



1. Registration for Bar Review

To register law graduates in the Bar review

Office or Division:	Law Center, Training and Convention Division			
Classification:	Highly Technical transaction takes 8 days and more to process			
Type of Transaction:	Government to Citizen/ Government to Business			
Who may avail:	All law graduates/bar candidates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		Law Center, Training and Convention Division		
2. 2 pcs. 1.5" x 1.5" ID pictures		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Each applicant is given a form with data privacy notice, with all the requirements	1.1. Receiving Personnel provides each applicant with a copy of the application form by email upon request	None	5 Minutes	<i>Receiving Personnel</i> Training and Convention Division
2. Each applicant submits all requirements by email and pay the review/ registration fee through available remote payment modes (bank deposit, electronic transfer, GCash, or Paymaya)	2.1. Receiving Personnel accepts the completed application form with attached requirements and proof of payment of corresponding fee. 2.2. ID and access to initial materials are given to applicant, i.e., Bar planner and Program, and online resources 2.3. Receiving Personnel encodes registration details for records	PHP. 15,000.00	10 Minutes	Receiving Personnel Training and Convention Division
	TOTAL	PHP 15,000.00	15 - Simple transaction only if based on total processing time	



2. Requests for legal opinion/comments on pending legislations/executive issuances

To act on requests for legal opinion/comments on matters pertaining to current/pending laws and executive issuances

Office or Division:	Law Center, Institute of Government and Law Reform (IGLR), Institute of Human Rights (IHR), Institute for the Administration of Justice (IJA), Institute for Maritime Affairs and Law of the Sea (IMLOS), Institute of International Legal Studies (IILS)			
Classification:	Complex transaction should only take 7 days to process			
Type of Transaction:	Government to Government/Private Parties			
Who may avail:	All Government Agencies and Private Parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Number each client steps	Number each agency action – should be in parallel with the Client Steps Numbers	None	5 Minutes	Receiving Personnel of Institute
	Acknowledge receipt personally or electronically, and respond whether to accept, refer to appropriate office or, reject the request	None	7 Days	Experts/Lawyers
TOTAL:		NONE	7 Days and 5 Minutes	



3. Requests/Proposals for Codification and Revision

To act on requests/proposals to amend and update existing laws

Office or Division:	Law Center, Institute of Government and Law Reform (IGLR)			
Classification:	Complex transaction should only take 7 days to process			
Type of Transaction:	Government to Government			
Who may avail:	All Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Number each client steps	1.1 Accept letter and acknowledge receipt	None	5 Minutes	IGLR Staff
	1.2. Respond to request whether to accept or refer to appropriate office	None	7 Days	Lawyer
TOTAL:			7 Days and 5 Minutes	



4. Registration in Mandatory Continuing Legal Education (MCLE) Program

To register lawyers and non-lawyers in the MCLE program

Office or Division:	Law Center, Institute for the Administration of Justice (IAJ)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Lawyers and non-lawyers in the legal field			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MCLE Registration Form		Institute for the Administration of Justice (IAJ)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Include details where can clients submit registration form if (1) manually/personally and (2) electronically	1. Receiving personnel checks accomplished registration form	None	5 Minutes	<i>Receiving Personnel</i> Institute for the Administration of Justice (IAJ)
2. Applicant proceeds to the UP Law Complex Cash and Disbursing Section (UPLC CDS), or Include details for remote payment modes	2. Receiving Personnel accepts payment and issues official receipt	PHP. 8,400.00	10 Minutes	<i>Receiving Personnel</i> UP Law Complex Cash and Disbursing Section (UPLC CDS)
TOTAL:		PHP. 8,400.00	15 Minutes	



5. Issuance of MCLE Compliance Certificate

To issue MCLE Compliance Certificate to compliant lawyer

Office or Division:	Law Center, Institute for the Administration of Justice (IAJ)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Lawyers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lawyer's ID or Authorization letter		Lawyer applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Number each client steps include details where can clients submit (1) personally and (2) electronically	Number each agency action – should be in parallel with the Client Steps Numbers	None	10 Minutes	<i>Receiving Personnel</i> Institute for the Administration of Justice
	Total		10 Minutes	



6. Application for UP Law Aptitude Examination (LAE)

To process LAE application

Office or Division:	College of Law, Office of the College Secretary			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	LAE applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Online Application Form		UP LAE Website		
2. Certificate of Graduation		Office of the College Secretary of client's school of origin		
3. Certificate of General Weighted Average GWA				
4. Official Transcript of Records		Office of the Registrar of client's school of origin		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates and accomplishes online application form for UPLAE and Upload required documents to UP LAE Website	1.1. Check application for completeness and accuracy of required documents	None	3 Days	<i>Receiving Personnel</i> Office of the College Secretary
	1.2. Validate application if it is complete and accurate 1.2.1.If application is incomplete or inaccurate, notify applicant to update his/her application			<i>Student Records Evaluator</i> Office of the College Secretary
2. If application is incomplete, Client must re-upload or update the information in his/her application.	2. Validate application after complying with the comments on the validation	None	1 Day	<i>Receiving Personnel</i> Office of the College Secretary



