minute
2	Present the endorsement, request letter and other documents	Assess the submitted documents, interview the client and prepare the written opinion	Atty. Patrick M. Legaspi	25 minutes
		File a copy of the written opinion	Digna Bautista; Flor Liza B. Lara	2 minutes
3	Receive the written opinion	Release the document*	Digna Bautista; Flor Liza B. Lara	2 minutes
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL DURATION OF ACTIVITY</b>				30 minutes
<b>END OF TRANSACTION</b>				



**Note:**

**Schedule of service:**

- Every Monday 8:00-12:00
- Others: by Appointment

\*Release of written opinion may vary depending on the facts and complications of each case



**Location:** The **City Legal Office** is located at the 5<sup>th</sup> level of the New Imus City Hall Building.

**Atty. Patrick M. Legaspi**  
City Legal Officer

You can also contact us at:  
**(046) 471-0489**

Or email us at:  
**[citylegaloffice\\_imus@yahoo.com](mailto:citylegaloffice_imus@yahoo.com)**

