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	Annex 4.2 Needs and Expectations of Relevant Interested Parties Legal Services Management	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022


Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
1	Top Management	<ul style="list-style-type: none"> Legal Opinion Legal Advice Legal Research Reviewed Contracts and other legal documents Legislative Liaising 	<ul style="list-style-type: none"> Accurate, reliable and timely submission of legal opinions, legal advice and research Accurate and timely submission of reviewed contracts and other legal documents 	Yes	<ul style="list-style-type: none"> Delay in the submission of legal opinions/advice due to lack/non-availability of relevant supporting documents submitted Delay in the review of contracts and other documents due to lack/non-availability of relevant supporting documents submitted Delay in the conduct of legal review due to the insufficiency of existing manpower complement 	<ul style="list-style-type: none"> Continuous updating of skills and knowledge of Legal Personnel Committed and highly trained workforce

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2	Oversight Agencies of the Government e.g: OGCC, DOTR, GCG, DBM, OP, COA etc.	<ul style="list-style-type: none"> Legal Opinion Legal Advice Legal Research Reviewed Contracts and other legal documents Legislative Liaising 	<ul style="list-style-type: none"> Accurate, reliable, and timely submission of legal opinions Timely submission of contracts and other legal-related works 	Yes	<ul style="list-style-type: none"> Delay in the submission of legal opinions/advice due to lack/non-availability of relevant supporting documents submitted Delay in the review of contracts and other documents due to lack/non-availability of relevant supporting documents submitted Delay in the conduct of legal review due to the insufficiency of existing manpower complement 	<ul style="list-style-type: none"> Continuous updating of skills and knowledge of Legal Personnel Committed and highly trained workforce

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3	All LRTA Department/Divisions	<ul style="list-style-type: none"> Legal Opinion Legal Advice Legal Research Preparation of Legal Documents such as Contracts, Agreements, etc. Compliance reports required by various internal offices Draft Contract / BDD Documents 	<ul style="list-style-type: none"> Timely submission of Legal opinion, legal advice, and legal research Timely submission of compliances and other reportorial requirements Accurate/reliable reports Timely and accurate submission of draft contracts and bid documents Draft Contracts / Bidding Documents 	Yes	<ul style="list-style-type: none"> Delay in the submission of legal opinions/advice due to lack/non-availability of relevant supporting documents submitted Delay in the review of contracts and other documents due to lack/non-availability of relevant supporting documents submitted Delay in the conduct of legal review due to the insufficiency of existing manpower complement 	<ul style="list-style-type: none"> Continuous updating of skills and knowledge of Legal Personnel Committed and highly trained workforce

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4	Courts and Quasi-Judicial Bodies	Preparation and filing of pleadings, memoranda, and other legal-related documents	<ul style="list-style-type: none"> Accurate and Timely submission of pleadings, memoranda, and other court or legal related documents 	Yes	Delay in the Resolution of cases due to the clogged dockets of the Courts	<ul style="list-style-type: none"> Continuous updating of skills and knowledge of Legal Personnel

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