



CITIZEN'S CHARTER
Head Office Internal Services

9. Request for Legal Advice and other related Legal Internal Services

9. Request for Legal Advice and other related Legal Internal Services

The Legal Unit of the LBRDC provides legal services, including but not limited to legal opinions, guidance, and contract review.

This procedure outlines all requests for legal opinions, guidance, review, and other legal services requested by departments or divisions.

Office/Division: Legal Unit

Classification: Highly Technical

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

9. Request for Legal Advice and other related Legal Internal Services

Checklist Requirements

The original or electronic copy of the signed memorandum requests for a legal opinion, guidance, contract, or other related material.

Where to Secure

Requesting Party

9. Request for Legal Advice and other related Legal Internal Services

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Submit one (1) signed request memorandum	1.1 Receive the request	None	5 minutes	Legal Assistant
	1.2 Record the receipt of the request.	None	5 minutes	Legal Assistant
	1.3 Conduct an initial assessment of the request	None	1 day	
	1.4 Research on relevant laws, rules, and regulations	None	3 working days	
	1.5 Draft legal opinion, guidance, position paper, or other similar material as requested and submit the same to the Legal Counsel	None	6 working days	
	1.6 Review the draft legal opinion, guidance, position paper, or other similar materials. IF APPROVED: 1.6.1 Return the signed legal opinion, guidance, position paper, or other similar materials for transmittal to the requesting party. IF DISAPPROVED: 1.6.2 Return draft legal opinion guidance, paper, or other similar materials to the Legal Officer for further review and/or revisions.	None	3 working days	

