



**OFFICE OF THE CITY PROSECUTOR**

**CITIZEN'S CHARTER**  
**2024 1<sup>st</sup> Edition**



## 1. RECEIVING CRIMINAL COMPLAINTS FOR PRELIMINARY INVESTIGATION

A preliminary investigation is an inquiry or proceeding to determine whether there is a sufficient ground to engender a well-founded belief that a crime has been committed and the respondent is probably guilty thereof and should be held for trial.

<b>Office or Division:</b>	Office of the City Prosecutor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government and Private Sectors			
<b>Who May Avail:</b>	All			
BASIC REQUIREMENTS		WHERE TO SECURE		
1. Personal appearance of complainant <i>(And witness/es, if any)</i> 2. Valid government-issued I.D. with photo; 3. Evaluation form pursuant to D.C. No. 15 s.2024 (to be filled out by receiving staff and duty prosecutor for the day.) 4. See checklist of documentary requirements in filing complaints for preliminary investigation.		Office of the City Prosecutor - ONE STOP SHOP Monday to Friday 8:00 a.m. to 5:00 p.m.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements properly bound, arranged, labelled and paged to New Complaints desk.	1.1 Check documents if complete; 1.2 Require complainant to fill out the NPS Investigation Data Form (IDF).	None	5 minutes	Roderick D. Tagle
2. Fill-out and submit the IDF to New Complaints Desk.	2.1 Check the completeness of data in the IDF; 2.2 Fill out evaluation form and assign evaluation number; Stamp with "Received", date of receipt, name of receiving clerk and duty prosecutor; 2.3 Attach forms to complaint and forward documents to prosecutor on duty for evaluation;	None	5 minutes	Roderick D. Tagle
	2.4 Duty prosecutor shall evaluate the complaint for completeness and sufficiency, issue certification and return documents to the New Complaints Desk;	None	30 minutes	Duty Prosecutor for the Day
	2.5 Check the certification of duty prosecutor on duty evaluation;	None	10 minutes	Roderick D. Tagle



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.6 <b><u>If COVERED by D.C. No. 31 s. 2023</u></b>, provide complainant with a copy of evaluation certification, notify them that the complaint shall be subjected to mediation proceedings and both parties shall be subpoenaed for the same within the next week. <b><u>[END OF TRANSACTION]</u></b></p> <p>2.7 <b><u>If INSUFFICIENT</u></b>, provide complainant with a copy of the evaluation certification and require them to submit the lacking documents/ evidence written therein within the given time period. <b><u>[END OF TRANSACTION]</u></b></p> <p>2.8 <b><u>If SUFFICIENT</u></b>, stamp IDF and affidavit/s with date and name of duty prosecutor; Require the complainant/s and witness/es to subscribe/ certify under oath the IDF and respective affidavit/s; Deliver documents to PI/Inquest room. <b><u>[PROCEED TO NO. 3];</u></b></p>			
3. Proceed to the PI room; Present valid ID; Certify under oath the information contained in the IDF and affidavit/s;	<p>3.1 Verify identity of client/s;</p> <p>3.2 Administer oath;</p> <p>3.3 Affix signature on the NPS Investigation Data Form and affidavit/s;</p>	None	20 minutes	Duty Prosecutor for the Day



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Return documents to New Complaints desk;			
4. Return to New Complaints desk;	4.1 Stamp all copies of IDF and complaint affidavit with "Received", date of receipt, name of receiving clerk and NPS Docket number; 4.2 Affix signature and indicate time of receipt; 4.3 Provide complainant with his/her copy of the complaint;	None	10 minutes	Roderick D. Tagle
5. Receive copy of complaint with assigned NPS docket number.	5.1 Record the complaint in the Prosecution Case Management System and appropriate logbook.	None	10 minutes	Roderick D. Tagle
		<b>TOTAL:</b>	<i>1 hour and 30 minutes</i>	

- The indicated processing time is for a client being served at a time. The time is extended when the duty prosecutor and/or person in charge is attending to other services.





