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**18 Rendition of Legal Opinion****Scope:**

This process starts from receipt of a request for legal opinion with complete attachments (if warranted under the circumstances) regarding the interpretation of the provisions of Republic Act No. 7160 or the Local Government Code of 1991 and other related laws and issuances from Department Officials, Regional and Field Offices and the general public and ends with the issuance of a legal opinion or letter-reply, as the case may be.

**Description of Service:**

To define clearly the process in effectively responding to the legal issues raised by the clients and guide the letter-sender/requesting party on the proper course/s to take under the given circumstances.

**Office:** Legal and Legislative Liaison Service (Legal Research, Assistance and Legislative Liaison Division), DILG Regional Office

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	<p>Client has the option to:</p> <p>a) Submit to the <b>Regional Office</b> a letter-query/ request for legal opinion, in which case begin with Step No. 1 (Agency Action).</p> <p>b) Submit the letter-query/request for legal opinion with complete attachments (if warranted) directly to the Department through the <b>Office of</b></p>	1.1	Receive the letter-query/request with complete attachments (if warranted).	<p>a) Receive the letter-query/request in accordance with the Records Management Procedure;</p> <p>b) Encode the details of the letter-query/request in the DMS;</p> <p>c) Forward the letter-query/request to the Office of the Regional Director</p> <p>Note: For letter-queries/requests received by Provincial Offices, follow steps no. 1.1 to 1.3 and secure approve/sign draft actions from respective reviewing and approving authority.</p>	Regional Records Officer	<p>a) Letter-request/request for legal opinion with complete attachments, if warranted under the circumstances</p> <p>b) Records Management Procedure;</p> <p>c) DMS</p>



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	the Secretary or Central Records Section, in which case proceed to Step No. 1.7 (Agency Action)					
		1.2	Receive and assign the letter-query/request for legal opinion.	Assign the letter-query/request for legal opinion to the Legal Officer for appropriate action.	Regional Director	a) Letter-query/request for legal opinion with complete attachments, if warranted under the circumstances b) DMS
		1.3	Receive and prepare draft action on the letter-query/request for legal opinion	<p>a) If the Legal Officer finds the letter-query/request and attachments sufficient to come up with a comprehensive draft and the issues proffered were already subject of an existing opinion rendered by the Central Office, he/she shall proceed with the preparation of the initial draft.</p> <p>If the letter-query/request for legal opinion lacks attachments/or has incomplete details, draft a letter to the sender requesting for submission of complete attachments or filling-up of the lacking details.</p>	Regional Legal Officer	<p>a) Letter-query/request for legal opinion with complete attachments, if warranted under the circumstances</p> <p>b) DILG CO Memorandum No. 2010-01;</p> <p>c) DILG CO Memorandum Order No. 2010-02</p> <p>d) Pertinent laws, rules and regulations,</p>





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				<p>If the issues proffered in the letter-query/request for legal opinion involve novel issue/s, draft an Indorsement with initial position on the matter to the LLLS, Central Office for final disposition pursuant to DILG CO Memorandum No. 2010-01.</p> <p>If the subject of the letter-query/request for legal opinion involves issues subject of pending litigation or with other NGA or government offices/justiciable controversy, draft a letter-reply to the sender citing the appropriate reason why no LO can be issued pursuant to DILG CO Memorandum Order No. 2010-02</p> <p><i>b) Forward draft action to the Assistant Regional Director.</i></p>		issuances, jurisprudence
		1.4	Receive, review and approve/sign draft action	<p>If Assistant Regional Director (ARD) finds the draft action on the legal query/Indorsement with position paper/letter-reply acceptable, he shall approve/sign the same.</p> <p>Otherwise, ARD shall return the same to the Legal Officer for clarification/modification/revision.</p>	Assistant Regional Director	Draft action on the legal query/Indorsement with initial position paper/letter-reply to the sender

