

ENCODED

UNIVERSITY OF THE PHILIPPINES
Quezon City

Office of the President

Exec. Order
Adm.
Executive Order (1981)

August 15, 1981

EXECUTIVE ORDER NO. 1

SUBJECT: Reorganizing the Office of the University Legal Services Pursuant to the Board of Regents' Resolution Adopted at its 943rd Meeting on July 31, 1981

Section 1. Effective this date, the Office of the University Legal Services (hereinafter referred to as the "Office of Legal Services") is transferred to, and under the supervision and control of, the Office of the President of the University.

Section 2. The powers and functions of the Office of Legal Services are as follows:

- a) To provide and render legal opinion, advice and assistance to the President of the University and to other officials within the University System;
- b) To appear before, and coordinate with, legislative bodies, courts or administrative agencies in appropriate cases;
- c) To prepare, draft and/or review contracts, documents, agreements or undertakings wherein any college/school/unit of the University System is a party;
- d) Upon direction of the President of the University, to attend to and/or assist in, the investigation, resolution and disposition of disciplinary matters involving students or grievances involving personnel of the University System;
- e) To perform and undertake such other functions and responsibilities as may from time to time be assigned to it by the President of the University in furtherance of the interest of the University.

Section 3. The authority and responsibility for the exercise of the powers and the discharge of the functions of the Office of Legal Services shall be vested in the U. P. General Counsel (hereinafter referred to as "General Counsel"), who shall be appointed by the Board of Regents upon recommendation of the President of the University. The President of the University may appoint the General Counsel to such other positions in the University System which he shall hold in concurrent capacity.

In order to effectively implement such authority and responsibility, the General Counsel shall have the power to:

- a) Determine and assign the respective functional and jurisdictional areas and responsibility of his legal assistants and staff;
- b) Formulate and adopt internal rules and regulations of the Office of Legal Services;
- c) Act as the University's liaison officer with other government agencies, particularly the Office of the Solicitor General, in appropriate cases;
- d) Draw on the necessary resources of any college/school/unit of the University System, especially the U. P. Law Center for legal research assistance;
- e) Exercise such other powers as implied, necessary or incidental to the carrying out of the express powers granted to the Office of Legal Services or to achieve the objectives and purposes of this Executive Order.

Section 4. The Office of the Legal Services shall have supervision and control over all offices throughout the U. P. System rendering legal services to any college, school and/or institute or center.

Section 5. Except as may otherwise be determined by the General Counsel, all present incumbents of offices in the various colleges, schools and/or units in the University System providing legal services shall continue to exercise their usual functions, duties and responsibilities, pending the issuance of the appropriate implementing orders by the General Counsel.

Section 6. In order to achieve proper coordination, monitoring and effective delivery of legal services, the following procedures shall be observed:

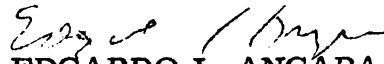
- a) All contracts, agreements or undertakings wherein any college, school and/or unit within the University System is a party and which require affirmative action or approval by the President of the University and/or the Board of Regents, shall be coursed through the respective Chancellor/Dean/Director concerned. Thereafter, the same shall be transmitted to the General Counsel for review, comments and recommendations. The General Counsel shall in turn make the necessary review, comments and recommendations to the President of the University or to the university official concerned;
- b) Similarly, all requests for legal opinion or advice shall be coursed through the respective Chancellor/Dean/Director who shall in turn transmit the same to the General Counsel for reply and proper disposition;
- c) All other requests for legal assistance including representations and appearances in judicial or administrative bodies shall be coursed through the respective Chancellor/Dean/Director who shall in turn transmit the same to the General Counsel for evaluation and proper action/disposition; and
- d) Transmittal of all the foregoing to the General Counsel shall be accompanied by appropriate endorsements and notations of requested actions.

The General Counsel shall formulate and circularize the necessary measures implementing these procedures.

Section 7. All incumbent non-legal staff of the present Office of the University of Legal Services shall remain and continue to discharge their duties and responsibilities.

Section 8. This Executive Order shall take effect immediately.

DONE in Quezon City, this 15th day of August, in the year of Our Lord Nineteen Hundred Eighty One.


EDGARDO J. ANGARA
President

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cc: Chancellor Emil Q. Javier
Chancellor Florentino Herrera, Jr.
Chancellor Dionisia A. Rola
All Deans and Directors, and other Heads
of Units/Offices