

**POLICY RESEARCH AND LEGAL SERVICES
LEGISLATIVE MEASURES AND LEGAL ASSISTANCE DIVISION**

Major Final Outputs

Legislative Measures:

1. Provide comprehensive legal reviews and analyses of existing legislation - whether national, regional, or local - and proposed bills upon request from a Member of Parliament
2. Assist in drafting legislative measures constituting bills and resolutions in the Parliament
3. Conduct of legal research activities in aid of legislation

Legal Assistance:

4. Render legal opinions, legal advice, and reviews of legal documents on matters that affect the Parliament and its members
5. Respond to legal requests in matters affecting the Parliament
6. Represent the Bangsamoro Parliament before courts or quasi-judicial agencies pertaining to its official duties

Workflow Processes

Output 1: Provide comprehensive legal reviews and analyses of existing legislation - whether national, regional, or local - and proposed bills upon request from a Member of Parliament

1. **Purpose:**

To establish a set of guidelines involved in: a) providing materials such as detailed written explanations of bills, summaries of changes made thereto by the committee, matrices comparing the provisions of bills, explanations pertaining to Muslim Autonomy Acts, Bangsamoro Autonomy Acts, and legislative histories of issues or bills; and b) providing technical assistance to any member of the

Committees in the preparation of proposed amendments, substitute, and consolidated bills.

2. Scope:

This section covers the activities involved in providing constructive and comprehensive legal reviews and analyses of national, local, and regional laws upon request of any Member of the Parliament.

3. Definition of Terms:

- a) **Memorandum Request** refers to signed memorandum from any Member of the Parliament addressed to the Director of the Policy Research and Legal Services (PRLS).
- b) **Transmittal Memorandum** is a brief note or letter attached to the Final Output of the PRLS.
- c) **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.
- d) **Final Output** refers to the output of the PRLS signed by the PRLS Director in response to a request made by a Member of the Parliament.
- e) **Legal Review** refers to the comprehensive review and analyses of all pertinent laws and legislations concerning a request from a Member of the Parliament.
- f) **Muslim Autonomy Act** refers to the Acts passed by the now defunct Autonomous Region in Muslim Mindanao (or ARMM).

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	Receive and record memorandum requests in logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward to the Office of the Director (OD)	Memorandum Request PRLS Form 02
2.0	Evaluation and Delegation	Director II	Evaluate if request needs additional research (If No, Continue; If Yes, go to Output 6) Delegate to concerned Division or OD Staff (refer to PRLS Form 02)	Memorandum Request PRLS Form 02

3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	Receive and record memorandum requests in logbook and online database Forward to the Chief of Division (CD)	Memorandum Request PRLS Form 02
4.0	Delegating Request to Technical Staff	Chief of Division (Attorney V)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
5.0	Reviewing Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III and IV)	Prepare comments Prepare Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft Output
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Attorney V)	Review and provide additional inputs to the Draft Output of the Technical Staff; and/ or Approve the Draft Output and affix initials in the Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft Output
7.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legal Assistant II (LMLAD)	Record the approved Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)

8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Draft Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the Final Output in the logbook and online database; Send the softcopy to the office of Requesting MP; and Forward the outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

Output 2: Assist in drafting legislative measures constituting bills and resolutions in the Parliament

1. Purpose:

To establish a set of guidelines on providing assistance in drafting legislative measures such as cabinet bills and resolutions upon request, or review such legislative measures before they are presented to the plenary and before the same are released for publication and circulation.

2. Scope:

This section covers the activities involved in providing assistance in drafting legislative measures upon request by a Member of the Parliament.

3. Definition of Terms:

- a) **Memorandum Request** refers to signed memorandum from any Member of the Parliament addressed to the Director of PRLS.
- b) **Transmittal Memorandum** is a brief note or letter attached to the Final Output of the PRLS.
- c) **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.
- d) **Final Output** refers to the output of the PRLS signed by the PRLS Director in response to a request made by a Member of the Parliament.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED
START				

1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	<p>Receive and record memorandum requests in logbook and online database</p> <p>Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)</p> <p>Forward to OD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
2.0	Evaluation and Delegation	Director II	<p>Evaluate if request needs additional research (If No, Continue; If Yes, go to Output 6)</p> <p>Delegate to concerned Division or OD Staff (refer to PRLS Form 02)</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	<p>Receive and record memorandum requests in logbook and online database</p> <p>Forward to CD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
4.0	Delegating Request to Technical Staff	Chief of Division (Attorney V)	<p>Provide instruction and delegate to technical staff for appropriate action</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
5.0	Reviewing of Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III and IV)	<p>Prepare comments</p> <p>Prepare Transmittal Memorandum</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p> <p>Transmittal Memorandum</p> <p>Draft Output</p>
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Attorney V)	<p>Review and provide additional inputs to the Draft Output of the Technical Staff; and/ or</p> <p>Approve the Draft Output and affix initials in the Transmittal Memorandum</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p> <p>Transmittal Memorandum</p>

				Draft Output
7.0	Recording, Compiling, and Delivering Output and Transmittal Memorandum	Legal Assistant II (LMLAD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the Final Output in the logbook and online database; Send the softcopy to the office of Requesting MP; and Forward the outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

Output 3: Conduct of legal research activities in aid of legislation

1. **Purpose:**

To establish a set of guidelines on processing LMLAD/OD technical staff's request to conduct legal research activities in aid of legislation.

