

OFFICE OF THE CITY PROSECUTOR MUNTINLUPA CITY



CITIZEN'S CHARTER

RECEIVING OF CRIMINAL COMPLAINTS FOR PRELIMINARY INVESTIGATION

- Requirements:**
1. Filled-out NPS Investigation Data Form (forms are available at the Receiving Section)
 1. Complaint-affidavit
 3. Affidavit/s of witness/es, if any, and other supporting documents, as required
 4. Personal appearance of complainant (and witness/es, if any)
 5. Valid ID
- Schedule:**
Monday to Friday: 8:00 a.m. to 5:00 p.m.
- Legal Fees:** None
- Duration:** 45 minutes (under normal circumstances)

Step	Client	Evaluate requirements if complete;	Duration (Under Normal Circumstances)	Person in Charge	Form
1	> Submit requirements to New Complaints window	> Evaluate requirements if complete; > Stamp NPS Investigation Data Form and affidavit/s with date and name of duty prosecutor	15 minutes	Receiving clerk	NPS Investigation Data Form
2	> Proceed to the office of the duty prosecutor to swear under oath; > Present valid ID	> Verify identity of client/s; > Administer oath; > Affix signature on the NPS Investigation Data Form and affidavit/s	20 minutes	Duty Prosecutor for the day	NPS Investigation Data Form
3	> Return to New Complaints window	> Stamp all copies of NPS Investigation Data Form with "Received", date of receipt, name of receiving clerk and NPS Docket number; > Affix signature and indicate time of receipt; > Provide complainant with his/her copy of the complaint	10 minutes	Receiving clerk	NPS Investigation Data Form

END OF TRANSACTION

IMPORTANT:

- Number of copies to submit:
 1 respondent = original + 7 copies
 2 respondent = original + 8 copies
 3 respondent = original + 9 copies
 and so on and so forth...

- > The indicated processing time for a client being served at a time. The time is extended when:
 a. the duty prosecutor has an ongoing preliminary investigation or inquest proceeding; or
 b. the person in charge is attending to other services.

VISION: A just and peaceful society anchored on the principles of transparency, accountability, fairness and truth.

MISSION: Effective, efficient and equitable administration of justice.

RECEIVING OF CRIMINAL COMPLAINTS FOR INQUEST

- Requirements:**
1. Inquest Referral Sheet duly accomplished by law enforcement agency representative or filled-out NPS Investigation Data Form (available at the Receiving Section)
 2. Request for Preliminary Investigation and Waiver Form
 3. Affidavit of arresting officer/s, complainant/s and witness/es, if any
 4. Supporting documents as required
 5. Personal appearance of arresting officer/s, complainant/s, respondent/s, witness/es (if any), and Inquest Police Officer
- Schedule:**
 Monday to Friday: 8:00 a.m. to 5:00 p.m.
 Saturdays and Sundays: 2:00 to 4:00 p.m.
 Holidays falling on weekdays: 10:00 a.m. to 12 noon; 2:00 to 4:00 p.m.
- Legal Fees:** None
- Duration:** 1 hour (under normal circumstances)

Step	Law Enforcement Agency Representative/Client	Service Provider	Duration (Under Normal Circumstances)	Person in Charge	Form
1	> Submit requirements to New Complaints window	> Evaluate requirement if complete; > Stamp NPS Investigation Data Form or Inquest Referral Sheet and affidavit/s with date and name of duty prosecutor; > Stamp all copies of NPS Investigation Data Form or Inquest Referral Sheet with "Received", date of receipt, name of receiving clerk and NPS Docket number; > Affix signature and indicate time of receipt	20 minutes	Receiving clerk	NPS investigation Data Form or Inquest Referral Sheet; Request for Preliminary Investigation and Waiver Form
2	> Proceed to Inquest room or office of the duty inquest prosecutor	> Conduct inquest proceedings	30 minutes	Duty Inquest Prosecutor	NPS investigation Data Form or Inquest Referral Sheet; Request for Preliminary Investigation and Waiver Form
3	> Return to New Complaints window	> Provide law enforcement agency representative and complainant/s with their copies of the complaint	10 minutes	Receiving Clerk	NPS investigation Data Form or Inquest Referral Sheet; Request for Preliminary Investigation and Waiver Form

END OF TRANSACTION

IMPORTANT:

- Number of copies to submit:
 1 respondent = original + 7 copies
 2 respondent = original + 8 copies
 3 respondent = original + 9 copies
 and so on and so forth...

- > The indicated processing time for a client being served at a time. The time is extended when:
 a. the duty prosecutor has an ongoing preliminary investigation or inquest proceeding; or
 b. the person in charge is attending to other services.

If you have questions, suggestions, complaints, or other feedback, you may:

1. Talk with the Receiving Section Officer; Administrative Officer or the Head of Office;
2. Accomplish our Feedback Forms available at the Receiving Section and drop in the drop box;
3. Call us: Our trunklines are 862-0123 and 863-0123;
4. Fax us at 869-8687;
5. Email us at acpmuntinlupa@doj.gov.ph.

