

Department of Justice
Manila

National Prosecution Service
OFFICE OF THE PROSECUTOR GENERAL
NPS Docket Section

Frontline Service: Request for a Certification of the Status of Case – Preliminary Investigation, Automatic Review* and Petitions for Review (includes Motion for Reconsideration)* / Clearance

	Procedure	Employee	Time	Fees
1	Go to Window 5, ask the NPS Docket Staff for a NPS Request form and fill up the same	NPS Docket Staff <i>(Window No. 5)</i>	1 to 3 minutes	None
2	Submit the NPS Request form together with the following requirements: a. valid Identification Card (ID) of the requesting party; and b. if a representative, a letter request with authorization letter from the party)	NPS Docket Staff <i>(Window No. 5)</i>	3 to 5 minutes	Fees per Dept. Circular No. 060 dated 10-05-2012
3	Pay Certification Fee to the Cashier's Office	Collecting Officer <i>(Window No. 13)</i>	1 to 3 minutes	P 75.00
4	Present Official Receipt and a copy of the filled-up assessment form.	NPS Docket Staff <i>(Window No. 5)</i>	1 to 2 minutes	None
5	Await duly approved/ signed Certification	NPS Docket Staff <i>(Window No. 5)</i>	5 to 10 minutes	None
6	Receive and sign in acknowledgment receipt of the Certification	NPS Docket Staff <i>(Window No. 5)</i>	1 to 2 minutes	None
End of transaction				
Feedback procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.				

*Note: *Automatic Review filed on June 2016 & Down, & Petition for Review filed on May 31, 2015 & Down only*

Processing time: **20 to 25 minutes** per request

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".