

**FRONTLINE SERVICES, REQUIREMENTS AND PROCEDURES OFFERED
BY NATIONAL IRRIGATION ADMINISTRATION (NIA)**

1. Issuance of NIA Irrigation Coverage Certification

Office or Division	Irrigation Engineering Center (IEC)	
Classification	Technical	
Type of Transaction	Government to Individual / Business	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Original Attachments:</p> <p>1. Duly accomplished NIA Irrigation Coverage Certification Form</p> <p>2. Field Verification Report (FVR) duly signed by the IMO Manager and Regional Manager (RM)</p> <p>3. Geotagged Layout Map of Applied Area showing boundaries and location of applied area</p> <p>4. Photos of the Applied Area</p> <p>Photocopy Attachments:</p> <p>5. Official Receipt of Payment *</p> <p>6. Land Title of Applied Area*</p> <p>7. Deed of Sale (if applicable or any relevant document as proof of ownership) *</p> <p>8. Tax Declaration of Applied Area *</p> <p>Additional Attachments (If Applicant's Name is not stated on the Land Title of Applied Area)</p> <p>9. Special Power of Attorney *</p> <p>10. Secretariat Certificate (if applicant is a private corporation / company or alike) *</p>		<p>Concerned Regional Irrigation Office (RIO)</p> <p>Concerned Irrigation Management Office (IMO) and RIO</p> <p>Concerned IMO / RIO</p> <p>Concerned IMO / RIO</p> <p>Concerned IMO / RIO</p> <p>Registry of Deeds Applicant</p> <p>Registry of Deeds / Municipal's Office</p> <p>Registered Owner Corporate Secretary</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of application together with the complete documentary requirements* to the concerned Irrigation Management Office (IMO) / Regional Irrigation Office (RIO)	<p>Check the completeness and validity of documentary requirements. If found complete, prepare the schedule of conduct of Field Verification in coordination with the applicant</p> <p>Note: Only complete and valid documentary requirements shall be processed. Incomplete documents shall be returned immediately to the applicant within 3 days upon receipt</p>	Not applicable	3 days	IMO
Pay applicable fees to the Cashier upon receipt of charge slip	<p>Issue a charge slip to be paid by the Client.</p> <p>Note: A photocopy of the Official Receipt shall be submitted by RIO as part of the documentary requirements to be forwarded to the NIA Central Office</p>	Applicable Fees for the Certification and Inspection ¹	1 day	Applicant
Accompany NIA personnel during Field Verification	Conduct of Field Verification with report submitted to the IMO Manager attached with the Certificate and documentary requirements for approval	Not applicable	15 days	IMO

	Upon approval of the Field Verification Report, endorse together with the application and complete attachments to the RM for validation and approval	Not applicable	2 days	Manager, IMO
	Upon receipt of application from IMO, check the completeness of documentary requirements. If found complete, schedule conduct of Field Validation. Note: Only complete documentary requirements shall be processed. Incomplete documentary requirements shall be returned immediately to the concerned IMO Office.	Not applicable	3 days	RIO
	Conduct of Validation of Field Verification Report and submit to RM together with the Certificate and complete documentary requirements	Not applicable	15 days	RIO
	Review, approve and forward duly signed Certificate together with complete documentary requirements as per M.C No. 31 s. 2020 to the NIA Central Office for the approval of the Administrator	Not applicable	2 days	Manager, RIO
	Receive application and documentary requirements from HR	Not applicable	0.5 day	IEC Staff

