

**ENFORCEMENT AND LEGAL SERVICE  
CAAP Central Office**

**ISSUANCE OF LEGAL CLEARANCE**

**Schedule of Availability of Service:**  
Monday – Friday (8:00 AM to 5:00 PM)  
No Noonbreak

**Who may avail of this Service:**  
CAAP Personnel

**What are the requirements:**  
Legal Clearance Application Form

**HOW TO AVAIL OF THE SERVICE:**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1.	Fill up application form for Legal Clearance		N/A	Legal Clearance Application Form		
		1. Receive application for Legal Clearance	N/A	N/A	5 min.	ELS staff
		2. Prepare Legal clearance and endorse to Chief, ELS for signature	N/A	N/A	1 hr.	ELS staff
		3. Forward signed Legal Clearance to Administrative Department	N/A	N/A	5 min.	ELS staff
<b>TOTAL DURATION OF ACTIVITY</b>					1 hour 10 min.	

Prepared by:



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Approved by:



**Atty. Deo Deocampo**  
Asst. Director General II  
Enforcement and Legal Service

Noted by:



**Ms. Aida S. Romulo**  
Chairman, Citizen's Charter Team