



MUNICIPAL LEGAL OFFICE

Location: 4th floor New Taytay Municipal Building, Club Mania East Taytay, Rizal
Officer in Charge : Atty. Stanlee D. Calma
Tel No.: (02) 284-4720 / 284-4781



A. RECEIVING INCOMING / OUTGOING COMMUNICATION

Requirement:

Documents is support of the legal concern if any

PROCEDURES / STEPS
Receiving Communication and endorsing to the Head of Office
Assigning to Staffs if Simple Document Preparation Complex Document Preparation
Court Cases and Sensitive Documents
Checking Communication Prepared by Staff and signing if no corrections
Finalization
Signing of Documents
Delivery

B. APPLICATION FOR LEGAL CONSULTATION AND LEGAL DOCUMENTS

Requirement:

Documents is support of the legal concern if any

PROCEDURES / STEPS
Sign up in the Log Book. Interview and Assessment
Simple Document Preparation Complex Document Preparation
Consultation
Approval of Documents