

Department of Justice
BOARD OF CLAIMS

Frontline Service: Filing of Application for Compensation under Republic Act 7309 (Victims Compensation Program)

Procedure	Employee	Time	Fees
Fill out the BOC application form provided by the receiving staff. (Application form is also available at the DOJ official website (www.doj.gov.ph))	Receiving Staff (Window #2)	5 minutes	None
Submit the application form together with all the necessary requirements	Receiving Staff (Window #2)	5 minutes	None
Take an oath before an Administering Officer.	Administering Officer	5 minutes	None
Receive claim slip	Receiving Staff (Window #2)	3 minutes	None
End of transaction			

Processing time : 4 to 6 weeks

Follow-up: After 30 days, at telephone numbers (02) 523-8481 to 89 local 344.

DOCUMENTARY REQUIREMENTS:

For Unjustly accused, convicted and imprisoned but subsequently released by virtue of judgment of acquittal.

1. Certified True Copy of lower court's decision of conviction;

Frontline Service: Payment of Compensation under Republic Act 7309 (Victims Compensation Program)

Procedure	Employee	Time	Fees
Present the claim slip and Government issued ID to the receiving staff.	Receiving Staff (Window #2)	5 minutes	None
Secure a Certified True Copy of Application Form from the receiving staff.	Receiving Staff (Window #2)	5 minutes	None
Collect check	Receiving Staff (Window #13)	5 minutes	None
End of transaction			

DOCUMENTARY REQUIREMENTS:

1. Claim slip
2. Government issued ID

Feedback procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.

Complaints:

1. Go to the DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the BOC Secretariat at Telephone numbers (02) 523-8481 to 89 local 344.

Contact government complaint hotline "8888".

2. Certified True Copy of appellate court's decision of acquittal;
3. Certified True Copy of commitment order and released from confinement by the jail warden or prison authority concerned;
4. Government issued ID

For Unjustly detained and released without being charged.

1. Any proof to show that he was unjustly detained without being charged. (e. g. such as records of arrest; detention and release.)
2. Government issued ID

For victims of arbitrary or illegal detention by the authorities and defined in the Revised Penal Code under final judgment of the court.

1. Certified True copy of final judgment

For Victims of Violent Crime:

1. Certified True Copy of Police Report (Spot and Casualty Report in case of KIA);
2. Certified True Copy of Autopsy Report in case of Death;
3. Certified True Copy of Doctor's Medical Certificate (for Serious Physical Injuries/Rape);
4. Certified True Copy of Psychiatrist Certificate; if applicable;
5. Certified True Copy of Death Certificate;
6. Medical Receipts, etc. (in case of Serious Physical Injuries);

Who may File Claims. – The following may file claims for compensation before the Board:

- (a) any person who was unjustly accused, convicted and imprisoned but subsequently released by virtue of a judgment of acquittal;
- (b) any person who was unjustly detained and released without being charged;
- (c) any victim of arbitrary or illegal detention by the authorities as defined in the Revised Penal Code under a final judgment of the court;
- (d) any person who is a victim of violent crimes. For purposes of this Act, violent crimes shall include rape and shall likewise refer to offenses committed with malice which resulted in death or serious physical and/or psychological injuries, permanent incapacity or disability, insanity, abortion, serious trauma, or committed with torture, cruelty or barbarity. (Section 3, RA 7309)
- (e) Victims of enforced or involuntary disappearance under Republic Act 10353.

When to File Claims. – Any person entitled to compensation under this Act must, within six (6) months after being released from imprisonment or detention, or from the date the victim suffered damage or injury, file his claim with the Department, otherwise, he is deemed to have waived the same. Except as provided for in this Act, no waiver of claim whatsoever is valid. (Section 5, RA 7309)

7. Certified True Copy of Resolution / Information (in case of Rape);
8. For KIA, Certificate of Legal Beneficiaries / Declaration of Legal Beneficiaries (Authenticated Copy);
9. For WIA, Certificate (wounded) with journal (Authenticated Copy);
10. Government issued ID

For victims of enforced or involuntary disappearance and/or their immediate relatives: Any of the following record/s shall be submitted: (under R.A. No. 10353)

1. Certified True Copy of NPS Resolution;
2. Certified True Copy of CHR Resolution;
3. Certified True Copy of Records of the National Historical Institute (NHI) or the Bantayog ng mga Bayani Memorial Center;
4. Certified True Copy of Writ of Amparo, Habeas Corpus, and Habeas Data, or Court Order;
5. Certified True Copy of Roll of victims of enforced or involuntary disappearance officially issued subsequently by the government;
6. Government issued ID.

If claimant is an heir, he/she shall submit the following:

1. Certified True Copy of Marriage Certificate if claimant is the spouse;
2. Certified True Copy of Birth Certificate if claimant is a child/parent;
3. Proof of relationship that the claimant is the mother/sister/grandparent;

Filing of Claims by Heirs. – In case of death or incapacity of any person entitled to any award under this Act, the claim may be filed by his heirs, in the following order: by his surviving spouse, children, natural parents, brother and/or sister. (Section 6, RA 7309)

Award Ceiling. – For victims of unjust imprisonment or detention, the compensation shall be based on the number of months of imprisonment or detention and every fraction thereof shall be considered one month; Provided, however, That in no case shall such compensation exceed One Thousand pesos (P1,000.00) per month.

In all other cases, the maximum amount for which the Board may approve a claim shall not exceed Ten thousand pesos (P10,000.00) or the amount necessary to reimburse the claimant the expenses incurred for hospitalization, medical treatment, loss of wage, loss of support or other expenses directly related to injury, whichever is lower. This is without prejudice to the right of the claimant to seek other remedies under existing laws. (Section 4, RA 7309)

4. Barangay Certificate;
5. Special Power of Attorney;
6. Government issued ID