



WORK INSTRUCTIONS MANUAL

Receipt to Release 20-Working Day Cycle

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OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Receipt-to-Release Process (R2R) Work Instructions Manual

I. OBJECTIVES

- a. To establish a reliable records management system that will enable the systematic tracking of and monitoring of all requests for Legal Opinion and Contract Review
- b. To effectively and efficiently deliver all Legal Opinions and Contract Reviews to client corporations
- c. To provide statistics that will aid the management in making office policies for more improved services to client corporations
- d. To provide statistics for reportorial requirements of the Department of Justice, Department of Budget and Management, and the Office of the President

II. SCOPE OF WORK

- a. Receipt of requests for Legal Opinion and Contract Review
 - i. through mail
 - ii. through personal delivery
- b. Dispatch of Legal Opinion and Contract Review
- c. Receipt-to-Release Process (20 Working-day Cycle)
- d. Internal Audit for Compliance/Non-compliance with the 20 Working-day Cycle

RECEIPT OF REQUESTS FOR LEGAL OPINION AND CONTRACT REVIEW

Objective:

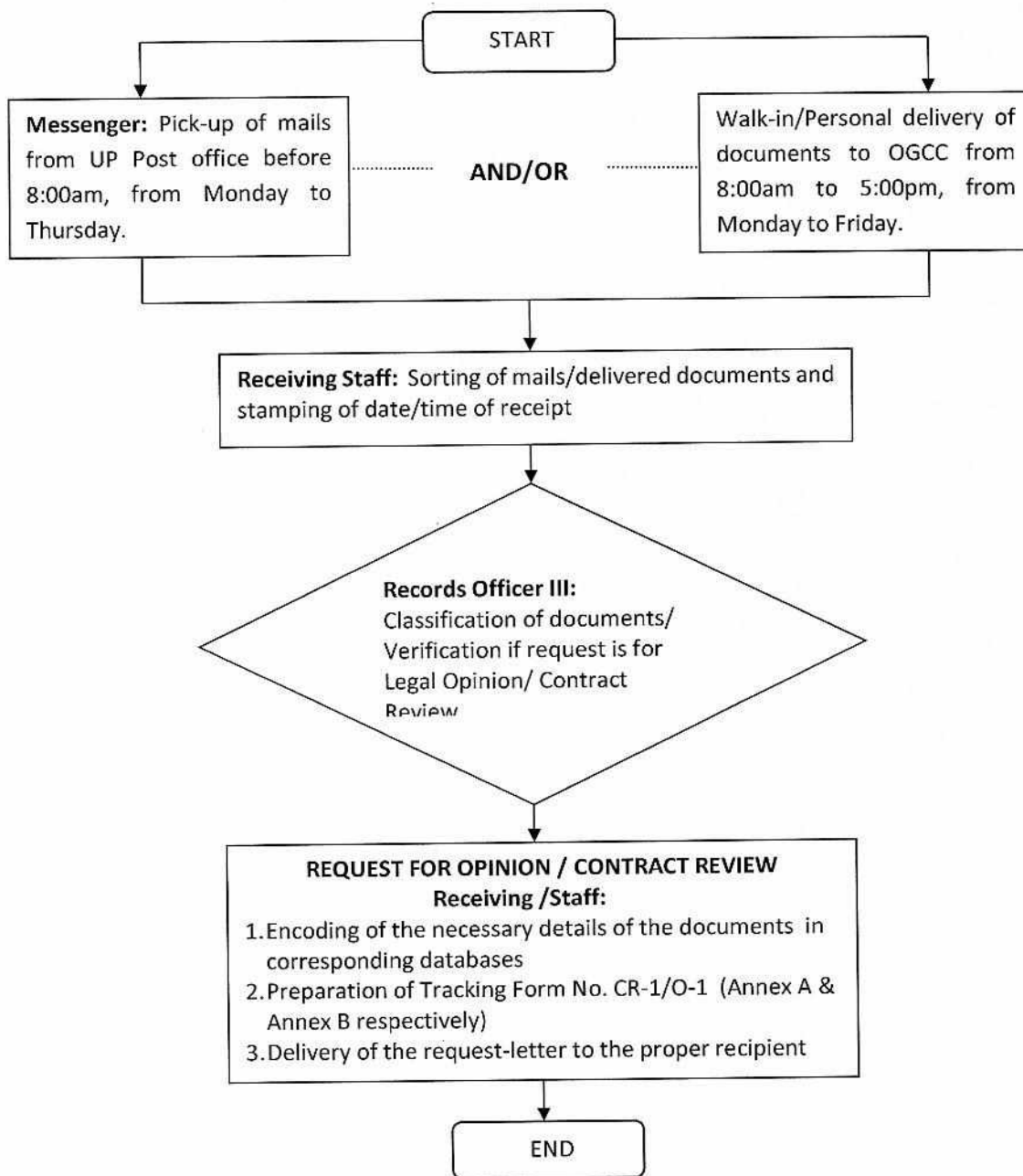
To ensure that all requests for Legal Opinion and Contract Review are attended to accordingly, and are delivered to the proper OGCC addressees on time.

