

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

- (1) NAME OF DEPARTMENT/AGENCY/LGU: OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law (s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it effectively Repeals/Amends
Contract Review / Legal Opinion	Executive Order No. 878 – Reorganizing the Office of the Government Corporate Counsel (1983)	No specific provision	OGCC Office Order No. 97, 2009 - R2R Implementation on Mandated Procedures for ISO Certification	22 April 2009	
	Executive Order No. 292 – Instituting the Administrative Code of 1987	Book IV, Title III, Chapter 3 – Office of the Government Corporate Counsel	OGCC Office Order No. 133, Series of 2009 - Prescribed Period and Tracking Form in the Processing of Requests for Opinion and Contract Review	02 June 2009	
	Administrative Order No. 130 – Delineating the Functions and Responsibilities of the Office of the Solicitor General and the Office of the Government Corporate Counsel (1994)	Section 2	OGCC Office Order No. 164, Series of 2009 - R2R Implementation on Mandated Procedures for ISO Certification	23 July 2009	

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Contract Review / Legal Opinion	Executive Order No. 596 – Defining and including “Government Instrumentality vested with Corporate Powers” or “Government Corporate Entities” under the Jurisdiction of the Office of the Government Corporate Counsel (OGCC) as Principal Law Office of Government-Owned or Controlled Corporations (GOCCs) and for Other Purposes (2006)	No specific provision	OGCC Office Order No. 192, Series of 2009 - Accomplishment of the Blue Form and Yellow Form	15 August 2011	
			Memorandum Circular MC-RCC-04; Series of 2011 - Guidelines on the 28-Day Cycle for Opinions and Contract Reviews; Use of "Stop Cycle Notice Form"	26 August 2011	
			Rules Governing the Exercise by the Office of the Government Corporate Counsel (OGCC) of its Authority, Duties and Powers as Principal Law Office of all Government-Owned or Controlled Corporations otherwise known as the “OGCC Rules and Regulations”.	20 September 2011	

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Contract Review / Legal Opinion	Please refer to pages 1 and 2	Please refer to pages 1 and 2	OGCC Office Order No. 107, Series of 2017 - Period of Submission of Draft Pleadings/Motions and Draft Opinions/Contract Reviews	13 June 2017	
			OGCC Office Order No. 136, Series of 2017 - Observance of Periods for Submission of Draft Legal Opinions and Contract Reviews	01 August 2017	
			OGCC Office Order No. 335, Series of 2018 - Revision of the 28 Calendar Day Receipt to Release (R2R) Period in Compliance with RA 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018	03 December 2018	
			Document Control No. 12- 2019 - Revision on the Contract Review Form No.	08 July 2019	
			Document Control No. 13- 2019 - Revision on the Opinion Form No.	08 July 2019	
			OGCC Office Order No. 076, Series of 2020 - Strict Compliance with the R2R Period of the GCC's Deadline	03 March 2020	

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Mediation / Arbitration	Presidential Decree No. 242 – Prescribing the Procedure for Administrative Settlement or adjudication of Disputes, Claims, and Controversies between or among Government Offices, Agencies, and Instrumentalities, including Government-Owned or Controlled Corporations, and for other Purposes	Section 3 (b)	None	Not applicable	Not applicable
	DOJ Department Order No. 208 – Delegation of Authority to the Office of the Government Corporate Counsel to hear and receive evidence relative to Claims, Disputes, and Controversies filed pursuant to Book IV, Chapter XIV, of the Administrative Code of 1987 (1990)	No specific provision			

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Mediation / Arbitration	Uniform Rules on Dispute Resolution Under Presidential Decree No. 242, as Amended, for Government Agencies and Instrumentalities and Government-Owned and Controlled Corporations	No specific provision			

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: Contract Review / Legal Opinion					
S E R V I C E I N F O R M A T I O N					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps / Procedures as indicated in the Citizen's Charter	Legal Basis		
		Client submits complete documentary requirement to the OGCC Records Section thru email address: records@ogcc.gov.ph	Work Instruction Manual		None
		OGCC Records Section stamps receipts and make appropriate entries/encoding; Attaches Form 400 to 500, whichever is applicable; forwards to the Executive Assistant (EA) of the Office of the GCC	(Receipt to Release 20 Working Day Cycle) ISO Form INT- REC-002	3 hours from receipt of complete documents	None

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps / Procedures as indicated in the Citizen's Charter	Legal Basis		
		The Executive Assistant (EA) of the Office of the GCC assigns request to the team concerned	Work Instruction Manual (Receipt to Release 20 Working Day Cycle) ISO Form INT-REC-002	1 working day from receipt of document	None
		Team Leader assigns the request to a handling Lawyer		1 working day from receipt of document	None
		Handling Lawyer reviews the request and prepares initial draft; submits draft to Team Leader		7 working days from receipt of document	None
		Team Leader reviews draft; forwards reviewed draft to the Office of the DGCC		10 working days	None
		DGCC reviews draft; forwards reviewed draft to the Office of the GCC			None
		GCC makes final review of draft; forwards to Handling Lawyer for Finalization			None
		Handling Lawyer finalizes draft; routes draft for signature/approval; sends signed document to the Records Section			None
		Records Section dispatches final and official Legal Opinion/Contract Review		1 working day from receipt	None
TOTAL				20 working days	None