

## Rendering Legal Opinions

### Schedule of Availability of Service

Monday to Friday  
8:00 A. M. to 5:00 P. M.

### Who may avail of the Service

PNOOC subsidiaries

### What are the requirements

Memorandum request stating the facts  
Supporting documents

**Duration:** 12 days and 10 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Requesting PNOOC subsidiary sends the request for legal opinion	Receives and records the request for legal opinion and forwards the same to the Department Manager	10 minutes	Executive Assistant		-
2		Assigns to Attorney IV	1 day	Department Manager		-
3		Researches on applicable points of law and jurisprudence. Prepares the draft legal opinion. However, if the facts are unclear and there is need for clarification, prepares memorandum requesting such clarification. Forwards the draft legal opinion or memorandum seeking clarification to the Assistant Manager/Division Chief.	3 days	Attorney IV		-
4		Reviews the draft legal opinion, or the memorandum requesting clarification, and returns it to the Attorney IV (handling lawyer)	3 days	Assistant Manager/ Division Chief		-

<b>Step</b>	<b>Applicant/Client</b>	<b>Activity</b>	<b>Duration of Activity (under normal circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Forms</b>
5		Incorporates the comments to the draft legal opinion, or conducts further legal research. If no further research is needed, forwards the memorandum where the legal opinion is stated to the Department Manager.	3 days	Attorney IV		-
6		Signs the memorandum where the legal opinion is stated and forwards to the Executive Assistant	1 day	Department Manager		
7		Returns prepared legal opinion to the requesting PNOc subsidiary	1 day	Executive Assistant		

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