



## OFFICE OF THE CITY LEGAL OFFICER

Bacolod City

The Office of the City Legal Officer is the chief legal counsel of the City of Bacolod and provides legal services, assistance and support to the City Mayor and the Sangguniang Panlungsod. The Office represents the City in all civil actions and special proceedings wherein the City or any of its official, in their official capacity, is a party. The Office recommends measures to the sanggunian and advise the governor or mayor, as the case may be, on all other matters related to upholding the rule of law as provided in Section 481 of the Local Government Code.

The City Legal Officer is the Chairman of the Integrated City Enforcement Team which is tasked to enforce the various ordinances of the City pursuant to Executive Order No. 54, series of 2022 entitled “An Executive Order Creating the Integrated City Enforcement Team”.

### 1. LEGAL ASSISTANCE/CONSULTANCY

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

<b>OFFICE</b>	City Legal Office			
<b>CLASSIFICATION</b>	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
<b>TYPE OF TRANSACTION</b>	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			Not applicable	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written query	1.1 Receive query and interview client	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record documents and	None	1 minute	<b>Jan Paul A. Silab</b> <i>Records Officer II</i>

	refer to Officer of the Day			
	1.3 Review query, and submitted documents	None	30 minutes	Officer of the Day: <b>Atty. Omar Francis P. Demonteverde</b> <i>Asst. City Legal Officer</i> <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i> <b>Atty. Vanessa P. Encabo</b> <i>Attorney II</i> <b>Atty. Bartolome G. Malde, Jr.</b> <i>Attorney II</i>
	1.4 Render appropriate response to query or refer to proper office for further action		90 minutes	Officer of the Day
<b>TOTAL</b>		<b>None</b>	<b>2 hours</b>	

## 2. NOTARIZATION OF LEGAL DOCUMENTS

The City Legal Office notarizes legal documents per request.

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<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Duly accomplished documents for notarization</li> <li>Government Issued ID</li> <li>Personal Appearance of Signatories of documents for notarization</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1. Receive and verify completeness of documents	₱100 for simple documents;	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>

		1% of amount in Contract		
2. Pay Notarial Fee	2.1 Refer to available Notary Public		30 minutes	Notary Public
	2.2 Release duly notarized documents		5 minutes	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
<b>TOTAL</b>		<b>₱100 for simple documents; 1% of amount in Contract</b>	<b>35 minutes</b>	

### 3. INVESTIGATION AND HEARING OF ADMINISTRATIVE COMPLAINT AGAINST CITY EMPLOYEES

The City Legal Office through Atty. Romeo Carlos M. Ting, Jr., City Legal Officer; Atty. Omar Francis P. Demonteverde, Assistant City Legal Officer; and, Atty. Bartolome G. Malde, Jr., Attorney II were designated as Hearing Officers and Prosecuting Attorneys by Executive Order No. 45, series of 2022 and are tasked with the conduct of investigation, hearing and adjudication of administrative complaint against City Employees pursuant to the 2017 Rules on Administrative Cases in the Civil Service.

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<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Written Complaint, duly subscribed and sworn to by complainant.</li> <li>• Full name and address of complainant,</li> <li>• Full name and address of person complained of including their position and office,</li> <li>• A narration of relevant and material facts showing the act or omission allegedly committed,</li> <li>• Certified true copy of documentary evidences and affidavits of witnesses</li> <li>• Certification of non-forum shopping</li> </ul>			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit written complaint	1.1 Receive and verify completeness of documents, and	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record documents and refer to Hearing Officer	None	1 minute	<b>Jan Paul Silab</b> <i>Records Officer II</i>
	1.3 Review complaint and conduct preliminary investigation	None	Up to 20 days	Hearing Officer: <b>Atty. Romeo Carlos M. Ting, Jr.</b> <i>City Legal Officer</i> <b>Atty. Omar Francis P. Demonteverde</b> <i>Asst. City Legal Officer</i> <b>Atty. Bartolome G. Malde, Jr.</b> <i>Attorney II</i>
	1.4 Submit Investigation Report to Disciplining Authority	None	Within 5 days	Hearing Officer
<b>TOTAL</b>		<b>None</b>	<b>25 days</b>	

#### 4. REMOVAL OF OBSTRUCTIONS OR ENCROACHMENTS ON PUBLIC ROADS, SIDEWALKS OR OPEN SPACES

The City Legal Office through the Integrated City Enforcement Team acts on complaints regarding obstructions or encroachments on government or public roads, sidewalks or open spaces within the political boundary of Bacolod City.