## CHECKLIST OF DOCUMENTARY REQUIREMENTS IN FILING CRIMINAL COMPLAINTS FOR PRELIMINARY INVESTIGATION

DOCUMENT		NO. OF COPIES	WHERE TO SECURE
1.	Investigation Data Form	Original + 4 photocopies	One-Stop-Shop (New Complaints desk)
2.	Complaint-affidavit or sworn-statement of witness/es of private complainant and/or victim	Original + 4 + number of respondents	Complainant
3.	Affidavit or sworn-statement of witness/es	Original + 4 + number of respondents	Witness/es
4.	Supporting Documents	Original + 4 + number of respondents	
a)	Certificate to File Action (for offenses covered by the Katarungang Pambarangay)		Barangay Hall
b)	Medical Certificate or Medico Legal (for frustrated or attempted homicide, murder, parricide, and physical injuries cases)		Hospital / Health Services and/or Crime Laboratory of Philippine National Police (PNP) / National Bureau of Investigation (NBI) Medico Legal Division
c)	Police Investigation Report		PNP
d)	Police Sketches (for vehicular collision cases)		PNP
e)	Photographs (for vehicular collision cases)		PNP
f)	Inventory/List of articles/ items subject of the offense with their respective values (for theft, robbery, Anti-Piracy, Anti-Highway Robbery, and Anti-Fencing Law cases)		PNP
g)	Gambling paraphernalia or its photograph, if any; Cash money (bets/wagers) (for illegal gambling cases)		PNP
h)	Certification (for Anti-Carnapping Law cases)		PNP Highway Patrol Group / Land Transportation Office (LTO)
i)	Certification (for illegal possession of firearms, ammunitions and explosives cases)		PNP Firearm and Explosive Unit
j)	Certification of Non-Licensee or Non-Holder of Authority (for illegal recruitment cases)		Philippine Overseas and Employment Authority (POEA)
k)	Chemistry Report/Laboratory examination report signed by forensic chemist (for Dangerous Drugs Law/ Comprehensive Dangerous Drugs Act cases)		Hospital / Health Services and/or Crime Laboratory of PNP / Philippine Drug Enforcement



DOCUMENT			NO. OF COPIES	WHERE TO SECURE
				Agency (PDEA) / NBI Forensic Chemistry Division
	l)	Death Certificate (for parricide, murder, homicide cases)		Philippine Statistics Authority
	m)	Authority to File Complaint (for violation of the Tariff and Customs Laws or National Internal Revenue Code)		Bureau of Customs / Bureau of Internal Revenue
	n)	Birth Certificate; or dental chart accompanied by the certificate of the dentist; or affidavit of any of the parents and/or disinterested person stating the age and date of birth of the victim or offender (for minor victims and/or offenders)		Philippine Statistics Authority / Dentist
	o)	Certificate of discernment (for cases covered by R.A. 9344 or "The Juvenile Justice and Welfare Act", in cases where the offender is between 15 years old and below 18 years old)		Department of Social Welfare and Development



## 2. RECEIVING CRIMINAL COMPLAINTS FOR INQUEST PROCEEDINGS

An inquest proceeding is an informal and summary investigation conducted by a public prosecutor in criminal cases involving persons arrested and detained without the benefit of warrant of arrest issued by the Court for the purpose of determining whether these persons should remain under the custody and correspondingly be changed in Court.

<b>Office or Division:</b>	Office of the City Prosecutor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government and Private Sectors			
<b>Who May Avail:</b>	All			
<b>OTHER REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Personal appearance of arresting officer/s, complainant/s, respondent/s, witness/es (if any) and Inquest Police Officer; 2. Evaluation form pursuant to D.C. No. 15 s.2024 (to be filled out by receiving staff and duty prosecutor of the day) 3. See checklist of documentary requirements in filing complaints for inquest proceedings.		Office of the City Prosecutor - ONE STOP SHOP Mondays to Fridays: 8:00 a.m. to 5:00 p.m.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documentary requirements properly bound, arranged, labelled and paged to New Complaints desk.	1.1 Check documents and Investigation Data Form if complete; 1.2 Fill-out evaluation form and assign evaluation number; Stamp with "Received", date of receipt, name of receiving clerk and duty prosecutor; 1.3 Attach forms to complaint and forward documents to prosecutor on duty for evaluation;	None	10 minutes	Roderick D. Tagle
	1.4 Duty prosecutor shall evaluate the complaint for completeness and sufficiency, issue certification and return documents to the New Complaints Desk;	None	30 minutes	Duty prosecutor for the day
	1.5 Check the certification of duty prosecutor on evaluation; 1.6 If <u>INSUFFICIENT</u> , provide LEA representative with a copy of the evaluation certification and require them to	None	10 minutes	Roderick D. Tagle





