

**How to Avail of the Service:****Filing of Cases/Appeals**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	File the complaint/appeal along with the requirements at IRMO receiving counter.	Receive the complaint/appeal and other documents, if any, and require the client to pay the filing fee.	2 minutes	CMD-Officer of the day (OD)		
2	Pay to the cashier.	Process payment and issue Official Receipt (O.R.) and Notice of Payment.	2 minutes	Cashier	P500.00*	
3	Return to the receiving counter. Present O.R. and Notice of Payment.	Receive Notice of Payment and the complaint/appeal.	1 minute	CMD-OD		
4	Receive the receiving copy of the complaint/appeal.	Issue the receiving copy to the client.	1 minute	CMD-OD		
<b>END OF TRANSACTION</b>						

**Filing of Motions for Reconsideration**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	File the motion for reconsideration at IRMO receiving counter.	Receive the motion for reconsideration and issue the receiving copy to the client.	3 minutes	CMD-Officer of the Day (OD)	None	
<b>END OF TRANSACTION</b>						

\*Filing fee for Complaint is SUSPENDED per OM No. 92, s. 2012