

DEPARTMENT / DIVISION/ Office	LEGAL OFFICE						
PURPOSE							
Functional OBJECTIVE							
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Opportunities
Preparation of contract (Job order, Consultants)	IPCR,KPIs, Office Manual, Board Resolution	Contract for J.O and Consultants	Legal (E.D., Personnel)	Error in the preparation of Contract due to wrong inputs, Late submission of duties and responsibilities for consultants, vague Board Resolution	Complaints, Low IPCR, No PBB	Setting allowance for correction , one correction per month, double checking of duties and responsibilities	high customer satisfaction , happy consultants and laborer
Preparation of Legal Opinion	IPCR,KPIs, Office Manual, Different laws such as R.A 6847, R.A 9184 etc	Legal Opinion	Legal (E.D, Office of the Chairman)	Different legal opinion from the management and the interested party.	Unsatisfied Management, NSA, athletes, angry interested party	setting allowance for correction , one correction per legal opinion	high customer satisfaction
Preparation of Affidavit of Undertaking (NSA, BOC)	IPCR, KPIs, Office Manual, Board Resolution	Affidavit of Undertaking	legal (NSA)	error in the preparation of Contract due to wrong inputs, vague Board Resolution	Unsatisfied NSA, Athletes, interested party	setting allowance for correction 1 correction per affidavit, double checking of inputs from the accounting office (e.g No unliquidated cash advance)	happy NSAs, Athletes, Immediate Release of imported equipment
Preparation of Venue Rental Equipment	IPCR,KPIs, Office Manual, Billing from Operations	Venue Rental Agreement	Legal (Operations)	error in preparation due to wrong inputs	Non-paying clients, contract signing/review after the event	setting allowance for correction, 1 correction per venue rental, non signing of contract if return after the event	High Satisfaction feedback from customers
Preparation of Deed of Donation	Board Resolution, Office Manual,IPCR,KPIs	Deed of Donation	Legal	error in preparation due to wrong inputs	unhappy interested party	setting allowance for correction 1 correction per document, double checking of inputs from the accounting office (e.g No unliquidated cash advance)	High satisfaction rating from done
Preparation of other documents such Memorandum of Agreement, Affidavit of Loss, Lease Contract	Board Resolution, Office Manual,IPCR,KPIs	Memorandum of Agreement, Affidavit of Loss, Lease Contract	legal	error in preparation due to wrong inputs, longer period of preparation due to different terms and conditions of the two parties ,non paying customer	unhappy interested party	setting allowance for correction, I correction per document, preparation of MOA in accordance with the agreement	high satisfaction feedback from customers