

8. 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 proceeding¹.

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 attached to the		Availing Party

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

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	13 Working Days	<p><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></p> <p>Immediate Supervisor in Charge of Designating Personnel for DMS - Director IV, DMS</p>

				Immediate Supervisor in Charge of Designating Personnel for Legal Division - Assistant Solicitor General
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	1 Working Day	<i>Docket Management Service Personnel</i> Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS
TOTAL:		None	14 Working Days ²	

² Total Processing Time covers until the time that the Letter of Deputation is mailed or turned over by OSG to the private courier