2. **Scope:**

This section covers the activities involved in approval or disapproval of research proposal requests from any technical staff of the LMLAD/OD.

3. **Definition of Terms:**

- a. **Memorandum Request** refers to the signed memorandum of any technical staff of the LMLAD/OD addressed to the Office of the Director through the

Chief of Division, requesting to conduct research activities in aid of legislation. It may also refer to memorandum addressed to the PRLS requesting for technical assistance, review of bills, or review of an existing legislation that may need additional research, upon the evaluation of the Director.

- b. **Research Proposal** is a formal document that contains the rationale for pursuing a research project, including budgetary requirements and time table.
- c. **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.

4. Procedure:

No.	PROCESS FLOW	OFFICE (PERSON RESPONSIBLE)	DETAILS / ACTIONS REQUIRED	DOCUMENTS NEEDED
START				
If research need emanates from other requests that need further research				
1.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	Receive and record Memorandum Request in the online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward CD	Memorandum Request PRLS Form 02
2.0	Delegating Request to Technical Staff	Chief of Division (Attorney V)	Provide instruction and delegate to technical staff for appropriate action, then proceed to Step 3.0	Memorandum Request PRLS Form 02
If research request is from LMLAD staff				
3.0	Drafting Research Proposal	Technical Staff Staff (LSO II, III, IV)	Draft Research Proposal Draft Memorandum addressed to the Director to request for funding and approval of research proposal	Research Proposal Memorandum Request PRLS Form 02

4.0	Receiving and Recording Memorandum Request and Draft Research Proposal	Legal Assistant II (LMLAD)	<p>Receive and record Memorandum Request in the division's logbook and online database</p> <p>Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)</p> <p>Forward to CD for review and approval</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p> <p>Draft Research Proposal</p>
5.0	Review/ comments/ suggestions	Chief of Division (Supervising Legislative Staff Officer II)	<p>Review and evaluate the research proposal</p> <p>Sign and indicate whether the research proposal is approved, disapproved or action/s to be taken by concerned technical staff</p> <p>(if disapproved or need further actions go back to 3.0, if approved by CD, proceed to 6.0)</p> <p>Forward to OD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p> <p>Evaluated Research Proposal by CD</p>
If the research request is from OD staff (follow 6.0 to 7.0 only)				
6.0	Receiving and Recording Memorandum Request and Draft Proposal	Legal Assistant II (OD)	<p>Receive and record the Memorandum Request as well as the research proposal in logbook and online database</p> <p>Forward to the Director</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
7.0	Initial Evaluation and Delegation	Director II	<p>Evaluate the research proposal</p> <p>Sign and indicate whether the proposal is approved or</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>

			disapproved or action/s to be taken by concerned technical staff	
8.0	Receiving and Recording Memorandum	Legal Assistant II (LMLAD)	Receive and record signed Memorandum Request in logbook and online database	Memorandum Request PRLS Form 02
9.0	Receiving the copy(ies) of approval/ disapproval memorandum	Chief of Division (Attorney V) Technical Staff (LSO II, III, and IV) and)	Receive the copy of approval/ disapproval of the Memorandum Request	Memorandum Request PRLS Form 02
END				

Output 4: Render legal opinions, legal advice, and reviews of legal documents on matters that affect the Parliament and its members

1. Purpose:

To establish a set of guidelines involved in: a) rendering legal opinions to the queries submitted by a Member of the Parliament; and b) reviewing the terms, conditions and provisions of the legal documents that may affect the Parliament such as, but not limited to: Memorandum of Understanding, Memorandum of Agreement, and Contracts.

2. Scope:

This section covers the activities involved in rendering legal opinions and review of legal documents upon request by a Member of the Parliament and/ or any other offices under the Parliament.

3. Definition of Terms:

- a) **Memorandum Request** refers to signed memorandum from any Member of the Parliament and/ or any other offices under the Parliament addressed to the Director of the PRLS.
- b) **Transmittal Memorandum** is a brief note or letter attached to the Final Output of the PRLS.
- c) **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.