2.1.If application is complete and accurate, proceed to next step				<i>Student Records Evaluator</i> Office of the College Secretary
3. Check email from OCS. Print the Order of Payment Slip and Pay the Application fee of PHP 1,500.00 for early registrants and PHP 2,000.00 for late registrants, and upload receipt / deposit slip to the UPLAE Website under their Account name	3.Validate Payment of applicant and confirm their application for qualification for UPLAE	PHP. 1,500.00 for Early Registrants PHP. 2,000.00 for Late Registrants	2 Days	<i>Receiving Personnel</i> Office of the College Secretary <i>Student Records Evaluator</i> Office of the College Secretary
4. Print the Test Permit to be brought for the UP LAE	None	None	None	
TOTAL:		PHP 1,500.00 for Early Registrants PHP 2,000.00 for Late Registrants	6 Days	



7. Application for Legal Assistance/Representation to Indigent Clients

To act on application for legal assistance/representation to indigent clients as mandated by Rule 138-A of the Rules of Court

Office or Division:	College of Law, Office of Legal Aid			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Indigent applicants/clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Indigency		1. Barangay or DSWD		
2. Sufficient information and supporting documents related to the case		2. Barangay/PNP or NBI/Public Attorney's Office/ Department of Justice Office of the City/Provincial Prosecutor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request legal assistance or representation at the OLA	1.1. Law Interns interview applicants to determine if cause of action exists 1.2. After interview, Law Interns submit Preliminary Interview Forms (PIFs)	None	1 Day	Law Interns
2. Await notification of acceptance or denial of request for legal assistance or representation	2.1. Supervising Lawyer recommends acceptance or denial on basis of need, indigency, or other relevant factors 2.2. OLA Director decides whether to accept or reject	None	3 Days	Supervising Lawyer or OLA Director



UNIVERSITY OF THE PHILIPPINES
COLLEGE OF LAW

3. Client is provided legal services, or referred to other legal offices	3. OLA will inform applicant of decision whether to accept or reject client's case	None	3 Days	Law intern
TOTAL:			7 Days	



8. Request for Legal Services

To act on request for legal services to paying clients

Office or Division:	College of Law, Law Internship Center			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Preliminary Interview Form		Law Internship Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in client or referral from OLA or Faculty member proceeds to the LIC	1.1 Law intern interviews client and recommends action to LIC Head 1.2 The LIC Head evaluates recommendation 1.3 Law Intern informs applicant of decision	None	2 Hours	Law Intern LIC Head
2. Payment of applicable fees personally or through available remote payment options	2. Accept or verify payment, if accepted, issue official receipt	Defined in contract	15 Minutes	<i>Receiving Personnel</i> UP Law Complex Cash and Disbursing Section (UPLC CDS)
TOTAL:		As defined in contract	2 Hours and 15 Minutes	



9. Rules and Regulations filed by different Government Agencies

To receive Rules and Regulations filed by government agencies as mandated by Administrative Code of 1987

Office or Division:	Law Center, Office of National Administrative Register (ONAR)			
Classification:	Simple			
Type of Transaction:	Government to Government/ Government to Citizen			
Who may avail:	All Government Agencies, LGU's, GOCC's and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Certified Rules and Regulations (3 certified copies) 2. Order Payment Slip 3. Certificate of Registration 			ONAR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three (3) certified copies of Rules and Regulations	<ol style="list-style-type: none"> 1.1. Receive Rules and Regulations filed by Government Agencies 1.2. Check if complying with required three (3) certified copies 	PHP 20.00 per rule	15 Minutes	Receiving Personnel ONAR
2. If requirements are approved, client proceeds to UP Law Complex Cash and Disbursing Section (UPLC CDS), or avails of available remote payment options, for payment of fees	2. Receiving Personnel directs client to the UPLC CDS, or available remote payment options, for payment of fees	PHP 20.00/pe r rule	15 Minutes	Receiving Personnel ONAR
3. Client receives Certificate/s of Registration	3. Releasing Personnel issues Certificate of Registration	None		Receiving Personnel UPLC CDS
TOTAL:		PHP 20.00 per rule	30 Minutes	



10. Issuance of Certification of Filing or Non-Filing of Rules and Regulations

To determine if a government office has filed its rules and regulations with ONAR

