

FUNCTIONAL STATEMENT, OBJECTIVES AND EXPECTED RESULTS

Office/Department : OFFICE OF THE CITY LEGAL OFFICER
 Budget Year: : 2012

I. FUNCTIONAL STATEMENT

With advent of the New Local Government Code, the functional duties of the Office of the City Legal Officer are as follows:

1. To provide legal assistance and support to the City Mayor in causing out the delivery of basic services and facilities and formulates measure for consideration of the Sangguniang;
2. To develop plans and strategic on programs and projects related to legal services and implement them upon approval by the City Mayor;
3. To represent the City in all civil actions and special proceedings wherein the City or any Official thereof, in his official capacity, is a party;
4. To render his opinion in writing on any question of law requested to do so by the City Mayor or Sangguniang;
5. To investigate or cause to be investigated any person, firm or corporation holding any franchise or exercising any public privileges for failure to comply with any term or condition in the grant of such franchise or privilege and to recommend appropriate action to the Mayor or Sangguniang;
6. To initiate and prosecute in the interest of the City and civil action on any bond, lease or other contract upon any breach or violation thereof whenever directed by the City Mayor or Sangguniang;
7. To investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office and recommend appropriate action to the City Mayor or Sangguniang as the case maybe;
8. To review and submit recommendations on ordinance approved and execute orders issued by the City;
9. To recommend measures to the Sangguniang and advice the Mayor, as the case maybe, on all other matters related to the upholding the rule of law;
10. To be in the frontline in protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of man-made or natural disaster or calamities;
11. To exercise such other powers and perform such other functions as may be prescribed by the law or ordinance.
12. Perform such other functions as mandated by the Local Government Code.

II. OBJECTIVES

Aside from the usual objective to represent the City of Naga in all civil action and special proceedings where the City of Naga and its officials are involved, the office in coordination and in cooperation with the Task Force Parola created and organized under Executive Order No. 92-007 of the Honorable City Mayor, the following have been added:

1. Render free legal consultation and pre-litigation assistance to the poor resident of Naga City; provided, that only those whose income is below the poverty line as determined from time to time in accordance with standards set by the appropriate government agencies concerned or by credible private institutions shall be considered as poor purposes of this provision.
2. Provide free and continuing education on individual, legal civil, political and human rights, legal procedures and law on social, environmental, barangay sectoral concerns.
3. Conduct investigations and ensures prosecution of human rights violation committed within the territorial jurisdiction of Naga City or against residents of Naga City;

4. Assist in the organization and training of the Lupon Tagapamayapa in all the City's barangay and ensures the implementation of the provisions of the Local Government Code and other pertinent laws on the Katarungan Pambarangay.
5. Cooperate and coordinate with appropriate government agencies and non-government organizations of lawyers and Human Rights advocate to formulate the attainment of all foregoing aims.

III. PROJECT/ACTIVITIES

Reference Code	Program/Project /Activity Description	Cost ('000)	Performance/ Output Indicator	Annual Targets	Implementation Schedule	
					FROM	TO
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1131-1-1	1. Assist to the different cases in MTC, RTC, CA and SC for the City	525	Cases successfully filed and attended to	100%	Jan	Dec
1131-1-2	2. Represents the City of Naga and its officials in all cases pending in courts, quasi-judicial agencies or any tribunal	600	Effectively represented the city and its officials	100%	Jan	Dec
1131-1-3	3. Renders written legal opinions on various queries and concerned of the LGU officials.	500	Legal opinion rendered and served	100%	Jan	Dec
1131-1-4	4. Provides free consultations prepared affidavits and other legal documents	500	Frontline services rendered, legal advice Given	100%	Jan	Dec
1131-1-5	5. Conducts administrative investigations.	500	Administrative investigation conducted.	100%	Jan	Dec
1131-1-6	6. Conducts legal education for the Lupon members, PSO PNP and city hgy. Officials	500	Legal education conducted	100%	Jan	Dec
TOTAL		3,125				