Process Flowcharts: (illustrated in the following pages)

1. Flowchart Overview of Incoming Letters Requesting for Legal Opinion or Contract Review
2. Detailed Flowchart of Incoming Letters Requesting for Legal Opinion or Contract Review

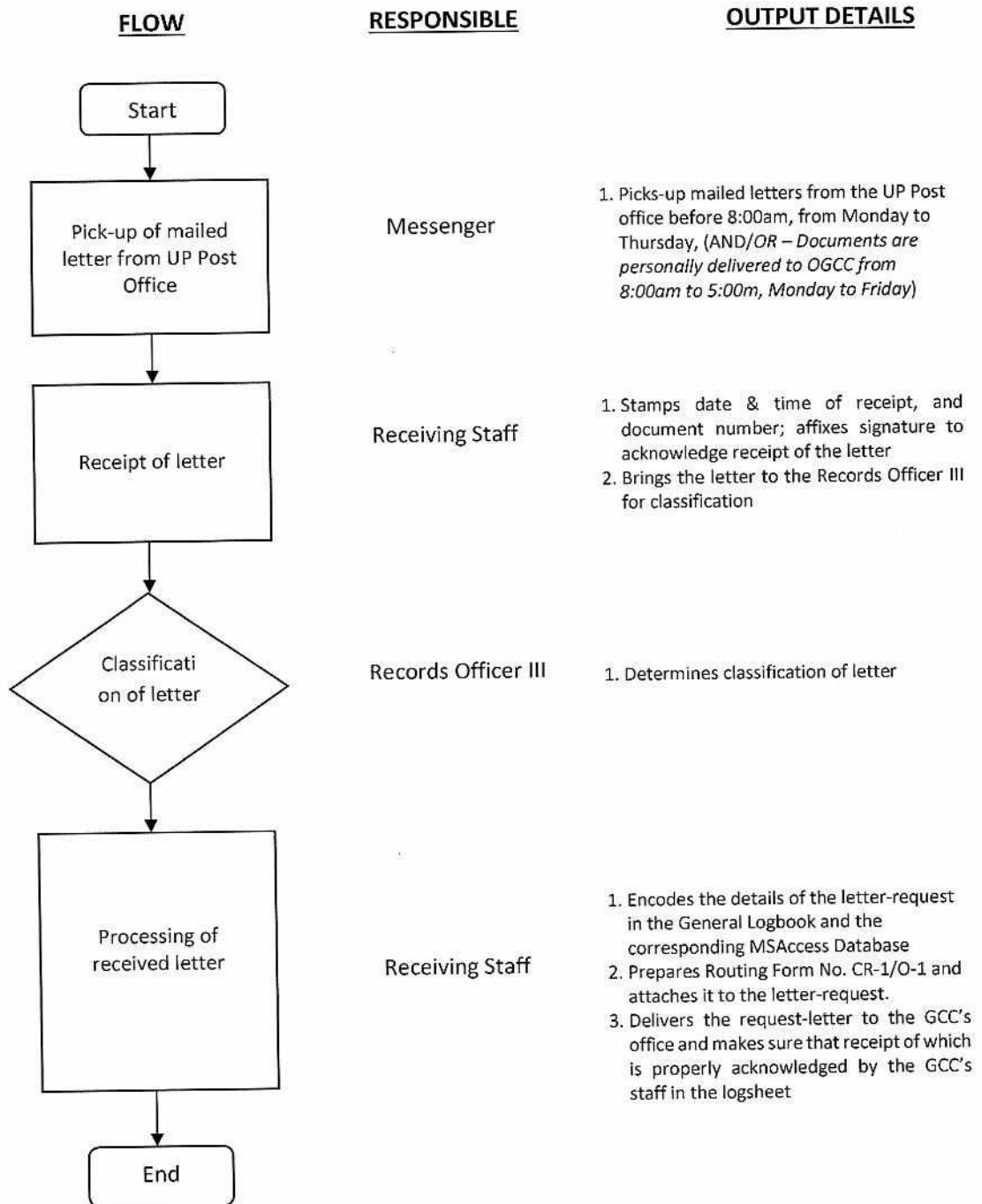
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FLOWCHART OVERVIEW
FOR PROCESSING OF REQUEST FOR LEGAL OPINION AND CONTRACT REVIEW



