



QUALITY PROCEDURE (QP)

Document Code		
QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 3

PROCEDURE TITLE	PROVISION OF LEGAL OPINIONS	
SCOPE	The process shall commence from the receipt of request for legal opinions from requestor until the legal opinion is either endorsed to the Legal Services or the opinion is rendered and forwarded to the requestor.	
PURPOSE	To provide policy guidelines for the rendition of legal opinions.	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
<p>REQUESTOR</p> <p>Letter/Request</p> <p>→</p>	<p>PROVISION OF LEGAL OPINIONS</p>	<p>Legal Opinion/Endorsement/Letter</p> <p>→</p> <p>REQUESTOR/CO</p>
DESCRIPTIVE STATEMENT:		
<p>The process is commenced from receipt of the request, then evaluated for appropriate action. Draft is then prepared, thereafter forwarded to ARD and RD for review and approval, which may either be legal opinion, referral to appropriate agency, or endorsement to Legal Services or returned to the requestor if an opinion cannot be rendered based on applicable rules or regulations.</p>		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer (M/C/PO/RO)	RECEIPT OF REQUEST	<ul style="list-style-type: none"> Refer to the procedure Handling of Incoming and Outgoing Communications 	<ul style="list-style-type: none"> QP-R12-FAD-01
2	C/MLGOO/ LEGAL OFFICER/ FOCAL PERSON	RECEIPT AND EVALUATION OF REQUEST	<ul style="list-style-type: none"> Upon receipt of request for Legal Opinion, evaluates If question/concern has existing legal opinions, reply on the query by attaching the previous legal opinion rendered by the Department If the issue/concern is complicated or there are no existing legal opinions, forward the request to the Provincial Office/Regional Office If the query is novel, endorse the request to the Legal Service- Central Office If the query is more competently rendered by another agency, refer the the request to the appropriate agency, furnish requestor copy of the action 	<ul style="list-style-type: none"> Request Letter with attached previous legal opinion/s Referral/ Endorsement/R eply





QUALITY PROCEDURE (QP)

Document Code		
QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> If an opinion cannot be acted due to a pending action in a proper court, the request shall be returned to the requestor Forward to ARD/Program Manager for review 	
3	ASSISTANT REGIONAL DIRECTOR/ PROGRAM MANAGER	REVIEW OF DRAFT	<ul style="list-style-type: none"> Affixes initials if found sufficient and responsive, otherwise shall return the draft Legal Opinion or endorsement/referral to the Legal Officer with instructions Forwards to RD with initials on draft 	
4	REGIONAL DIRECTOR	APPROVAL OF THE LEGAL OPINION/ENDORSEMENT/ REFERRAL	<ul style="list-style-type: none"> Sign Legal Opinion/Endorsement/ Letter if found in order. Otherwise, shall return the draft to the Legal officer with instructions/ comments In case the RD is absent, ARD shall sign the legal opinion, in behalf of the RD Forward to Records Officer 	
5	RECORDS OFFICER	RELEASE OF RECORDS	<ul style="list-style-type: none"> Refer to the procedure Handling of Incoming and Outgoing Communications 	<ul style="list-style-type: none"> QP-R12-FAD-01
6	Process Owner	Retain records	<ul style="list-style-type: none"> Update the Process Summary Log Sheet Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information 	<ul style="list-style-type: none"> Process Summary Log Sheet Control of Documented Information Procedure Masterlist of Retained Documented Information





QUALITY PROCEDURE (QP)

Document Code		
QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
00	10.01.17	3 of 3

Definition of Terms:

- LO – Legal Opinion

Legal References:

The 1987 Philippine Constitution
 Circular No. 2017-07 re: the Delegation Authority
 DILG Memorandum Order No. 2010-01
 The Local Government Code of 1991
 The Administrative Code of the Philippines

Prepared by:		Reviewed by:		Approved by:	
ATTY. MICHELLE ANNE P. VIEJO		MARIA THERESA BAUTISTA		REYNALDO M. BUNGUBUNG, CESO IV	
Process Owner		Deputy QMR		Regional QMR	








Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

OFFICE	ORD - LEGAL UNIT
QUALITY PROCEDURE TITLE	PROVISION OF LEGAL OPINIONS

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> • RENDITION OF LEGAL OPINIONS 	<ul style="list-style-type: none"> • Act on requests for legal opinions within 15 WD from receipt of the request 	<ul style="list-style-type: none"> • 100% 	No. of request due for the quarter acted within 15 WD from receipt of the request ----- X 100% No. of requests received due for the quarter	<ul style="list-style-type: none"> • Quarterly 	<ul style="list-style-type: none"> • Legal Officer 	<ul style="list-style-type: none"> • Monitoring Log Sheet

Prepared by:	Reviewed by:	Approved by:
 ATTY. MICHELLE ANNE P. VIEJO Process Owner	 LAILYN A. ORTIZ, CESO V Quality Management Representative	 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management

DILG XII QMS



CONTROLLED COPY



Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

Document Code		
QME-QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 2

OFFICE	ORD – LEGAL UNIT
PROCEDURE TITLE	PROVISION OF LEGAL OPINIONS
OBJECTIVE STATEMENT	100% of request for legal opinions acted within 15 WD from receipt of the request
CURRENT PERIOD	

INDICATORS		Q1	Q2	Q3	Q4	TOTAL
Objective 1: 100% of request for legal opinions acted within 15 WD from receipt of the request						
A	No. of Legal Opinions due for the quarter acted within 15 WD from receipt of the request					
B	No. of requests received due for the quarter					
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.						

Prepared by:	Noted by:
Process Owner	Division Chief / Deputy QMR



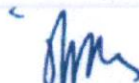
DILG XII QMS





Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

Document Code		
QME-QP-R12-ORD-29		
Rev. No.	Eff. Date	Page
01	07.01.19	2 of 2

Prepared by:	Reviewed by:	Approved by:
 ATTY. MICHELLE ANNE P. VIEJO Process Owner	 LAILYN A. ORTIZ, CESO V Quality Management Representative	 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management

DILG XII QMS



CONTROLLED COPY



Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

HANDLING INCOMING & OUTGOING COMMUNICATIONS/DOCUMENTS Process Summary Logsheet (PSL)

Document Code		
FM-QP-R12-ORD-29-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

QUALITY OBJECTIVE: 1. 90% of requests for legal opinions acted within 15 WD from receipt of the request

FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

No.	Control No.	Particulars	OBJECTIVE NO. 1 RESULTS						
			Date Received	Date Acted	Action Taken (LO/En/Re/Ret)	No. of days (Target=15 WD)	Met	Unmet	Remarks, if Unmet


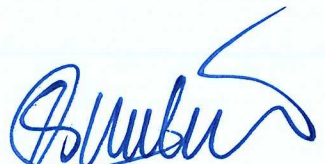


Prepared by:	Noted by:
Process Owner	Division Chief/Next Higher Supervisor



Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

HANDLING INCOMING & OUTGOING COMMUNICATIONS/DOCUMENTS Process Summary Logsheet (PSL)

Document Code		
FM-QP-R12-ORD-29-01		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Prepared by:		Reviewed by:	Approved by:
 MICHELLE ANNE P. VIEJO Process Owner	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor	 LAILYN A. ORTIZ, CESE	 REYNALDO M. BUNGUBUNG, CESO IV





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03A-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROVISION OF LEGAL OPINION							
QP-R12-ORD-29	Quality Procedure: PROVISION OF LEGAL OPINION	10.01.17					
QO-QP-R12-ORD-29	Quality Objective: PROVISION OF LEGAL OPINION	10.01.17					
QME-QP-R12-ORD-29	Quality Monitoring and Evaluation (QME): PROVISION OF LEGAL OPINION	10.01.17					
FM-QP-R12-ORD-29-01	PROVISION OF LEGAL OPINION(PSL) Process Summary Logsheets	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information	10.01.17					
FM-SP-R12-02-01A	Risk Register: Objectives	10.01.17					
FM-SP-R12-02-01B	Risk Register: Process Steps	10.01.17					