Office or Division:	Law Center, Office of National Administrative Register (ONAR)			
Classification:	Simple			
Type of Transaction:	Government to Government/ Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting Party		
2. Request Form 3. Requested copy of rules 4. Order Payment Slip 5. Certification of Filing/Non-Filing		ONAR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Include details where can client submit (1) personally (2) electronically	1. Receive Letter Request/Request Form and acknowledge receipt	None	5 Minutes	ONAR Staff - Administrative Aide VI ONAR
	1.1 Verify the filing or non-filing of the rules and regulations indicated, using the Records System logbook, digital index, and hard copy files	None	1 Day	ONAR Staff – University Research Associate ONAR
2. Await and receive certification	2. Issue and release certification	PHP.100.00 per rule per certification	15 Minutes	ONAR staff – University Research Associate ONAR
TOTAL:		PHP 100.00 per rule per certification	1 Day and 20 Minutes	



11. Issuance of certified copies of rules and regulations filed with ONAR

To confirm the submission of the rules and regulations of a government office.

Office or Division:	Law Center, Office of National Administrative Register (ONAR)			
Classification:	Simple			
Type of Transaction:	Government to Government/ Government to Citizen			
Who may avail:	All Government Agencies, LGU's, GOCC's , Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting Party		
2. Request Form 3. Requested copy of rules 4. Order Payment Slip 5. Certification of Filing/Non-Filing		ONAR Collecting and Disbursing Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form for Certified Copy/ies of Rules and Regulations filed with ONAR	1.1 Receive Letter Request/Request Form and acknowledge receipt, personally or electronically	None	2 Minutes	ONAR Staff - Administrative Aide VI ONAR
	1.2 Verify the filing or non-filing of the rules and regulations using the Records System logbook, digital index, and hard copy files	None	10 Minutes	ONAR Staff – University Research Associate ONAR
2. Receive Certified Copy/Copies of Rules and Regulations filed with ONAR	2.1 Secure copies from the Records room. Seal with Certified Original Copy stamp and UPLC dry seal.	PHP 20.00/per page	15 Minutes	ONAR staff – University Research Associate ONAR
	TOTAL:	PHP 20.00 per page	27 Minutes	



12. Processing of certification for Bar Applications

To process issuance of certification for Bar application

Office or Division:	College of Law, Office of the Dean			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate		Office of the Dean		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	Include specific office assignment in each person responsible
1. Student submits the certificate to the Office of the Dean for the Dean's approval, personally and/or electronically.	1.1 Check completeness of certification and any supporting documents.	None	1 Day	Office of the Dean staff
	1.2 College Secretary to confirm status of student. If student record is clear, the College Secretary will put her initials on the certificate	None	2 Days	College Secretary
	1.3 College Secretary Sends the certificate to the Dean for approval and signature.	None	1 Day	Office of the Dean staff
	1.4 Dean checks the certificate and signs if approved.	None	2 Days	Dean



2. Student receives the certificate for the Bar application	2. Once approved, release the certificate to the student.	None	1 Day	Office of the Dean staff
TOTAL:		None	7 Days	

13. Request for Conduct of trainings/fora/symposia

To act on request for conduct of trainings

Office or Division:	Law Center, Institute of Human Rights (IHR), Institute for the Administration of Justice (IAJ), Institute for Maritime Affairs and Law of the Sea (IMLOS), Institute of International Legal Studies (IILS), Institute of Government and Law Reform (IGLR), Training and Convention Division (TCD)			
Classification:	Complex			
Type of Transaction:	Government to Government/ Government to Citizen			
Who may avail:	All Government Agencies, Civil Society Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request		Requesting Party		
2. Pertinent documents from partner organization				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Number each client steps	1. Acknowledge receipt and respond whether to accept, refer to other appropriate office, or reject request	None	7 days	Institute Director/Lawyer REPS
TOTAL:			7 Days	



14. Book Sale

To sell published materials of the Law Complex

Office or Division:	Law Center, Information and Publication Division (IPD)			
Classification:	Simple			
Type of Transaction:	Office to Client/Customer			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order Payment Slip		IPD		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	To include specific office assignment in each person responsible
1. Purchase publication/s from Book Room	Number each agency action – should be in parallel with the Client Steps Numbers	None	10 Minutes	IPD Publication Circulation Officer (PCO)
2. Pay at the Cash and Disbursing Section (CDS)	Verify accuracy of entry in Order Payment Slip/Quotation and issue official receipt (OR)	Cost of book/s	10 Minutes	Cash Disbursing Officer
3. Return to Book Room and present OR for release of publication purchased.	Verify OR as against Order Payment Slip; if confirmed, release publication	None	5 Minutes	IPD PCO
TOTAL:			25 Minutes	