	Records Division thru Operations Department.			Alexis C. Baetiong/ Rea A. Despuez/ Neilvin Gatchalian
	Evaluate application and documentary requirements. If found complete and correct, recommend/endorse for approval of the Certification to the Administrator. Note: If there are findings upon evaluation, coordination with the concerned Field Office and/or with the proponent shall be made and a Memorandum shall be prepared for compliance.	Not applicable	7 days	IEC Staff Mary Rose N. Reyes/ Renato T. Ballesteros/ Rosario C. Tolentino
	Check certification, application and documentary requirements for any corrections.	Not applicable	2 days	Section Chief Albert D. Asturiano
	Review certification, application and documentary requirements prior to endorsement for the approval of the Administrator.	Not applicable	2 days	Division Manager Luisito Ruel S. San Miguel
	Endorse certification, application and documentary requirement for review and initials to: a.) Operations Department (OD) b.) Deputy Administrator	Not applicable		OD Manager Eusebio S. Villamanto DAEO-OIC

	for Engineering and Operations (DAEO) c.) Senior Deputy Administrator (SDA)		1 day 1 day 1 day	Josephine B. Salazar SDA Robert C. Suguitan
	Review, approve and forward duly signed Certificate together with complete documentary requirements to IEC	Not applicable	5 days	Administration Eduardo Eddie G. Guillen
	Endorse the Administrator-approved Certification together with the attached documents to concerned Regional Office thru HR Records	Not applicable	0.5 day	IEC Staff Cris C. Candela/ Alexis C. Baetiong
TOTAL			60 days	

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/A mends
Filing of Answer and other pleadings in cases filed by or against NIA	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292	Issuance/policy titles will solely depend upon the nature of complaint.	Issuance/policy titles will solely depend upon the nature of complaint;		None

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

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

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
	or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; Republic Act 10752 ; Republic Act No. 10969 ; Republic Act No. 10149		NIA Board Resolution No. 7757-12 Series of 2012	June 13, 2012	
Issuance of Legal Opinion	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Issuance of legal opinion will solely depend upon the nature of concern/query	Issuance of legal opinion will solely depend upon the nature of concern/query		None
Answer/Reply to correspondence and other communication	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987 1997 Rules of Civil Procedure, As Amended	Answer/Reply to correspondence and other communication will solely depend upon the nature of concern/query	Answer/Reply to correspondence and other communication will solely depend upon the nature of concern/query.		None

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
Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 9184	Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184 will solely depend upon the item requiring legal intervention	Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184 will solely depend upon the item requiring legal intervention NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of Delegated Authorities)	November 27, 2020	None
Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and other related Agreements	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct will solely depend upon the item requiring legal intervention	Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct will solely depend upon the item requiring legal intervention NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of Delegated Authorities); NIA Memorandum Circular No. 48 Series of 2016;	November 27, 2020 August 30, 2016	None

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
			NIA Memorandum Circular No. 54 Series of 2017;	July 31, 2017	
			NIA Memorandum Circular No. 71 Series of 2018;	August 6, 2018	
			NIA Memorandum Circular No. 96 Series of 2021	September 1, 2021	
			NIA Memorandum Circular No. 128 Series of 2021;	December 27, 2021	
			NIA Memorandum Circular No. 129 Series of 2021;	December 223, 2021	
			NIA Memorandum Circular No. 102 Series of 2021;	September 29, 2021	
			NIA Memorandum Circular No. 104 Series of 2021;	November 3, 2021	
			NIA Memorandum Circular No. 004 Series of 2022	January 5, 2022	
Filing of Complaint in Expropriation cases in courts and/or referral to OGCC or OSG	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or	Section 10, Chapter III, Title III, Book IV	NIA Board Resolution No. 7757-12 Series of	June 13, 2012	None

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
	Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended		2012		
Review of Project Valuation Committee Resolution for Right-of-Way Acquisition	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 8979 Republic Act No. 10752; Republic Act 10149	Review of Project Valuation Committee Resolution for Right-of-Way Acquisition will solely depend upon the nature of concern	Review of Project Valuation Committee Resolution for Right-of-Way Acquisition will solely depend upon the nature of concern NIA Memorandum Circular No. 12 Series of 2002	February 28, 2002	None
Issuance of demand letters to delinquent farmers	Republic Act No. 3601; Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended	Issuance of demand letters to delinquent farmers will solely depend upon the nature of concern/query	Issuance of demand letters to delinquent farmers will solely depend upon the nature of concern/query		None
Filing of Initiatory	Republic Act No. 3601;	Filing of Initiatory	Filing of Initiatory		None

