

Department of Justice  
Manila

National Prosecution Service  
**OFFICE OF THE PROSECUTOR GENERAL**  
NPS Docket Section

**Frontline Service: Filing of Criminal Complaints for Preliminary Investigation (P.I.) or Inquest Proceedings**

	<b>Procedure</b>	<b>Employee</b>	<b>Time</b>	<b>Fees</b>
1	Go to Window 5, present for assessment the complaint affidavit with all supporting documents including witness affidavit/s, properly bound and paged	NPS Docket Receiving Staff/ Officer of the Day  <i>(Window 5)</i>	5 to 10 minutes	<i>None</i>
2	Fill out Investigation Data Form (IDF), provided by the receiving staff if complaint documents are assessed as complete	NPS Docket Receiving Staff/ Officer of the Day  <i>(Window 5)</i>	5 to 10 minutes	<i>None</i>
3	Proceed to prosecutor for administration of oath on the affidavit/s and IDF	Prosecutor on duty	5 to 10 minutes	<i>None</i>
4	Submit the subscribed complaint affidavit and IDF with all the supporting documents	NPS Docket Receiving Staff/ Officer of the Day  <i>(Window 5)</i>	5 to 10 minutes	<i>None</i>
5	Receive duly received/stamped copy of IDF with assigned NPS docket number, together with the transaction Feedback Form	NPS Docket Receiving Staff/ Officer of the Day  <i>(Window 5)</i>	5 to 10 minutes	<i>None</i>
<b>End of transaction</b>				
Feedback procedure: Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.				

Processing time: **40 to 50 minutes**

Follow up: **After three (3) calendar days**, at telephone number (02) 523-84-81 (Trunkline) Local 243

Procedure for complaints:

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction; OR
2. Contact the Prosecution Staff office at:
  - a. Telephone : (02) 523-8481 local 281;
  - b. Email Address: nps\_opg@doj.gov.ph; OR
3. Contact government complaint CSC hotline "8888".

## **Guidelines in the filing of criminal cases for Preliminary Investigation**

1. The prosecution staff shall only accept the following criminal complaints:
  - a. Those for which TASK FORCES have been created pursuant to Department Order No. 359 dated 10 May 2016 and other related issuances;
  - b. Those criminal complaints involving national security upon the judicious evaluation of the Secretary of Justice and/or the Prosecutor General; and
  - c. Those criminal complaints whose venues are transferred to avoid miscarriage of justice
2. For Criminal complaints which do not fall under any of the Task Forces created:
  - a. The prosecution staff shall refer the case to the Office of the Prosecutor General for proper evaluation;
  - b. If approved by the Prosecutor General, the prosecution staff shall accept the case for filing and docketing;
  - c. Or when so directed by the Secretary of Justice and/or the Prosecutor General.