



**CORRECTIONAL HOSPITAL PROTOCOL IN
HANDLING AND DISPOSAL OR RELEASE OF THE
CADAVER OF DECEASED PERSON DEPRIVED OF
LIBERTY (PDL)**

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

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BUREAU OF CORRECTIONS NBP Reservation, Muntinlupa City, Philippines, 1776
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APPROVAL

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1. REFERENCES

- 1.1. Presidential Decree No. 856 (PD 856) otherwise known as "Code of Sanitation of the Philippines", Chapter XXI, Disposal of Dead Persons; (Department of Health, 1975);
- 1.2. Administrative Order No. 2021-0056 Re: Revised Implementing Rules and Regulations of the Code of Sanitation of the Philippines, Chapter XXI, Disposal of Dead Persons;
- 1.3. Administrative Order No. 2020-0008 Re: Rules on Medical Certification of Cause of Death (Department of Health, February 13, 2020); and
- 1.4. Mortuary Section Work Instruction, approved by C/CSUPT HENRY N FABRO, dated April 18, 2022.

2. RATIONALE

Presidential Decree No. 856 states that the health of the people, being of paramount importance, all efforts of public services should be directed towards the protection and promotion of health.

Whereas, with the advance in the field of sanitation in recent years, there arises the need for updating and codifying our scattered sanitary laws to ensure that they are in keeping with modern standards of sanitation and provide a handy reference and guide for their enforcement.

Moreover, the Administrative Order No. 2020-0008 establishes procedures and to define roles and responsibilities for reporting, certification and review of cause of death.

Thus, to conform with the legal and regulatory laws, there is a need to formulate Memorandum Circular that will provide guidelines and



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procedures for Correctional Hospital, Infirmaries and Superintendents upon the death of Persons Deprived of Liberty (PDL) while being incarcerated or under the custody of the Bureau of Corrections (BuCor).

3. OBJECTIVES

- 3.1. To have standard protocols in handling, disposal or release of the cadaver of deceased PDL;
- 3.2. To have systematic documentation procedures from pronouncement of death until disposal or release of the cadaver of deceased PDL.

4. SCOPE

This Memorandum Circular shall apply to all Prisons and Penal Farms (PPFs) of the BuCor.

5. DEFINITION OF TERMS

- 5.1. **Autopsy** – it is a post mortem examination of a dead body to ascertain the cause of either unnatural or suspicious deaths.¹
- 5.2. **Cadaver** – body of a dead individual.²
- 5.3. **Communicable Disease** – refers to a disease with high level of infectiousness that spreads rapidly and extensively or which is serious or life-threatening.³

¹ MedicineNet

² Merriam-Webster

³ Administrative Order No.2021-0056



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- 5.4. **Conduction Officer** – refers to health personnel, such as Medical Officer-on-Duty/nurse who ensures the health and welfare of the PDL-patient during transit to and from an Outside-Hospital.
- 5.5. **Correctional Hospital** – PPF healthcare facility that caters the PDL's medical and health needs, including infirmaries and clinics.
- 5.6. **Dead on Arrival (DOA)** – death in less than 24 hours.
- 5.7. **Death Certificate** – an official document relative to the death of a person, including the date of birth and death.⁴ Shall be claimed only by immediate family members or an authorized representative.
- 5.8. **Death Report** – a brief summary of the circumstances underlying the death of a person.
- 5.9. **Disposal of Dead PDL** – the proper care and management of human remains during handling, preparation, preservation, transport, and final disposal or use.
- 5.10. **Handling** – the process of carrying out procedures relative to the pronouncement of death until disposal or release of cadaver of the deceased PDL.
- 5.11. **Hospital Census** – a report that is being submitted to the concerned offices, indicating the tally of admissions, including the newly admitted, and discharges, which includes the expired PDL.

⁴ Philippine Statistics Authority



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- 5.12. **Identification Data Section (ID Section)** – in-charge of taking fingerprints of the deceased PDL for identity verification and record purposes.
- 5.13. **Local Civil Registry Office (LCRO)** – an office responsible for the recording and safekeeping of the corresponding register of birth, marriage, and death, court decrees, and other legal instruments affecting the civil status of a person within the city pursuant to RA 3753 or the Civil Registry Law.⁵
- 5.14. **Medical Officer on Duty (MOD)** – one who attends to the health or medical needs of PDL, and who pronounces death when the latter dies.
- 5.15. **Nurse on Duty (NOD)** – one who provides nursing care to PDL, and carries out the doctor's orders at the time of death of the PDL.
- 5.16. **Notice of Death** – a form used to notify all BuCor offices of the death of the PDL.
- 5.17. **Officer of the Day (OD)** – records the incident and reflects it in the Daily Summary Report of PDL Counting for record purposes.
- 5.18. **PDL Document Processing Division (PDPD)** – records the important details reflected in the Notice of Death of the PDL and puts the remark "DECEASED" in the PDPD database, posts, and inserts in the Carpeta for record and documentation purposes.