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
Pleading in ISF collection cases and other cases and/or referral of cases to OGCC or OSG	Presidential Decree 552; Executive Order No. 292 or Administrative Code of 1987; 1997 Rules of Civil Procedure, As Amended; RA 10969	Pleading in ISF collection cases and other cases and/or referral of cases to OGCC or OSG will solely depend upon the issue	<p>Pleading in ISF collection cases and other cases and/or referral of cases to OGCC or OSG will solely depend upon the issue</p> <p>NIA Memorandum Circular No. 169 Series of 2020 (2020 Manual of Delegated Authorities)</p> <p>NIA Memorandum Circular No. 108 Series of 2018</p>	<p>November 27, 2020</p> <p>January 14, 2019</p>	

1. Review of MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and other related Agreements

Office or Division	Legal Services
Classification	Complex
Type of Transaction	G2G
Who may avail	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request to review MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and others.	1. Record receipt of request to review MOA, MOU, Lease Agreement, Deed of Sale, Deed of Usufruct and others	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review on the substance (contents) and form of the Agreement to determine compliance with existing laws and NIA policy. The completeness of supporting documents must also be reviewed. If in order, prepare Board Indorsement for approval of the NIA Board, if such approval is needed, or forward the document to the authorized NIA officials for initial/signature. Otherwise, return the Agreement originated with the comments and/or observations which must be complied.	None	2 working days	Attorney V/ Attorney IV/ Legal Researcher
	4. Prepare routing slip upon receipt of MOA, MOU, etc. or any revision thereof as well as supporting documents and Board Resolution approving the MOA, MOU, etc (if necessary).	None	4 hours	Attorney V/ Attorney IV/ Legal Researcher
	5. Forward the routing slip with supporting documents to the Department Manager for initial.	None	10 minutes	Attorney V/ Attorney IV/ Legal Researcher

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. Affix his initial in the routing slip.	None	10 minutes	Department Manager
	7. Forward the routing slip with supporting documents to the other authorized NIA officials for initial and signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:		4 Days, 5 hours and 25 minutes		

2. Review of Project Valuation Committee Resolution for Right-of-Way Acquisition

Office or Division	Legal Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request to review of Project Valuation Committee Resolution.	1. Record receipt of request to review of Project Valuation Committee Resolution from the concerned NIA field office or Project Management Office.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review on the Project Valuation Committee (PVC) Resolution to determine if the provisions of RA 10752 and its IRR re. An Act Facilitating the Acquisition of Right-of-Way, Site or Location for National Government Infrastructure Projects.	None	4 working days	Attorney V/ Attorney IV

	<p>If the PVC Resolution complies with said law, the same shall be forwarded to the authorized NIA officials for initial/signature. Otherwise, return the Agreement. Otherwise, return the PVC Resolution to the office where it originated with the comments and/or observations which must be complied.</p>			
	<p>4. Prepare memorandum recommending approval upon receipt of the reviewed PVC or any revision thereof with supporting documents.</p>	None	4 hours	Attorney V/ Attorney IV
	<p>5. Forward the PVC Resolution with supporting documents and the memorandum recommending approval thereof to the Department Manager for review.</p>	None	30 minutes	Attorney V/ Attorney IV
	<p>6. Review the PVC Resolution and the memorandum recommending approval thereof. Thereafter, the PVC Resolution and the memorandum will be returned to the responsible staff for finalization.</p>	None	8 hours	Department Manager
	<p>7. Finalize the PVC Resolution and the memorandum recommending approval thereof.</p>	None	4 hours	Attorney V/ Attorney IV

	8. Forward the PVC Resolution with supporting documents and the memorandum recommending approval thereof to the Department Manager for signature.	None	30 minutes	Attorney V/ Attorney IV
	9. Sign the memorandum and affixes his initial in the PVC Resolution	None	10 minutes	Department Manager
	10. Forward the PVC Resolution with supporting documents to the other authorized NIA officials for initial and signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			5 days, 18 hours and 15 minutes	