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>submit the lacking documents/evidence written therein within the given time period</p> <p>1.7 If <b>SUFFICIENT</b>, stamp all copies of IDF with "Received", date of receipt, name of receiving clerk and NPS Docket number;</p> <p>1.8 Affix signature and indicate time of receipt;</p> <p>1.9 Stamp IDF and affidavit/s with date and name of duty prosecutor;</p> <p>1.10 Direct LEA representative to inform the Public Attorney's Office that an inquest proceeding shall commence;</p> <p>1.11 Deliver documents to PI/Inquest room [PROCEED TO NO. 4];</p>			
2. Proceed to Inquest room;	<p>2.1 Conduct inquest proceedings;</p> <p>2.2 Return documents to New Complaints Desk;</p>	None	30 minutes	Duty Prosecutor for the day
3. Return to New Complaints desk; Receive copy of complaint with assigned NPS docket number.	<p>3.1 Provide LEA representative and complainant/s with their copies of the complaint;</p> <p>3.2 Record the complaint in the Prosecution Case Management System and appropriate logbook.</p>	None	10 minutes	Roderick D. Tagle
<b>END OF TRANSACTION</b>		<b>TOTAL</b>	<i>1 hour and 30 Minutes</i>	

- The indicated processing time is for a client being served at a time. The time is extended when the duty prosecutor and/or person in charge is attending to other services.







## CHECKLIST OF DOCUMENTARY REQUIREMENTS IN FILING CRIMINAL COMPLAINTS FOR INQUEST PROCEEDINGS

DOCUMENT		NO. OF COPIES	WHERE TO SECURE
1.	Inquest referral sheet or Investigation Data Form duly accomplished and certified under oath by the law enforcer or citizen effecting the arrest	Original + 4 photocopies	Philippine National Police (PNP) or New Complaints Desk
2.	Request for preliminary investigation or Waiver Form	Original + 4 + number of respondents	PNP or New Complaints Desk
3.	Affidavit of Arrest/Apprehension (and Affidavit of Turnover if citizen's Arrest)	Original + 4 + number of respondents	PNP
4.	Investigation Report	Original + 4 + number of respondents	PNP
5.	Affidavit of complainant and witness/es	Original + 4 + number of respondents	Complainant and witness/es
6.	Mug shots, booking and information sheet and medical certificate of arrested person	Original + 4 + number of respondents	PNP
7.	Supporting Documents	Original + 4 + number of respondents	
a)	<b>Murder, Homicide and Parricide</b>		
	<ul style="list-style-type: none"> <li>Certified true/ machine copy of death certificate of the victim</li> </ul>		Philippine Statistics Authority
	<ul style="list-style-type: none"> <li>Autopsy report and the certificate of post-mortem examination, if already available</li> </ul>		Hospital / Health Services and/or Crime Laboratory of Philippine National Police (PNP) / National Bureau of Investigation (NBI) Medico Legal Division
	<ul style="list-style-type: none"> <li>Marriage certificate (for parricide cases)</li> </ul>		Philippine Statistics Authority
b)	<b>Frustrated or Attempted Homicide, Murder, Parricide and Physical Injuries</b>		
	<ul style="list-style-type: none"> <li>Medical certificate or Medico Legal of the complaining witness/victim showing the nature and extent of the injury and duration of healing</li> </ul>		Hospital / PNP Health Services and/or Crime Laboratory / NBI Medico Legal Division
	<ul style="list-style-type: none"> <li>Certification or statement as to duration of the treatment or medical attendance</li> </ul>		Hospital / PNP Health Services
	<ul style="list-style-type: none"> <li>Certification or statement as to duration of incapacity for work</li> </ul>		Hospital / PNP Health Services
	<ul style="list-style-type: none"> <li>Marriage certificate (in frustrated or attempted murder parricide cases)</li> </ul>		Philippine Statistics Authority