⁵ Local Civil Registry Office, Muntinlupa City



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5.19. **Philippine Statistics Authority (PSA)** – serves as the central statistical authority of the Philippine government for primary data collection.⁶

6. GUIDELINES

6.1. GENERAL GUIDELINES

6.1.1. Classifications of Death

6.1.1.1. **Death of PDL inside the Correctional Hospital Due to Natural Causes** – all deaths that were pronounced by the Medical Officer inside the Correctional Hospital and Infirmaries.

6.1.1.2. **Death of PDL outside the Correctional Hospital** – all deaths that were pronounced by an outside attending Physician and occurred in hospitals other than the Correctional Hospital.

6.1.1.3. **Undetermined Cause of Death** – contains some inherent uncertainty. There is little known information about the death. To ascertain the cause, an autopsy is performed.

6.1.2. Death Certificate

6.1.2.1. **Registration of Death** – pursuant to the Civil Registry Law or Republic Act No. 3753.

6.1.2.2. **Release of Death Certificate** – upon the claim of a relative to the cadaver and/or the Death Certificate.

⁶ Wikipedia



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6.2. PROCEDURES

6.2.1. Death of PDL Due to Natural Causes

6.2.1.1. Inside the Correctional Hospital

6.2.1.1.1. The MOD pronounces the death of the PDL;

6.2.1.1.2. The NOD prepares the Death Report;

6.2.1.1.3. Mortuary Section takes charge of the following:

6.2.1.1.3.1. Receives the Death Report from the NOD;

6.2.1.1.3.2. Transfers the cadaver to the hospital morgue;

6.2.1.1.3.3. Prepares the Death Certificate (unregistered) for signature by the MOD and Nurse Supervisor;

6.2.1.1.3.4. Forwards the Notice of Death to the ID Section, Photography Section, Overseer's Office, OD, and PDPD for the identity verification of the cadaver;

6.2.1.1.3.5. Submits the accomplished Notice of Death with attached Death Certificate (unregistered), Certification of Non-Covid 19 Death, and gate pass to the Superintendent's Office; and





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6.2.1.1.3.6. Coordinates with an accredited funeral parlor for the pick-up of the cadaver.

6.2.1.1.4. Admission Section omits the name of the expired PDL from the hospital census report and submits to the OD, Overseer's Office, Kitchen, Hospital Security Group, and Superintendent's Office.

6.2.1.1.5. The Superintendent's Office shall notify the next of kin of the deceased PDL, the soonest time possible.

6.2.1.2. Death of PDL due to Communicable Diseases

6.2.1.2.1. The MOD pronounces the death of the PDL with communicable disease.

6.2.1.2.2. The NOD prepares the Death Report and shall notify concerned staff / offices to take precautions in the event of communicable disease cause of death.

6.2.1.2.3. Mortuary Section shall ensure that the PDL cadaver is buried or cremated within 12 hours after death without embalming. However, in cases of HIV and AIDS, the cadaver is buried or cremated within 24 hours. No embalming shall take place except when family requests for embalming provided that it will be done by a licensed embalmer.

6.2.1.2.4. Mortuary Section takes charge of the following:



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- 6.2.1.2.4.1. Receives the Death Report from the NOD;
- 6.2.1.2.4.2. Prepares and forwards Notice of Death immediately to the ID Section, Photography Section, Overseer's Section, OD, and PDPD for identity verification of the cadaver;
- 6.2.1.2.4.3. Places cadaver to an appropriate and sealed plastic bag then to a cadaver bag;
- 6.2.1.2.4.4. Attaches a tag indicating "Communicable";
- 6.2.1.2.4.5. Transfers the cadaver to the hospital morgue;
- 6.2.1.2.4.6. Prepares the Death Certificate (unregistered) for signature of the MOD and Nurse Supervisor;
- 6.2.1.2.4.7. Coordinates with the Cemetery Management Section for the immediate burial of the cadaver;
- 6.2.1.2.4.8. Submits the accomplished Notice of Death with attached Death Certificate (unregistered), and request approval for the immediate burial of PDL cadaver with communicable disease to the Superintendent's Office;



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6.2.1.2.4.9. Superintendent's Office shall notify the next of kin, the soonest time possible; and

6.2.1.2.4.10. Upon approval of the concerned Superintendent, the Mortuary Staff, Cemetery Management Section Staff, Personnel from the Superintendent's Office shall facilitate and conduct the immediate burial of cadaver.

6.2.1.2.5. Admission Section omits the name of the expired PDL from the hospital census report and submits to the OD, Overseer's Office, Kitchen, Hospital Security Group, and Superintendent's Office.

6.2.1.3. Outside-Hospital Death

6.2.1.3.1. Conduction Officer informs the Mortuary Section of the death of PDL;

6.2.1.3.2. Mortuary Section takes charge of the following:

6.2.1.3.2.1. Forwards the Notice of Death to the ID Section, Photography Section, Overseer's Office, OD, and PDPD for the identity verification of the cadaver;

6.2.1.3.2.2. Submits the accomplished Notice of Death to the Superintendent's Office; and



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6.2.1.3.2.3. Coordinates with an accredited funeral parlor for the pick-up of the cadaver from the outside-hospital.

