



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - PROVINCIAL LEGAL OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
FREE LEGAL ADVICE	RA 7160: Local Government Code	Section 16: General Welfare Clause Section 17: Basic Services Facilities	Executive Order No. 2010- 16 Series of 2010	August 24, 2010	
DRAFTING OF CERTIFICATE OF NO PENDING CASE	RA 7160: Local Government Code	Section 17: Basic Services Facilities			

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law



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	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
DRAFTING OF SIMPLE LEGAL FORMS			Executive Order No. 2010- 16 Series of 2010	August 24, 2010	
DRAFTING OF OTHER LEGAL FORMS			Executive Order No. 2010- 16 Series of 2010	August 24, 2010	
ISSUANCES OF LEGAL OPINION AND MEMORANDUM OF AGREEMENT	RA 7160: Local Government Code	SECTION 31. Submission of Municipal Questions to the Provincial Legal Officer or Prosecutor			



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>FREE LEGAL ADVICE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Barangay Certificate of Indigency; 2. Municipal Social Welfare and Development Office (MSWDO) Assessment; 3. Any Valid Government ID (GSIS, SSS, TIN, Driver's License, PRC, etc.), and; 4. Disqualification Form from the Public Attorney's Office (PAO)	<u>RA 7160: Local Government Code</u> Executive Order No. 2010-16 Series of 2010	1. Bring the necessary documents 2. Fill-up Client's Record Form	REPUBLIC ACT NO. 9485: Anti-Red Tape Act of 2007 REPUBLIC ACT NO. 11032: Ease of Doing Business and Efficient Government Delivery Service Act of 2018	40 minutes up to one hour 1 hour extension for each transaction	None

³ Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



TOTAL	2 hours	None
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GOVERNMENT SERVICE: DRAFTING OF CERTIFICATE OF NO PENDING CASE

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Receipt from the Provincial Treasurer's Office (Accountable Form No. 51)	<u>RA 7160: Local Government Code</u>	1. Bring the necessary documents 2. Drafting of the Certification 3. Signing of the Certification by a lawyer 4. Signing of Client in the logbook before release of Certification	REPUBLIC ACT NO. 9485: Anti-Red Tape Act of 2007 REPUBLIC ACT NO. 11032: Ease of Doing Business and Efficient Government Delivery Service Act of 2018	40 minutes up to one hour 1 hour extension for each transaction	None
TOTAL				2 hours	None



GOVERNMENT SERVICE: <u>DRAFTING OF SIMPLE LEGAL FORMS (AFFIDAVIT, DEED OF SALE, ADVERSE CLAIM, SPECIAL POWER OF ATTORNEY)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Documents needed to draft the Legal Document 2. Any Valid Government ID (GSIS, SSS, TIN, Driver's License, PRC, etc.)	<u>RA 7160: Local Government Code</u> Executive Order No. 2010-16 Series of 2010	1. Bring the necessary documents 2. Drafting of requested Legal Document	REPUBLIC ACT NO. 9485: Anti-Red Tape Act of 2007 REPUBLIC ACT NO. 11032: Ease of Doing Business and Efficient Government Delivery Service Act of 2018	40 minutes up to one hour 1 hour extension for each transaction	None
TOTAL				2 hours	None



GOVERNMENT SERVICE: <u>DRAFTING OF OTHER LEGAL FORMS (COMPLAINT-AFFIDAVIT, COUNTER-AFFIDAVIT)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Documents needed to draft the Legal Document 2. Any Valid Government ID (GSIS, SSS, TIN, Driver's License, PRC, etc.)	<u>RA 7160: Local Government Code</u> Executive Order No. 2010-16 Series of 2010	1. Bring the necessary documents 2. Drafting of requested Legal Document	REPUBLIC ACT NO. 9485: Anti-Red Tape Act of 2007 REPUBLIC ACT NO. 11032: Ease of Doing Business and Efficient Government Delivery Service Act of 2018	40 minutes up to one hour 1 hour extension for each transaction	None
TOTAL				2 hours	None



GOVERNMENT SERVICE: <u>ISSUANCES OF LEGAL OPINION AND MEMORANDUM OF AGREEMENT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Written Request for a Legal Opinion 2. Written Request for drafting of a Memorandum of Agreement	<u>RA 7160: Local Government Code</u>	1. Bring the necessary documents 2. Drafting of requested Legal Document	REPUBLIC ACT NO. 9485: Anti-Red Tape Act of 2007 REPUBLIC ACT NO. 11032: Ease of Doing Business and Efficient Government Delivery Service Act of 2018	20 to 45 days for Legal Opinions 7 days for MOA	None
TOTAL				52 days	None