



**E. Legal Unit**

**1. Processing of communication received through the Public Assistance Action Center (PAAC)**

This process intends to establish the conduct, management, and treatment of legal queries and/or concerns of internal or external clients.

<b>Office or Division:</b>		Legal Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen (G2C)		
<b>Who may avail:</b>		Anyone		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Email address		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Email concern to the Office of the Regional Director	1.1 Received and records incoming communication and forward to the Legal Unit	None	10 minutes	ADAS/ Office of the Regional Director
	1.2 Review the document/assign to LU staff to prepare/draft the necessary correspondence or document needed	None	5 hours	Atty. IV, SI, LA, ADAS
	1.3 Review and affix initial on the draft correspondence/document	None	1 hour	Attorney IV
	1.4 Forward to the Office of the Regional Director for review and signature	None	10 minutes	ADAS/LU Staff
	1.5 Approve/sign the correspondence/document	None	30 minutes	RD/ARD
	1.6 Release the signed document through the Records Section	None	10 minutes	ADAS/Records Unit Staff
<b>TOTAL:</b>		<b>None</b>	<b>7 hours</b>	