6.2.1.3.3. Admission Section omits the name of the expired PDL from the hospital census report and submits to the OD, Overseer's Office, Kitchen, Hospital Security Group, and Superintendent's Office; and

6.2.1.3.4. The Superintendent's Office shall notify the next of kin of the deceased PDL, the soonest time possible.

6.2.2. Undetermined Cause of Death and DOA

6.2.2.1. The MOD pronounces the death of the PDL and recommends an autopsy;

6.2.2.2. The NOD prepares the Death Report;

6.2.2.3. Mortuary Section takes charge of the following:

6.2.2.3.1. Receives the Death Report from the NOD;

6.2.2.3.2. Transfers the cadaver to the hospital morgue;

6.2.2.3.3. Prepares the Death Certificate (unregistered) for signature by the MOD and Nurse Supervisor;

6.2.2.3.4. Forwards the Notice of Death to the ID Section, Photography Section, Overseer's Office, OD, and PDPD for the identity verification of the cadaver;



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6.2.2.3.5. Submits the accomplished Notice of Death with attached Death Certificate (unregistered), Certification of Non-Covid 19 Death, gate pass, and the recommendation for an autopsy to the Superintendent's Office; and

6.2.2.3.6. Coordinates with an accredited funeral parlor for the pick-up of the cadaver.

6.2.2.4. Admission Section omits the name of the expired PDL from the hospital census report, indicates DOA (for PDL-DOA incidents) and submits to the OD, Overseer's Office, Kitchen, Hospital Security Group, and Superintendent's Office; and

6.2.2.5. The Superintendent's Office shall notify the next of kin of the deceased PDL, the soonest time possible.

6.2.3. Safekeeping of PDL Cadaver

6.2.3.1. After post mortem care of the deceased PDL, the cadaver shall be transferred to the Correctional Hospital Morgue temporarily by the Mortuary Section;

6.2.3.2. The cadaver shall be picked-up by an accredited funeral parlor upon securing gate pass from the Superintendent's Office;

6.2.3.3. Upon transfer of the cadaver to the accredited funeral parlor, a report shall be submitted by the Mortuary Section to the Superintendent's Office; and



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6.2.3.4. Monitoring and safekeeping of cadaver until disposal or release shall be done by the Superintendent's Office.

6.2.4. Duties and Responsibilities of the Mortuary Section

6.2.4.1. Processing of Death Certificates

Death Certificate shall be registered to the LCRO within 30 days from the date of death. No delayed report shall be accepted for registration unless otherwise allowed by the PSA.⁷

6.2.4.1.1. Registration of Unclaimed Death Certificate

- 6.2.4.1.1.1. Prepares list of unclaimed Death Certificates within a 30-day period and submits to the Head of the Correctional Hospital;
- 6.2.4.1.1.2. Prepares and submits a Request for Registration to the Chief of LCRO;
- 6.2.4.1.1.3. Obtains signature from the embalmer of the accredited funeral parlor;
- 6.2.4.1.1.4. Obtains signature from the Health Officer of the Local Government Unit (LGU); and
- 6.2.4.1.1.5. Processes registration to the LCRO.

⁷ Philippine Statistics Authority



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6.2.4.1.2. Request for Release of a Cadaver and/or Death Certificate

- 6.2.4.1.2.1. Verifies the PDL information upon receipt of a request from the Superintendent's Office on the claim of a cadaver and/or Death Certificate;
- 6.2.4.1.2.2. Forwards the original Death Certificate (registered/unregistered) to the Superintendent's Office; and
- 6.2.4.1.2.3. Secures copy of the original Death Certificate (registered/unregistered) from the Superintendent duly signed by the immediate family member or authorized representative.

7. MONITORING PROCEDURES/TOOLS

7.1 Monitoring Procedures

7.1.1 Reportorial Requirements

- 7.1.1.1 The in-charge of the Mortuary Section shall submit a monthly report on PDL mortality to the Administrative Section of the Correctional Hospital. The report shall cover all deaths from the 21st of the previous month to the 20th of the subsequent month.
- 7.1.1.2 Mortality shall be included in the Daily Census of the Correctional Hospital.





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7.2 Tools

7.2.1 Logbook

7.2.1.1 Recording the occurrence of deaths.

7.2.2 Computer Database

7.2.2.1 The Mortuary Section shall encode the PDL profile and all information relative to the death of the PDL.

7.2.2.1.1 The encoded details must contain the following entries: PDL Profile; Date of Death; Cause of Death; Name of MOD; and the camp where the PDL is currently confined.

7.2.3 Forms

7.2.3.1 To appropriately deliver services, the Mortuary Section shall utilize and maintain the following official forms: Death Report; Gate Pass; Request for Autopsy; Notice of Death; Certification of Non-COVID 19 Death; and Death Certificate.

8. FINANCIAL CLAUSE

All incidental expenses thereto shall be charged from the funds of this Bureau subject to the usual accounting and auditing procedures.



