



PROCESS MANUAL

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-04-09

Revision Code: 00

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Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **LEGAL SERVICES: PROVISION OF LEGAL ASSISTANCE****1. PURPOSE:**

- a. To ensure that opinions are rendered completely and in a timely manner;
- b. To ensure that policies and contracts issued have no legal infirmities.

2. SCOPE:

This procedure covers activities from receipt of memorandum of request for review of draft opinions, review, revision, finalization, and issuance of the memorandum adapting or modifying the draft opinion, policy, or contract.

3. DEFINITION OF TERMS:

- a. **SI** – Special Investigator
- b. **ED** – Executive Director
- c. **Legal Assistance** – includes draft opinions, policies, and contracts.
- d. **CCS** – Control Correspondence Slip

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Approved/Signed Advice/Opinion with attachments	Central Records Files	NAP R.A. 9470	Permanent	As per NAP office
2. Approved/Signed Memorandum	Central Records Files	NAP R.A. 9470	2 years after superseded	As per NAP office
3. Legal Division Logbook	Legal Division Files	NAP R.A. 9470	2 years after superseded	As per NAP office

5. REFERENCES:**5.1 ISO Clause Reference**

Clause 7: Resources except 7.1.5.2
Clause 9.1 – Performance Evaluation
Clause 10 - Improvement

5.2 Any document which supports the implementation of the procedure
R.A. 7160 Local Government Code of 1991

PREPARED BY: DIVISION CHIEF

REVIEWED BY: LEGAL SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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5.3 Related documents linked to the procedure – Corrective Action Procedure

6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>START</p> <p>↓</p> <p>RECEIVE MEMO OF REQUEST FOR LEGAL ASSISTANCE</p> <p>↓</p> <p>EVALUATE DRAFT DOCUMENTS</p> <p>↓</p> <p>YES NO</p> <p>WITH LEGAL INFIRMITY</p> <p>↓</p> <p>IDENTIFY ANY NECESSARY MODIFICA- TION</p> <p>↓</p> <p>A</p>	<p>Administrative Assistant III</p> <p>Special Investigator</p> <p>Special Investigator</p>	<p>Receives memorandum of request for review of draft opinions.</p> <p>Records date, time, and details of documents in the Logbook of the Legal Division. Corresponding CCS (tracking number) attached.</p> <p>Forwards draft to an Action Officer.</p> <p>Evaluates draft opinion, policy, and contract - checks if there are no legal infirmities</p> <p>Check for similar cases from previous actions. When there are no similar cases, conducts research on new topics or cases.</p> <p>Checks on recency of applicable laws and jurisprudence. Refer to Supreme Court website as necessary.</p> <p>When there are legal infirmities: Identify the changes to be made on the opinion, policy, or contract</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
 PREPARE APPLICABLE MEMORANDUM	Special Investigator	For documents with legal infirmities, prepares a memorandum stating the specific modification to be made on the documents. For documents without legal infirmities, prepares memorandum adapting the submitted draft documents. Submit memorandum and attached draft documents to Division Chief.
 REVIEW MEMORANDA AND ATTACHED DOCUMENTS	Division Chief	When there are corrections, returns the corrected draft memorandum with special instruction, if any, to the Special Investigator for editing /finalization. For documents without legal infirmities, signs on the memorandum adapting the submitted draft documents.
 APPROVED ?		
 REVISE AND FINALIZE MEMORANDUM	Special Investigator	Revise and finalize memorandum based on corrections. Submits final memorandum to Division Chief.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>B</p> <p>SIGN MEMORANDUM RECOMMENDING APPROVAL OF ED</p>	Division Chief	When there are no more corrections, Division Chief signs on the memorandum recommending approval of the Executive Director.
<p>RETAIN COPY OF THE DOCUMENTS AND ROUTE FOR APPROVAL</p>	Administrative Assistant III	Retains a copy of the opinion, memorandum, and attached documents. Routes the documents for approval of top management.
<p>REVIEW AND APPROVE MEMORANDUM</p>	Legal Service Director, Deputy Executive Director-Admin Executive Director	When there are corrections/revisions to be made, the draft is returned to the Legal Division for editing/finalization. Executive Director (ED) signs the Memorandum for final approval.
<p>TRANSMIT MEMORANDUM TO REQUESTING DIVISION</p> <p>C</p>	Office of the Executive Director	Returns the approved /signed memorandum for clearance to release to the requesting division.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>C</p> <p>↓</p> <p>REVISE DOCUMENTS AS INDICATED IN MEMO</p> <p>↓</p>	<p>Requesting Division</p>	<p>Provides copy of final documents to Legal Division for compilation of organizational knowledge.</p>
<p>RETAIN COPY OF APPROVED/SIGNED MEMORANDUM</p> <p>↓</p>	<p>Admin Assistant III Originating Division, Records Officer Central Records</p>	<p>Retains a copy of the approved/signed opinion and memorandum for file and reference.</p> <p>Forwards the documents to Central Records.</p>
<p>REVIEW AND IMPROVE ACTIVITIES</p> <p>↓</p> <p>D</p>	<p>Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; D{{D}} --> CAP[CORRECTIVE ACTION PROCEDURE]; CAP --> TA{TARGETS ACHIEVED?}; TA -- NO --> CAP; TA -- YES --> PMR[PREPARE MONTHLY REPORT]; PMR --> END([END])</pre>	<p>Division Chief</p>	<p>Determine if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month.</p>

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