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII



Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03B-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROVISION OF LEGAL OPINION							
	Local Government Code of 1991						
	Administrative Code of the Philippines						
	Memorandum Order No. 2010-01						
	Memorandum Order No. 2010-02						
	DILG Circular 2017-07						

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03C-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

Division/Unit: **OFFICE THE REGIONAL DIRECTOR - LEGAL UNIT**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

QME-QP-R12-ORD-29	Quality Monitoring and Evaluation (QME): PROVISION OF LEGAL OPINION	Legal Officer	Records Cabinet	QMS folder by procedure	Sequentially	2		2 yrs after audit	Shredding
FM-QP-R12-ORD-29-01	PROVISION OF LEGAL OPINION(PSL) Process Summary Logsheet	Legal Officer	Records Cabinet	QMS folder by procedure	Sequentially	2		2 yrs after audit	Shredding
	Endorsement	Legal Officer	Records Cabinet	QMS folder by procedure	Sequentially	As needed			
	Reply/Referral	Legal Officer	Records Cabinet	QMS folder by procedure	Sequentially	As needed			







Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-03C-01		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Prepared by:	Noted by:
 ATTY. MICHELLE ANNE P. VIEJO Process Owner	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-02-01A		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR - LEGAL UNIT**
 PROCEDURE: **PROVISION OF LEGAL OPINIONS**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L,M,H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Timely rendition of Legal Opinion	1. No alternate/under study trained 2. Multiple and simultaneous activities conducted	LGUs, RLAs, Clients (Private persons)	1. Delayed rendition of legal opinions	Focal person/process owner is on travel or is on sick leave	1. Non-compliance with the time prescribed under the QMS Process	None	4	4	2	32	M	NS	ALERT	2	NA	NA	NA	NA
RISK ASSESSMENT:			RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED			RPN									
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 25	LOW	Not Significant	No further action required (Retain risk by Informed decision)			3									
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain			26-40	MODERATE	Not Significant	Alert level but no further action required for now			2									
DETECTION 1 - Very likely; 2 - Likely; 3 - Low; 4 - Remote; 5 - Very remote			>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)			1									
Risk Rating = Impact X Likelihood X Detection																		

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 ATTY. MICHELLE ANNE P. VIEJO Process Owner	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor	 IAN JON S. CLEMENTE Risk Review Committee Head	 LAILYN A. ORTIZ, CESE Regional QMR
			 REYNALDO M. BUNGUBUNG, CESOV IV Regional Director





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12-02-01B		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR – LEGAL UNIT**

PROCEDURE: **PROVISION OF LEGAL OPINION**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
INITIAL REVIEW AND INSTRUCTION	Delayed referral to the Process owner (Legal Officer)	Direct supervisor is on-leave or on-travel	Delayed rendition of legal opinion	RO designating alternate approver	3	2	2	12	L	NS	3	NA	NA	NA	NA	NA
		Delayed referral by the Field Personnel		None	3	2	1	6	L	NS	3	NA	NA	NA	NA	NA
PROVISION OF LEGAL OPINION	Delayed rendition of legal opinion	Multiple, simultaneous activities; Process owner on sick leave/On-travel; Voluminous request for legal opinion	Non-compliance with the QMS standard	None	4	4	1	16	L	NS	3	NA	NA	NA	NA	NA
REVIEW AND APPROVAL	Delayed approval of the Legal opinion	Authorized signatory is on-travel/on-leave	Non-compliance with the QMS standard	RO designating alternate approver	3	2	2	12	L	NS	3	NA	NA	NA	NA	NA
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN					
IMPACT:		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant						No further action required (Retain risk by informed decision)	3				
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant						Alert level but no further action required for now	2				
DETECTION		1 - Very likely; 2 - Likely; 3-	>40	HIGH	Significant						Control (e.g.. Treat/Mitigate Transfer, Terminate)	1				
Risk Rating = Impact X Likelihood X Detection																

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 ATTY. MICHELLE ANNEH VIEJO Process Owner	 MARIA THERESA BAUTISTA Division Chief/Next Higher Supervisor	 IAN JON S. CLEMENTE Risk Review Committee Head	 REYNALDO M. BUNGUBUNG, CESOV Regional Director

