

DOJ CITIZEN'S CHARTER

Filing of Application as Witness under the WITNESS PROTECTION SECURITY AND BENEFIT PROGRAM (WPSBP)

| Steps | Applicant | Person-in-Charge | Procedure/Action Required | Documentary Requirements | Fees | Duration of the Activity |
|----------|---|--|--|---|------|---|
| 1 | Secure application form at WPSBP Secretariat or Office of Regional Implementor (RI) Note: For regional witnesses, entire documents are forwarded to DOJ-WPP for confirmation of the Secretary of Justice | WPSBP Secretariat 2 nd Flr. Human Resource Bldg. Department of Justice Padre Faura St. Ermita, Manila or WPSBP Regional Office | Provide application form and checklist of documentary requirements | See WPSBP Application Checklist | None | Approximately 5 to 10 minutes |
| 2 | Submit to WPP duly accomplished forms/ requirements | WPSBP Secretariat | Check completeness of data; Docket and assign to WPSBP evaluator. | Application form and supporting documents | None | Approximately 10 to 15 minutes |
| 3 | Present the applicant for interview by WPSBP evaluator | WPSBP Evaluator ----- Assistant Program Director/ Program Director/ Director/ ----- | Interview applicant; evaluate/ examine application documents; submit recommendation ----- Evaluate recommendation of the RI/WPSBP Evaluator ----- | Sworn Statement; Certificate of Materiality; Evaluation Report and Summary ----- Evaluation Report/ Recommendation to Usec-in-Charge/ Secretary of Justice ----- | None | Approximately 30 minutes to 1 hour; 5 working days ----- 5 working days provided that all the necessary documents are submitted ----- |

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| 4 | | WPSBP Staff/ Assistant Program Director/ Program Director/ Usec-in- Charge/ Secretary of Justice | Prepares necessary documentation | Certificate of Admission and Letter of Admission or Denial Letter | | 3 to 7 days, depending on the existence/ level of threats |
| 5 | | WPSBP Secretariat | Inform the applicant thru a letter to report for execution of a Memorandum of Agreement (MOA) | | None | Letter to applicant thru registered mail |
| 6 | After receipt of Letter of Admission, execute MOA which sets forth his/her responsibilities as a witness | WPSBP Evaluator | Administers the execution of MOA | Government- issued ID bearing photograph and signature | None | 10 to 15 minutes, depending on the availability of the evaluator |

END OF TRANSACTION

Feedback Procedure:

Accomplish the **Feedback Form** and drop into the designated box before leaving the premises.

Complaints:

1. Go to the DOJ Action Center and directly report any complaint relative to the service/transaction
2. Contact the WPSBP Office at telephone number: 524-9345 or 523-8281 local 287 and/or email address: wpp.secretariat2013@gmail.com
3. Contact government complaint hotline "8888"

Schedule of Availability of Service

Monday to Friday
7:30 a.m. to 5:00 p.m.

What is the Witness Protection Program?

It is a program established under Republic Act No. 6981, "Witness Protection, Security and Benefit Act", which seeks to encourage a person who has witnessed or has knowledge of a commission of a crime to testify before a court or quasi-judicial body, or before an investigating authority, by protecting him from reprisals and economic dislocation.

Who can be admitted into the Program?

A person who has knowledge of or information on the commission of a crime and has testified, is testifying or, is willing to testify

- A witness in a legislative investigation in aid of legislation, upon the recommendation of the legislative committee where his testimony is needed and approved by the Senate President or the Speaker of the House of Representatives, as the case may be.
- An accused discharged from an information or criminal complaint by the Court under Rule 119 Sec. 17 of the Revised Rules of Criminal Procedure.
- An accused who is discharged from an information or criminal complaint by the court in order that he may be a State witness.

Who are disqualified for admission into the Program?

An applicant will not be admitted into the Program if:

- The offense in which his testimony will be used is not a grave felony;
- His testimony cannot be substantially corroborated in its material points;
- He or any member of his family within the second degree of consanguinity or affinity has not been threatened with death or bodily injury or there is no likelihood that he will be killed, forced, intimidated, harassed or corrupted to prevent him from testifying or to testify falsely or evasively because or on account of his testimony; and
- If the applicant is a law enforcement officer even if he will testify against other law enforcement officers. The immediate members of the applicant may, however, avail themselves of the protection provided for under R. A. No. 6981

What happens if an applicant is admitted to be a witness?

The witness is required to execute a Memorandum of Agreement.

What benefits may a witness under the WPSBP receive?

- Security protection
- Immunity from criminal prosecution in case of a state witness
- Secure housing facility
- Assistance in obtaining a means of livelihood when practicable
- Reasonable travelling expenses and subsistence allowance while on witness duty
- Free medical treatment, hospitalization and medicine for any injury or illness incurred or suffered because of witness duty
- Burial benefits of not less than Ten Thousand Pesos (P10,000.00) if the witness is killed because of witness duty
- Free education for the minor or dependent children of a witness who dies or is permanently incapacitated because of witness duty
- Non-removal or demotion in work because of absences due to witness duty

What will happen to a witness who refuses or fails to testify?

He shall be prosecuted for contempt; if he testifies falsely, he shall be prosecuted for perjury.

If a state witness, his immunity shall be removed and be subject to contempt or criminal prosecution.

When is a coverage terminated?

A witness is discharged-

- When he has already completed his witness duty;
- If he violates the Memorandum of Agreement;
- If the threat disappears or reduced to a manageable level
- He voluntarily requests for it, under oath.

What benefits are given to a witness who is honorably discharged from the Program?

He may be given a final relocation/livelihood assistance if the termination of his coverage is not due to violation of the MOA.