

## 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.

|   |  |                        |                        |   |
|---|--|------------------------|------------------------|---|
| <b>Office:</b>  | OFFICE OF THE MUNICIPAL LEGAL OFFICER  |                        |                        |   |
| <b>Classification:</b>  | Simple   |                        |                        |   |
| <b>Type of Transaction:</b>   | G2C - Government to Citizens   |                        |                        |   |
| <b>Who may avail:</b>   | Citizens of Guiguinto  |                        |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |  | <b>WHERE TO SECURE</b> |                        |   |
| None  |  |                        |                        |   |
| <b>CLIENTS STEPS</b>  | <b>AGENCY ACTION</b>   | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                         |
| 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 minutes              | <i>Public Relations Officer I</i><br>Legal Office |
| 2. Hintaying tawagin upang makausap ang Pambayang Tagapagtanggol              | 2. Pagaanalisa o pagsusuri ng paksa o kaso   | Wala                   | 10 minutes             | <i>Legal Officer V</i><br>Mayor's Office          |
|   | 2.1. Tatawagin ang kliyente  | Wala                   | 1 minute               | <i>Public Relations Officer I</i><br>Legal Office |
| <b>TOTAL</b>  |  | Wala                   | 16 minutes             |   |

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