DOCUMENT		NO. OF COPIES	WHERE TO SECURE
c)	<b>Violation of the Dangerous Drugs Law or Comprehensive Dangerous Drugs Act of 2002 (R.A. No. 9165)</b>		
	<ul style="list-style-type: none"> <li>Chemistry report, initial laboratory report or certificate of laboratory examination duly signed by the forensic chemist</li> </ul>		PNP Crime Laboratory / PDEA Laboratory Services
	<ul style="list-style-type: none"> <li>Spot report, Pre-Operation Report, Coordination Form, Chain of Custody Form</li> </ul>		PNP
	<ul style="list-style-type: none"> <li>Requests for Laboratory Examination (drug testing of urine specimen and seized evidence)</li> </ul>		PNP Crime Laboratory / PDEA Laboratory Services
	<ul style="list-style-type: none"> <li>Receipt/Inventory of property seized</li> </ul>		PNP
	<ul style="list-style-type: none"> <li>Machine copy or photograph of the buy-bust money, recovered evidence</li> </ul>		PNP
	<ul style="list-style-type: none"> <li>Affidavit of the poseur buyer, if any.</li> </ul>		PNP
d)	<b>Theft and Robbery, Violation of the Anti-Piracy and Anti-Highway Robbery Law (P.D. No. 532) and Violation of the Anti-Fencing Law (P.D. No. 1612)</b>		
	<ul style="list-style-type: none"> <li>Inventory or list of articles/items subject of the offense including statement of their respective value</li> </ul>		PNP
e)	<b>Rape, Seduction, and Forcible Abduction with Rape</b>		
	<ul style="list-style-type: none"> <li>Medico-legal report (living case report) if the victim submitted herself for medical or physical examination</li> </ul>		Hospital / PNP Health Services
f)	<b>Violation of the Anti-Carnapping Law (R.A. No. 10883)</b>		
	<ul style="list-style-type: none"> <li>Machine copy of the certificate of motor vehicle registration</li> </ul>		Land Transportation Office (LTO)
	<ul style="list-style-type: none"> <li>Machine copy of the current official receipt of payment of the registration fees of the subject motor vehicle</li> </ul>		LTO
	<ul style="list-style-type: none"> <li>Photograph of the motor vehicle, if readily available</li> </ul>		Owner of the motor vehicle
	<ul style="list-style-type: none"> <li>Certification</li> </ul>		PNP Highway Patrol Group (HPG) / LTO
	<ul style="list-style-type: none"> <li>Other evidence of ownership</li> </ul>		LTO / Owner of the motor vehicle
g)	<b>Violation of the Anti-Cattle Rustling Law (P.D. No. 533)</b>		
	<ul style="list-style-type: none"> <li>Machine copy of the cattle certificate of registration</li> </ul>		Office of the City / Municipal Treasurer
	<ul style="list-style-type: none"> <li>Photograph of the cattle, if readily available</li> </ul>		Owner of the cattle
h)	<b>Violation of Illegal Gambling Law (P.D. No. 1602/ R.A. No. 9287)</b>		
	<ul style="list-style-type: none"> <li>Gambling paraphernalia</li> </ul>		PNP
	<ul style="list-style-type: none"> <li>Photograph of the gambling paraphernalia</li> </ul>		PNP
	<ul style="list-style-type: none"> <li>Cash money</li> </ul>		PNP



DOCUMENT		NO. OF COPIES	WHERE TO SECURE
i)	<b>Illegal Possession of Firearms, Ammunitions and Explosives (P.D. No. 1866, as amended by R.A. No. 8294/ R.A. 10591)</b>		
	<ul style="list-style-type: none"> <li>Chemistry report duly signed by the forensic chemist</li> </ul>		PNP Firearms and Explosives Unit
	<ul style="list-style-type: none"> <li>Photograph of the explosive</li> </ul>		PNP Firearms and Explosives Unit
j)	<b>Violation of the Fisheries Law (P.D. No. 704)</b>		
	<ul style="list-style-type: none"> <li>Photograph of the confiscated fish, if readily available</li> </ul>		Philippine Coast Guard
	<ul style="list-style-type: none"> <li>Photograph of fishing paraphernalia, if any</li> </ul>		Philippine Coast Guard
	<ul style="list-style-type: none"> <li>Certification</li> </ul>		Bureau of Fisheries and Aquatic Resources
k)	<b>Violation of R.A. No. 9262 (Violence Against Women and Children)</b>		
	<ul style="list-style-type: none"> <li>Marriage Contract/ Certificate or affidavit/evidence of "dating relationship"; if applicable</li> </ul>		Philippine Statistics Authority
	<ul style="list-style-type: none"> <li>Barangay protection order, if any</li> </ul>		Barangay Hall
l)	<b>In cases where the victim/offender is a minor:</b>		
	<ul style="list-style-type: none"> <li>Birth Certificate; or dental chart accompanied by the certificate of the dentist; or affidavit of any of the parents or disinterested person stating the age and date of birth of the victim/offender</li> </ul>		Philippine Statistics Authority / Dentist
	<ul style="list-style-type: none"> <li>Certificate of discernment (for cases covered by R.A. No. 9344 or The Juvenile Justice and Welfare Act)</li> </ul>		Department of Social Welfare and Development



### 3. PROVISION OF PROSECUTOR'S CLEARANCE

A Prosecutor's Clearance is a document issued to an individual who needs the same for the purpose of local employment or foreign employment, foreign travel, firearm license, permit to carry firearms, and retirements. This assures that an individual has no pending case/s within this jurisdiction.