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DETAILED FLOWCHART
FOR PROCESSING OF REQUEST FOR LEGAL OPINION AND CONTRACT REVIEW



DISPATCH OF FINAL AND OFFICIAL LEGAL OPINION AND CONTRACT REVIEW

Objective:

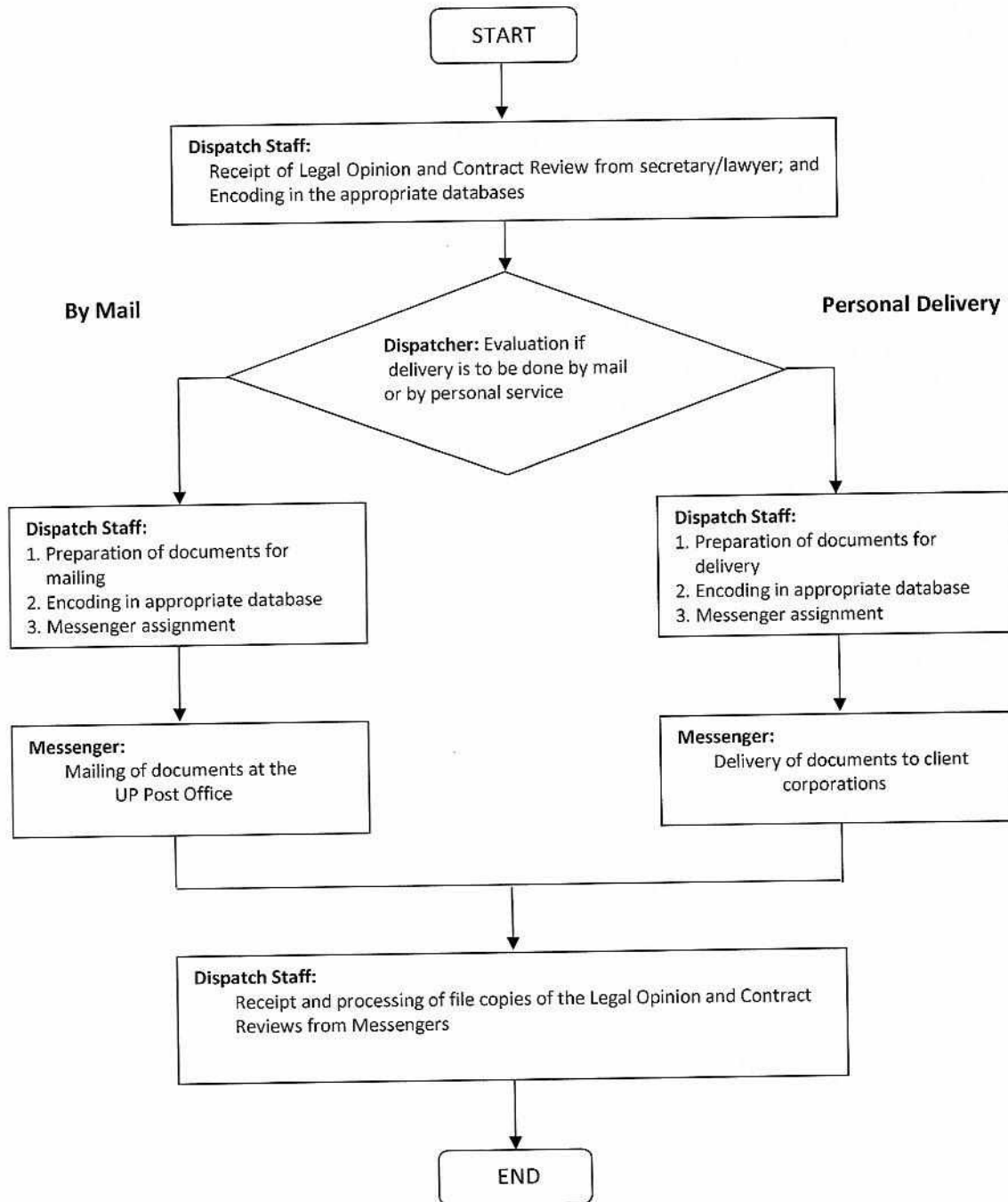
To effectively and efficiently deliver the final and official Legal Opinion and Contract Review to client corporations

