



## RECEIVING OF 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.

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| <b>Office or Division:</b>  | Office of the Provincial Prosecutor and City Prosecutor |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | Government to Citizen (G2C)                             |
| <b>Who may avail:</b>       | All   |

| CHECKLIST OF DOCUMENTARY REQUIREMENTS  |                                  |   |
|--|----------------------------------|---|
| Document   | No. of Copies                    | Where to Secure                         |
| 1. Complaint-affidavit/sworn-statement of witness/es of private complainant/victim (1 original copy, 4 + no. of respondent/s photocopies)                                      | 5 +<br>number of<br>respondent/s | Complainant                             |
| 2. Affidavit/sworn-statement of witness/es (1 original copy, 4 + no. of respondent/s photocopies)  | 5 +<br>number of<br>respondent/s | Witness/es                              |
| 3. Supporting Documents (1 original copy, 4 + no. of respondent/s photocopies)   | 5 +<br>number of<br>respondent/s |   |
| a. Certificate to File Action (for offenses covered by the Katarungang Pambarangay)  |                                  | Barangay Hall                           |
| b. Medical Certificate (for frustrated or attempted homicide, murder, parricide, and physical injuries cases)  |                                  | Hospital                                |
| c. Police Investigation Report   |                                  | City/Provincial Police Office concerned |
| d. Police Sketches (for vehicular collision case)  |                                  | City/Provincial Police Office concerned |
| e. Photographs (for vehicular collision case)  |                                  | City/Provincial Police Office concerned |
| f. Inventory/List of articles/Items subject of the offense with their respective values (for theft, robbery, Anti-Piracy and Anti-Highway Robbery, and Anti-Fencing Law cases) |                                  | City/Provincial Police Office concerned |



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|---|----------|---|
| g. Gambling paraphernalia or its photograph, if any, item/cash money (bet/wager) (for illegal gambling case)  |          | City/Provincial Police Office concerned                 |
| h. Certification (for Anti-Car Napping Law case)  |          | Traffic Management Group/<br>Land Transportation Office |
| i. Certification (for illegal possession of firearms, ammunitions and explosives cases)   |          | Firearms and Explosives Office                          |
| j. Certification of Non-Licensee or Non-Holder of Authority (for illegal recruitment case)  |          | Philippine Overseas and Employment Authority            |
| k. Chemistry Report/Laboratory examination report signed by forensic chemist (for Dangerous Drugs Law/ Comprehensive Dangerous Drugs Act cases)   |          | PNP CrimeLab / PDEA                                     |
| l. Death Certificate (for parricide, murder, homicide cases)  |          | Philippine Statistic Authority                          |
| m. Authority to File Complaint (for violation of the Tariff and Customs Laws or National Internal Revenue Code, respectively)   |          | Bureau of Custom /<br>Bureau of Internal Revenue        |
| n. Birth Certificate; or dental chart accompanied by the certificate of the dentist; or affidavit of any of the parent/disinterested person stating the age and date of birth of the victim/offender (for minor victim/ offender) |          | Philippine Statistic Authority                          |
| o. Certificate of discernment (for cases covered by R.A. 9344 "the Juvenile Justice and Welfare Act", in cases where the offender is 15 years old and below 18 years old)   |          | Department of Social Welfare and Development            |
| 4. Investigation Data Form (1 original copy, 1 photocopy)   | 2 copies | Office of the Provincial Prosecutor                     |



| <b>PROCEDURES</b>   |   |                        |                        |                                     |
|---|---|------------------------|------------------------|-------------------------------------|
| <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, labeled and paged.                       | <p>Check the documents.</p> <p>If complete, require the complainant to fill-up the Investigation Data Form (IDF).</p> <p>If incomplete, return all documents.</p> | None                   | 30 minutes             | Receiving Staff/<br>Docket Section  |
| 1. Fill-out and submit the IDF.   | Check the completeness of data in the IDF and require the complainant to subscribe/ certify under oath the IDF and the complainant/witness (es) affidavit/s       | None                   | 5 minutes              | Receiving Staff/<br>Docket Section  |
| 2. Certify under oath the information contained in the IDF and complaint/witness(es) affidavits           | Administer the oath   | None                   | 10 minutes             | Prosecutor<br>on-duty               |
| 3. Submit to the receiving staff.   | Stamp "Received" with name of office, date, time, name and signature of receiving staff.  | None                   | 5 minutes              | Receiving Staff<br>Docket Section   |
|   | Write or stamp the assigned NPS docket number on the IDF.   |                        | 5 minutes              | Docketing Staff/<br>Docket Section  |
|   | Record the complaint in the appropriate logbook and electronic database, if any.  |                        | 5 minutes              | Records Officer/<br>Records Section |
| 4. Receive the duly stamped/ received copy of IDF with assigned NPS docket number and sign in the logbook |   |                        |                        |                                     |
| <b>TOTAL:</b>   |   |                        | 60 minutes             |                                     |