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		1.5	Receive, review and approve/sign draft action	<p>If Regional Director (RD) finds the draft action on the legal query/Indorsement with position paper/letter-reply acceptable, he shall approve/sign the same.</p> <p>Otherwise, RD shall return the same to the Legal Officer for clarification/modification/revision. Afterwards, repeat Agency Action Nos. 1.3 and 1.4.</p>	Regional Director	Draft action on the legal query/Indorsement with initial position paper/letter-reply to the sender
		1.6	Record the approved/signed action on the legal query/indorsement/letter-reply in the monitoring log sheet	<p>a) Record in the monitoring log sheet and update DMS</p> <p>b) Photocopy/scan the signed documents for filing;</p> <p>c) Forward to Records Section for release of the signed action on legal query/indorsement/letter-reply in accordance with the Regional Records Management. In case of approved/signed action on the legal query, the Central Office shall be furnished a copy thereof;</p> <p>d) Retain copies of the released action on the legal query/indorsement/letter-reply as well as its attachments in accordance with Control of Retained Documented Information</p>	Regional Legal Unit	Signed action on the legal query/Indorsement with initial position paper/letter-reply to the sender



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				Procedure and Master list of Records		
		1.7	Receives the letter-query/request for Legal Opinion (in case of direct submission by client to the Central Office) or indorsement from the Regional Office (in cases of novel issues).	a) Encode the details of the document received in the DMS; b) Route to the LLLS Central Tracking Officer	Office of the Secretary/CRS	a) Letter-query/request for legal opinion with complete attachments (if warranted under the circumstances); or b) Indorsement from the Regional Office c) DMS
		1.8	Receives the letter-query/request for legal opinion/indorsement and route it to the Office of the Director, LLLS	a) Route the letter-query/request for legal opinion/indorsement received to the Office of the Director, LLLS; b) Update DMS	LLLS Central Tracking Officer	a) Letter-query/request for legal opinion with complete attachments (if warranted under the circumstances); b) Indorsement from the Regional Office; c) DMS
		1.9	Receives the letter-query/request legal opinion/indorsement and	a) Route the letter-query/request for legal opinion/indorsement	Director, LLLS	a) Letter-query/request for legal opinion with

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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
			route the same to the Legal Research, Assistance and Legislative Liaison Division (LRALLD)	received to LRALLD for appropriate action;  b) Update DMS		complete attachments (if warranted under the circumstances);  b) Indorsement from the Regional Office;  c) DMS
		2.0	Receives the letter-query/request for legal opinion/indorsement and route the same to the Chief, LRALLD	a) Indorses/routes the document to the Chief, LRALLD for assignment;  b) Update DMS	Tracking officer (LRALLD)	a) Letter-query/request for legal opinion with complete attachments (if warranted under the circumstances); or  b) Indorsement from the Regional Office;  c) DMS
		2.1	Receives the letter-query/request for legal opinion/indorsement and assigns the same to Action Officer (preferably, the designated focal person)	a) Encode the request in the Process Summary Log Sheet (PSL).  b) In cases of Indorsements from RO and where the letter-query/request for legal opinion submitted by client directly to CO involves novel issues , route to Action Officer for preparation of	Chief, LRALLD	a) Letter-query/request for legal opinion with complete attachments (if warranted under the circumstances);

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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				<p>draft legal opinion (preferably, the designated focal person)</p> <p>c) If the letter-query/request for legal opinion submitted by client directly to CO does not involve novel issues (e.g. there is already a settled opinion on the matter), route to LRALLD staff for preparation of Indorsement to concerned Regional Office.</p>		<p>b) Indorsement from the Regional Office;</p> <p>c) DMS</p>
		2.2	Accept document thru DMS; Action Officer/LRALLD staff prepares initial draft of action.	<p>a) In an instance stated in letter (b), Agency Action No. 2.1, Action Officer determines if document/s forwarded to him/her warrant preparation of draft legal opinion. If so, Action officer prepares: (1) Memorandum for the Office of the Director, LLLS, (2) Memorandum for the concerned office/Undersecretary/SILG and/(if request is made by Department officials), or (3) draft legal opinion (if request is made by party outside of the Department). Then, AO submits draft to the AC</p> <p>Otherwise, draft Memorandum requesting for submission of complete attachments (if requesting party is within the Department), or draft</p>	Action officer	<p>a) Draft action;</p> <p>b) DMS</p> <p>c) Pertinent laws, rules and regulations; issuances, jurisprudence</p>