3 .Issuance of Legal Opinion

Office or Division	Legal Services	
Classification	Complex	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a written request for issuance of legal opinion	1. Record receipt of request for issuance of legal opinion from concerned NIA field office.	None	15 minutes	Legal Researcher/Secretary/Data Encoder
	2. Refer the request to the responsible person and/or staff.	None	20 minutes	Department Manager

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3. Evaluate the facts in request if the same is sufficient, complete and clear. If the facts are complete, conduct research on the applicable law, policy or jurisprudence. Otherwise, return the request to the office of origin for further clarification and comments.	None	2 working days	Attorney V/Attorney IV/Legal Researcher
	4. Draft legal opinion after facts are established and the applicable law or policy or jurisprudence are identified.	None	3 working days	Attorney V/Attorney IV/Legal Researcher
	5. Forward the draft of legal opinion to the Department Manager for review and approval.	None	2 hours	Department Manager
	6. Finalize the legal opinion and return to the Department Manager for signature after approval of the draft by the Department Manager	None	1 hour	Attorney V/Attorney IV/Legal Researcher
	7. Sign the legal opinion	None	30 minutes	Department Manager
	8. Forward the signed legal opinion to the records management section for release to the requesting office and/or for dissemination to all concerned officials and employees.	None	30 minutes	Legal Researcher/Secretary/Data Encoder
TOTAL:		5 Days, 4 hours and 35 minutes		

4. Review of Civil Works Contract, Supply/Services Contract and Consultancy Contract procured under RA 9184

Office or Division	Legal Services	
Classification	Complex	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a draft contract, Notice of Award and other supporting documents.	1. Record receipt of draft contract, Notice of Award and other supporting documents from BAC Secretariat.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Refer the documents to the responsible person/staff.	None	20 minutes	Department Manager
	3. Conduct review of the provisions of contract to determine if it is in accordance with the Bid Documents and to know if the documentary requirements are complete. If the same is in order, the routing slip is prepared for the initial/signature of authorized NIA officials. If there are corrections in the draft contract or documents are incomplete, the same is returned to BAC Secretariat for appropriate action.	None	3 working days	Attorney V/ Attorney IV
	4. Prepare routing slip upon receipt of revised contract and complete documents.	None	1 working day	Attorney V/ Attorney IV/ Legal Researcher

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Forward the routing slip with supporting documents to the Department Manager for initial.	None	20 minutes	Attorney V/ Attorney IV/ Legal Researcher
	6. Affix initial in the routing slip.	None	30 minutes	Department Manager
	7. Forward the routing slip to the concerned NIA officials for initial/signature.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:		4 Days 1 hour and 55 minutes		

5. Filing of Answer and other pleadings in cases filed by or against NIA

Office or Division	Legal Services	
Classification	Highly Technical	
Type of Transaction	G2G	
Who may avail	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a copy of the Summons and corresponding Complaint	1. Record receipt of Summons and corresponding Complaint	None	15 minutes	Legal Researcher/Secretary/Data Encoder
	2. Conduct initial review of documents and refer the request to the responsible person and/or staff	None	1 hour	Department Manager

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3. Conduct review on the accuracy of facts and supporting documents. If necessary draft a Motion for Extension to File Answer and other responsive pleadings. Comments from the concerned NIA Office may likewise be requested. Hence, fax message or letter will be sent to the office concerned.	None	2 working days	Attorney V/Attorney IV/Legal Researcher
	4. Prepare draft of Answer or other pleadings upon receipt of comment and documents from the office concerned.	None	6 working days	Attorney V/Attorney IV
	5. Draft answer or other pleading is submitted to the Department Manager for review	None	10 minutes	Attorney V/Attorney IV
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	1 working day	Department Manager
	7. Finalize the Answer or other pleading for filing in court or for referral to OSG or OGCC, ensuring that all supporting documents are attached..	None	4 hours	Attorney V/Attorney IV/Legal Researcher
	8. Forward the final draft of Answer/Pleading to the Department Manager for his signature or forward the referral letter to the Administrator for signature.	None	30 minutes	Attorney IV/Attorney V

