

**Department of Justice
Legal Staff**

Frontline Service: **Filing of Anti-Dummy Application (Authority to Employ Foreign Technicians) under Section 2-A of the Anti Dummy Law, as amended by P.D. No. 715**

Procedures	Employee	Time	Fee
1. Submit duly accomplished and notarized Application form complete with properly tabbed documentary requirements in Four (4) sets	Frontline Staff (Window 8)	5 minutes	None
2. Verification and Checking of completeness of documents	Frontline Staff (Window 8)	5 minutes Per applicant	None
3. Secure order of payment	Frontline Staff (Window 8)	2 minutes	None
4. Pay the legal fees	Cashier (Window 13)	2 minutes	P2,525.00 per applicant
5. Submit the verified documents and photocopy of official receipt	Frontline Staff (Window 8)	5 minutes	None
6. Receive fourth Set of the documents (with receiving stamp) for reference and personal file, together with transaction Feedback Form	Frontline Staff (Window 8)	2 minutes	None
End of Transaction			
Feedback procedure: Accomplished the Feedback Form and drop into the designated box before leaving the premises			

Processing Time: **2-3 Months (inclusive of referral/indorsement) to other government agencies and back to DOJ)**

Follow up: **After 3 months**, at telephone nos. (02) 5249364 (direct line) or (02)5238481 local 343 (trunk line)

Complaints:

1. Go to the DOJ Action Center and directly report any complaint relative to the service/transaction.
2. Contact the Legal Staff Office at telephone Nos. 5249364/5249315
3. Contact government complaint hotline "8888"