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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				<p>Memorandum for the conduct of fact-finding investigation, or letter to the sender requesting for submission of complete attachments (if requesting party is outside the Department/general public)</p> <p>b) In an instance stated in letter (c), Agency Action 2.0, LRALLD staff shall prepare (1) Memorandum for the Office of the Director, LLLS, and (2) Indorsement referring the letter-query/request for legal opinion to the concerned Regional Office for appropriate action.</p>		
		2.3	Accept document thru DMS and reviews the initial draft submitted by the Action officer.	<p>If Assistant Division Chief finds the initial draft in order, he/she forwards the same to the Division Chief.</p> <p>Otherwise, he/she will route it back to the concerned AO/LRALLD staff for correction/revision/clarification.</p>	Assistant Division Chief	<p>a) Draft action;</p> <p>b) DMS</p>
		2.4	Accept thru DMS; review the finalized draft	If Division Chief finds the finalized draft in order, he/she forwards the same to the Director, LLLS (Highest Ranking Officer) by signing the Memorandum to the latter.	Division Chief	<p>a) Finalized draft action;</p> <p>b) DMS</p>





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				Otherwise, he/she returns the same to the concerned AO/LRALLD staff for revision/correction; Update DMS.  In case the Chief routed back the draft to the AO, repeat Agency Action Nos. 2.2 and 2.3.	Division Chief  Concerned AO	
		2.5	Accepts the finalized draft, review and approve/sign the same	a) If the HRO finds the finalized draft acceptable, he shall approve/sign the Memo <i>for the Undersecretary for External, Legal and Legislative Affairs</i> . The signed document shall be returned to LRALLD for release to the Undersecretary for External, Legal and Legislative Affairs.  Otherwise, HRO shall return the same to LRALLD for clarification/revision/modification. Then, repeat Agency Action Nos. 2.2 to 2.4.	Director, LLLS	a) Finalized draft; b) DMS
		2.6	<i>Releases the document to the Undersecretary for External, Legal and Legislative Affairs</i>	a) LRALLD Releasing Officer photocopies the signed document and all its attachments:  b) <i>Route to the Undersecretary for External, Legal and Legislative Affairs;</i>	LRALLD Releasing Officer	a) <i>Signed Memorandum for Undersecretary for External, Legal and Legislative Affairs;</i>  b) Finalized draft or signed Indorsement



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				c) In an instance stated in letter (c), Agency Action No. 2.1, LRALLD Releasing Officer releases the signed Indorsement to CRS  d) Update DMS		c) DMS
		2.7	Accepts the finalized draft, review and approve/sign the same	<i>If the Undersecretary for External, Legal and Legislative Affairs finds the finalized draft acceptable, he shall approve/sign it.</i>  Otherwise, concerned Undersecretary shall return the same to LLLS for clarification/revision/modification. Afterwards, Agency Action Nos. 1.9 to 2.6 will be repeated.	<i>Undersecretary for External, Legal and Legislative Affairs;</i>	a) <i>Signed Memo for Undersecretary for External, Legal and Legislative Affairs;</i>  b) Indorsed legal opinion  c) <b>DO No. 2022-749</b> entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials" and <b>Circular No. 2022-024</b> entitled "Delegation of Authority for Local Government (LG) Sector, Local Government Academy (LGA), National Commission on Muslim Filipino (NCMF), Philippine Commission on