<b>Office or Division:</b>		Office of the City Prosecutor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government and Private Sectors		
<b>Who May Avail:</b>		All		
REQUIREMENTS		WHERE TO SECURE		
1. Accomplished application forms (forms are available at the Clearance Desk);		Office of the City Prosecutor – ONE-STOP-SHOP Monday to Friday 8:00 a.m. to 5:00 p.m.		
2. Police Clearance from Muntinlupa City Police Office, original & photocopy;		Laguerta, Tunasan		
3. Valid government-issued I.D. with photo.		Client		
a) If applicant is unavailable, his/her representative must provide a Letter of Authorization				
b) For claim of death benefits, provide a photocopy of Death Certificate				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to clearance desk	1.1 Evaluate requirements if complete;	Local Employment ₱50.00 + 30.00 = <b>₱80.00</b>	20 minutes	Erold A. Del Mundo
Present valid ID	1.2 Verify identity of applicant;	Foreign Employment ₱100.00 + 30.00 = <b>₱130.00</b>		
	1.3 Verify in computer database if applicant has no pending case;	Foreign Travel ₱200.00 + 30.00 = <b>₱230.00</b>		
	1.4 If name appears in database, check the status of the case: If dismissed in OCP, proceed to No. 3, If filed to the courts, only the details of the case will be	Firearm License ₱1,000.00 + 30.00 = <b>₱1,030.00</b>		
		Permit to Carry Firearm ₱500.00 + 30.00 = <b>₱530.00</b>		
		Business Permit ₱300.00 + 30.00 = <b>₱330.00</b>		
		Retirement/Resignation ₱100.00 + 30.00 = <b>₱130.00</b>		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	provided; transaction is ended. 1.5 If clear, assess for applicable fees;			
2. Give payment to receiving staff;	2.1 Deliver payment to cashier;		5 minutes	Erold A. Del Mundo
	2.2 Process payment and issue Official Receipt (OR); 2.3 Write OR number on the request form; 2.4 Deliver receipt to Clearance Desk;		10 minutes	Carlito M. Tee
3. Receive clearance.	3.1 Prepare and print clearance; 3.2 Process signatories 3.3 Issue clearance. 3.4 Record details in clearance database.		15 minutes	Roderick D. Tagle & Haydee D. Alegre
<b>END OF TRANSACTION</b>		<b>TOTAL:</b>	<i>50 minutes</i>	

- The indicated processing time is for a client being served at a time. The time is extended when the duty prosecutor and/or person in charge is attending to other services.





#### 4. PROVISION OF CERTIFIED TRUE COPIES OF DOCUMENTS

<b>Office or Division:</b>		Office of the City Prosecutor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government and Private Sectors		
<b>Who May Avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request indicating docket number, title of the case, purpose of request and other pertinent details;  2. Photocopy/ies of document/s that needs to be certified (Documents for photocopying may be borrowed from the Records Section, if available; if so, duration of processing time may vary);  3. Valid government-issued I.D. with photo.		Office of the City Prosecutor – ONE-STOP-SHOP Monday to Friday 8:00 a.m. to 5:00 p.m.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request and present documents to Docket/Verification desk; Present valid I.D.	1.1 Receive letter request; 1.2 Verify identity of client relative to subject case/complaint; 1.3 Count the number of pages that needs to be certified; 1.4 Assess for applicable fees;	<b>₱75.00</b> first 3 pages <b>+ ₱ 2.00</b> per succeeding page <b>+ ₱30.00</b> local tax	10 minutes (time is extended depending on the number of pages to be counted)	Erold A. Del Mundo
2. Give payment to receiving staff;	2.1 Deliver payment to cashier;		5 minutes	Rheyden P. Galino
	2.2 Process payment and issue Official Receipt (OR); 2.3 Write down OR number on the request letter;		10 minutes	Carlito M. Tee
3. Receive certified documents	3.1 Stamp documents with "Certified True Photocopy" and name of certifying personnel; 3.2 Process signatories; 3.3 Issue certified documents. 3.4 Record details in corresponding database.		10 minutes (time is extended depending on the number of pages to be stamped and signed)	Erold A. Del Mundo
<b>END OF TRANSACTION</b>		<b>TOTAL: ₱75.00</b>	<b>35 minutes</b>	

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