Process Flowcharts: (illustrated in the following pages)

1. Flowchart Overview of Dispatch of the final and official Legal Opinion and Contract Review
2. Detailed Flowchart of the final and official Legal Opinion and Contract Review

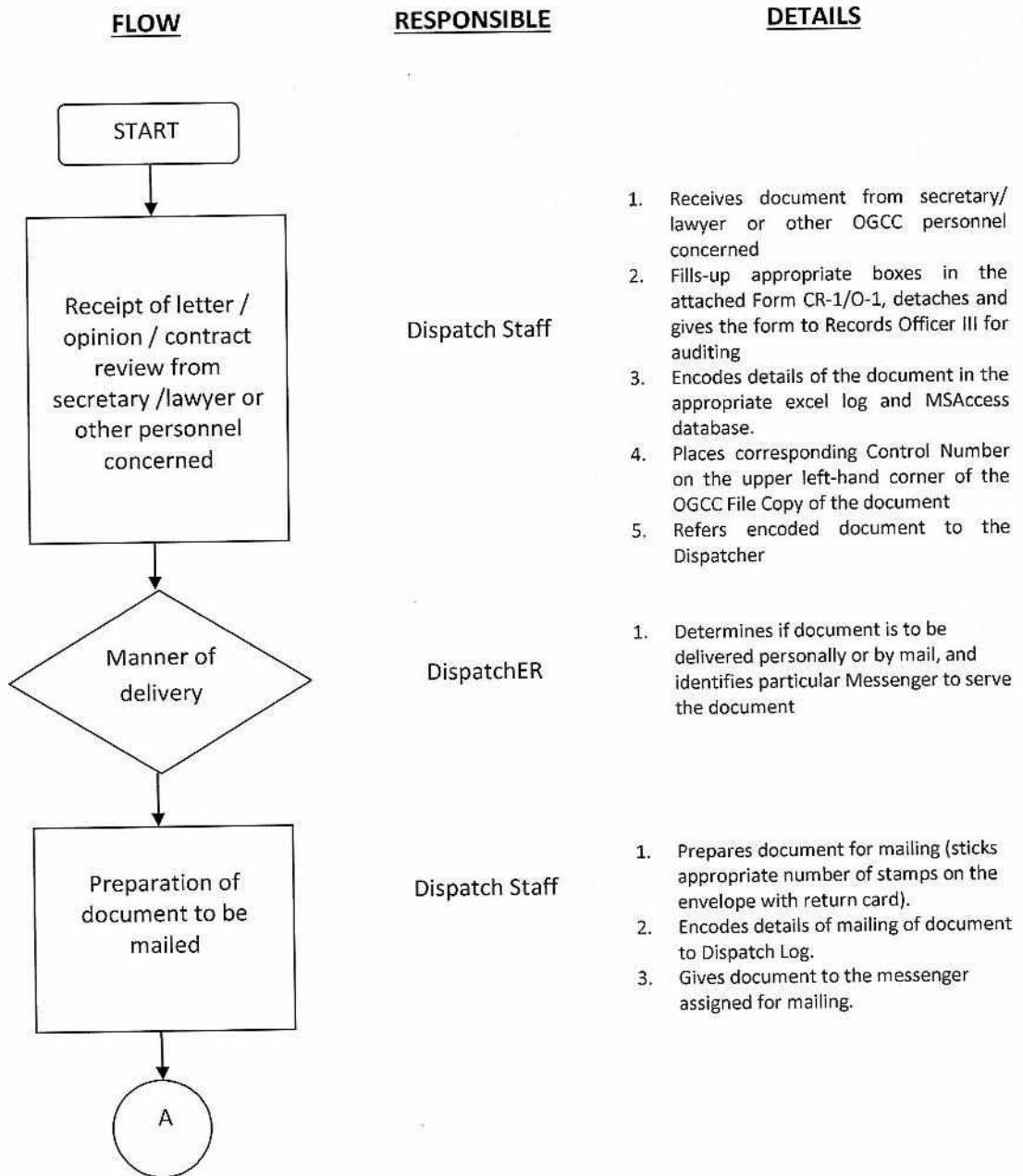
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FLOWCHART OVERVIEW
FOR PROCESSING OF DISPATCH FOR LEGAL OPINION AND CONTRACT REVIEW