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						<i>Women (PCW), and National Youth Commission (NYC) dated October 14, 2022</i>
		2.8	<i>Accepts the routed signed legal opinion</i>	a) OD accepts the signed legal opinion;  b) Route the same to LRALLD for release to CRS	OD, LLLS	a) signed legal opinion  b) DMS
		2.9	<i>Receives the signed legal opinion</i>	a) Accepts the signed legal opinion; b) Indicate reference No. c) Route to LRALLD Releasing Officer	LRALLD Tracking Officer	a) signed legal opinion  b) DMS
		3.0	Releases the document to the Central Records Section or concerned office within CO	a) Accepts the signed legal opinion; b) Photocopy/scan copy of the legal opinion;  c) Route the same to the CRS or concerned office within CO	LRALLD Releasing Officer	a) signed legal opinion  b) DMS
		3.1	Releases signed legal opinion to client	a) Accepts the signed legal opinion;  b) Photocopy/scan copy of the legal opinion and retain a copy thereof.	CRS	a) signed legal opinion  b) DMS
<b>End of Transaction</b>						





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**Definition of Terms:**

- **Legal opinion**- a letter signed by the authorized Department representative with stamped reference number interpreting provisions of RA 7160 or the Local Government Code of 1991, pertinent laws, Department issuances in relation to the issuances of other agencies (if any).
- **Action on legal query** - a letter issued by the Regional Office and signed by that level's authorized representative answering the client's legal queries by citing existing DILG Central Office Legal Opinions;
- **Indorsement** - Referral of the Regional Office to the DILG Central Office of letter-query/request for legal option the subject of which are novel with attached initial position on the aforesaid novel issue.

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Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service Deputy OMR	Overall Deputy Quality Management Representative

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**QUALITY  
OBJECTIVES (QO)**

OFFICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICE (RO)
QUALITY PROCEDURE TITLE	Rendition of Legal Opinion

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>Rendition of Legal Opinion</li> </ul>	<p>1. 70% of the letter-query or request for legal opinion received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory within the standard time per category:</p> <p>A. <b>Twenty (20) working days from receipt by the Regional Legal Unit of the request</b>, if issue/s proffered is/are already subject of an existing legal opinion;</p> <p>B. <b>Five (5) working days from receipt by the Regional Legal Unit of the request</b>, if letter-query or request lacks attachments or with incomplete details;</p>	70%	$\frac{A}{(B+C) - D} \times 100$ <p>Where A refers to the total number of legal opinions submitted to the RD or his duly authorized signatory within the standard time per category.</p> <p>B - Total number of requests for legal opinions received.</p> <p>C - Total number of requests carried over from the previous quarter.</p> <p>D - Total number of requests not yet due for the quarter.</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet



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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	<p>C. Twenty (20) working days from receipt of the request by the Regional Legal Unit, if issues proffered involve novel issue/s;</p> <p>D. Five (5) working days from receipt of the request by the Regional Legal Unit, if letter query or request involves issues subject of DILD CO Memo Order No. 2010-02</p>					
<ul style="list-style-type: none"><li>Rendition of Legal Opinion</li></ul>	<p>2. 70% of the signed action on legal query/letter-reply are released by the Regional Legal Unit to the Regional Records Section within one (1) working day upon receipt thereof.</p>	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed action on legal queries/letter-reply actually released by Regional Legal Unit to Regional Records Section for mailing to client within the standard time .</p>	Quarterly	Regional Legal Unit	Process Summary Log Sheet





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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
			<b>B</b> - Total No. of signed action on legal query/letter-reply received from the Regional Director or his authorized signatory.			
<ul style="list-style-type: none"> <li>Rendition of Legal Opinion</li> </ul>	<p>3. 80% of the letter-query or request for legal opinion received by the Central Office are prepared with draft action and submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category:</p> <p>E. <b>Twenty (20) working days from receipt of the request by the LRALLD Tracking Officer</b>, if issue/s proffered is/are novel;</p> <p>F. <b>Six (6) working days from receipt of the request by the LRALLD Tracking Officer</b>, issue/s is/are proffered are with existing DILG CO legal opinion.</p>	80%	$\frac{A}{(B+C) - D} \times 100$ <p>Where <b>A</b> refers to the total number of legal opinions submitted to Chief, LRALLD or his duly authorized signatory within the standard time per category.</p> <p><b>B</b> - Total number of requests for legal opinions received</p> <p><b>C</b> - Total number of requests carried over from the previous quarter</p>	Quarterly	Chief, LRALLD	Process Summary Log Sheet