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9. SEPARABILITY CLAUSE

In the event that any provision of this Memorandum Circular is declared illegal or rendered invalid by a competent authority, the provisions not affected thereby shall remain valid and effective.

10. REPEALING CLAUSE

All Bureau of Corrections issuances/directives or parts thereof which are inconsistent with the provisions of this Memorandum Circular are hereby deemed repealed and modified accordingly.

11. EFFECTIVITY

This Memorandum Circular shall become effective fifteen (15) days from the date of filing at the University of the Philippines Law Center in consonance with Sections 3 and 4, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987".



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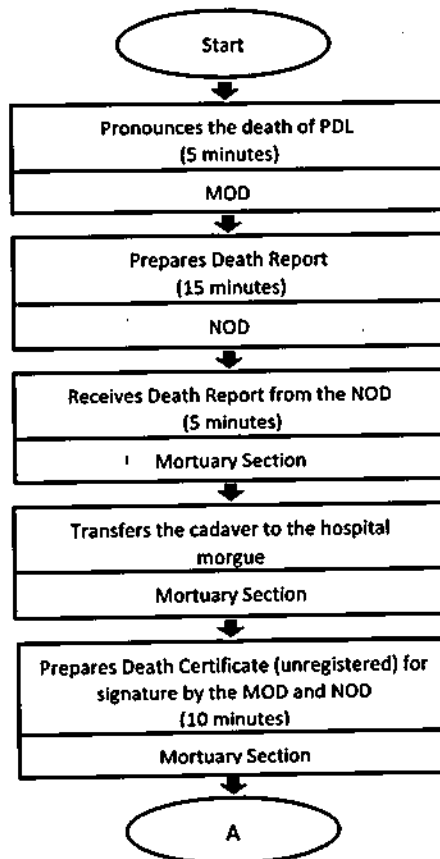
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12. ANNEXES

12.1 Procedure Details on the Death of PDL Inside the Correctional Hospital Due to Natural Causes





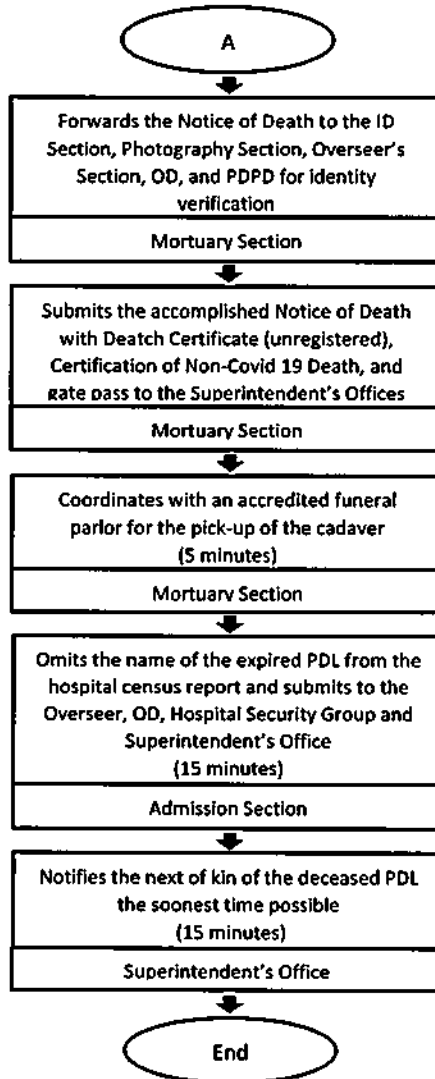
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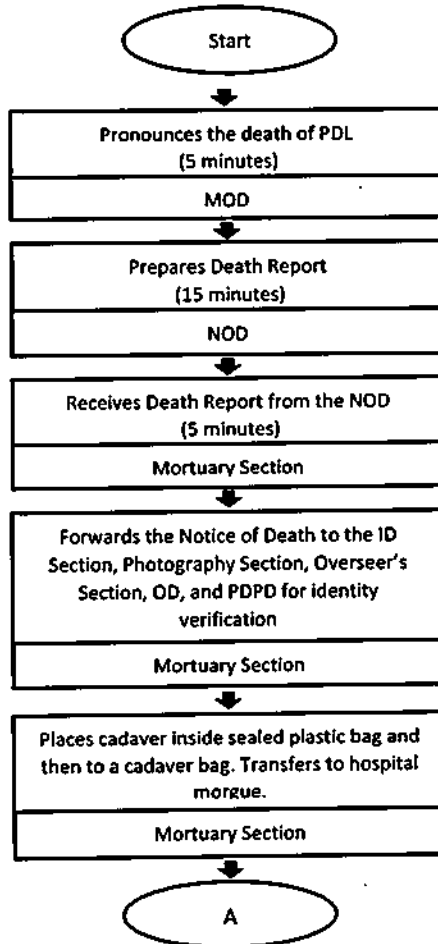
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12.2 Procedure Details on the Death of PDL due to Communicable Diseases





