

Functional Statement, Objectives and Expected Results

Office/Department > **OFFICE OF THE CITY LEGAL OFFICER**

Budget Year > 2012 P 1,152,893.00

I. FUNCTIONAL STATEMENT

1. Represents & appears for the City Government. of Bago in all civil cases in which the City is a litigant or has some rights and interest.
2. Renders legal advice and opinion based upon laws, decrees, etc. in instances requested by the City Mayor, SP and other departments.
3. Represents and appears for the City in all administrative, semi-judicial and similar proceedings before semi-judicial and administrative bodies.
4. Prepares and draws contracts, instruments, documents and similar forms involving the rights and interest of the City.
5. Renders at all times such other legal services as the City Mayor or the SP may require from time to time.

II. OBJECTIVES

1. To render investigation, legal opinions and other legal services..
2. To perform all duties incident to her position as City Legal Officer of this agency.

III. PROGRAMS/PROJECTS/ACTIVITIES

	Target date to start	Target date of Completion
1. Barangay Justice System	June 2012	July 2012
2. Drug Information Campaign	January 2012	March 2012
3. Lecture-Seminar on PNP Law	October 2012	December 2012

Code Reference	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	Seminar on Brgy. Justice System for Brgy. Captains & Lupon members	Food-P35,000.00 Hand-outs/Materials 5,000.00	50% reduction in cases filed in court	90% reduction in cases filed in court	Jun. 2012	Jul. 2012
2	Drug information campaign in public elementary and high school	P5,000.00	50% reduction in criminality involving minors and drug users	90% reduction in drug users involving minors	Jan. 2012	Mar. 2012
3	Lecture-Seminar on PNP Law for PNP officers and Personnel	P5,000.00	50% reduction in cases filed against PNP officers & personnel	90% Upliftment of standard of services and moral values of PNP personnel	Oct. 2011	Dec. 2011

Prepared by:

Approved by:

ATTY. ROSALINA P. ISUGA
City Legal Officer

RAMON D. TORRES
City Mayor