



Citizen's CHARTER

PROVINCIAL LEGAL OFFICE

SERVICE PLEDGES

Schedule of Availability of Service:
(8:00 AM – 5:00 PM) Monday- Friday with no noon break
How to avail the service:

SERVICES	PROCESSING TIME	ACCOUNTABLE STAFF	FEES
Provide legal assistance and support	45 minutes upon requests	Legal Officer	None
Review/draft legal documents, bonds, leases, MOA's and other contracts	One (1) day minimum Three (3) days maximum	Legal Officer	None
Investigate administrative matters	Two (2) days minimum One (1) week maximum	Legal Officer	None
Provide legal opinions/ comments on question of law and on the legality of municipal resolutions and ordinances	One (1) to three (3) hours minimum Three (3) days maximum	Legal Officer	None
Free legal services to cases for pauper litigants	3days to 1 week upon presentation of case folder	Legal Officer	None
Free notarial services	15 minutes upon presentation of document	Legal Officer	None
END OF TRANSACTION			