

REPUBLIC OF THE PHILIPPINES

 Plaintiff,
 (Naghabla,)

vs.

Civil Case No. _____

For: _____

 Defendant.
 (Hinahabla.)

X----- X

RETURN OF SUMMONS/MANIFESTATION

(PAGBALIK NG PATAWAG/PAGHAHAYAG)

[Substituted Service]

This is to certify that the undersigned served the Summons, Statement of Claim, together with the Annexes and Notice of Hearing upon the defendant/s, through his/her representative, as follows:

(Ito ay aking pagpapatunay na naihatid/naihain ko ang Patawag, Habla ng Pagsingil kasama ang mga Annex nito, at Abiso ng Pagdinig sa Hinahabla, sa pamamagitan ng kanyang/kanilang kinatawan, tulad ng sumusunod:)

Date of Service (Petsa ng Pagtanggap)	Name of Person who Received (Pangalan ng Tumanggap)	Relationship to the Defendant / Designation (Relasyon sa Hinahabla / Pagtatalaga)	Address (Pahatirang Sulat)

Said persons were either: (a) at least eighteen (18) years of age and of sufficient discretion residing with defendant; (b) in charge of defendant’s office or regular place of business; or (c) an officer of the homeowners’ association or condominium corporation, or its chief security officer in charge of the community or the building where the defendant may be found. Their signatures may be found at the lower portion of the summons.

(Ang mga tumanggap ay maaaring: (a) hindi bababa sa labingwalong (18) taong gulang at may sapat na diskresyon na naninirahan kasama ang hinahabla; (b) namamahala sa opisina o lugar na pinagtatrabahuan ng hinahabla; o (c) isang opisyal ng homeowners’ association o condominium corporation, o ang chief security officer na namamahala sa komunidad o gusali kung saan matatagpuan ang hinahabla. Ang kanilang mga lagda ay matatagpuan sa ibabang bahagi ng Patawag.)

With the court’s permission, I also served the Summons, Statement of Claim, together with the Annexes and Notice of Hearing upon the defendant/s, by sending an electronic mail to his/her/their electronic mail address, as follows:

(Nang may pahintulot ng Hukuman, pinadala ko rin ang Patawag, Habla ng Pagsingil kasama ang mga Annex nito, at Abiso ng Pagdinig sa hinahabla, sa pamamagitan ng electronic mail sa kaniya/kanilang electronic mail address, tulad ng sumusunod:)

Name of Defendant (Pangalan ng Hinahabla)	Electronic Mail Address

Substituted service was made after the undersigned made at least three (3) attempts on two (2) different dates to serve the Summons, Statement of Claim, together with the Annexes and Notice of Hearing upon the defendant/s, but failed and unavailing on the following ground/s:

Date and Time of Attempted Service <i>(Petsa at Oras kung Kailan Tinangkang Ihatid/Ihain)</i>	Reason for Failure of Service <i>(Dahilan Bakit Hindi Naihatid/Naihain)</i>
	<input type="checkbox"/> Address cannot be located <i>(hindi mahanap ang pahatirang sulat)</i> <input type="checkbox"/> Insufficient address <i>(hindi kumpleto ang pahatirang sulat)</i> <input type="checkbox"/> Defendant moved out <i>(lumipat na ang hinahabla)</i>
Address of Defendant <i>(Pahatirang Sulat ng Hinahabla)</i>	<input type="checkbox"/> Refused to receive <i>(ayaw tanggapin)</i> <input type="checkbox"/> On leave <i>(naka-leave sa trabaho)</i>
	<input type="checkbox"/> No longer connected with the office/establishment/agency <i>(hindi na nagtatrabaho sa opisina/establisimyento/ahensya)</i> <input type="checkbox"/> Death of defendant <i>(pagkamatay ng hinahabla)</i> <input type="checkbox"/> Others, please indicate <i>(Iba pa, mangyaring ibigay ang dahilan):</i>
Please state in detail the facts and circumstances on the attempts made at personal service to defendant <i>(Maaaring magbigay ng detalyadong ulat ng mga pangyayari ukol sa pagtatangkang maihatid/maiain ng personal ang mga dokumento)</i>	

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