

**7. REQUEST FOR DEPUTATION OF LAWYERS OF GOVERNMENT AGENCIES OR REQUEST FOR CONFORMITY TO THE HIRING OF PRIVATE LAWYERS**

<b>Office or Division:</b>	Docket Management Service, Legal Division, Secretariat			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	National Government Agencies and their Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
MCLE Compliance (for New Deputation)				
IBP Certificate of Good Standing (for New Deputation)				
Contract of services (for private lawyers) (for New Deputation)				
Updated MCLE (For Renewal)				
IBP Certificate of Good Standing (For Renewal)				
Status Report of cases previously handled (For Renewal)				
Copy of proposed Contract of Service (For Renewal)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Agency transmits all required documents to OSG.	Receipt of the request for deputation and Evaluation of Request and all supporting documents	None	14 Days	Docket Management Service Personnel, Assistant Solicitor General and Assistant Solicitor General Secretary, handling lawyer, legal secretary
2. Agency receives Letter of Deputation	OSG sends Letter of deputation	None		Docket Management Service Personnel