



## RECEIVING OF APPLICATION FOR PETITIONS FOR REVIEW

A petition for review is an appeal from judgments, resolutions, and orders of the Provincial and City Prosecutors in cases subject of preliminary investigation/reinvestigation.

<b>Office or Division:</b>	Office of the Regional Prosecutor
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Citizen (G2C)
<b>Who may avail:</b>	Party to the case, Counsel of the Party/ies, other authorized person

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Duly subscribed petition for review stating/containing the following <ul style="list-style-type: none"> <li>• Names and complete address of the parties involved</li> <li>• NPS docket number and Criminal Case No., if any; title of case including the offense charged in the complaint;</li> <li>• The venue of the preliminary investigation;</li> <li>• The specific material dates showing that it was filed on time;</li> <li>• A clear and concise statement of the facts, the assignment of errors, and the reasons or arguments relied upon for the allowance of the appeal;</li> <li>• Proof of service of a copy of the petition to the adverse party and the Prosecution Office concerned.</li> </ul>	2 copies (1 original and 1 duplicate copy)	Office of the Provincial/ City Prosecutor
2. Supporting documents in accordance with DOJ Department Circular No. 70, s.2000 (1 original, 1 photocopy)	2	
<ul style="list-style-type: none"> <li>• Legible duplicate original or certified true copy of the resolution appealed from</li> </ul>		Office of the Provincial/ City Prosecutor
<ul style="list-style-type: none"> <li>• Legible certified true copies of the complaint, affidavits/sworn-statements</li> </ul>		Office of the Provincial/ City Prosecutor
<ul style="list-style-type: none"> <li>• Other evidence submitted by the parties during the preliminary investigation</li> </ul>		Office of the Provincial/ City Prosecutor
<ul style="list-style-type: none"> <li>• Copy of the motion to defer proceedings as received by the court, if the case has been filed in court.</li> </ul>		Office of the Provincial/ City Prosecutor
3. Compact disc with PDF file of the Petition and all attachments, in accordance with DOJ Department Circular No. 018, s.2017	1	



<b>PROCEDURES</b>				
<b>Client Procedure</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the Petition for Review with supporting documents (properly arranged, labeled, bound and paged).	Check the documents if they comply with the requirements.  If documents are complete, require the appellant to subscribe under oath the petition for review.  If incomplete, return all documents.	None	15 minutes	Receiving staff Docket Section
2. Certify under oath the information contained in the Petition for Review.	Administer the oath.	None	15 minutes	Prosecutor on-duty
3. Submit the subscribed/certified Petition for Review with supporting documents	Stamp "Received" with date, time, name of office, name and signature of the receiving staff.	None	15 minutes	Receiving staff Docket Section
	Docketing and recording of the petition for review in the logbook and electronic database, if any.	None	15 minutes	Docketing Staff Docket Section
4. Receive duly stamped/received copy of Petition for Review and sign in the logbook.				
<b>TOTAL:</b>			<b>60 minutes</b>	

*Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as submission of additional documents, constraints to access information, etc.*