



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

DEPARTMENT CIRCULAR NO. 007

**TO :** HEADS OF ALL CITY AND PROVINCIAL PROSECUTION OFFICES

**SUBJECT :** DIRECTIVE TO ASSIST THE BOARD OF CLAIMS IN RECEIVING APPLICATIONS FOR COMPENSATION UNDER REPUBLIC ACT NO. 7309

**DATE :** FEB 18 2022

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In the exigency of the service and pursuant to Section 2(c) of Republic Act No. 7309 or *An Act Creating a Board of Claims under the Department of Justice for Victims of Unjust Imprisonment or Detention and Victims of Violent Crimes and for other purposes*, which authorizes the Board of Claims (BOC) to deputize appropriate government agencies to effectively implement its functions, the heads of all City and Provincial Prosecution Offices are hereby directed to assist the BOC in its administrative operations and implementation of the Victims Compensation Program.

For this purpose, a focal person may be designated in each City and Provincial Prosecution Office to handle BOC matters, submit reports to the BOC, and perform the following duties and responsibilities:

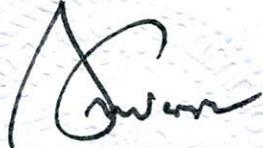
1. receive duly accomplished BOC application forms, conduct interview of applicants, and undertake preliminary assessment of submitted documents;
2. provide assistance to applicants for the administration of oaths;
3. cause the issuance of acknowledgment receipts and, if applicable, letters of compliance to applicants;
4. prepare indorsement letters;
5. ensure the transmittal of signed indorsement letters together with the application form and complete requirements to the BOC Secretariat in the DOJ Main Office;
6. receive checks from the BOC and release these promptly to qualified applicants with approved claims;
7. send notices to claimants;

8. submit monthly reports to the BOC Secretariat for monitoring purposes; and
9. provide assistance in the dissemination of information regarding benefits and requirements under R.A. No. 7309, conduct orientation seminars, and encourage prospective applicants to file claims.

The foregoing is without prejudice to the existing functions of the Regional Prosecutors in assisting the BOC. In addition, a random spot check/audit may be conducted by the BOC to ensure efficient implementation of the program and prompt delivery of services.

All Department orders, circulars, and issuances inconsistent herewith are hereby revoked. This Circular shall take effect immediately and shall remain in force unless sooner modified or revoked.

For strict compliance.

  
**MENARDO I. GUEVARRA**  
*Secretary*

Department of Justice  
CN: O202202161



Copy furnished:

All concerned.