



PROFESSIONAL REGULATION COMMISSION
LEGAL AND INVESTIGATION DIVISION

FILING OF COMPLAINT AGAINST PROFESSIONALS

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Submit Complaint-Affidavit	Review the Complaint-Affidavit	10 Minutes	Docket Officer	none	<p>1. Complaint- affidavit should be under oath and notarized and with verification and Certification of Non Forum Shopping and should state the following:</p> <ul style="list-style-type: none">• Full names and complete addresses of the complainant and the respondent;• The respondent's profession together with his Certificate of Registration or License or permit number and date of issuance, if available;• In case the respondent complained of is an examinee, the licensure examination he has applied for or taken, and the date/s thereof;• A brief narration of the material facts which show the acts or omissions allegedly committed by the respondent constituting the charge, offense or cause of action;<ul style="list-style-type: none">• The disciplinary action prayed for; and <p>Certified true copies of documentary evidence, and the affidavit/s of witness/es, if any.</p>
2	Receive Order of Payment	Issue the Order of Payment	2 Minutes	Docket Officer	none	Order of payment
3	Pay the Docket Fees	Receive the Payment	5 Minutes	Cashier	P 245.00	Official Receipt
4	File the Complaint with Receipt and Signed Order of Payment	Receive the Complaint and the Signed Order of Payment	3 Minutes	Receiving Section	none	Complaint shall be in 3 copies plus additional copy for each and every respondent, and 1 receiving copy.

END OF TRANSACTION