



Republic of the Philippines
SENATE ELECTORAL TRIBUNAL
 Quezon City

SERVICE CHARTER

FOR FILING OF ELECTION PROTEST OR PETITION FOR QUO WARRANTO

Service	Office in Charge	Checklist of Requirements	Processing Time
Receive Election Protest or Petition for Quo Warranto for Filing	Office of the Secretary	<input type="checkbox"/> Thirteen (13) legible copies of pleading and annexes, if any <input type="checkbox"/> Verification <input type="checkbox"/> Certification against Forum-Shopping <input type="checkbox"/> Soft copy of pleading and annexes, if any, in PDF	15 minutes
Prepare Request for Issuance of Order of Payment	Judicial Records Management Section	<input type="checkbox"/> Assessment of the Office of the Secretary	5 minutes
Issue Order of Payment	Accounting Service	<input type="checkbox"/> Request for Issuance of Order of Payment <input type="checkbox"/> Cover page of pleading/s	5 minutes
Receive Payment of Filing Fees	Financial Management Service	<input type="checkbox"/> Order of Payment <input type="checkbox"/> Cash or Manager's Check <input type="checkbox"/> Php50,000.00 <input type="checkbox"/> Plus 5% of the total amount claimed, if with claim for damages or attorney's fees	5 minutes
*For Election Protest – Receive Payment of Cash Deposit (within 10 days from filing of initiatory pleading)	Financial Management Service	<input type="checkbox"/> Php20,000.00, for election protest without collection or revision of ballots <input type="checkbox"/> Php2,000.00 per ballot box, if with collection or revision of ballots <input type="checkbox"/> Php200,000.00, if amount exceeds Php200,000.00, with balance to be paid thereafter	5 minutes
*For Quo Warranto - Receive Payment of Cash Deposit (within 10 days from filing of initiatory pleading)		<input type="checkbox"/> Php10,000.00	5 minutes
Receive Filed Initiatory Pleading/s	Judicial Records Management Section	<input type="checkbox"/> Official receipt of payment of fees <input type="checkbox"/> Thirteen (13) legible copies of initiatory pleading and annexes, if any <input type="checkbox"/> Certification against Forum-Shopping <input type="checkbox"/> Soft copy of pleading and annexes, if any, in PDF	20 minutes
Receive Subsequent Pleading/s	Judicial Records Management Section	<input type="checkbox"/> Thirteen (13) legible copies of pleading and annexes, if any <input type="checkbox"/> Soft copy of pleading and annexes, if any, in PDF	10 minutes

Complaints for non-adherence to this Service Charter may be filed in writing at the Office of the Secretary of the Tribunal, 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City.