

## ISSUANCE OF CERTIFIED TRUE COPY OF OFFICIAL DOCUMENTS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

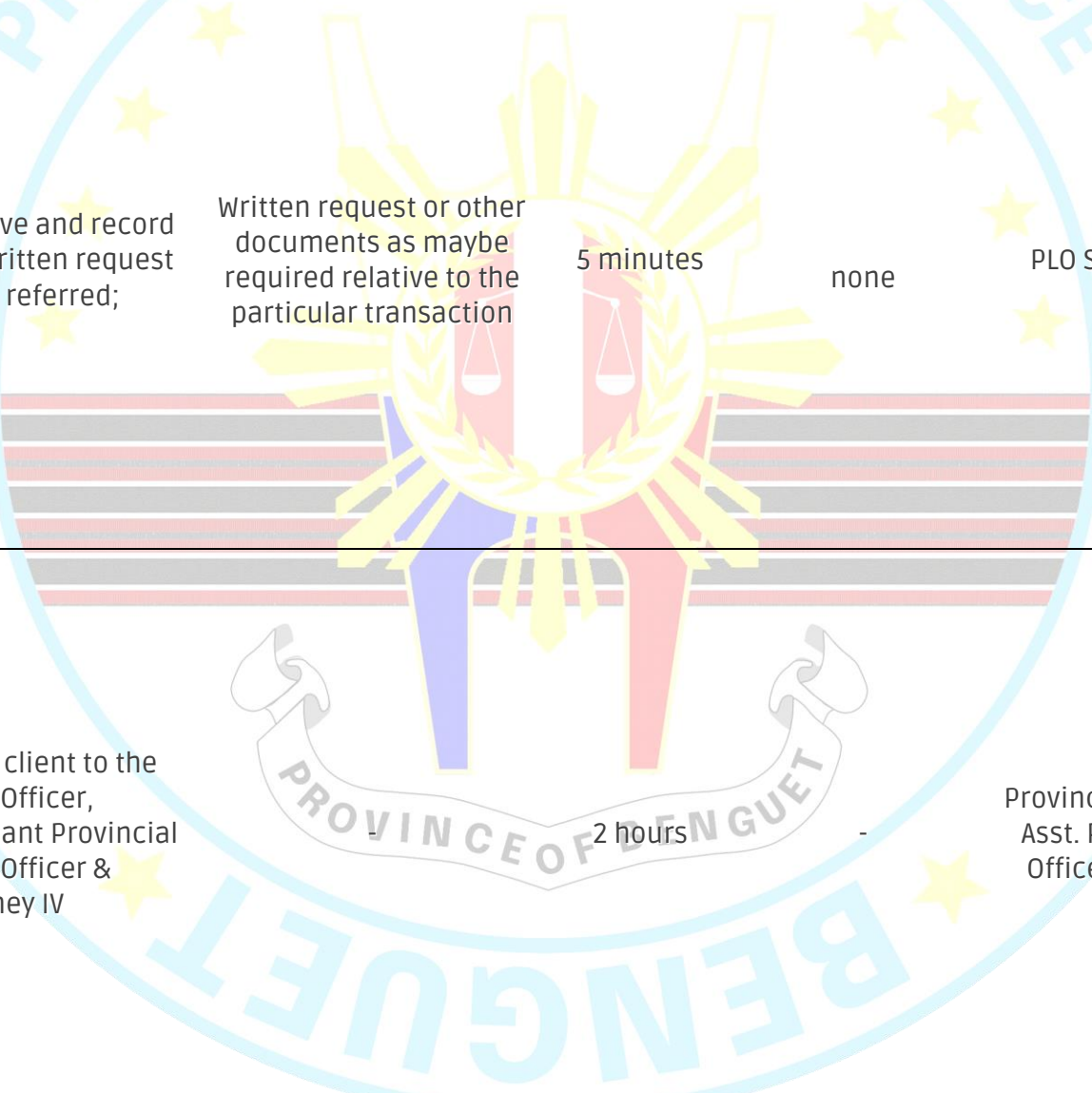
Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Secure request slip from Provincial Legal Office Staff with the approval of the Provincial Legal Officer	Issue and record request slip	Request Slip and Official Receipt	2 minutes	none	PLO Staff personnel	Provincial Legal Office (PLO) 3rd Floor Capitol Building, La Trinidad, Benguet
2	Accomplish the request slip form then present the accomplished request slip to the PTO for the corresponding fee	Received request slip and retrieve requested documents and photocopy	-	-	-	PTO- Land Tax and Revenue Division	PTO-Land Tax Division 1st Floor Capitol Building, La Trinidad, Benguet
3	Submit the request slip with the official receipt to the Legal Office	-	-	8 minutes	P25.00/ documents	PLO Staff/ Personnel	Provincial Legal Office
4	Client received certified true copy fees of official documents requested	Certify the photocopied official documents	-	6 minutes	-	Provincial legal Officer and Asst. Provincial Legal Officer	
		Released the documents	-	1 minute	-	PLO Staff/ Personnel	

## RENDITION OF LEGAL ADVICE/OPINION/COUNSELING

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Submit request for legal advice/ opinion/ counseling	Receive and record the written request being referred;	Written request or other documents as maybe required relative to the particular transaction	5 minutes	none	PLO Staff personnel	Provincial Legal Office (PLO) 3rd Floor Capitol Building, La Trinidad, Benguet
2	-	Refer client to the Legal Officer, Assistant Provincial Legal Officer & Attorney IV		2 hours	-	Provincial Legal Officer, Asst. Provincial Legal Officer & Attorney IV	