



Bureau of Corrections

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BUC-ODC-PR-001


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LEGAL SERVICE PROCEDURE

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0	10/14/2016	Original issue.	 Atty. Alvin H. Lim



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1. PURPOSE

The purpose of this procedure is to ensure that the administration of Legal Service as support to the core process of RDC and conform to quality management system.

2. SCOPE

This procedure applies to matters which require the administration of legal service.

3. DEFINITION OF TERMS

BuCor	Refers to the Bureau of Corrections
LEGAL OFFICE	Is an office directly under the Office of the Director responsible for advising and assisting the Director of Corrections on all legal matters.
LEGAL SERVICE	Services rendered by the legal office
LEGAL OFFICER	Person who renders legal opinion

4. RESPONSIBILITIES

DIRECTOR OF CORRECTIONS	<ul style="list-style-type: none"> Approves and sign documents such as Memorandum of understanding, Memorandum of Agreement, etc.
LEGAL OFFICER	<ul style="list-style-type: none"> Receives proposals and other documents.
RIP'S	<ul style="list-style-type: none"> Brings out a need, a concern complaint and or requirement.

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<pre> graph TD Start([Start]) --> Prep[Preparation of Letter of Inquiry] </pre>	RDC Personnel	A letter of Inquiry is prepared addressed to the Chief Legal Officer attached is/ are the Legal Documents, Court decisions and inmate sentences of the inmate received for query.	



Bureau of Corrections

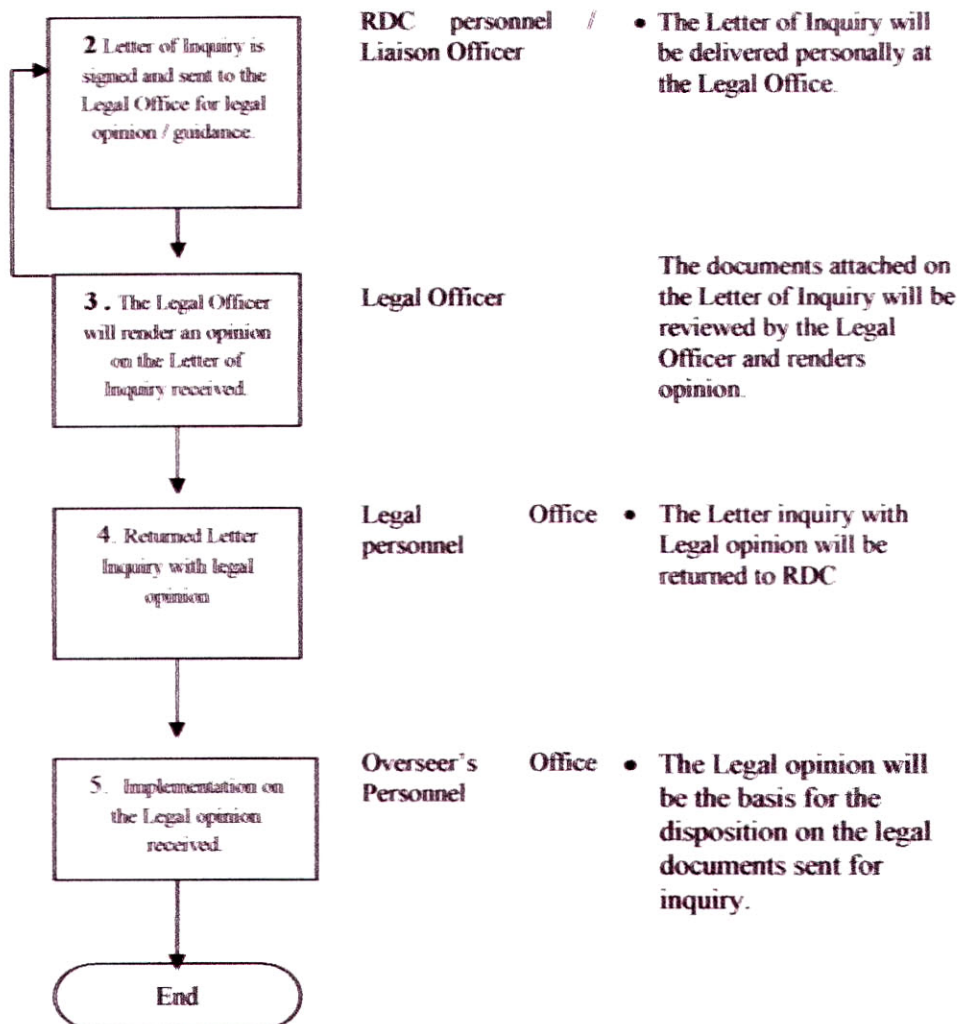
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6. GUIDELINES

- 6.1 A Letter of Inquiry is prepared in case there is legal guidance / opinion is needed on the legal documents received by the RDC.
- 6.2 The Letter of Inquiry is signed by the Chief RDC and sent to the Legal Office to seek legal guidance / opinion on the legal documents in question.
- 6.3 The received Letter of Inquiry will be reviewed by the Legal Officer and to render a legal opinion.
- 6.4 The Letter of Inquiry will be returned to RDC with legal opinion / guidance.
- 6.5 The Legal opinion will be the basis for the implementation