ISSUANCE OF PROSECUTOR'S CLEARANCE

- Requirements:**
1. Filled-out application form (forms are available at the Receiving Section)
 2. Police Clearance from Muntinlupa City police Office, original & photocopy
 3. ID Picture, any size
 4. Valid ID
- > If applicant is unavailable, provide Special Poser of Attorney or Letter of Authorization
 > For claim death benefits, provide photocopy of Death Certificate
- Schedule:**
 Monday to Friday: 8:00a.m. to 5:00p.m.
- Legal Fees (plus local tax ₱30.00):**
 Local Employment ₱50.00 +30.00 = ₱80.00
 Foreign Employment ₱100.00 +30.00 = ₱130.00
 Foreign Travel ₱200.00 +30.00 = ₱230.00
 Firearm License ₱1,000.00 +30.00 = ₱1,030.00
 Permit to Carry Firearms ₱500.00 +30.00 = ₱530.00
 Business Permit ₱300.00 +30.00 = ₱330.00
 Retirement/Resignation ₱100.00 +30.00 = ₱130.00

Duration: 1 hour (under normal circumstance)

Step	Applicant	Service Provider	Duration (Under Normal Circumstances)	Person in Charge	Form
1	> Submit requirements to Clearance Window	> Evaluate requirements if complete; > Verify in computer database if applicant has no pending case; > If name appears on database check status of the case: If dismissed in OCP, proceed to No.3; If filled to the courts, only the details of the case will be provided; > If clear, assess for applicable legal fees; > Stamp application form with date and name of duty prosecutor	15 minutes	Receiving Clerk	Application Form; Payment Assessment Form
2	> Pay to the cashier	> Process payment and issue Official Receipt(OR); > Stamp application form with "Paid" > Stamp down OR number on the assessment form; > Affix signature	10 minutes	Cashier	Application Form; Payment Assessment Form; Official Receipt
3	> Proceed to the office of the duty prosecutor to swear under oath; > Present Valid ID	> Verify identity of applicant; > Administer oath; > Affix signature on application form	15 minutes	Duty prosecutor for the day	Application Form
4	> Return to Clearance Window	> Prepare Clearance; > Print two (2) copies	10 minutes	Receiving Clerk	Clearance Form
5	> Affix signature; > Affix left and right thumbprints to both copies of clearance; > Sign Clearance Ledger	> Process signatories and other required data in the clearance form; > Issue clearance	10 minutes	Receiving Clerk; Administrative Officer	Clearance Form

END OF TRANSACTION

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 a. the duty prosecutor has an ongoing preliminary investigation or inquest proceeding; or
 b. the person in charge is attending to other services.

If you are not satisfied with our service, your written/verbal complaints shall be immediately attended to by the Head of Office.

THANK YOU.

RECEIVING OF MOTIONS FOR RECONSIDERATION AND OTHER PLEADINGS

- Requirements:**
1. Appropriate number of copies of motion/pleading
 2. Proof of mailing to copy furnished parties
- Schedule:**
 Monday to Friday: 8:00 a.m. to 5:00 p.m.
- Duration:** 15 minutes (under normal circumstances)
- Legal Fees:** None

Step	Client	Service Provider	Duration (Under Normal Circumstances)	Person in Charge	Form
1	> Submit documents to Pleading Window	> Check if proof of mailing to copy furnished parties are present and complete; > Stamp documents with "Received" and date of receipt; > Affix signature and indicate time of receipt; > Obtain office copy/ies and return other copy/ies to client	10 minutes (time is extended depending on the queue and the number of documents to be stamped and signed)	Receiving Clerk	N/A

END OF TRANSACTION

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REQUEST FOR CERTIFIED PHOTOCOPIES OF COMPLAINTS/CASES

- Requirements:**
1. Valid I.D.
 2. Letter request stating pertinent details
 3. Photocopy/ies of document/s that needs to be certified (Documents for photocopying may be obtained at the records Section, if available; if so, duration of processing time may vary)
- Schedule:**
 Monday to Friday: 8:00 a.m. to 5:00 p.m.
- Legal Fees:** ₱75.00 first 3 pages
 + ₱2.00 per succeeding page
 + ₱30.00 local tax
- Duration:** 30 minutes (under normal circumstances)

Step	Client	Service Provider	Duration (Under Normal Circumstances)	Person in Charge	Form
1	> Present documents to Receiving Section; > Present Valid ID	> Verify identity of client relative to subject case/complaint; > Count the number of pages that need to be certified; > Assess for applicable legal fees	10 minutes (time is extended depending on the number of pages to be counted)	Receiving Clerk	Payment Assessment Form
2	> Pay to cashier	> Process payment and issue Official Receipt(OR); > Write down OR number on the assessment form; > Stamp documents with "Paid" > Affix signature	10 minutes (time is extended depending on the number of pages to be stamped and signed)	Cashier	Payment Assessment Form
3	> Return to Receiving Section	> Stamp documents with "Certified True Photocopy" and name of certifying personnel; > Process signatories > Issue certified documents	10 minutes (time is extended depending on the number of pages to be stamped and signed)	Receiving Clerk	

END OF TRANSACTION

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