



PROVISION OF CERTIFICATION OF CASE STATUS ON PETITIONS FOR REVIEW/MOTIONS FOR RECONSIDERATION

A Certification of Case Status is a document stating the status of a case provided to a requesting party of whatever legal purpose in may serve.

Office or Division:	Office of the Secretary – Appeals Management Office (SAMO)
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government-to-Government (G2G), and Government-to-Business (G2B)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Letter request, and documents with case information	1	Requesting Party
2. Valid government issued ID with photo.	1	Requesting Party
3. Authorization Letter, if necessary	1	Requesting Party

PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits letter request, valid ID and/or authorization letter	Check the documentary requirements	None	5 minutes	SAMO Staff
	Issues Order of Payment to the Client			SAMO Staff
2. Pays required fees at the DOJ Cashier Section	Checks the official receipt and process the request	P75.00 + 2.00 in excess of 3 pages	5 minutes	SAMO Staff



	Prepares Certification of Case Status	None	5 minutes to 3 days (depending on the availability of records)	Head, SAMO
3. Receives Certificate of Status	Dispense the original requested certification together with the OR		5 working days	CSC/ Support Staff/ Liaison Officer
TOTAL:			20 minutes to 3 days	

Note: A longer period not exceeding seven (3) days shall be allowed in exceptional circumstances such as availability of signatory(ies) and submission of additional documents.