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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
			D - Total number of requests not yet due for the quarter			
<ul style="list-style-type: none"> <li>Rendition of Legal Opinion</li> </ul>	<p>4. 80% of the signed legal opinion with clearance from the SILG or indorsement to concerned Regional Office are released by the LRALLD Releasing Officer to the Central Records Section within the standard time.</p> <ul style="list-style-type: none"> <li>One (1) working day from the date LRALLD Releasing Officer received the signed action legal opinion with clearance from SILG or indorsement to Region</li> </ul>	80%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed legal opinion with clearance from SILG or indorsement to Region actually released to Central Records Section for mailing to client within the standard time.</p> <p>B - Total No. of signed action legal opinion with clearance from SILG or signed Indorsement received from OSEC or OD, LLLS, respectively.</p>	Quarterly	LRALLD Releasing Officer	Process Summary Log Sheet



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**QUALITY MONITORING  
AND EVALUATION (QME)**

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<b>BUREAU/SERVICE</b>	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICES
<b>PROCEDURE TITLE</b>	<b>RENDITION OF LEGAL OPINION</b>
<b>OBJECTIVE STATEMENT</b>	<p>1. 70% of the letter-query or request for legal opinion received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory within the standard time per category:</p> <p>A. <b>Twenty (20) working days from receipt by the Regional Legal Unit of the request</b>, if issue/s proffered is/are already subject of an existing legal opinion;</p> <p>B. <b>Five (5) working days from receipt by the Regional Legal Unit of the request</b>, if letter-query or request lacks attachments or with incomplete details;</p> <p>C. <b>Twenty (20) working days from receipt of the request by the Regional Legal Unit</b>, if issues proffered involve novel issue/s;</p> <p>D. <b>Five (5) working days from receipt of the request by the Regional Legal Unit</b>, if letter-query or request involves issues subject of DILD CO Memo Order No. 2010-02</p> <p><i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.</i> <i>Always refer to the Documented Information Management System for the Controlled Copy.</i></p> <p>2. 70% of the signed action on legal query/letter-reply are released by the Regional Legal Unit to the Regional Records Section within one (1) working day upon receipt thereof.</p> <p>3. 80% of the letter-query or request for legal opinion received by the Central Office are prepared with draft action and submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category:</p> <p>E. <b>Twenty (20) working days from receipt of the request by the LRALLD Tracking Officer</b>, if issue/s proffered is/are novel;</p> <p>F. <b>Six (6) working days from receipt of the request by the LRALLD Tracking Officer</b>, issue/s is/are proffered are with existing DILG CO legal opinion.</p> <p>4. <i>80% of the signed legal opinion or indorsement to concerned Regional Office are released by the LRALLD Releasing Officer to the Central Records Section within the standard time:</i></p> <ul style="list-style-type: none"> <li><i>One (1) working day from the date LRALLD Releasing Officer received the signed action legal opinion or indorsement to Region</i></li> </ul>
<b>CURRENT PERIOD</b>	___ Quarter, 20___



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INDICATORS			1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
<b>Objective 1:</b> 70% of the letter-query or request for legal opinion received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory within the standard time per category.							
A	Total number of legal opinions submitted to the RD or his duly authorized signatory within the standard time per category						
B	Total No. of Requests for Legal Opinions received						
C	Total No. of Requests carried over from the previous quarter						
D	Total No. of Requests not yet due for the quarter						
E	Formula: $\frac{A}{(B+C) - D} \times 100$	Target : 70%					
F	Gap Analysis: In case the objective is not met, put your analysis why it is not met						
<div>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.</div> <div>Always refer to the Documented Information Management System for the Controlled Copy</div> <b>Objective 2:</b> 70% of the signed action on legal query/letter-reply are released by the Regional Legal Unit to the Regional Records Section within one (1) working day upon receipt thereof							
Total number of signed action to legal queries/letter-reply actually released by Regional Legal Unit to Regional Records Section for mailing to client within the standard time							
Total No. of signed action on legal query/letter-reply received from the Regional Director or his authorized signatory							
Formula: $\frac{A}{B} \times 100$		Target : 70%					
Gap Analysis: In case the objective is not met, put your analysis why it is not met							

