



1. PAGBIBIGAY NG LIBRENG KONSULTA O PAYONG LEGAL

Ito ay para sa mga residenteng nangangailangan ng konsultasyon at payong-legal upang masolusyunan ang kanilang idinudulog na kaso o paksain.

Office or Division:	OFFICE OF THE MUNICIPAL LEGAL OFFICER			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may avail:	Citizens of Guiguinto			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Wala		Wala		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa Front Desk ng Tanggapan ng Punong Bayan upang humingi ng tulong	1. Kunin ang buong pangalan, tirahan at detalye ng paksa o kaso na hihingan ng konsulta o payo	Wala	5 minuto	<i>Public Relations Officer I</i> Legal Office
2. Hintaying tawagin upang makausap ang Pambayang Tagapagtanggol	2.1. Paganalisa o pagsusuri ng paksa o kaso	Wala	10 minuto	<i>Legal Officer V</i> Mayor's Office
	2.2. Tatawagin ang kliyente	Wala	1 minuto	<i>Public Relations Officer I</i> Legal Office
TOTAL		Wala	16 minuto	

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Noted by:

ATTY. EDILBERTO C. CRUZ
Legal Officer V

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

