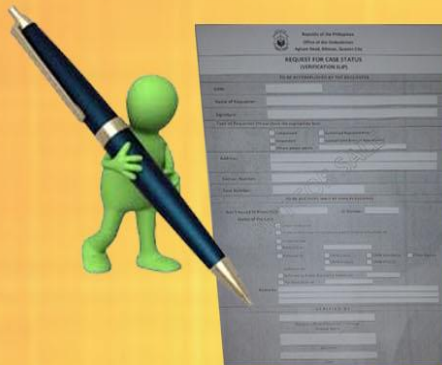


HOW TO REQUEST FOR CASE STATUS



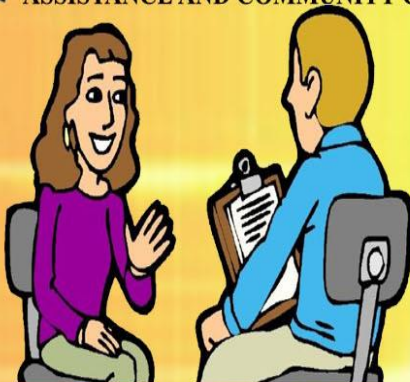
ANY PARTY OF THE CASE, OR AUTHORIZED REPRESENTATIVE OR COUNSEL ON RECORD (the Requester) shall proceed to the OMB-MOLEO PUBLIC ASSISTANCE AND COMMUNITY COORDINATION BUREAU and FILL OUT THE VERIFICATION SLIP:



REPRESENTATIVE must submit Letter of Authority or Special Power of Attorney from Party to the Case



OMB-MOLEO PUBLIC ASSISTANCE AND COMMUNITY COORDINATION BUREAU Officer-of-the-Day interviews the Requester and refers Requester's Verification Slip to the OMB-MOLEO RECORDS SECTION. Requester remains at the OMB-MOLEO PUBLIC ASSISTANCE AND COMMUNITY COORDINATION BUREAU



After receiving completed Verification Slip, PACCB Officer-of-the-Day gives it to the Requester and answer the latter's questions regarding Ombudsman Rules and Regulations

Requester leaves after:



- a. Receiving original copy of the Verification Slip
- b. Presenting Visitor's slip signed by the OMB-MOLEO Records Section or OMB-MOLEO Public Assistance and Community Coordination Bureau Officer to the 1st Floor Lobby Guard and claiming his ID
- c. Dropping his Feedback Form on the appropriate box at the 1st Floor Lobby.