



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph


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Name of Division/FOU: Office of the Regional Director

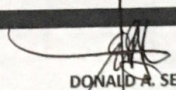
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Rendition of Legal Opinion							
QP-R13-ORD-36	Quality Procedure	10.16.17					
QO-QP-R13-ORD-36	Quality Objective	10.16.17					
QME-QP-R13-ORD-36	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-36-01	Process Summary Logsheets	10.16.17					

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Rendition of Legal Opinion							
	DILG MO 201-01 dated 04 March 2010						
	DILG MO 2010-02 dated September 17, 2010:						

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

MASTERLIST OF RETAINED DOCUMENTED INFORMATION										
DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL	
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL		
Rendition of Legal Opinion										
QME-QP-R13-ORD-06	Quality Monitoring and Evaluation	Legal Officer	Steel Cabinet Drawer 3	1	Per Year/Date:	1 year	2 years	3 years	Shredding/Reuse	
FM-QP-R13-ORD-06-01	Process Summary Logsheet	Legal Officer	Steel Cabinet Drawer 3	1	Per Year/Date:	1 year	2 years	3 years	Shredding/Reuse	

Prepared By

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ATTY IV
Process Owner

Reviewed By

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DILG - REGION XIII (CARAGA)
**QUALITY
PROCEDURE (QP)**

Document Code
QP-R13-ORD- 36

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PROCEDURE TITLE	RENDITION OF LEGAL OPINION	
SCOPE	The procedure starts from the receipt of request for interpretation of the provision of R.A. 7160 and other related laws and issuances from the Department Official, Local Elective and Appointive Officials and General Public up to either release of approved legal opinion to the requesting party, copy furnished the concerned Provincial Director and/or Local Government Operations Officer or referral to the Central Office and posting at the agency website.	
PURPOSE	To clearly define the process to effectively address the concerns/issues on the request and guide the letter-sender on the proper course of action under the circumstances	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Requesting Party Letter-request	RENDITION OF LEGAL OPINION	Legal Opinion Endorsement Requesting Party, PD/LGOO, website Central Office
DESCRIPTIVE STATEMENT: The Regional Office receives request for legal opinion, assigns the request to the legal officer who evaluates the request, drafts the legal opinion and forwards the draft legal opinion to the Assistant Regional Director for review and recommendation for approval by the Regional Director. The approved legal opinion is released to the requesting party copy furnished the concerned Provincial Director and/or Local Government Operations Officer and posting at the agency website. All generated records are retained in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the request	<ul style="list-style-type: none">Stamp "RECEIVED" on the document and write date and time of receipt and affix signatureScan document and encode the details of request in the Communication Tracking System (ComTracks)Forward to ORD Secretary	<ul style="list-style-type: none">Letter-request for legal opinion with attachment, if any.
2	ORD Secretary	Receive the request	<ul style="list-style-type: none">Attach routing slip to the letter request and forward request to Regional DirectorRecord details of the request in Logbook	<ul style="list-style-type: none">Routing SlipLogbook



**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	Regional Director	Assign the request	<ul style="list-style-type: none"> Assign the request to the Legal Officer and provide instructions in the routing slip 	<ul style="list-style-type: none"> Routing Slip
4	ORD Secretary	Forward request	<ul style="list-style-type: none"> Forward request to Legal Officer and record the date and time when delivered 	<ul style="list-style-type: none"> Logbook
5	Legal Officer	Evaluate the request	<ul style="list-style-type: none"> Determine issue/s based on the submitted request *If there is a need for fact-finding, see procedure for fact-finding investigation *If subject-matter is novel and complicated, prepare endorsement to Central Office Categorize request for legal opinion as to: <ul style="list-style-type: none"> 15 days – those requests which will be endorsed to the central office 30 days – those requests that need minimal research or the references are available within the office 60 days – those requests that need fact-finding Conduct research on applicable laws, jurisprudence, rules, regulations and other issuances Draft the legal opinion Forward the draft legal opinion to the ARD for review 	<ul style="list-style-type: none"> Letter request Routing Slip Draft legal opinion
6	ARD	Initial review of draft legal opinion	<ul style="list-style-type: none"> Conduct initial review of the draft legal opinion/endorsement 	<ul style="list-style-type: none"> Letter request Routing Slip Draft legal opinion/Endorsement
7	Legal Officer	Incorporate correction	<ul style="list-style-type: none"> Incorporate correction, if any. Forward the draft legal opinion/Endorsement to ARD 	<ul style="list-style-type: none"> Letter request Routing Slip Draft legal opinion/Endorsement





DILG - REGION XIII (CARAGA)

