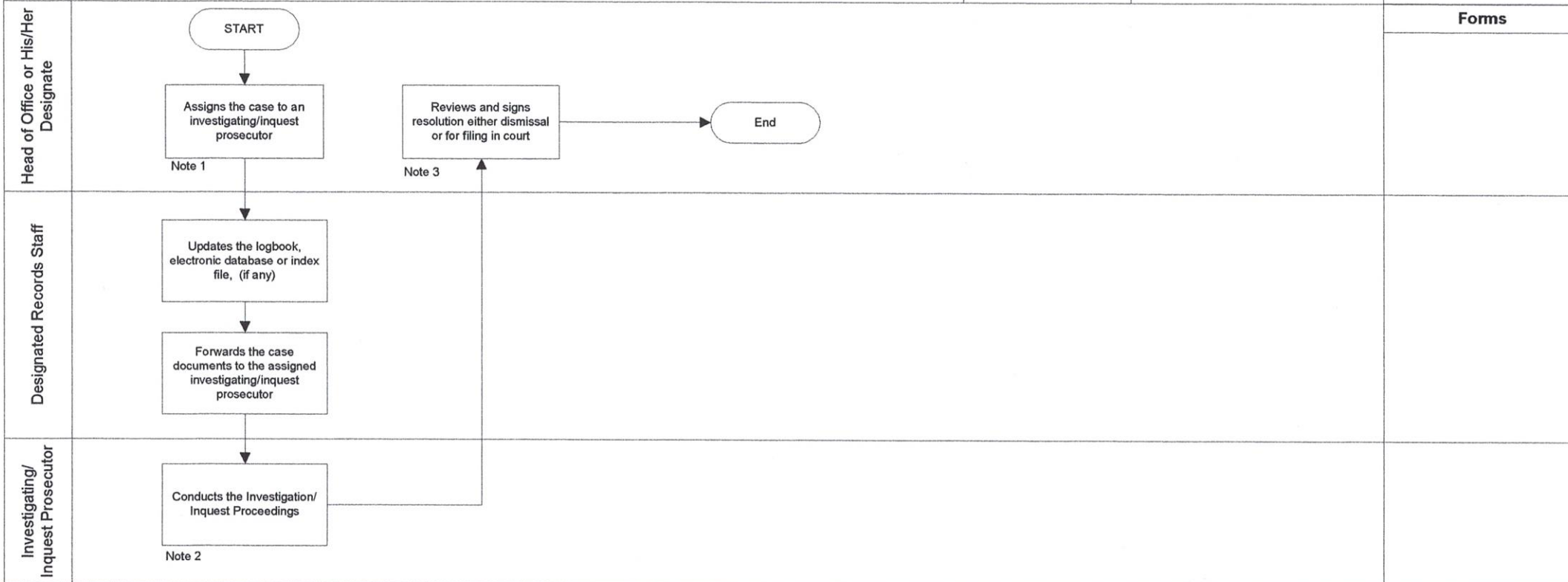




Process Title	Assignment and Routing of a Complaint	Document Number	DOJ-PM-NPS02-003	Page 1 of 1
Objective	To establish a process of assigning and routing of a case for preliminary investigation and for Inquest Proceedings to a prosecutor	Revision	0	
		Effective Date	01 August 2018	



**WORK INSTRUCTIONS**

<p>Note 1</p> <p>Assigning of a case to a prosecutor may use one or a combination of the recommended methods, for the conduct of P.I. and Inquest Proceedings</p> <ul style="list-style-type: none"> <li>- Raffling</li> <li>- Round robin</li> <li>- Designation</li> <li>- Prosecutor Specialization</li> <li>- Team or Task Force Approach</li> <li>- Discretion by the Head of Office</li> </ul> <p>Note 2</p> <p>1. Procedures is covered under the Revised Manual for Prosecutors (excluded under Quality Manual)</p> <p>Note 3</p> <p>Head of Office may designate authority in reviewing and signing the resolution in his/her behalf, as the case may be.</p>	<b>References</b>
	<ol style="list-style-type: none"> <li>1. Handbook on Case Management System</li> <li>2. Record Book</li> </ol>

Prepared by:	Verified by/Reviewed by:	Approved by:
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