



7. Request for deputation of lawyers of government agencies as special attorneys or request for OSG's conformity to the agency's hiring of private lawyers

Issuance of a Deputation of agency lawyers, wherein cases requiring OSG participation may be delegated to a requesting government agency and/ or OSG gives conformity to the government agency's hiring of private lawyers as special attorneys, with a corresponding obligation to submit periodic reports on the cases they handle. However, it must be noted that this does not cover instances wherein government lawyers are delegated to assist the OSG, as collaborating counsel, for a specific hearing, or proceeding.

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| Office or Division: | Docket Management Service, Legal Division, 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 |
| MCLE Compliance (for New Deputation) (one copy) | | Availing Party (from Accredited MCLE providers) |
| IBP Certificate of Good Standing (for New Deputation) (one copy) | | Availing Party (from the Integrated Bar of the Philippines) |
| Letter from the Client-Agency explaining the necessity of the engagement of private counsel, with | | Availing Party |



| the Contract of Services of the same attached to the former (for private lawyers/firms) (for New Deputation) (one copy) | | | | |
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| Updated MCLE (For Renewal) (one copy) | | Availing Party (from Accredited MCLE providers) | | |
| IBP Certificate of Good Standing (For Renewal) (one copy) | | Availing Party (from the Integrated Bar of the Philippines) | | |
| Status Report of cases previously handled (For Renewal) (one copy) | | Availing Party | | |
| Proposed Contract of Services (For Renewal for Private Lawyers/Firms) (one copy) | | Availing Party | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Agency transmits all required documents to OSG. | 1. Receipt of the request for deputation of agency lawyers as special counsel and Evaluation of Request and all supporting documents | None | 14 Days | <i>Docket Management Service Personnel in OSG Building Lobby, Assistant Solicitor General and Assistant Solicitor General Secretary, handling lawyer, legal secretary/ Solicitor General</i> |



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| | | | | <i>or his designated ASG</i> |
| 2. Agency receives Letter of Deputation of Special Counsel | 2. OSG sends Letter of deputation of Special Counsel to the agency specifying the period and conditions for such deputation | None | None | <i>Docket Management Service Personnel</i> |
| Total Processing Time | | | 14 days | |