



PROVINCIAL LEGAL OFFICE



Province of Cebu

**Citizen's Charter
2025**

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PROVIDE LEGAL ADVICE TO WALK-IN CLIENTS

The Provincial Legal Office (PLO) provides legal assistance to walk-in clients by rendering legal advice and, when necessary, assisting in the drafting of legal documents. This service is handled by the Officer-of-the-Day to address the legal concerns of citizens and residents of the province, ensuring that all queries are handled in a timely and efficient manner. Our assistance is focused on providing general legal guidance and is subject to the discretion of the Officer-of-the-Day.

Office or Division:	Provincial Legal Office
Classification:	Highly-Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a) Endorsement Slip from PLO receiving officer b) Supporting documents relative to the legal advise/service sought			Client	
CLIENT STEPS	OFFICE ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the Endorsement Slip	1. Receive and record Endorsement Slip, then forward to the Officer-of-the-Day (OD)	N/A	5 minutes	Kerr Lee Andre B. Lao
2. Client submits the endorsement slip together with the supporting documents to handling lawyer	2. Render Legal Advise/Counseling; extend the necessary legal services based on the information provided and the documents presented and issue Action Slip afterwards, if necessary.	Depending on the drafting of legal document and its complexity	2 hours	Handling lawyer
TOTAL:			2 hours, 5 mins	

RENDER LEGAL OPINION IN ANY QUESTION OF LAW

The Provincial Legal Office renders legal opinions on questions of law that directly involve the official functions, duties, and responsibilities of the Provincial Government of Cebu and its various departments, including the component cities and municipalities of Cebu.

Office or Division:	Provincial Legal Office
Classification:	Highly-Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	a) All offices of the Provincial Government b) LGUs of the Component Cities and Municipalities of the Province of Cebu

Note:

- Days shall mean working days, excluding holidays and weekends.
- The processing time for all legal actions shall be counted from the date the work is officially assigned to the handling lawyer, following the initial assessment and routing by the Provincial Legal Office

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a) Endorsement Letter b) Copy of the document for review			Client	
CLIENT STEPS	OFFICE ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the endorsement letter / request and the document that is subject for review.	1. Receive the required documents and check for completeness	N/A	3 minutes	James Harvey B. Mantos (Reception officer)
	2. Segregate according to urgency, record and forward to the Assistant Provincial Legal Officer (APLO)	N/A	3 minutes	Levie S. Estorba / Chinie Jagmoc
	3. Identify the needed legal action required (Green Action Slip); indicate remarks for the guidance of the handling lawyer	N/A	20 minutes	Assistant Provincial Legal Officer
	4. Designate/Assign the client’s request to a handling lawyer for review and recommendation	N/A	5 minutes	Atty. Romielyn Macalinao / Kerr Lee Andre B. Lao
	5. Reviewing and drafting of the appropriate legal opinion, then forward to the Provincial Legal Officer for approval.	N/A	5 days	Handling Lawyer
	6. Initial Review by APLO; and finalization by PLO.	N/A	1 day	Assistant Provincial Legal Officer / Provincial Legal Officer
TOTAL:			6 days, 31 mins	

REVIEW OF ORDINANCES, RESOLUTIONS AND EXECUTIVE ORDERS

This Office is responsible for the legal review of all ordinances and resolutions enacted by the Sangguniang Panlalawigan, including those submitted by component cities and municipalities. It also reviews Executive Orders issued by the Provincial Governor. This service is in accordance with R.A. 7160.

Office or Division:	Provincial Legal Office
Classification:	Highly-Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	a) Provincial Government of Cebu b) Component Cities and Municipalities of Cebu

Note:

1. Days shall mean working days, excluding holidays and weekends.
2. The processing time for all legal actions shall be counted from the date the work is officially assigned to the handling lawyer, following the initial assessment and routing by the Provincial Legal Office.

