

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 132 1/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	INITIATION OF ADMINISTRATIVE COMPLAINT/S FOR INVESTIGATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF COMPLAINT FOR INVESTIGATION] Step1 --> Step2[2. FORWARDING OF THE COMPLAINT TO THE LEGAL OFFICE] Step2 --> Step3[3. PRELIMINARY INVESTIGATION] Step3 --> Step4[4. SIGNING OF THE ORDER OF THE DISMISSAL] Step4 --> End((A)) </pre>	<p>Submits the complaint for investigation to the UP Manila Chancellor with necessary documents.</p> <p>Forwards the complaint to the UP Manila Legal Office for proper action.</p> <p>Conducts preliminary investigation to determine prima facie evidence.</p> <p>Signs the Formal Charge and sends it to the respondent to answer or file the necessary pleadings.</p> <p><i>Note: Creates an Administrative Disciplinary Tribunal (ADT)</i></p> <p>If a prima facie evidence is not found to exist against the respondent, a Preliminary Investigation Report, together with a draft Order of Dismissal of the complaint is also to be forwarded to the Chancellor through the Vice Chancellor for Administration recommending the dismissal of the complaint;</p>	<p>End User</p> <p>Chancellor</p> <p>Legal Officer</p> <p>Chancellor</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

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<pre> graph TD A((A)) --> B[5. SIGNING AND SENDING OF FORMAL CHARGE TO THE RESPONDENT] B --> C[6. FORMAL HEARING AND PREPARATION OF FORMAL INVESTIGATION REPORT] C --> D[7. ENDORSEMENT AND RECOMMENDATION] D --> E[8. SIGNING OF THE ORDER OR DECISION] E --> F[9. SENDING TO THE RESPONDENT AND CONCERNED OFFICES] F --> G((End)) </pre>	<p>Signs the Order of Dismissal of the case if applicable.</p> <p>If a prima facie evidence is found to exist against the respondent, prepares Preliminary Investigation Report together with a draft of a Formal Charge to be forwarded to the UPM Chancellor through the Vice Chancellor for Administration for information, notation and recommends approval if necessary, that a formal charge be filed against the respondent.</p> <p>Conducts formal hearing and prepares a Formal Investigation Report together with draft Order or Decision.</p> <p>Endorses/recommends to the Chancellor.</p> <p>Signs the Order or Decision of the case.</p> <p>Sends to the respondent/s and all other concerned office/s for their information, file and/or proper action if necessary.</p>	<p>Chancellor</p> <p>ADT</p> <p>Chief Legal</p> <p>Chancellor</p> <p>Chancellor</p>

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