**QUALITY
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	ARD	Final review of draft legal opinion and recommend approval	<ul style="list-style-type: none"> Conduct final review of the draft / endorsement Recommend approval or revision *if for approval, forward to RD *If for revision, go back to steps 7 and 8 	<ul style="list-style-type: none"> Letter request Routing Slip Draft legal opinion/ endorsement
9	RD	Review and approve legal opinion	<ul style="list-style-type: none"> If the opinion/endorsement is acceptable, approve/sign the legal opinion/endorsement; otherwise, refer back to Steps 7 and 8 	<ul style="list-style-type: none"> Letter request Routing Slip Legal opinion/ Endorsement
10	Legal Officer	Assign control number	<ul style="list-style-type: none"> Assign control number Photocopy approved legal opinion/endorsement and forward to Records Officer for release 	<ul style="list-style-type: none"> Approved legal opinion/endorsement
11	Record Officer	Release legal opinion	<ul style="list-style-type: none"> Stamp "RELEASED" with date and time of release and affix signature on the approved legal opinion/endorsement Send approved legal opinion to requesting party with customer-satisfaction survey, copy furnished the concerned PD and/or MLGOO and approved endorsement to CO Provide soft copy to ITO for posting at website Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records 	<ul style="list-style-type: none"> Approved legal opinion/ endorsement Logbook Customer-satisfaction Survey Control of Retained Documented Information Procedure Masterlist of Records (FM-SP-R13-02-01)
12	ITO	Post Legal Opinion	<ul style="list-style-type: none"> Post Legal Opinion at the agency website 	<ul style="list-style-type: none"> Approved Legal Opinion
1	Records Officer	Receive the request	<ul style="list-style-type: none"> Stamp "RECEIVED" on the document and write date and time of receipt and affix signature Scan document and encode the details of request in the Communication Tracking System (ComTracks) Forward to ORD Secretary 	<ul style="list-style-type: none"> Letter-request for legal opinion with attachment, if any.





DILG - REGION XIII (CARAGA)

**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	ORD Secretary	Receive the request	<ul style="list-style-type: none">• Attach routing slip to the letter request and forward request to Regional Director• Record details of the request in Logbook	<ul style="list-style-type: none">• Routing Slip• Logbook
3	Regional Director	Assign the request	<ul style="list-style-type: none">• Assign the request to the Legal Officer and provide instructions in the routing slip	<ul style="list-style-type: none">• Routing Slip
4	ORD Secretary	Forward request	<ul style="list-style-type: none">• Forward request to Legal Officer and record the date and time when delivered	<ul style="list-style-type: none">• Logbook
5	Legal Officer	Evaluate the request	<ul style="list-style-type: none">• Determine issue/s based on the submitted request• *If there is a need for fact-finding, see procedure for fact-finding investigation• *If subject-matter is novel and complicated, prepare endorsement to Central Office• Categorize request for legal opinion as to:<ul style="list-style-type: none">○ 15 days - those requests which will be endorsed to the central office○ 30 days - those requests that need minimal research or the references are available within the office○ 60 days - those requests that need fact-finding• Conduct research on applicable laws, jurisprudence, rules, regulations and other issuances• Draft the legal opinion• Forward the draft legal opinion to the ARD for review	<ul style="list-style-type: none">• Letter request• Routing Slip• Draft legal opinion
6	ARD	Initial review of draft legal opinion	<ul style="list-style-type: none">• Conduct initial review of the draft legal opinion/endorsement	<ul style="list-style-type: none">• Letter request• Routing Slip• Draft legal opinion/• Endorsement



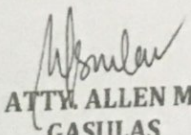
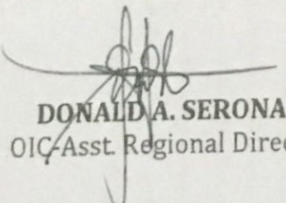
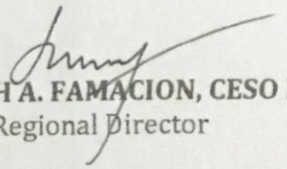


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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	Legal Officer	Incorporate correction	<ul style="list-style-type: none">• Incorporate correction, if any.• Forward the draft legal opinion/Endorsement to ARD	<ul style="list-style-type: none">• Letter request• Routing Slip• Draft legal opinion/Endorsement

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Process Owner	Deputy QMR	Regional QMR





DILG REGION XIII (CARAGA)

**Rendition of Legal Opinion
Process Summary Logsheet (PSL)**

QUALITY OBJECTIVE: 1) To endorse request to PO/CO within 5 working days from receipt of request
2) To answer request within 15 working days from receipt of request

FREQUENCY OF MONITORING: Monthly
COVERED PERIOD:
Due Date of Submission:
Legend:

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No.	Control No.	Requesting Party	Date of request	Date received by RO Records Officer	Date Received by Legal Officer	Date of Endorsement / Answer	Date of Actual Release of Endorsement / Answer	Objective Results			Remarks/Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Total
Result

0 0 0

APPROVED BY	
ALLEN M. GASULAS	
Assistant Legal Officer	

APPROVED BY	
DONALD A. BERONAY	
Assistant Legal Officer	

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DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

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DIVISION/FOU	ORD-Legal
QUALITY PROCEDURE TITLE	Rendition of Legal Opinion

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (If applicable)			
	To endorse request to PO/CO within 5 working days from receipt of request	80%	Total number of request endorsed within 5 days / Total number of request received	Monthly	Legal Officer	<ul style="list-style-type: none">Request for Legal OpinionAnswer to requestRouting SlipPSL
	To answer request within 15 working days from receipt of request	80%	Total number of request answered within 15 days / Total number of request received	Monthly	Legal Officer	

Prepared By ALLEN M. GASULAS Attorney IV/Legal Officer	Reviewed By DONALD A. SERONAY OJC Asst. Regional Director	Approved By LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Deputy QMR



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DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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DIVISION/FOU	ORD-Legal													
PROCEDURE TITLE	Rendition of Legal Opinion													
OBJECTIVE STATEMENT	To render legal opinion within the prescribed number of days													
CURRENT PERIOD														
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 1: 80% of legal opinion rendered within the prescribed number of days														
A	Total no. of documents acted upon within within the prescribed number of days													
B	Total No. of request for legal opinions received													
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 2:														
A														
B														
C	Formula: Target Result:													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 3:														
A														
B														
C	Target result													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.														

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DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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Process Owner	Deputy QMR	Deputy QMR

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