



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
ANTI-GRAFT DIVISION



PROCESS FLOW

A. Investigation Proper

STEP	PROCEDURES	DURATION	RESPONSIBLE PERSON	ORIGINATING OFFICE	DESTINATION	REMARKS
1	Submit written report/ complaint	30 mins.	Administrative Asst. II / Public Service	Written Complaint		N/A
2	Receiving of documents	5 mins.	Administrative Asst. II / Administrative			
3	Respondent is invited to answer complaints	1 day	Investigator			
4	Background check of Respondent	3 -5 days	Investigator / Administrative			
5	Gathering of Facts, Evidences and Information	1 week	Investigator / Administrative Office II	Sworn statements / Affidavits of of the parties		
6	The Anti-Graft Board deliberates on the case and makes recommendation for the Mayor's Approval	2 weeks	Anti-Graft Board / Anti-Graft Department Head/ Investigator / Adminitrative Officer II			



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B. Monitoring Proper

STEP	APPLICATION / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY / TIME FRAME	RESPONSIBLE PERSON	ORIGINATING OFFICE	REMARKS
1	1. Any concerned citizen of Muntinlupa City who has a complaint involving graft and corruption. 2. By order of authority of the City Mayor.	Roaming / monitoring the Department or Office subject of the complaint or order from the City Mayor	1 day	Public Service Foreman / Administrative Officer		N/A
2		Gather / Consolidated Reports	1-2 days	Investigator / Administrative Officer II	Reports based on the monitoring / Investigation	
3		Report to the Department Head / Anti-Graft Board of any irregularity or commission of graft	30 mins.	Anti-Graft Department Head / Anti-Graft Board		
4		The report is submitted to the Mayor's Office for appropriate action.	1 day	Anti-Graft Department Head / City Mayor	Written investigation / Monitoring Report duly signed by the Department Head	



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C. Issuance of Certification of No Pending Case

STEP	APPLICATION / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY / TIME FRAME	RESPONSIBLE PERSON	ORIGINATING OFFICE	REMARKS
1	Any Muntinlupa City Government Employee	Submit Application	3 minutes	Administrative Assistant II	Photocopy of Government Issued I.D.	N/A
2		Receiving of Documents	3 minutes	Administrative Assistant II		
3		Checking / Verifying records	20 minutes	Administrative Assistant II		
4		Signing / Release of Certification of No Pending Case	3 minutes	Administrative Assistant II	Duly Signed Certification by the Department Head	