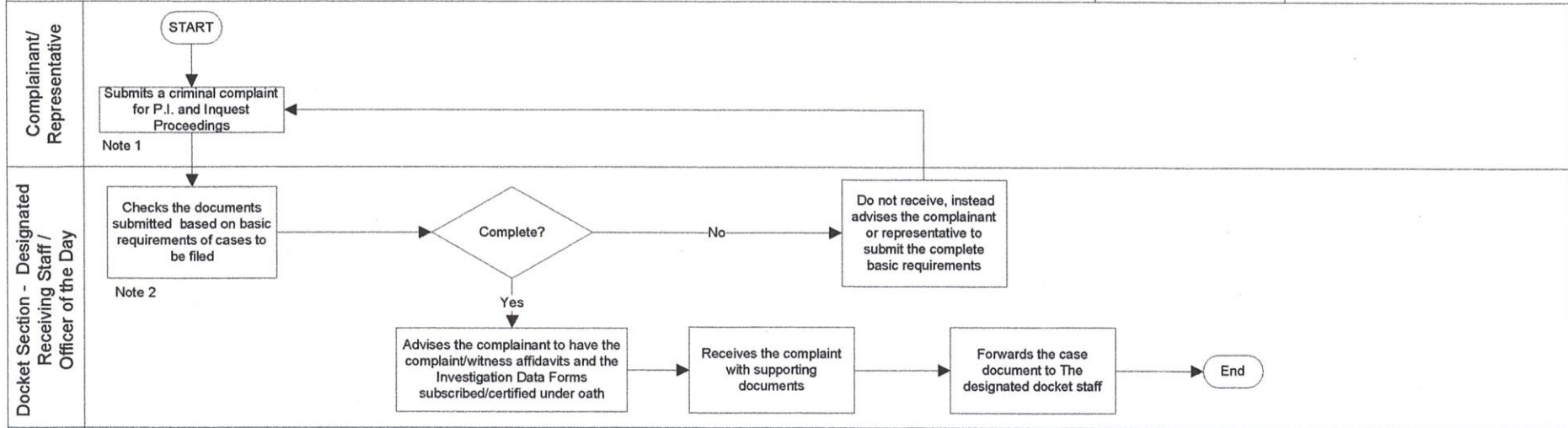




Process Title	Receiving of a Criminal Complaint	Document Number	DOJ-PM-NPS02-001	Page 1 of 1
Objective	To establish a process in receiving a complaints for Preliminary Investigation (PI) and for Inquest Proceedings duly supported by documentary requirements	Revision	0	
		Effective Date	01 August 2018	



Forms
1. DOJ-PM-NPS02-001.F01 - Investigation Data Form (NPS Form No. 01, S. 2008)

WORK INSTRUCTIONS

Note 1

- A. If for P.I.:
- A complaint may either be filed by private individual entities or government agencies.
 - Government Agencies refer to Law Enforcement Agencies such as:
 - PNP-Philippine National Police
 - BI-Bureau of Immigration
 - BIR-Bureau of Internal Revenue
 - BOC-Bureau of Customs
 - PDEA-Philippine Drug Enforcement Agency
 - NBI-National Bureau of Investigation
 - The documents submitted must be properly arranged, labelled, paged and bound.

B. If for Inquest:

- Receives the following documents:
- Affidavit of Arrest (and Affidavit of Turnover, in case of citizen's arrest);
 - Two (2) copies of the standard Investigation Data Forms duly accomplished by the law enforcer or citizen effecting the arrest; and Affidavit of the complainant and witnesses
 - If no Affidavit of Arrest (and Affidavit of Turnover, in case of citizen's arrest) and the accomplished Investigation Data Forms are submitted, advise the law enforcer to submit the same. Until the said requirements are submitted, the complaint shall not be received.
 - If the Affidavit of Arrest (and Affidavit of Turnover, in case of citizen's arrest) and the accomplished Investigation Data Forms are submitted, but some of the other documentary requirements are not complete (using the Checklist found on page 79 of this Handbook), advise the law enforcer to immediately submit the other required documents later but forward the complaint to the docket staff.

C. Additional complete sets of complaint with annexes are needed for every additional respondent/s and complaint/s filed.

Note 2

- Basic requirements shall include the provision in Note 1 and/or the following:
- Complaint affidavit/s and affidavit of witness/es (seven [7] copies plus the number of respondents).
 - Supporting documents depending on the nature of case filed and upon determination during P.I. and Inquest Proceedings.
 - Every copies of the complaint affidavit shall be accompanied by an Investigation Data Form No. 01 s. 2008 - DOJ-PM-NPS02-001.F01 duly accomplished by the complainant/representative. Additional copies may be required by the prosecution office as the case may be.

References

- Handbook on Case Management System

Prepared by:

IRENE H. FUERTES
 Administrative Officer V

Verified by/Reviewed by:

JORGE G. CATALAN, JR.
 City Prosecutor, OCP Makati City

Approved by:

ADRIAN FERDINAND S. SUGAY
 Undersecretary