



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

ELC-DC-2316-\_\_\_\_\_

March 23, 2016

**DEPARTMENT CIRCULAR NO.**

**013**

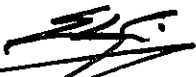

**Subject : Procedure for the Resolution of Appeals (of Resolutions on Petitions for Review)**

In the interest of service and pursuant to existing laws, the following procedures shall be observed in the review and resolution of Motions for Reconsideration (of Resolutions on Petitions for Review):

1. Motions for Reconsideration shall be filed within a non-extendible ten (10) day period from receipt of the Resolution on the Petition for Review. All Resolutions shall be resolved, signed, and approved by the Secretary of Justice.
2. The Docket Section shall receive all Motions for Reconsideration, and forward the same within three (3) working days to the Office of Undersecretary Miguel Romualdo T. Sanidad who shall oversee the review and resolution of the Motions for Reconsideration by reviewers assigned to the Office of the Secretary.
3. All Motions for Reconsideration pending resolution with the offices of the Undersecretaries shall be forwarded to the Office of Undersecretary Sanidad within seven (7) working days from issuance of this Circular.

4. The heads of the office of the regional, provincial, or city prosecutor, as the case may be, are directed to provide the status (i.e., whether arraignment has been conducted, and/or trial has commenced) of pending Motions for Reconsideration to Undersecretary Sanidad, through Prosecutor General Claro A. Arellano. The lists of pending Motions for Reconsideration shall be furnished to the Prosecutor General for dissemination of information to the relevant office.

All department orders, circulars, and issuances inconsistent herewith are hereby revoked. This Order takes effect immediately and shall remain in force until further orders.

  
**EMMANUEL L. CAPARAS**  
*Secretary* 

Department of Justice  
CN : 0201603208  


DEPARTMENT OF JUSTICE  
RECEIVED  
20 MAR 2016  
RECORDS MANAGEMENT SECTION

No enclosures

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