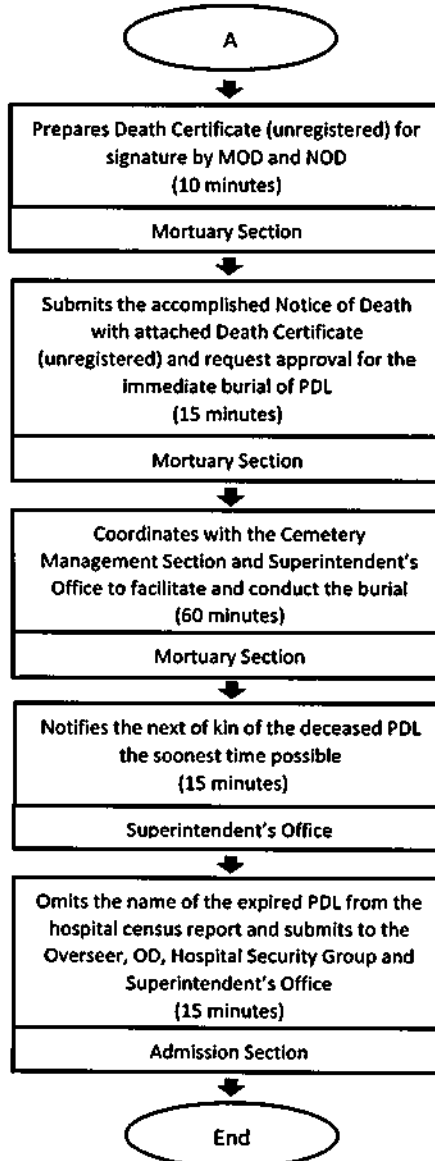
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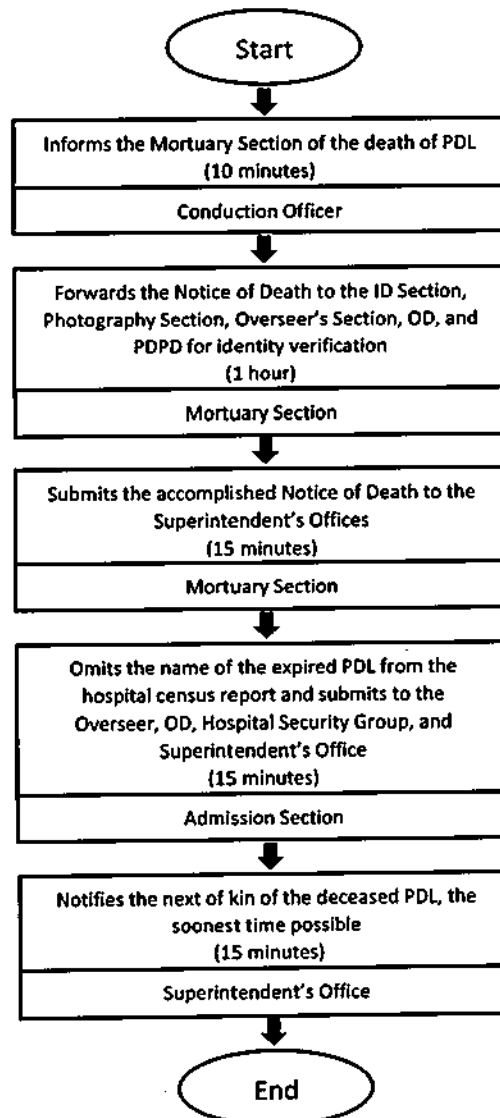
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12.3 Procedure Details on the Death of PDL from an Outside-Hospital





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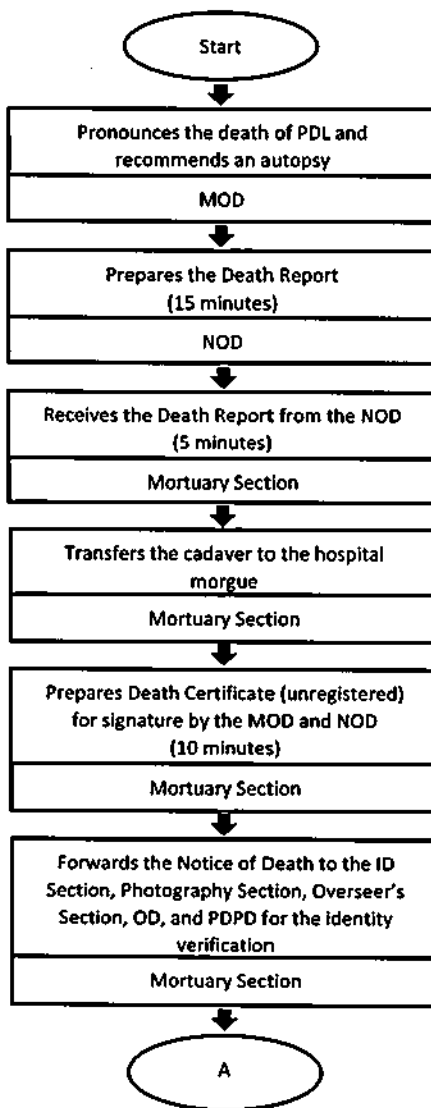
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12.4 Procedure Details of Undetermined Causes of Death and Dead on Arrival Person Deprived of Liberty





