



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

A Certification of Case Status is a document issued to a requesting party, stating the status of a case on petitions for review/motions for reconsideration filed within the Department.

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| 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: | Party to the case, Counsel of the Party/ies, other authorized person |

| 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 (if necessary) | Check the client's compliance with the documentary requirements | None | 5 minutes | SAMO Staff |
| | Issues the Order of Payment to the Client | | | SAMO Staff |
| 2. Pays the required fees at the DOJ Cashier Section | Checks the official receipt and process the request | P75.00 | 5 minutes | SAMO Staff |



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|--|--|------|-----------------------------|-------------------------------------|
| | Prepares the Certification of Case Status | None | 5 minutes to 3 days | Head, SAMO |
| 3. Receives the Certification of Case Status | Dispense the original requested certification and Official Receipt | None | 5 minutes | CSC/ Support Staff/ Liaison Officer |
| TOTAL: | | | 20 minutes to 3 days | |

Note: A longer period not exceeding three (3) days for processing the certification shall be allowed in exceptional circumstances, such as the unavailability of signatory(ies) and/or client's non-submission of the required document/s.