- d) **Final Output** refers to the output of the PRLS signed by the PRLS Director in response to a request made by a Member of the Parliament and/ or any other offices under the Parliament.
- e) **Legal opinions** refers to an opinion given by the office after due analyses of all the facts, the evidence and the laws concerning the raised issue
- f) **Legal advice** is generally regarded as advice sought by a client. It may not be formal and may be given verbally. It may also refer to the office' counsel and guidance as to what future actions the client should take.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request	Legal Assistant II (OD)	Receive and record memorandum requests in logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward to OD	Memorandum Request PRLS Form 02
2.0	Evaluation and Delegation	Director II	Evaluate and Delegate to LMLAD (refer to PRLS Form 02)	Memorandum Request PRLS Form 02
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	Receive and record memorandum requests in logbook and online database Forward to CD)	Memorandum Request PRLS Form 02
4.0	Delegating Request to Technical Staff	Chief of Division (Attorney V)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
5.0	Reviewing of Request of	Technical Staff (LSO II, III and	Prepare comments	Memorandum Request

	and Preparation of Output and Transmittal Memorandum	IV)	Prepare Transmittal Memorandum	PRLS Form 02 Transmittal Memorandum Draft Output
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Attorney V)	Review and provide additional inputs to the Draft Output of the Technical Staff; and/ or Approve the Draft Output and affix initials in the Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft Output
7.0	Recording, Compiling, and Delivering Output and Transmittal Memorandum	Legal Assistant II (LMLAD)	Record the approved Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Draft Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the Final Output in the logbook and online database; Send the softcopy to the office of Requesting MP; and Forward the outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

Output 5: Respond to legal requests in matters affecting the Parliament

1. Purpose:

To establish a set of guidelines involved in responding to legal requests and policy inquiries from the Members of the Parliament and/ or Offices under the Secretary-General of the Bangsamoro Parliament.

2. Scope:

This section covers the activities involved in crafting responses for the legal requests and policy inquiries from the Members of the Parliament and/ or offices of the Bangsamoro Parliament.

3. Definition of Terms:

- a. **Memorandum Request** refers to the signed memorandum from a Member of the Parliament addressed to the Director of the PRLS.
- b. **Transmittal Memorandum** is a brief note or letter attached to the Output of the PRLS.
- c. **Legal Requests** refer to a request made by a Member of the Parliament or those from the offices under the Secretary-General of the Bangsamoro Parliament such as but limited to legal matters.
- d. **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.
- e. **Final Output** refers to the output of the PRLS, bearing the signature of the Director, in response to a request made by a Member of the Parliament.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	Receive and record memorandum requests in logbook and online database Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number) Forward to OD	Memorandum Request PRLS Form 02
2.0	Initial Evaluation and Delegation	Director II	Evaluate if request needs additional research (If No, Continue; If Yes, go to Output 6)	Memorandum Request PRLS Form 02

			Delegate to necessary Division or OD Staff (refer to PRLS Form 02)	
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	Receive and record memorandum requests in logbook and online database Forward to CD	Memorandum Request PRLS Form 02
4.0	Delegating Request to Technical Staff	Chief of Division (Attorney V)	Provide instruction and delegate to technical staff for appropriate action	Memorandum Request PRLS Form 02
5.0	Reviewing of Request of MPs and Preparation of Output and Transmittal Memorandum	Technical Staff (LSO II, III and IV)	Prepare comments Prepare Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum Draft Output
6.0	Approval of Output and Transmittal Memorandum	Chief of Division (Attorney V)	Review, approve Draft Output and affix initials on Transmittal Memorandum	Memorandum Request PRLS Form 02 Transmittal Memorandum (with initials of CD) Draft Output

7.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legal Assistant II (LMLAD)	Record the approved Draft Output and Transmittal Memorandum Forward to OD	Memorandum Request PRLS Form 02 Approved Output by CD Transmittal Memorandum (with initials of CD)
8.0	Approval of Output and Transmittal Memorandum	Director II	Approve the Draft Output and sign the Transmittal Memorandum	Final Output with initials of the CD and signature of the Director
9.0	Recording, Compiling, and Delivering of Output and Transmittal Memorandum	Legal Assistant II (OD)	Scan and record the final Output in logbook and in online database Deliver outgoing documents to the Requesting Party	Signed Final Output PRLS Form 02
END				

Output 6: Represent the Bangsamoro Parliament before courts or quasi-judicial agencies pertaining to its official duties

1. Purpose:

To establish a set of guidelines for representing the Bangsamoro Parliament before courts or quasi-judicial agencies pertaining to its official duties, upon request.

2. Scope:

This section covers the activities involved in representing the Bangsamoro Parliament before courts or quasi-judicial agencies pertaining to its official duties, upon request.

3. Definition of Terms:

- a. **Memorandum Request** refers to the signed memorandum from any Member of the Parliament and/ or any other offices under the Parliament addressed to the Director of the PRLS.
- b. **PRLS Form 02** refers to the Referral and Action Slip of the PRLS.

