

5. Drafting of Legal Documents

It involves drafting of official legal documents such as, but not limited to, Pleadings, Memorandum of Agreements, Affidavits, Contracts, etc.

Office or Division:	Provincial Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	All who are within the jurisdiction of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of formal request		Concerned office		
Attached documents		If it is a government document, from the government office concerned; If it is a private or personal document, then from the private office or upon the private individual concerned		
Government-Issued Identification Car		Any governmental office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the necessary written documents presenting a legal issue	1. Drafting of the document/s	None	3 days for simple documents Minimum of 10 days if it is complicated	<i>Provincial Legal Officer, PG Assistant Department Head, Administrative Officer V or Legal Consultant</i> Provincial Legal Office
2. Receive the documents	2. Approval by the Department Head		1 to 10 days, depending on the complexity of the inquiry	<i>Provincial Legal Officer</i> Provincial Legal Office
	3. Release the documents			<i>Administrative Aid II</i> Provincial Legal Office
TOTAL:		None	4 to 20 days	