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**QUALITY MONITORING  
AND EVALUATION (QME)**

INDICATORS		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
<b>Objective 3:</b> 80% of the letter-query or request for legal opinion received by the Central Office were prepared with draft of action and submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category						
A	Total number of legal opinions submitted to Chief, LRALLD or his duly authorized signatory within the standard time per category					
B	Total number of requests for legal opinions received					
C	Total number of requests carried over from the previous quarter					
D	Total number of requests not yet due for the quarter					
E	Formula: $\frac{A}{(B+C) - D} \times 100$	Target : 80%				
F	Gap Analysis: In case the objective is not met, put your analysis why it is not met	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy				
<b>Objective 4:</b> 80% of the signed legal opinion or indorsement to concerned Regional Office are released by the LRALLD Tracking Officer to Central Records Section within the standard time.						
Total number of signed legal opinion or indorsement to Region actually released by LRALLD Tracking Officer to Central Records Section for mailing to client within the standard time						
Total No. of signed action legal opinion or signed Indorsement received from USEC of External, Legal and Legislative Affairs or OD, LLLS, respectively						
Formula: $\frac{A}{B} \times 100$		Target : 80%				
Gap Analysis: In case the objective is not met, put your analysis why it is not met						





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
AND EVALUATION (QME)**

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<b>QME-QP-DILG-LLLS-RO-18</b>		
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Prepared By	Reviewed By	Noted By
<b>Process Owner</b>	<b>Division Chief (CO)/ Regional Deputy QMR</b>	<b>Bureau/Service Deputy QMR/Regional QMR</b>

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Process Owner	Division Chief/Next Higher Supervisor	<b>ASEC. ESTER A. ALDANA, CESO II</b> Overall Deputy Quality Management Representative



FREQUENCY OF MONITORING: QUARTERLY  
CURRENT PERIOD: For the \_\_\_ quarter of \_\_\_\_

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No.	To (Name of the Recipient)	Subject	Source	Category of request for legal opinion*	Date Received by the Regional/Prov incial Records Officer	Date Received by the Regional/ Provincial Legal Officer	Expected Date of Comple tion	Put 1 if due for the quarter, 0 if not	Date submitted to the Regional Director (RD)	Objective 1 Result				Date of Receipt of the signed Output	Date Forwarded to Regional Records Section/PD counterpart	Objective 2 Result				NOTES
										Number of Days Elapsed	≤ Standard Time (1=met)	≥ Standard Time (1= unmet)	Remarks (Indicate reason, if target is unmet)			Number of Days Elapsed	≤ 1WD (1=met)	≥ 1WD (1= unmet)	Remarks (Indicate reason, if target is unmet)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Requests Received Carried Over from the Previous Quarter																				
1																				
2																				
3																				
Requests Received for the Quarter																				
1																				
2																				
3																				
TOTAL:																				
RESULT (%)										% = Total of L /Total of I x 100				% = Total of R /Total of I x 100						

F- Six (6) working days from receipt of the request, issue/s is/are proffered are with existing DILG CO legal opinion.

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Prepared By	
Process Owner	

Noted By
Bureau/Service Deputy QMR/Regional QMR

For: (ON STUDY LEAVE)  
ARVIN C. ALCONEL  
(sgd.)  
ATTY. KEITH L. MENGULLO  
1115 NQMS Focal Person  
Process Owner

Revised By  
(sgd.)  
ATTY. ROSA RIKKA ANGELO OCTAVO  
D/C, IRLAID  
Director of/Next Higher Supervisor

Approved By: (sgd.)  
JESSE HOWARD S. LANETTE  
Assistant Secretary for Local Government  
Concurrent OIC, Legal and Legislative Liaison Services  
Bureau/Service Deputy QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

