

CITY LEGAL OFFICE FUNCTIONS

1. Formulate the measures for the consideration of the Sanggunian and provide legal assistance and support to the Mayor.
2. Develop plans and strategies particularly those which have to do with programs and project related to legal services.
3. Represent the local government unit in all civic actions and special proceeding.
4. Request by the Mayor or Sanggunian, draft, ordinances, contracts, bond leases and other instrument involving any interest of the local government unit.
5. Render his opinion in writing on any questions of law when requested to do so by the Mayor or Sanggunian.
6. Review and submit recommendations or ordinances approved and executive orders issued by component unit.