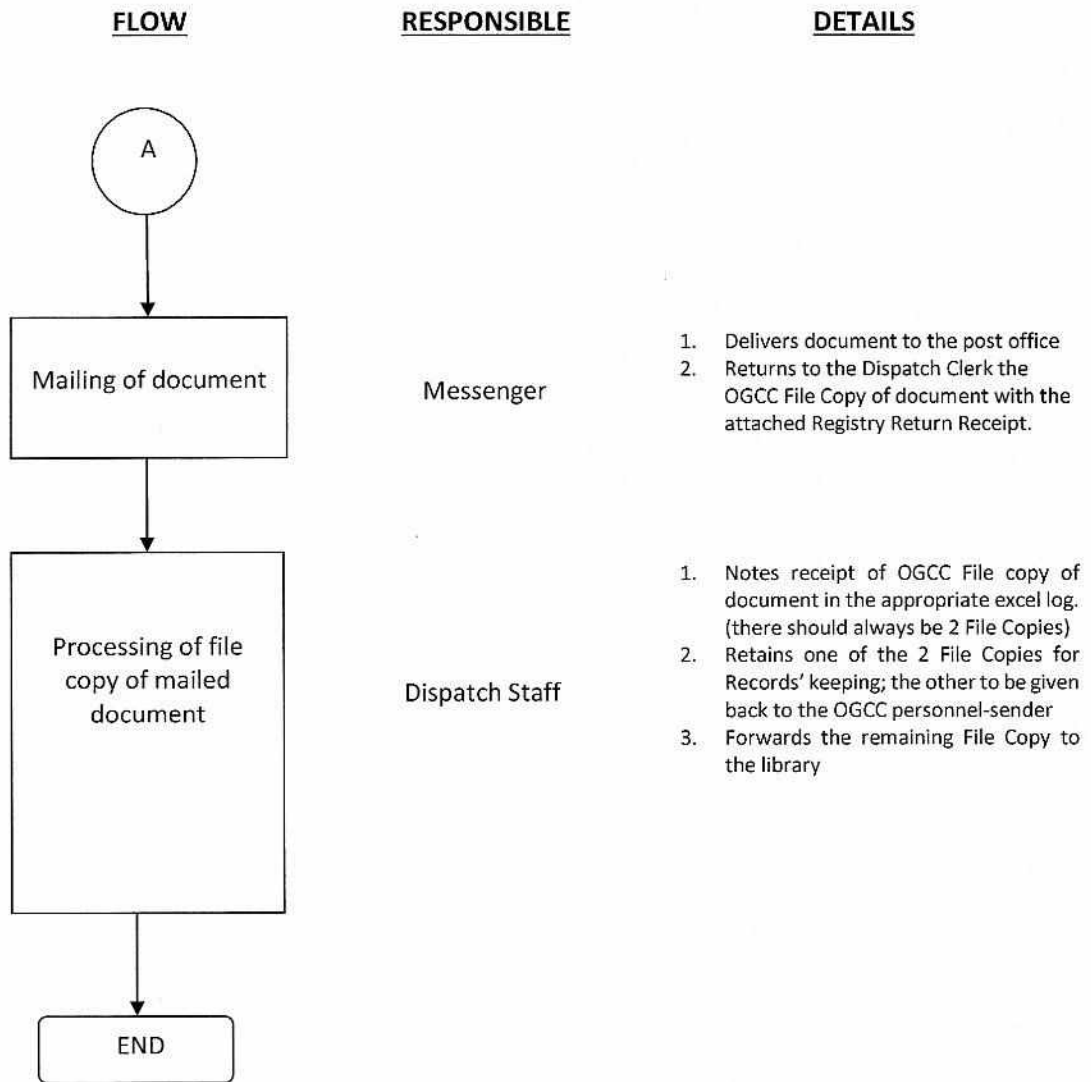
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DETAILED FLOWCHART
FOR PROCESSING OF DISPATCH OF LEGAL OPINION AND CONTRACT REVIEW
(Delivery by Mailing)