## Rendition of Legal Opinion CO Process Summary Logsheets

**QUALITY OBJECTIVES:**  
3. 80% of the letter query or request for legal opinion received by the Central Office are prepared with draft action and submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category  
4. 80% of the signed legal opinion with clearance from the SLIG or indorsement to concerned Regional Office are released by the LRALLD Tracking Officer to the Central Records Section within the standard time

**FREQUENCY OF MONITORING: QUARTERLY**  
**CURRENT PERIOD:** For the \_\_\_ quarter of \_\_\_\_

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No.	To (Name of the Recipient)	Subject	Source	Category of request for legal opinion*	Date Received by LLLS	Date Request Received by LRALLD	Expected Date of Completi on	Put 1 if due for the quarter, 0 if not	Date Submitted to C/LRALLD or Duly Authorized Signatory	Objective 3 Result				Date of Receipt of the signed Output	Date Forwarded to Central Records Section	Objective 4 Result				NOTES
										Number of Days Elapsed	≤ Standard Time (1=met)	≥ Standard Time (1=unmet)	Remarks (indicate reason, if target is unmet)			Number of Days Elapsed	≤ Standard Time (1=met)	≥ Standard Time (1=unmet)	Remarks (indicate reason, if target is unmet)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Requests Received Carried Over from the Previous Quarter																				
1																				
2																				
3																				
Requests Received for the Quarter																				
1																				
2																				
3																				
TOTAL:																				
RESULT (%)											% Total of L /Total of L x 100						% Total of R /Total of R x 100			

### Categories of Opinions:

#### For those received by the Regional Offices:

A. Twenty (20) working days from receipt of the request, if issue/s proffered is/are already subject of an existing legal opinion.

B. Five (5) working days from receipt of the request, if letter query or request lacks attachment and/or supporting documents.

C. Twenty (20) working days from receipt of the request, if issues proffered are already covered.

D. Five (5) working days from receipt of the request, if letter query or request involves issues subject of DILG CO Memo Order No. 2010-02

#### For those received by the Central Office:

E. Twenty (20) working days from receipt of the request, if issue/s proffered is/are novel.

F. Six (6) working days from receipt of the request, issue/s is/are proffered are with existing DILG CO legal opinion.

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Process Owner

Noted By:
Bureau/Service Deputy QMR/Regional QMR

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Submitted By:
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Approved By:
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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

# MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: LLLS, ROs-Legal Unit

Name of Bureau/Service/Office/Procedure: LLLS, ROs-Legal Unit		REVISION					
DOCUMENT CODE	DOCUMENT TITLE	00	01	02	03	04	05
Rendition of Legal Opinion							
QP-DILG-LLLS-RO-18	Rendition of Legal Opinion	06.15.21	01.03.23				
QO-QP-DILG-LLLS-RO-18	Rendition of Legal Opinion Quality Objectives	06.15.21	01.03.23	07.01.24			
QME-QP-DILG-LLLS-RO-18	Rendition of Legal Opinion Quality Monitoring and Evaluation	06.15.21	01.03.23	07.01.24			
FM-QP-DILG-LLLS-RO-18-01A	Rendition of Legal Opinion RO/PO Process Summary Log Sheet	06.15.21	07.01.24				
FM-QP-DILG-LLLS-RO-18-01B	Rendition of Legal Opinion CO Process Summary Log Sheet	06.15.21	07.01.24				

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

## MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: LLLS, ROs-Legal Unit

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
QP-DILG-LLLS-RO-18 (Rendition of Legal Opinion)							
	The 1987 Philippine Constitution of the Republic of the Philippines	02.27.1987					
RA 7160	The Local Government Code of 1991	10.10.1991					
Executive Order 292	The Revised Administrative Code of 1987	07.25.1987					
	Philippine Jurisprudence - Cases Decided by the Supreme Court						
RA 9184	Government Procurement Reform Act	07.22.2002					
	All issuances of the Executive Departments						

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