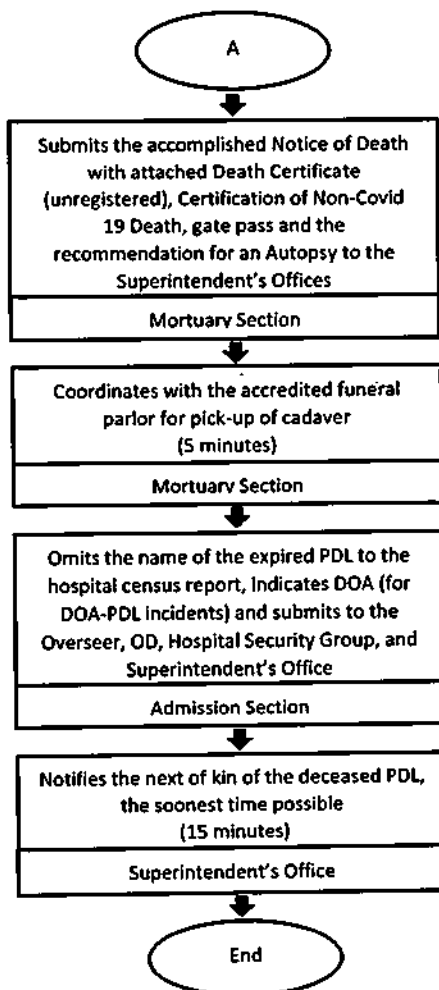
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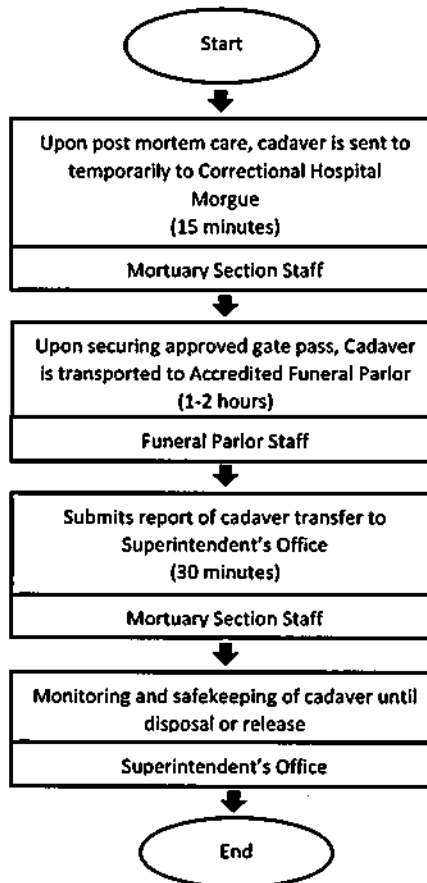
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12.5 Safekeeping of PDL Cadaver





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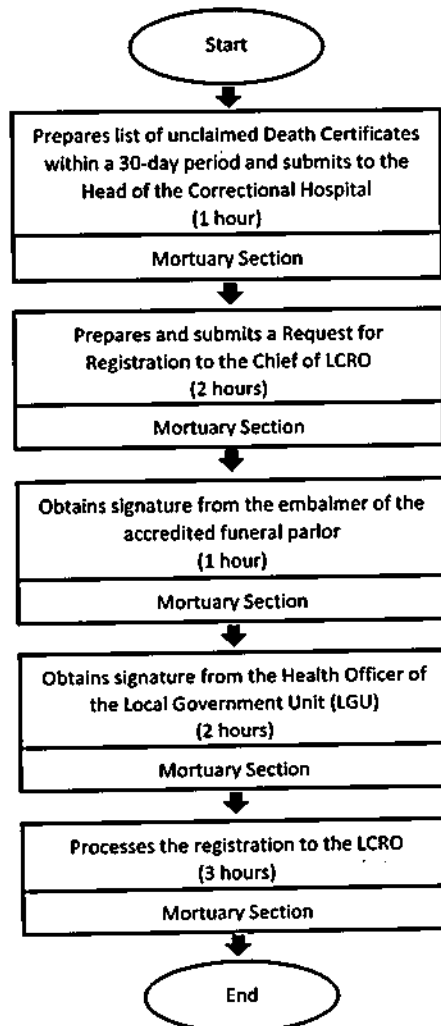
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12.6 Registration of Unclaimed Death Certificate





