

Office of the Deputy Administrator for Legal Services

Frontline Service : Legal Opinion/Services
 Clients : ECs, other NEA Departments/Offices
 Requirements : Letter-Request
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)
 Fees : None
 Total/Maximum Duration of Process : Twelve (12) days
 How to Avail of the Service :

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Sends request for legal opinion	Receives request for legal opinion	Legal Services Staff	ODALS, 2/F	3 days
		Requests forwarded to DA Legal Services			
		Endorses to assigned lawyer	DA ODALS		
		Lawyer renders legal opinion	Assigned lawyer		8 days
2	Receives legal opinion	Releases of legal opinion	Legal Services Staff		1 day
End					

LEGEND:

ODALS - Office of the Deputy Administrator for Legal Services

ECs - Electric Cooperatives