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<b>WHO MAY AVAIL</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Written complaint with complete description of the object or structure complained of.		Client

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written complaint	1.1 Receive and verify completeness of documents, and record documents	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record documents and refer to ICE Team	None	1 minute	<b>Jan Paul A. Silab</b> <i>Records Officer II</i>
	1.3 Issue Notice to owner of illegal structure (non-residential structure)	None	Minimum of 15 days	ICE Team Leader on Road Clearing Operation: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
	1.4 Refer to City Engineer's Office for survey*	None	1 day	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
	1.5 Endorse informal settlers to BHA*	None	1 day	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
	1.6 Issue Notice to Voluntarily vacate/ demolish structure*	None	1 day	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
	1.7 Refer to Local Housing Board for issuance of Eviction and Demolition Compliance Certificate*	None	Minimum of 15 days	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
	1.8 Conduct Pre-Demolition Conference with PCUP*	None	Minimum of 15 days	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>  PCUP

	1.9 Conduct clearing operation	None	1 day	ICE Team
	1.10 Submit Accomplishment Report	None	1 day	ICE Team Leader: <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i>
<b>TOTAL</b>		<b>None</b>	<b>Minimum of 16 days</b>	

\*For Residential Structure

## 5. ENFORCEMENT OF CITY ORDINANCES

The City Legal Office through the Integrated City Enforcement Team acts on complaints against individuals or establishments violating City Ordinances.

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<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Written Complaint with description of the violation			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit written complaint	1.1 Receive and verify completeness of documents	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record documents and refer to ICE Team	None	1 minute	<b>Jan Paul A. Silab</b> <i>Records Officer II</i>
	1.3 ICE Team review and investigate complaint and if necessary, refer to appropriate department/office for inspection	None	Up to 15 days	ICE Team: <b>Atty. Omar Francis P. Demonteverde</b> <i>Asst. City Legal Officer</i> <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i> <b>Atty. Vanessa P. Encabo</b> <i>Attorney II</i>

				<b>Atty. Bartolome G. Malde, Jr.</b> <i>Attorney II</i>
	1.4 Issue notice to individual or establishment violating City Ordinances	None	1 day	ICE Team Leader
	1.5 Monitor compliance with notice issued. If no compliance, proceed with appropriate sanction as provided in the applicable City Ordinance	None	Up to 5 days	ICE Team Leader
<b>TOTAL</b>		<b>None</b>	<b>Minimum of 20 days</b>	

## 6. RENDERING LEGAL OPINION

The City Legal Office can render opinion in writing on any question of law when requested to do so by the City Mayor or the Sanggunian Panlungsod.

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<b>WHO MAY AVAIL</b>	Office of the City Mayor and the Sangguniang Panlungsod			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Formal written request for opinion on a particular subject matter accompanied with any relevant information or document related to the subject			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents	1.1 Receive and verify completeness of documents, and	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record documents and	None	1 minute	<b>Jan Paul A. Silab</b> <i>Records Officer II</i>

	refer to Officer of the Day for review			
	1.3 Review submitted documents and render legal opinion	None	Up to 15 days	Officer of the Day: <b>Atty. Omar Francis Demonte Verde</b> <i>Asst. City Legal Officer</i> <b>Atty. Reuben Mikhail Sabig</b> <i>Attorney III</i> <b>Atty. Vanessa Encabo</b> <i>Attorney II</i> <b>Atty. Bartolome Malde, Jr.</b> <i>Attorney II</i>
	1.4 Note and approve legal opinion by City Legal Officer	None	5 minutes	<b>Atty. Romeo Carlos M. Ting, Jr.</b> <i>City Legal Officer</i>
	1.5 Release Legal Opinion to Requesting Office	None		
<b>TOTAL</b>		<b>None</b>	<b>Up to 15 days</b>	

## 7. LEGAL REPRESENTATION IN ALL CIVIL ACTIONS AND SPECIAL PROCEEDINGS

The City Legal Office represents the City in all civil actions and special proceedings wherein the City or any of its official, in their official capacity, is a party.

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<b>WHO MAY AVAIL</b>	City and City Officials			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Formal request from City Official or Copy of Court Summons			Client or Court	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Formal request for representation or Court summons	1.1 Receive request or summons	None	1 minute	<b>April Rose B. Morada</b> <i>Legal Assistant II</i>
	1.2 Record and scan document and refer to the City Legal Officer for review	None	1 minute	<b>Jan Paul A. Silab</b> <i>Records Officer II</i>
	1.3 Review request or summons and assign to a City Legal Lawyer	None	1 hour	<b>Atty. Romeo Carlos M. Ting, Jr.</b> <i>City Legal Officer</i>
	1.4 Accept assignment and represent the City or its Official in all stages of the proceedings including preparation of all pleadings and court processes	None	Within reglementary period	Assigned Lawyer: <b>Atty. Omar Francis P. Demonteverde</b> <i>Asst. City Legal Officer</i> <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i> <b>Atty. Vanessa P. Encabo</b> <i>Attorney II</i> <b>Atty. Bartolome G. Malde, Jr.</b> <i>Attorney II</i>
	1.5 Review and approve court pleading or action taken	None	Within reglementary period	<b>Atty. Romeo Carlos M. Ting, Jr.</b> <i>City Legal Officer</i>
	1.6 Submit report on resolution of a case	None	Within reglementary period	Assigned Lawyer: <b>Atty. Omar Francis P. Demonteverde</b> <i>Asst. City Legal Officer</i> <b>Atty. Reuben Mikhail P. Sabig</b> <i>Attorney III</i> <b>Atty. Vanessa P. Encabo</b> <i>Attorney II</i> <b>Atty. Bartolome G. Malde, Jr.</b> <i>Attorney III</i>
<b>TOTAL</b>		<b>None</b>		