Republic of the Philippines

Department of Interior and Local Government

NATIONAL POLICE COMMISSION

PHILIPPINE NATIONAL POLICE

Directorate for Investigation and Detective Management

Camp Crame, Quezon City

Philippine National Police

 Complainant,

 Administrative Case No:

 versus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For: **Grave Misconduct**

**PO1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Respondent.

x-----------------------------------x

NOTICE OF PRE-HEARING CONFERENCE

Pursuant to Sec. 5, Rule 17, NAPOLCOM Memorandum Circular 2016-002, this case is hereby set for its pre-hearing conference on (date) at (time) at (complete address of the venue) for the purpose of:

1. Defining and simplifying the issues of the case;
2. Entering into admission and/or stipulation of facts;
3. Limiting the number of witnesses to be presented;
4. Scheduling the dates of hearing;
5. Marking of exhibits;
6. Threshing out of other matters relevant to the case.

Parties are hereby reminded that witness/es not included in the pre-hearing stipulations shall in no case be allowed.

Furthermore, parties may agree that the summary hearing may be dispensed with, instead, memorandum or position papers be submitted.

And finally, the absence of counsel shall not preclude the parties form signing the certificate of readiness to appear at the scheduled hearing, which shall be strictly folled to avoid unnecessary delay in the proceedings.

Given this (Date and place of execution).

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 Rank/Name of SHO