



# Bureau of Corrections

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**BUC-ODC-PR-001**


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01/01/2017

## 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

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

### 4. RESPONSIBILITIES

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

### 5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
	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.	



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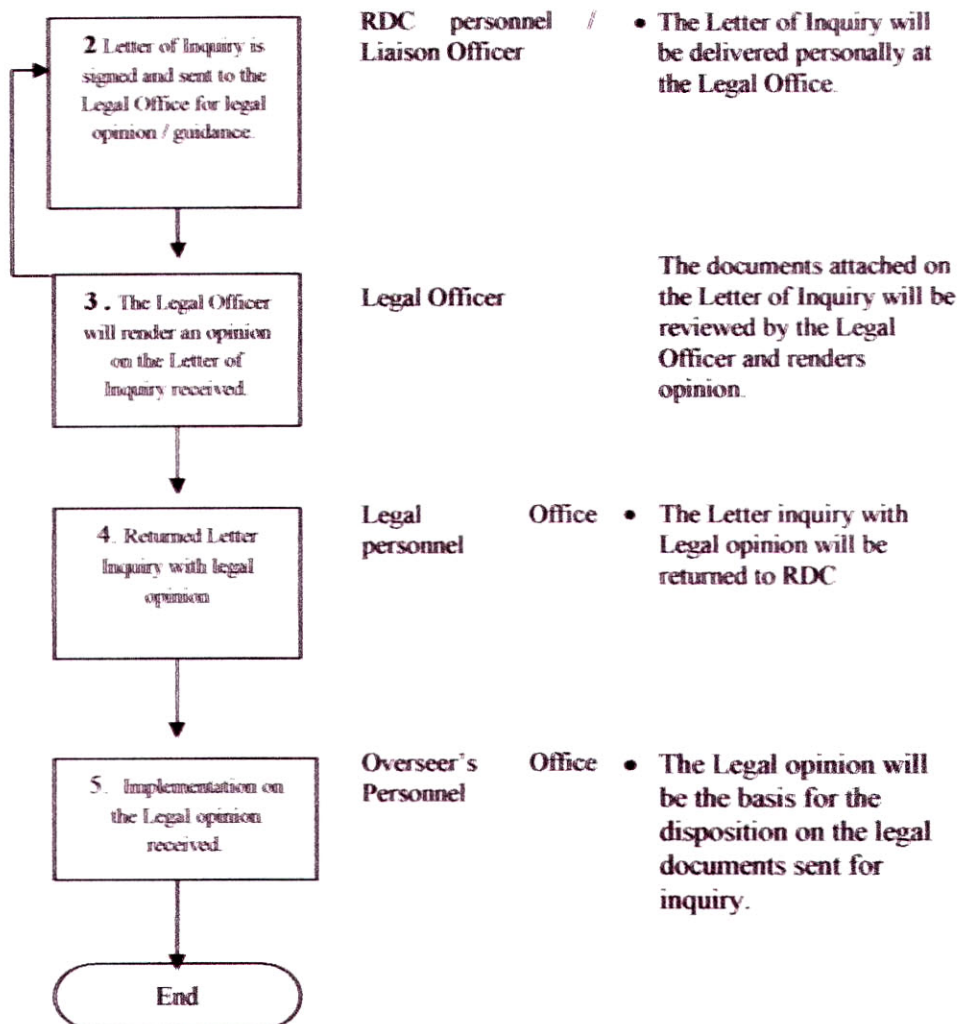
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## 6. GUIDELINES

- 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