

3. Legal Opinion

This service is a written opinion or answer to the client's inquiry.

Office or Division:	Provincial Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	Government Agencies or Offices, or Clients within Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government-issued Identification Card		Any governmental office		
Written documents subject to legal opinion		Office concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the document/s to the front desk	1. Drafting of legal opinion and submission to the PG Assistant Department Head for review	None	3 to 15 days, subject to the complexity of the inquiry	<i>Legal Researcher and PG Assistant</i> Department Head Provincial Legal Office
2. Receive the legal opinion	2. Approval by the Provincial Legal Officer		1 to 10 days depending on the complexity of the inquiry	<i>Provincial Legal Officer</i> Provincial Legal Office
	3. Forward the approved legal opinion to the office concerned		2 minutes	<i>Administrative Aide II</i> Provincial Legal Office
TOTAL:		None	4 days and 2 minutes to 25 days and 2 minutes	