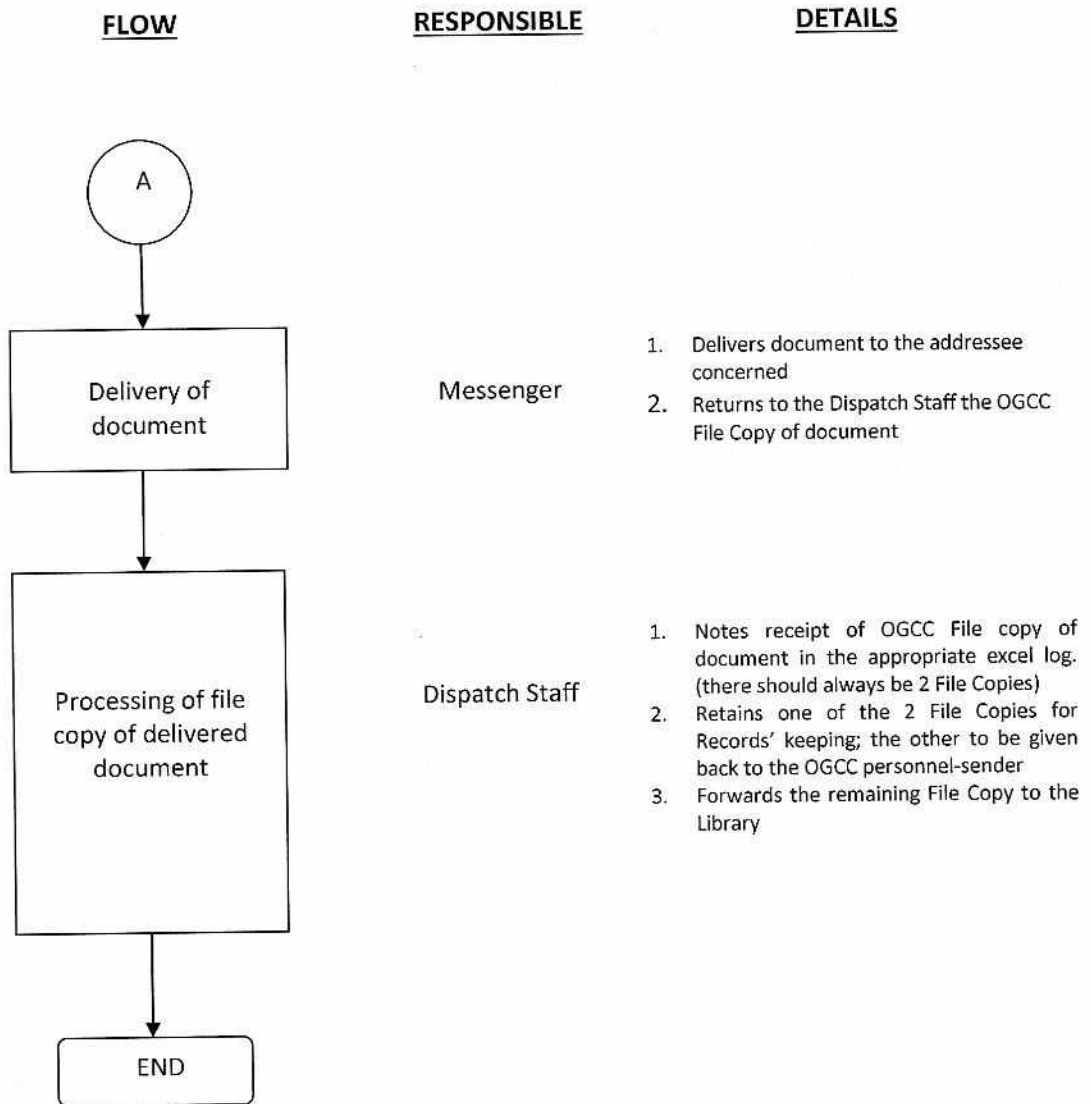
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**-CONTINUATION OF DETAILED FLOW CHART-
(Delivery by Mail)**