4. Procedure:

No.	PROCESS FLOW	PERSON RESPONSIBLE	DETAILS / ACTIONS REQUIRED / DOCUMENTS NEEDED	DOCUMENTS NEEDED
START				
1.0	Receiving and Recording Memorandum Request of MPs	Legal Assistant II (OD)	<p>Receive and record memorandum requests in logbook and online database</p> <p>Attach PRLS Form 2 and fill in necessary details (i.e. originating office, subject, date, and reference number)</p> <p>Forward to OD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
2.0	Evaluation and Delegation	Director II	Evaluate and delegate to LMLAD (refer to PRLS Form 02)	<p>Memorandum Request</p> <p>PRLS Form 02</p>
3.0	Receiving and Recording Memorandum Request and Instructions from the Director	Legal Assistant II (LMLAD)	<p>Receive and record memorandum requests in logbook and online database</p> <p>Forward to CD</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
4.0	Delegating Request to Technical Staff and carrying out action matters	Chief of Division (Attorney V)	<p>Provide instructions and delegate the case review to technical staff in order to take appropriate actions necessary for court representation.</p> <p>(Periodically report the progress to OD)</p>	<p>Memorandum Request</p> <p>PRLS Form 02</p>
END				

ANNEX

LMLAD Mandate

(based on the AR-96-PR-349)

The Legislative Measures and Legal Assistance Division (LMLAD) shall draft legislative measures such as cabinet bills and resolutions upon request, or review such legislative measures before they are presented to the plenary and before the same are released for publication and circulation. It shall also provide technical assistance to any member of the committees in the preparation of proposed amendments, substitute or consolidated bills.

Upon request by any member of the Parliament, the LMLAD shall also provide ancillary materials such as more-detailed written explanations of bills, summaries of changes made thereto by the committee, matrices comparing the provisions of bills, explanations pertaining to Bangsamoro Autonomy Acts and legislative histories of issues or bills.

Legal Assistance provision Included in the general mandate of PRLS:

It shall also provide legal services, including the investigation and review of administrative cases of Members, officers and personnel of the Parliament, render legal opinions on matters of local and national concern, assist the standing committees with their legislative work and represent the BTA Parliament in courts and quasi-judicial agencies.

Expounded meaning of PRLS mandate by Director Adiong found in the PRLS website:

The division also provides legal advice to Members of the Parliament, committees, officers, and staff regarding privileges, interpretation and application of Parliamentary rules of procedure, office management and employment issues to other offices in the Parliament, and interactions with the Ministries.

Major Final Outputs and their respective basis from the PRLS Mandate:

Legislative Measures

- 1. Provide comprehensive legal reviews and analyses of existing legislation - whether national, regional, or local - and proposed bills upon request from a Member of Parliament**

Bases from the PRLS mandate:

The LMLAD shall also provide ancillary materials such as more-detailed written explanations of bills, summaries of changes made thereto by the committee, matrices comparing the provisions of bills, explanations pertaining to Bangsamoro Autonomy Acts and legislative histories of issues or bills.

It shall also provide technical assistance to any member of the Committees in the preparation of proposed amendments, substitute, and consolidated bills

2. Assist in drafting legislative measures constituting bills and resolutions in the Parliament

Basis from the PRLS mandate:

The LMLAD shall draft legislative measures such as cabinet bills and resolutions upon request or review such legislative measures before they are presented to the plenary and before the same are released for publication and circulation.

3. Conduct of legal research activities in aid of legislation

Basis from the PRLS mandate:

The Policy Research and Legal Affairs Services (PRLAS) shall provide support to the Parliament and its members through proactive research, objective policy analysis and advocacy of sound socio-economic, fiscal, and institutional reforms, as well as in all legal matters arising in the Bangsamoro Parliament.

Legal Assistance

4. Render legal opinions, legal advice, and reviews of legal documents on matters that affect the Parliament and its members

Basis from the PRLS mandate (website):

The division also provides legal advice to Members of the Parliament, committees, officers, and staff regarding privileges, interpretation, and application of Parliamentary rules of procedure, office management and employment issues to other offices in the Parliament, and interactions with the Ministries.

5. Respond to legal requests in matters affecting the Parliament.

Basis from the PRLS mandate (website):

The division also provides legal advice to Members of the Parliament, committees, officers, and staff regarding privileges, interpretation, and application of Parliamentary rules of procedure, office management and employment issues to other offices in the Parliament, and interactions with the Ministries.

6. Represent the Bangsamoro Parliament before courts or quasi-judicial agencies pertaining to its official duties

Basis from the PRLS mandate:

The LMLAD may investigate administrative cases of personnel of the Secretariat and provide legal assistance and representation to Parliament pertaining to its official duties in courts and quasi-judicial agencies.