



# QUALITY MANUAL


## Annex 4.3 Process Map Legal Services Management

Document Code:	2017.QM.CDQ.001
Page No.:	1 of 5
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
<ul style="list-style-type: none"> <li>Administrative Agencies</li> <li>Judicial bodies</li> <li>Quasi-judicial bodies</li> </ul>	<ul style="list-style-type: none"> <li>Laws</li> <li>Administrative Orders and Issuances</li> <li>Complaints</li> <li>Court Orders</li> </ul>	<p><b>Litigation and Representation</b></p> <ol style="list-style-type: none"> <li>Prepare and file cases on behalf of LRTA</li> <li>Conduct Interview of witnesses and resource persons</li> <li>Coordinate the Office of the Government Corporate Counsel (OGCC) as well as retained outside counsel in cases where LRTA's interest is affected</li> <li>Mediate/arbitrate conflicts between LRTA and contractors and other claimants</li> <li>Assist all concerned offices for the titling of LRTA properties</li> </ol>	<ul style="list-style-type: none"> <li>Record of Cases filed</li> <li>Motions and other pleadings</li> <li>Position papers</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Agencies</li> <li>Judicial bodies</li> <li>Quasi-judicial bodies</li> </ul>

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		6. Appear before judicial, quasi-judicial and administrative bodies		
<ul style="list-style-type: none"> <li>• Administrative Agencies</li> <li>• Management and other departments</li> <li>• Other internal stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Laws</li> <li>• Administrative Orders and Issuances</li> <li>• Implementing Rules and Regulations</li> <li>• Memorandum Orders</li> <li>• Letters/ Office Orders/ Special Orders</li> </ul>	<b>Contract review, Monitoring, and Compliance</b> <ol style="list-style-type: none"> <li>1. Draft, negotiates, evaluate and review the terms and provision of contracts wherein the Authority is a party</li> <li>2. Monitor the implementation of the Contract based on submitted reports</li> <li>3. Evaluates compliance of contractors based on submitted reports</li> <li>4. Assist in contract management</li> </ol>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• MOA/ MOU</li> <li>• Legal Opinion</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Agencies</li> <li>• Management and other departments</li> <li>• Other internal stakeholders</li> </ul>



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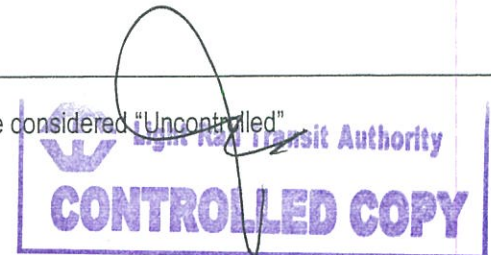
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<ul style="list-style-type: none"> <li>• Employees</li> <li>• Management and other departments</li> <li>• Other internal stakeholders</li> <li>• Oversight Agencies (NEDA, DOTr, etc)</li> <li>• Administrative Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Laws</li> <li>• Administrative Orders and Issuances</li> <li>• Implementing Rules and Regulations</li> <li>• Memorandum Orders Letters/ Office Orders/ Special Orders</li> </ul>	<p><b>Legal Affairs / Oversight Services</b></p> <ol style="list-style-type: none"> <li>1. Conduct administrative investigations, formal hearings, review appealed decisions and renders legal opinion on the interpretation of laws, rules and regulations</li> <li>2. Propose the formulation of rules, guidelines, and laws with respect to the Authority</li> <li>3. Drafts legal opinion/position paper to issues affecting the Authority</li> <li>4. Provide legal advice on questions arising from the administrative and operational functions of the Authority</li> </ol>	<ul style="list-style-type: none"> <li>• Record of Cases filed</li> <li>• Motions and other pleadings</li> <li>• Position papers</li> <li>• Legal Opinions</li> <li>• Other legal documents</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Management and other departments</li> <li>• Other internal stakeholders</li> <li>• Oversight Agencies (NEDA, DOTr, etc)</li> <li>• Administrative Agencies</li> </ul>

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**Controls and Check Points:**  
Corporate Performance Reports OPCR, IPCR, Technical Coordination Meeting /Focus Group Discussion

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