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
a) Endorsement Letter b) Copy of the document for review			Client	
CLIENT STEPS	OFFICE ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the endorsement letter and the document that is subject for review.	1. Receive the required documents and check for completeness.	N/A	3 minutes	James Harvey B. Mantos (Reception officer)
	2. Segregate according to urgency, record and forward to the Assistant Provincial Legal Officer (APLO)	N/A	3 minutes	Levie S. Estorba / Chinie Jagmoc
	3. Identify the needed legal action required (Green Action Slip); indicate remarks for the guidance of the handling lawyer	N/A	20 minutes	Assistant Provincial Legal Officer
	4. Designate/Assign the client’s request to a handling lawyer for review and recommendation	N/A	5 minutes	Atty. Romielyn Macalinao / Kerr Lee Andre B. Lao
	5. Review and drafting of the appropriate recommendation, then forward to the Provincial Legal Officer for approval.	N/A	<ul style="list-style-type: none"> • Ordinance - 7 days, subject for extension depending on complexity; • Resolution - 7 days, subject for extension depending on complexity; • Executive Order (EO) - 7 days, subject for extension depending on complexity 	Handling Lawyer
	6. Initial Review by APLO; & thereafter, finalization by PLO.	N/A	1 Day	Assistant Provincial Legal Officer / Provincial Legal Officer
TOTAL:			Ordinance - 8 days, 31 mins. Resolution - 8 days, 31 mins. EO – 8 days, 31 mins.	

REPRESENTATION OF CASES INVOLVING THE PROVINCIAL GOVERNMENT OF CEBU

The Provincial Legal Office represents the Province, its component cities, municipalities, and public officials in legal matters before all judicial and quasi-judicial bodies. We handle cases related to their official functions and responsibilities, exercising due diligence and professionalism to protect the interests of the Province and its constituents.

Office or Division:	Provincial Legal Office
Classification:	Highly-Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	a) Sangguniang Panlalawigan and other Legislative Body b) Officer of the Governor

Note:

1. Days shall mean working days, excluding holidays and weekends.
2. The processing time for all legal actions shall be counted from the date the work is officially assigned to the handling lawyer, following the initial assessment and routing by the Provincial Legal Office.

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
c) Endorsement Letter d) Supporting documents relative to the case requiring representation			Client	
CLIENT STEPS	OFFICE ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the endorsement letter / request together with the supporting documents.	1.Receive and record the Order/Notice, pleading or other legal paper, then forward for initial assessment, for new cases. Forward directly to handling lawyer for existing cases.	N/A	3 minutes	James Harvey B. Mantos (Reception officer)
	2. Note the date of the scheduled hearing, and/or due date of pleading; then initial assessment by APLO (Green Action Slip).	N/A	20 minutes	Levie S. Estorba / Assistant Provincial Legal Officer
	3. Designate lawyer to handle the case.	N/A	3 minutes	Atty. Romielyn Macalinao / Kerr Lee Andre B. Lao
	4. Interview client, attend and appear in court, quasi-judicial body, and other tribunals, and/or prepare and submit pleadings or legal documents.	N/A	<ul style="list-style-type: none"> • Preparation/submission/filing – 28 days, depending on the court’s order, includes: <ul style="list-style-type: none"> ➢ Client Meeting ➢ Attendance in court - Subject for extension depending on the complexity of the case, as granted by the court. 	Handling Lawyer
	5. Review and finalization by PLO.	N/A	1 day	Provincial Legal Officer
TOTAL:			30 days, 26 mins	

ILLEGAL HAULING

We provide legal support in the investigation and apprehension of illegal hauling activities within the Province of Cebu. This service includes drafting the necessary resolutions and reports to ensure that all legal and administrative requirements are met to uphold the rule of law and protect the environment and resources of the Province.

Office or Division:	Provincial Legal Office
Classification:	Highly-Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Apprehended Illegal Haulers

Note:

3. Days shall mean working days, excluding holidays and weekends.
4. The processing time for all legal actions shall be counted from the date the work is officially assigned to the handling lawyer, following the initial assessment and routing by the Provincial Legal Office.

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
a) Apprehension Report b) OR/CR of the Vehicle c) Valid Government ID			Client		
CLIENT STEPS	OFFICE ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Apprehension Report, OR/CR of Vehicle, and valid ID	1. Receive Apprehension Report from PENRO	Administrative Fine of 10,000 for offenders	10 minutes	Victoria A. Abrantes	
2. Illegal Haulers	2. Conduct Initial investigation wherein Investigating Officer determines whether hauler violates Ordinance; preparation of initial and draft Investigation Report	N/A	2 hours	Gina Neis	
	5. Review and Finalization of Resolution by PLO	N/A	1 day	Provincial Legal Officer	
TOTAL:			1 Day, 2 hours, 10 mins.		

CONTACT INFORMATION		
Provincial Legal Office	Address	Trunkline
Receiving Officer (Micah)	Capitol Building, Capitol Compound, Barangay Capitol, Cebu City	1071
Admin		1077
In-charge of Illegal Hauling Matters		1078