



7. Request for Deputation of Government Agency Lawyers as Special Attorneys or for OSG Conformity to the Hiring of Private Lawyers

This service covers the receipt, processing, and issuance of a deputation to government agency lawyers as Special Attorneys, thereby allowing the requesting agency to handle cases that require the OSG's participation. It also includes the evaluation and issuance of the OSG's conformity to the engagement of private lawyers as special counsel, subject to the submission of periodic reports on the cases handled.

This service does not cover requests for deputation of government lawyers as collaborating counsel for a specific hearing or proceeding.

Office or Division:	Docket Management Service, Legal Service, Secretariat
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	National Government Agencies and Their Instrumentalities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR NEW DEPUTATION	
1. Letter Request - One (1) original copy of the letter request from the client agency stating the justification for the deputation or the necessity of engaging private counsel.	Request Agency
2. Supplemental Documents	
a. Contract of Service – One (1) photocopy of the proposed contract for legal services.	Requesting Agency
b. MCLE Compliance Certificate – One (1) photocopy of the MCLE Compliance Certificate.	Mandatory Continuing Legal Education (MCLE) Office
c. IBP Certificate of Good Standing – One (1) photocopy of the IBP Certificate of Good Standing.	Integrated Bar of the Philippines
FOR RENEWAL OF DEPUTATION	
1. Letter Request - One (1) original copy of the letter request from the client agency stating the justification for the deputation or the necessity of engaging private counsel.	Request Agency
2. Supporting Documents	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Contract of Service – One (1) photocopy of the proposed contract for legal services.	Requesting Agency
b. Status Report – One (1) photocopy of the status report on previously handled cases.	Requesting Agency
c. MCLE Compliance Certificate – One (1) photocopy of the MCLE Compliance Certificate.	Mandatory Continuing Legal Education (MCLE) Office
d. IBP Certificate of Good Standing – One (1) photocopy of the IBP Certificate of Good Standing.	Integrated Bar of the Philippines

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents at the Docket Management Service (DMS), Ground Floor, OSG Main Building.	1. Receive the request for deputation of agency lawyers as Special Attorneys, including all supporting documents.	None	5 minutes	Docket Management Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
2. Wait while the request is being evaluated.	2. Evaluate submitted documents: 2.1. If complete, proceed with review and verification of justification for deputation or engagement of private lawyers, and if deemed in order, prepare the letter indicating the	None	13 working days	Handling Solicitor Immediate Supervisor Responsible for Personnel Designation – Assistant Solicitor General



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>period and conditions of the Special Attorney's deputation.</p> <p>2.2. If incomplete, contact the requesting agency and provide instructions for compliance.</p>			
3. Receive the Letter of Deputation for Special Attorneys.	3. Send the Letter of Deputation to the requesting agency.	None	1 working day	<p>Docket Management Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
TOTAL		None	14 working days and 5 minutes	
<p><i>NOTE: The grant deputation or conformity is discretionary and subject to evaluation by the OSG, and that the issuance of a Letter of Deputation does not divest the OSG of its authority over the case.</i></p> <p><i>Processing time excludes system downtime and force majeure events.</i></p>				