

# CITY LEGAL OFFICE

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**Frontline Service** : **SUBSCRIPTION OF CONTRACT** ( Iligan City Government Transactions Only)

**Schedule of Availability of Service** : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who May Avail of the Service** : Any person in need of the service (Parties of the contract)

**What are the requirements** : Contract signed by the parties

**Duration** : 9 minutes

## How To Avail The Service :

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM
1	Submit the contract	Receive and check the contract	2 minutes	Clerk/Researcher	-	
		Forward the contract to the lawyer	1 minute	Clerk/Researcher	-	
		Check signatures of parties in the contract	2 minutes	Lawyer	-	
		Subscribe the contract	3 minutes	Lawyer	-	
2	Receive the subscribed contract	Release subscribed contract	1 minute	Clerk/Researcher	-	
<b>END OF TRANSACTION</b>						

Note: The 9 minutes processing time is per transaction basis.. The time is extended when there are two or more clients.

