



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**MEMORANDUM CIRCULAR** 029

To: **All Heads of Prosecution Offices**  
**All Support Staff in the National Prosecution Service**  
**All Concerned**

Subject: **Updated Guidelines on Inquest Allowance for Support Staff in the National Prosecution Service (NPS)**

Date: OCT 17 2018

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In the interest of the service and pursuant to the provisions of existing laws, all NPS Support Staff holding plantilla positions, including personnel from former COSLAP who are placed/assigned in prosecution offices, shall be paid an inquest allowance of **P2,000.00 each month** which shall be paid on a quarterly basis, subject to availability of funds, and to the conditions hereunder:

1. NPS support staff who are on detail or reassignment to other offices outside of the Department, or those receiving other forms of allowances or benefits for services beyond the prescribed office hours are excluded from the payment of inquest allowance.
2. NPS support staff who are on leave of absence with or without pay for more than fifteen (15) working days in a given month, or those who entered after the fifteenth (15<sup>th</sup>) day of the month, may be paid inquest allowance pro-rated for the days that they reported for work.
3. In order to fully utilize the services of all NPS support staff authorized to receive inquest allowance under this circular, the heads of prosecution offices are directed to assign them to perform inquest duties.

This circular supersedes prior issuances inconsistent herewith, takes effect starting this payroll of October 2018, and shall remain in force until further orders.

**MENARDO I. GUEVARRA**

Secretary

Department of Justice  
CN: 0201810233

