CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY LEGAL OFFICER

Internal Services

1. Free Legal Consultation

Free legal consultation is given to the public who are dealing with legal issues and other concerns.

Office or Division:	OFFICE OF THE CITY LEGAL OFFICER
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Employees of the City Government and Citizens of the City of Meycauayan, Bulacan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
All documents relative to the client's concern.	To be provided by the client / requesting office or employee.

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present documents related to the client's concern.	1.1 Receive and record the request and refer it to the City Legal Officer for the proper disposition of the request.	None	4 Minutes	City Legal Officer Office of the City Legal Officer
	1.2 Assess the legal issue/ concern and provide legal advice.	None	30 Minutes	City Legal Officer Office of the City Legal Officer
2. Answer the Client rater form.	2.1 Give the Client Rater Form.	None	1 minute	City Legal Officer Office of the City Legal Officer
	Total	**None**	**35 minutes**	

2. Review and/or Drafting of Contracts, Ordinances, Legal Instruments and Legal Opinion

In accordance with the Office of the City Legal Officer mandate to provide assistance and guidance to the City Government, the Office of the City Legal Officer renders complete and final legal documents upon the request of the requesting office.

Office or Division:	OFFICE OF THE CITY LEGAL OFFICER
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Officials and employees of the City Government of Meycauayan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Written query or request for review 2. Contract, Proposed ordinance, and Other legal instruments	To be provided by the client / requesting office or employee.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s to submit a written request for review of documents to the receiving staff.	1.1 Office of the City Legal Officer staff to receive and record clients' requests.	None	10 minutes	City Legal Officer Office of the City Legal Officer
	1.2. Refer to the City Legal Officer for the proper disposition of the request	None		City Legal Officer Office of the City Legal Officer
	1.3. Evaluate request.	None	30 minutes	City Legal Officer Office of the City Legal Officer
	1.4. Assign document review to the concerned lawyer.	None		City Legal Officer Office of the City Legal Officer

	1.5. Gather and provide all necessary information, provide comments, and draft a legal opinion.	None	20 working days **Some highly technical cases that involve extensive research and intensive analysis may require additional days to finish*	City Legal Officer Office of the City Legal Officer
	1.6. Review and approve the release of the document by the City Legal Officer.	None	1 hour	City Legal Officer Office of the City Legal Officer
2. Return to the Office of the City Legal Officer to claim the requested document.	2.1. Record and release the signed document to the requesting client.	None	5 minutes	City Legal Officer Office of the City Legal Officer
	Total	**None**	**20 days *(or more),* 1 hour, and 45 minutes**	