

OFFICE OF THE CITY LEGAL Bacolod City

The City Legal Office was created primarily to provide legal services and assistance for and in behalf of the City Government. Under Executive Order no. 9 issued November 3, 1988, however, it was also tasked and made responsible for handling the Composite Enforcement Unit which the public can rely on in enforcing order on public places.

Location: 2nd floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone number: (034) 434-3821

I. LEGAL ASSISTANCE/CONSULTANCY

ABOUT THE SERVICE: The City Legal Office provides legal assistance through consultancy or advice brought by any office, body or person concerning matters involving the City.

REQUIREMENTS: Written query duly endorsed by the concerned offices or addressed to the City Legal Officer

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit written query	1 Minute	<i>Eleanor Vidal Clerk II</i>
2. Review query	2 hours	<i>Officer of the Day*: Atty. Omar Francis Demonteverde Atty. Reuben Mikhail Sabig Atty. Vanessa Encabo</i>
3. Render appropriate response to query or issue a corresponding memo	2 hours	<i>Officer of the Day*: Atty. Omar Francis Demonteverde Atty. Reuben Mikhail Sabig Atty. Vanessa Encabo</i>
4. Endorse memo to the requesting office, if applicable	2 hours	<i>Eleanor Vidal Clerk II</i>

**Note: The Officer of the Day is assigned by the City Legal Officer for each work day.*

II. REVIEW OF CONTRACTS, ORDINANCES AND OTHER LEGAL INSTRUMENTS

ABOUT THE SERVICE: Contracts, ordinances and other instruments are reviewed by the City Legal Office to determine the legality of the provisions embodied therein.

REQUIREMENTS: Copy of the contract, ordinance or other instrument with supporting documents duly endorsed by the concerned offices.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit request for review	1 Minute	<i>Eleanor Vidal Clerk II</i>
2. Research and collate all pertinent information relating to the document for review	5 days from submission of the request	<i>April Rose Morada Legal Assistant II</i>
3. Review and issue an opinion on the document submitted		<i>Officer of the Day</i>
4. Endorse opinion to the requesting office		<i>Eleanor Vidal Clerk II</i>

III. NOTARIZATION OF LEGAL DOCUMENTS

ABOUT THE SERVICE: The City Legal Office notarizes legal documents per request.

REQUIREMENTS: Documents for notarization.

FEES AND CHARGES: Simple documents – ₱100.00; Other documents such as contracts – variable depending on the amount and complexity of the contract.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Present document for notarization	1 Minute	<i>Eleanor Vidal Clerk II</i>

2. Pay Notarial Fee	1 Minute	Eleanor Vidal <i>Clerk II</i>
3. Notarize document	5 Minutes	<i>Officer of the Day</i>
4. Release notarized document	1 Minute	Eleanor Vidal <i>Clerk II</i>

IV. REMOVAL OF ANY UNAUTHORIZED/ILLEGAL STRUCTURE ON PUBLIC PROPERTY

ABOUT THE SERVICE: This intends to respond to the general public's complaints against illegal or nuisance structures. The Subject of the complaint should be within the political boundary of Bacolod City and is on public/government property (i.e. Roads, Alleys, Sidewalks, Body of water and the like).

REQUIREMENT: Letter request or complaint addressed to the City Legal Officer and containing a brief description or vicinity map of the subject of the complaint/request.

For Illegal Vendors/Commercial Establishments occupying a portion of the Road/Sidewalk.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit written complaint	1 Minute	Eleanor Vidal <i>Clerk II</i>
2. Provide necessary information and, if possible, assistance during inspection	15 days from submission of the complaint	April Rose Morada <i>Legal Assistant II</i>
3. Issue Notice		Atty. Reuben Mikhail Sabig <i>Attorney III</i>
4. Conduct clearing operation		April Rose Morada <i>Legal Assistant II</i>

5. Submit accomplishment report		April Rose Morada <i>Legal Assistant II</i>
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For Informal Settlers/Residential Structures occupying government property (i.e. Roads, sidewalk, body of water and the like.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit written complaint	1 Minute	Eleanor Vidal <i>Clerk II</i>
2. Provide necessary information and, if possible, assistance during inspection	90 days* from submission of the complaint	April Rose Morada <i>Legal Assistant II</i>
3. Have the area surveyed by the City Engineer's Office		
4. Endorse list of identified informal settlers to the Bacolod Housing Authority		
5. Issue Notice to Voluntarily Vacate/Demolish Structure		Atty. Reuben Mikhail Sabig <i>Attorney III</i>
6. Refer to Local Housing Board for review and issuance of Eviction and Demolition Compliance Certificate		April Rose Morada <i>Legal Assistant II</i>
7. Conduct Pre-Demolition Conference with the Presidential Commission on Urban Poor		Atty. Reuben Mikhail Sabig <i>Attorney III</i>
8. Conduct clearing/demolition operation		Atty. Reuben Mikhail Sabig <i>Attorney III</i>
9. Submit accomplishment report		April Rose Morada <i>Legal Assistant II</i>

**Note: Clearing/Demolition of residential illegal structures is based on the guidelines set forth under R.A. 7279 and other applicable laws/ordinances. Further, any clearing/demolition is dependent on the availability of suitable relocation site as certified by the Bacolod Housing Authority.*

V. INTERNAL COMPLAINTS AGAINST CITY EMPLOYEES

ABOUT THE SERVICE: The City Legal Office handles disputes between employees of the City Government of Bacolod.

REQUIREMENTS: A valid complaint of the aggrieved party or complainant.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit a valid complaint	1 Minute	<i>Eleanor Vidal</i> <i>Clerk II</i>
2. Issue appropriate Notice or Memo	5 days	<i>Atty. Omar Francis Demonteverde</i> <i>Assistant City Legal Officer or any designated Officer by the City Legal Officer</i>