



# Bureau of Corrections

Document Reference Code  
NBP-PR-001-F024

Revision No.  
0

Effectivity Date  
01/05/2018

## DUTY DETAIL ORDER FORM

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DUTY DETAIL ORDER NO: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT : \_\_\_\_\_

TO : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. PROCEED TO: \_\_\_\_\_

II. PURPOSE: \_\_\_\_\_


III. REFERENCE: \_\_\_\_\_

IV. DURATION: \_\_\_\_\_

V. INSTRUCTION:

VI. Authorize to wear. TYPE A UNIFORM  BDA

- a. Authorize to carry Government Firearms with ammunitions covered with acknowledgment Receipt for Equipment.
- b. The firearm/s shall be placed in the holster attached to the belt in uniform. Personnel in uniform without holster or in civilian attire should carry firearm/s in a secure hand luggage. The tucking of firearm/s under the belt side pockets or back pockets is prohibited.
- c. The carrying of firearm/s is prohibited where people gather for political, religious, social, education and recreational purpose such as churches, parks, nightclubs, dancing places, theatres, cockpits, race tracks, and the likes, except when the personnel concern is on official mission in such places for which he was authorized to carry firearm/s.
- d. Place subject PDL under restraint equipment (handcuffs) from the time you escort him/them up to time he/they return to the prisons gate. Require him/them to wear the prescribe prison uniform.
- e. Removal of handcuffs to be made only in court Room/Hospital when so ordered by the Judge or Attending Physician.
- f. If the trial was postponed, secure Commitment Order from the Judge to place in custody subject PDL to the nearest City or Provincial Jail.
- g. Do not use any private vehicle in transporting the PDL to the NBP, except when specifically authorized in the pass by the Superintendent, submit your mission report and attach the Certificate of Appearance.
- h. When requested for verification by any Law Enforcement Personnel such as the PNP and other Military Police Units of the AFP, the DDO should be shown without resentment to avoid misunderstanding.

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- i. While in transit, the PDL shall not be allowed to stop at any place/or contact any person along the way to destination or upon return to the place of confinement.
- j. Air, Water and Land Transportation is officially allowed.

**BY ORDER OF THE DIRECTOR GENERAL OF CORRECTIONS**

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Penal Superintendent

NOTE: ERASURE & UNCOMPUTERIZED OR NOT TYPE WRITTEN WILL INVALIDATE THIS MO.