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9. Sign/initial the final draft of Answer/pleading or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Answer or other pleading to Records Management Section for filing in court or delivery to OSG or OGCC for filing in the appropriate court.	None	30 minutes	Legal Researcher/Data Encoder
TOTAL:		11 Days, 6 hour and 55 minutes		

6. Filing of Complaint in Expropriation cases in courts and/or referral to OGCC or OSG

Office or Division	Legal Services			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Client to submit a request for legal assistance from the field office.	1. Record receipt of request for legal assistance from the field office concerned and forward the same to the Department Manager.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Conduct initial review of documents and refer the request to the responsible person/staff.	None	1 hour	Department Manager

	3. Conduct review on the accuracy of facts and supporting documents. If facts are accurate and supporting documents are complete, prepares draft of Answer. Otherwise, send fax message or letter requesting clarification of facts and submission of additional documents.	None	2 working days	Attorney V/ Attorney IV
	4. Prepare draft Complaint upon receipt of complete documents.	None	7 working days	Attorney V/ Attorney IV
	5. Submit draft complaint to the Department Manager for review.	None	10 minutes	Attorney V/ Attorney IV
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	2 working days	Department Manager
	7. Finalize the Complaint for filling in court OR for referral OSG or OGCC, ensuring that all supporting documents are attached.	None	1 working day	Attorney V/ Attorney IV
	8. Forward the Complaint for Expropriation to the Department Manager for signature or forward the referral letter to the Administrator for signature.		30 minutes	Attorney V/ Attorney IV
	9. Sign/initial the Complaint Expropriation or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Complaint to Records Management Section for filing in court or for	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder

	delivery to OSG or OGCC for filing in the appropriate court.		
TOTAL:		12 days, 2 hours and 55 minutes	

7. Filing of Initiatory Pleading in ISF collection cases and other cases and/or referral of cases to OGCC or OSG

Office or Division	Legal Services			
Classification	Complex			
Type of Transaction	G2G			
Who may avail	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client to submit a request for legal assistance.	1. Record receipt of request for legal assistance from the field office concerned and forward the same to the Department Manager.	None	15 minutes	Legal Researcher/ Secretary/ Data Encoder
	2. Conduct initial review of documents and refer the request to the responsible person/staff.	None	1 hour	Department Manager
	3. Conduct review on the accuracy of facts and supporting documents. If facts are accurate and supporting documents are complete, prepares draft of Complaint or Petition. Otherwise, send fax message or letter requesting clarification of facts and submission of additional documents.	None	2 working days	Attorney V/ Attorney IV

	4. Prepare draft of Complaint or Petition upon receipt of complete documents.	None	7 working days	Attorney V/ Attorney IV
	5. Draft Complaint or Petition is submitted to the Department Manager for review.	None	10 minutes	Attorney V/ Attorney IV
	6. Review by the Department Manager and return of the draft to the handling counsel for finalization.	None	2 working days	Department Manager
	7. Finalizes the Complaint or Petition for filing in court OR for referral to OSG or OGCC, ensuring that all supporting documents are attached.	None	1 working day	Attorney V/ Attorney IV
	8. Forward the Complaint or Petition to the Department Manager for signature or forward the referral letter to the Administrator for signature.	None	30 minutes	Attorney V/ Attorney IV
	9. Sign/initial the Complaint or Petition or referral letter to OSG/OGCC.	None	30 minutes	Department Manager
	10. Forward the Complaint to Records Management Section for filing in court or for delivery to OSG or OGCC for filing in the appropriate court.	None	30 minutes	Legal Researcher/ Secretary/ Data Encoder
TOTAL:			12 days, 2 hours and 55 minutes	