



## INVESTIGATION AND HEARING OF ADMINISTRATIVE COMPLAINTS

The City Legal Department (Office of the City Attorney) shall investigate or cause to investigate any Quezon City Government official or employee for administrative offense and recommend appropriate action to the City Mayor. (Art. 11, Section 481(b)(3)(iv) of the Local Government Code; Section 9 of 2017 Rules on Administrative Cases in the Civil Service)

<b>Office or Division:</b>	City Legal Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Complaint-Affidavit pursuant to 2017 Rules on Administrative Cases in the Civil Service		Client		
Supporting Documents/Records		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Health Declaration Form	1. Record in the visitor's log book	None	1 Minute	Security Guard City Legal Department
2. Submit the required documents to the Receiving Section	2. Receive and evaluate the completeness of the documents	None	19 Minutes	Receiving Clerk City Legal Department
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	