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**-CONTINUATION OF DETAILED FLOW CHART-
(By Personal Delivery)**



RECEIPT-TO-RELEASE PROCESS (20- WORKING DAY CYCLE)

Objective:

To ensure effective and expedient processing of clients' requests for Legal Opinion and Contract Review

Process Flowcharts: (illustrated in the following page)

1. Narrative Flowchart for Legal Opinion
2. Narrative Flowchart for Contract Review

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NARRATIVE OF FLOWCHART
FOR LEGAL OPINION (O-1) AND CONTRACT REVIEW (CR-1)

DIVISION or PERSONNEL RESPONSIBLE	OUTPUT	PRESCRIBED PERIOD
Receiving Unit; Records Section	Stamps receipt and makes appropriate entries/ encoding; Attaches Form CR-1 or OP-1, whichever is applicable	Within 3 hours from receipt of document
GCC's Office	Assigns the request to the team concerned	Within 1 working day from receipt of document
Team Leader	Assigns the request to a handling lawyer	Within 1 working day from receipt of document
Handling Lawyer	Reviews the request and prepares initial draft	Within 7 working days from receipt of document
REVIEW PROCESS		
Team Leader	Reviews of the draft prepared by the handling lawyer	Within 10 working days from receipt of of the draft
AGCC for Legal Opinion and Contract Review	Reviews the draft as earlier reviewed/ corrected by the Team Leader	
DGCC	Reviews the draft as re-evaluated by the AGCC for Legal Opinion and Contract Review	
GCC	Gives a final review of the draft	
Handling Lawyer; Handling Lawyer's Secretary; GCC's Office	Finalizes the draft	
Dispatch Unit; Records Section	Dispatches/delivers final and official Legal Opinion and Contract Review	Within 1 working day from receipt of the final and official Legal Opinion and Contract Review

MONITORING OF NON-COMPLIANCE WITH THE 20-WORKING DAY CYCLE

1. On a daily basis, the Records Officer III (RO III) gathers all Forms CR-1 and OP-1 which are attached to the final Opinion and Contract Review submitted to the Records section for dispatch.
2. He/she evaluates whether each request for review was done within the specified time to complete the R2R Process (20 Working Days).
3. If the review is accomplished within the 20 working day period, the RO III stamps the form with the word "COMPLYING", and files the form in its proper folder.
4. If the review is non-complying, the RO III stamps the form with the word "NON-COMPLYING", and further studies where the non-compliance occurred/started to occur.
5. NON-COMPLIANCE matters
 - a. During the Management Committee meeting which is held every Monday after the flag ceremony, the RO III gives an update on R2R matters which includes, among others, Non-Compliance to the R2R cycle and pending reviews beyond the 20 working day cycle. The Team Leaders of concerned handling lawyers will take the responsibility to address the matter by conferring with their lawyers. Further monitoring will be conducted by the ISO Internal Quality Audit Committee on a quarterly basis.
 - b. For Non-Compliance findings on a lawyer, First until Third Offenses have their corresponding penalties that will be imposed on the lawyer, as defined by the Personnel section.
 - c. The Handling Lawyer's output will be graded by the reviewing authority involved in the entire R2R Process. On a semi-annual basis, the RO III will give copies of the lawyer's grades to the Personnel section, as reference for the lawyer's performance appraisal and filing in his 201.
 - d. In case the non-compliance is the responsibility of the Administrative Staff involved in the process (Secretary or Messenger)
 - Secretary – the RO III brings the matter to Secretary's Team Leader for information and appropriate action
 - Messenger – the RO III reminds the messenger concerned about his allotted time within the 20 Working Day CycleFor habitual "NON-COMPLYING" R2R of output of the Administrative Staff concerned, First until Third Offenses have their corresponding penalties that will be imposed, as defined by the Personnel section.
 - e. In case the non-compliance is the responsibility of Reviewing Authority involved in the process,
 - Prospectively, for drafts requiring a longer time for review - a corresponding Stop Cycle will be issued to avoid non-compliance to the R2R cycle.