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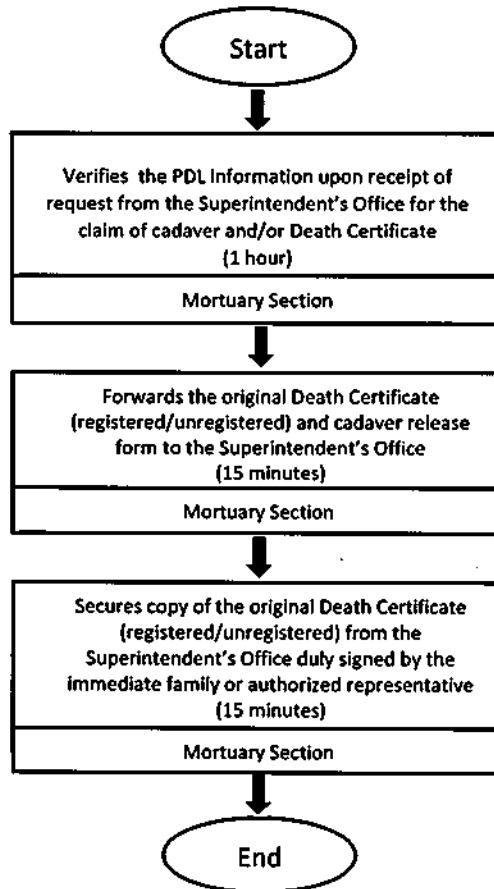
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12.7 Request for Release of a Cadaver and/or Death Certificate





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12.8 Forms

12.8.1 Gate Pass

	Bureau of Corrections	<small>Form Reference Code REV-143-003.F03</small>	
	GATE PASS	<small>Revision No. 0</small>	<small>Effectivity Date 04/18/2022</small>
		<small>Page 1 of 1</small>	

DATE: _____

This is to ACKNOWLEDGE RECEIPT of the cadaver of late PDL: _____
 with Prison Number _____ who died at _____ Hospital,
 City, on _____ at around _____ due to:

1. _____
2. _____
3. _____
4. _____

as cause of death, to be brought to _____
 City, for **TEMPORARY STORAGE** at the said facility

Said Inmate/PDL is from:

SIGNATURE OVER PRINTED NAME

City

DRIVER

KEEPER NDP HOSPITAL _____ VEHICLE USED & PLATE NO. _____

APPROVED BY:

The Superintendent
Corrections Facility

FINGERPRINT:
PDL / CADAVER IDENTIFIED BY:

FINGERPRINT EXAMINER

DATE / TIME:

The Bureau of Corrections QMS ISO 9001:2015



Bureau of Corrections

Document Reference Code
BUC-DHWS-MC-14

CORRECTIONAL HOSPITAL PROTOCOL IN HANDLING AND DISPOSAL OR RELEASE OF THE CADAVER OF DECEASED PERSON DEPRIVED OF LIBERTY (PDL)

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12.8.2 Notice of Death

	Bureau of Corrections	Form Reference Code BUC-DHWS-MC-14
		Revision No. 0 Date NOV 23 2023
NOTICE OF DEATH		Page 1 of 1

THE SUPERINTENDENT _____ DATE: _____
WARD: _____

SIR: Please be informed of the death of PDL _____
Prison Number _____ with the following information:

PLACE OF DEATH : _____
DATE AND TIME OF DEATH : _____
DORM / CAMP : _____
CAUSE OF DEATH : _____
NEAREST KIN OR INMATE'S FILE : _____
ADDRESS/CONTACT NUMBER : _____
ADMITTED ON / WARD : _____

CENTRAL SECTION
PHOTOGRAPHY
INMATE'S OFFICE
DOCUMENTS DIVISION
OFFICER OF THE DAY

RESPECTFULLY YOURS,
MEDICAL OFFICER

The Bureau of Corrections QMS ISO 9001:2015

12.8.3 Certification of Non-COVID 19 Death

	Bureau of Corrections	Form Reference Code BUC-DHWS-MC-14
		Revision No. 0 Date NOV 23 2023
CERTIFICATION OF NON-COVID 19 DEATH		Page 1 of 1

CERTIFICATION

This is to certify that _____ YEARS OLD, MALE, died on _____
is COVID-19 RAPID ANTIGEN TEST NEGATIVE/POSITIVE.

Immediate cause : _____
Antecedent cause : _____
Underlying cause : _____
Other significant conditions contributing to death: _____

The issuance of this certificate is for whatever purpose it may deem serve, except for medical/legal cases.

Medical Officer on duty

The Bureau of Corrections QMS ISO 9001:2015



Bureau of Corrections

Document Reference Code
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12.8.4 Death Report

	Bureau of Corrections	Form Reference Code REF-WI-003-F01	
		Revision No. 0	Effectivity Date 04/19/2022
DEATH REPORT		Page 1 of 1.	

