



16. Request for Legal Research and Reference Assistance (Simple Request)

This service provides legal research and reference assistance to OSG officials and employees by processing requests for research support and access to legal information resources. It covers materials maintained in the OSG Library, including books, online legal databases, OSG issuances, government issuances, and news clippings.

Office or Division:	Library and Legal Resources Division (LLRD), Human Resource Management and Administrative Services (HRMAS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Research Form - One (1) duly accomplished Research Form	Library and Legal Resources Division, OSG Intranet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Legal Research Request Form: <ul style="list-style-type: none"> a. In person at the OSG Library and Legal Resources Division, 6th Floor, OSG Main Building, Adelantado Wing. b. Via email at osglibrary@osg.gov.ph. 	<ul style="list-style-type: none"> a. Receive and review the request form, verifying that all required information is complete and accurate. b. Review the request form and verify that all required information is complete and accurate, then send an acknowledgment of receipt. 	None	5 minutes	Librarian I / Librarian II / Librarian III, Reference and Circulation Section Immediate Supervisor Responsible for Personnel Designation – Librarian V, HRMAS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Wait for the LLRD personnel to conduct the legal research and gather the requested materials.	2.1. Conduct the legal research and compile the requested information from the Library resources. 2.2. Scan the requested materials to prepare them for electronic transmission.	None	20 minutes	Librarian I / Librarian II / Librarian III, Reference and Circulation Section Immediate Supervisor Responsible for Personnel Designation – Librarian V, HRMAS
3. Receive the requested documents: a. In hard copy b. Via email	3. Document delivery options: <ul style="list-style-type: none"> • Personally deliver the requested documents in hard copy to the client. • Send the requested documents to the client via email. 	None	30 minutes	Librarian I / Librarian II / Librarian III, Reference and Circulation Section Immediate Supervisor Responsible for Personnel Designation – Librarian V, HRMAS
TOTAL		None	55 minutes	