



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.

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 photocopy)	Availing Party (from Accredited MCLE providers)	
IBP Certificate of Good Standing (for New Deputation) (one photocopy)	Availing Party (from the Integrated Bar of the Philippines)	
Letter from the Client-Agency explaining the necessity of the engagement of private counsel, with the Contract of Services of the same	Availing Party	



attached to the former (for private lawyers/firms) (for New Deputation) (one original copy)				
Updated MCLE (For Renewal) (one photocopy)		Availing Party (from Accredited MCLE providers)		
IBP Certificate of Good Standing (For Renewal) (one photocopy)		Availing Party (from the Integrated Bar of the Philippines)		
Status Report of cases previously handled (For Renewal) (one photocopy)		Availing Party		
Proposed Contract of Services (For Renewal for Private Lawyers/Firms) (one photocopy)		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 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	