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Republic of the Philippines
PROVINCIAL GOVERNMENT OF QUIRINO
 Province of Quirino
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PROVINCIAL LEGAL OFFICE

**Citizen's Charter
 INFORMATION BILLBOARD**

Vision: To provide timely and objective legal services not only as the legal arm of the Provincial Government of Quirino and its component municipal government units but also to the marginalized sector of the society.

Mission: The Provincial Legal Office serves as the Legal arm of the Provincial Government of Quirino and it shall effectively represent in all legal proceedings wherein the Provincial Government or any official thereof, in his official capacity, is a party and when necessary investigate and prosecute through a fair and just implementation of the Law to the best interest of the Provincial Government and the people of Quirino. We shall uphold the thrusts of the Provincial Government.

Frontline Services	Step	Step by Procedure		Persons Responsible	Maximum Waiting Time	Requirements /Supporting Documents	Fees Collected If Any	Location
		Client Internal & External	Service Provider					
Review Contracts, MOA, MOU, AO, Dow&Q,	1.	Record in the Logbook	Assist in Registration in the Logbook	Gemma P. Escalana	5 minutes		NONE	First Floor, Left Wing, Capitol Main Building
	2.	Submit document for Review	Review Contract of Service, Memorandum of		15-20 minutes		Contract, MOA,MOU,AO,DoW&Q	

Preparation of Legal Documents	1.	Feed pertinent information	Agreement, Memorandum of Understanding, Deed of Quit Claim & Waiver, Administrative Order, etc	Mary Jean P. Dayawon/ Atty. Ronalyn L. Barawid/Atty. Jetron Mike C. Marcos	15 minutes	Transfer Certificate of Title, Tax Declaration, etc.	None	First Floor, Left Wing, Capitol Main Building
			Prepare document such as Affidavit of Loss, Deed of Sale, Deed of Undertaking, Deed of Quit Claim & Waiver	Mary Jean P. Dayawon/ Atty. Ronalyn L. Barawid/ Atty. Jetron Mike C. Marcos				First Floor, Left Wing, Capitol Main Building
Giving Legal Assistance	1.	Seek Legal Assistance	Logbook		30 minutes	Documents, Witnesses, etc.	None	First Floor, Left Wing, Capitol Main Building
	2.	Feed Information	Gather facts & prepare complaint if necessary	Atty. Ronalyn L. Barawid/ Atty. Jetron Mike C. Marcos				

SERVICE PLEDGE

We, the employees of the Provincial Legal Office, PLEDGE to deliver quality public service as stated in the Citizen's Charter. We will provide prompt and reliable service to our clients.

GEMMA P. ESCALANA
Administrative Assistant

MARY JEAN PABELLENA- DAYAWON
SDO III & Legal Researcher/ AO- designate

ATTY. RONALYN LUCENA- BARAWID
Contractual Legal Consultant

ATTY. JETRON MIKE CASTRO MARCOS
Provincial Legal Officer

Allowable Period of Extension of the Maximum Response time

The PLGU gives five (5) working days for the extension of time to the provision of the frontline services to the clients in case of fortuitous events, manmade or natural.

If your request has not been attended promptly, please send your suggestions and complaints to Atty. JETRON MIKE C. MARCOS through ploquirino@gmail.com or text or call 09176443826 or you may drop your suggestion/recommendation or client's feedback form properly filled and signed and drop it in the suggestion box of the Provincial Government of Quirino.