

HOW TO FILE A COMPLAINT AGAINST A PROFESSIONAL

1. Prepare Complaint- affidavit which should be under oath and notarized and with VERIFICATION and CERTIFICATION OF NON FORUM SHOPPING and should state the following:
 - 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;
 - The disciplinary action prayed for; and
 - Certified true copies of documentary evidence, and the affidavit/s of witness/es, if any.
2. Prepare the complaint in 3 copies PLUS additional copy for each and every respondent, 1 receiving copy.
3. Secure Order of payment for docket fees from the Legal Division.
4. Pay the docket fees of P245.00 at the Cashier.
5. File the Complaint with the receipts and signed order of payment at the Receiving Section of the Legal Division.

**LEGAL AND INVESTIGATION DIVISION
PROF. REGULATION COMMISSION**

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