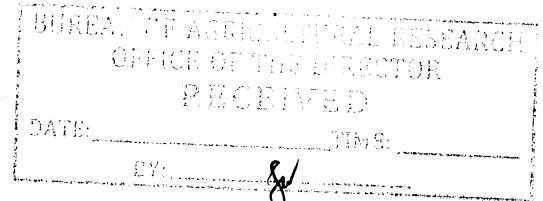




Republic of the Philippines
OFFICE OF THE SECRETARY
 Elliptical Road, Diliman
 1100 Quezon City



MEMORANDUM

FOR : ALL UNITS OF DA-CENTRAL OFFICE
 REGIONAL OFFICES
 BUREAUS
 ATTACHED AGENCIES

SUBJECT : GUIDELINES RE: REQUESTS FOR LEGAL OPINION

DATE : July 12, 2022

To facilitate and expedite the process and delivery of services of the DA-Legal Service, all offices requesting for legal opinion/ advise and/or the presence of a lawyer during meetings/consultations and related fora are enjoined to provide the following:

For document: A one-page briefer with complete attachments and the clear statement of legal inquiry/ request;

For Notice/Invitation to Meeting: A one-page briefer with name and contact details of the focal person or secretariat and attach the agenda/materials to be used for the meeting at least two (2) days before the said meeting;

For Memorandum of Agreement/Understanding (MOA/MOU): A one-page briefer and the MOA/MOU in formal form. In case the same is already signed and/or notarized, it will be treated as *fait accompli* and shall no longer be reviewed. In case of a request for subsequent review it should be detailed in the request Memorandum the changes/revisions made and the answer to the clarifications and questions previously raised by the Legal Office.

Otherwise, the Legal Service shall be constrained to return the documents unacted upon.

Further, to afford the Legal Service ample time to thoroughly and intelligently review and study the document/s, the same must be submitted at least five (5) days before the set deadline. It is further stressed that legal opinions issued by the Legal Service must be treated with utmost discretion and must be released only to intended and proper party/ies.

For strict compliance.

Thank you.


LEOCADIO S. SEBASTIAN, Ph.D., CESO I
 Undersecretary and Head, Transition Team



DA-CO-LS-MM20220712-00354

*A food-secure and resilient Philippines
 with empowered and prosperous farmers and fisherfolk*

