

DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT

**HEAD: JAIME GREGORY I. ESPINA
MLGOO VI**

**For more information, contact:
Mobile No. 0917 824 0379 Email Address: jigsawspina@gmail.com**

The department shall promote peace and order, ensure public safety and strengthen capability of Local Government Units through active people participation and professionalized corps of civil servants.

A. PROVISION OF LEGAL OPINION

SCHEDULE OF SERVICE:

Monday to Friday 8:00am-5:00pm

THE SERVICE:

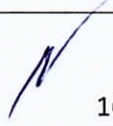
The Office is requested upon by various officials to provide legal opinion and rulings on issues and concerns involving interpretation or applicability for the Local Government Code of 1991 and its Implementing Rules and Regulations.

REQUIREMENTS:

Inquiry (written or verbal)

The client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Inform the MLGOO of the inquiry (written or verbal).	Study the query.	15 minutes	MLGOO VI
	Conduct research.	1 hour, 45 minutes	MLGOO VI
2. Received legal opinion or ruling.	Furnish copy of the ruling or legal opinion. *If legal opinion of higher authority is needed, endorse the query to the DILG Legal Service.	3 minutes 1 week	MLGOO VI MLGOO VI





B. ISSUANCE OF CERTIFICATE OF INCUMBENCY

SCHEDULE OF SERVICE:
Noon

Monday to Friday 8:00am-12:00
1:00pm- 5:00pm

THE SERVICE:

A certificate of incumbency is required of Barangay and SK official when said officials claim benefits (death, civil service eligibility and educational) from government, secure loans and apply for official travel.

REQUIREMENTS

For Barangay Official Eligibility

- Certificate of Service years rendered as barangay official issued by the Punong Barangay
- Original copy of Oath of Office
- Original & photocopy of at least one (1) valid ID with picture & signature of the applicant
- Three (3) identical 1" x" picture taken within (3) months before date of application
- Original & photocopy of Birth Certificate authenticated by PSA

For Death Claim Benefits

- Death Certificate
- Certificate of Incumbency
- Marriage Certificate if claimant is widow/widower of the deceased barangay official
- Birth Certificate of each of the beneficiary/claimant to show proof of relationship to the deceased barangay official duly authorized by the Local Civil Registrar
- If Single, Birth certificate of the deceased or affidavit of two (2) disinterested parties (if the claimant is a parent)

The client shall	The Service Provider shall	It will take	RESPONSIBLE PERSON/S
1. Submit requirements.	Verify completeness of documents.	3 minutes	MLGOO VI
	Prepare endorsement.	5 minutes	MLGOO VI
2. Received endorsement letter and submit to concerned office.	Release endorsement.	2 minutes	MLGOO VI
Accomplish Client Feedback Form and drop at designated drop box at the Municipal Hall.			
TOTAL RESPONSE TIME: 10 minutes			