Prison Hospitals: DEATH REPORT OF PDL	
Instructions: Send this report when reporting inmate hospitalization within 24 hours occurrence, and should be accompanied by Prison Medical Personnel only. Indicate "NA" if not applicable. Attach additional sheets if necessary.	
Reporting Facility / PDL information	
Name of Reporting Facility: New Bilibid Prison Hospital	Date & Time of Report:
Document ID:	Form/Comp 2011 ASP
NAME OF PDL:	AGE CS
LAST KNOWN ADDRESS:	Prison Number:
Particulars	
Date of Death:	Time of Death:
Name of Hospital:	Address:
Immediate Cause:	Name of Medical Officer:
Antecedent Cause:	
Underlying Cause:	
Other significant conditions contributing to death:	
DOB: <input type="checkbox"/> YES <input type="checkbox"/> NO FOR AUTOPSY: <input type="checkbox"/> YES <input type="checkbox"/> NO	I hereby certify that the foregoing particulars are correct as far as same can be ascertained and I further certify that <input type="checkbox"/> I have attended <input type="checkbox"/> I have not attended the deceased.
What type of treatment did inmate undergo? <input type="checkbox"/> Medical <input type="checkbox"/> Psychiatric <input type="checkbox"/> Others:	
Circumstances of DEATH (may come with an Incident Report if cause of DEATH is not due to illness)	
ACTIONS TAKEN	
<input type="checkbox"/> autopsy was performed <input type="checkbox"/> investigation was conducted <input type="checkbox"/> remains were transferred <input type="checkbox"/> others: List of equipment (if any):	
PDL'S MEDICAL HISTORY (summary of previous ailments, hospitalization records)	
Name and signature of Reporting Officer:	noted by:
Nurse on Duty	Medical Officer
Date & Time Report Received: (Medical Records)	

The Bureau of Corrections QMS

ISO 9001:2015



Bureau of Corrections

Document Reference Code
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12.8.5 Request for an Autopsy



Bureau of Corrections

Form Reference Code
REF-WI-003-F03
Revision No. 0
Effectivity Date 04/18/2022

REQUEST FOR AUTOPSY

Page 1 of 1

DATE: _____

THE CHIEF
MEDICO-LEGAL DIVISION
NATIONAL BUREAU OF INVESTIGATION (NBI)
TAFT AVENUE, MANILA

SIR,

Respectfully requesting your good office to conduct an AUTOPSY on the cadaver of late PDL _____ with Prison Number _____ who died at _____ Hospital, _____ City, due to UNDETERMINED CAUSE OF DEATH. His cadaver was brought to _____ City for Temporary Storage.

Furthermore, may we request a copy of AUTOPSY REPORT for our reference.

THANK YOU.

Respectfully yours,

MEDICAL OFFICER ON DUTY



Bureau of Corrections

Document
Reference
Code
BUC-DHWS-MC-
14

**CORRECTIONAL HOSPITAL PROTOCOL IN
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ACKNOWLEDGEMENT

The Memorandum Circular of Correctional Hospital Protocol for Deceased Persons Deprived of Liberty would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the **Doctrine and Policy Making Board (DPMB)**:

GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE
Director General, BuCor

ASEC AL I PERRERAS, AFP (Ret.)
DDGA/Chairperson, DPMB

C/CSUPT CELSO S BRAVO
OIC-DDGR/Vice-Chairperson, DPMB

Members

CT/SUPT ELSA A ALABADO
Director, Directorate for Administration

C/SSUPT GERARDO F PADILLA
Director, Directorate for Security and Operations

CT/CSUPT MARIA FE R MARQUEZ
Acting Director, Directorate for Planning and Management

CT/SSUPT MA CECILIA V VILLANUEVA
Director, Directorate for Health and Welfare Services

CT/SUPT CYNTHIA N ANDRADA
Acting Director, Directorate for Reception and Diagnostic



Bureau of Corrections

Document
Reference
Code
BUC-DHWS-MC-
14

**CORRECTIONAL HOSPITAL PROTOCOL IN
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CT/SUPT NOEL M MARQUEZ
Acting Director, Directorate for External Relations

C/SSUPT MELENCIO S FAUSTINO
Chief, Legal Service/Chief BBC

MS. MARYJANE N. JULIO
Acting Chief, Human Resource Division



Bureau of Corrections

Document
Reference
Code
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**CORRECTIONAL HOSPITAL PROTOCOL IN
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SECRETARIAT:

MS. MARITES C. MAGTALAS

Head Secretariat/Acting Chief, DDD

CO3 Mira Flor L Bayogo
Deputy Chief

CO1 Cheryl Mae R Verano

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

CO1 Kathleen K Padsingan

CO1 Kirstin B Wallie

CO1 Kaula P Baston

CO1 Jocelyn B Onga

and

DHWS-RESEARCH and POLICY DEVELOPMENT TEAM

"REFORM UCOR"





Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City, Philippines, 1776
Telefax: +632-809-80-73



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DOCTRINE AND POLICY MAKING BOARD (DPMB)

=====

DPMB RESOLUTION No. 2023-04

*A Resolution Recommending the Approval of
Memorandum Circular on Correctional Hospital Protocol on
Deceased PDL*

WHEREAS, in accordance with the current leadership's commitment to standardize and professionalize the key areas of the bureau's operations pursuant to RA 10575, "An Act Strengthening the Bureau of Corrections (BuCor) and Providing Funds Therefor", otherwise known as the "BuCor Act of 2013", all offices are encouraged to propose Memorandum Circular (MC) in their respective Area of Responsibility (AOR):

WHEREAS, a Doctrine and Policy Making Board (DPMB) was established to ensure and guarantee that all proposed MCs are in harmony with existing laws, rules, and regulations and with current best practices in the field of corrections services;

WHEREAS, the Directorate for Health and Welfare Services, headed by CT/SSUPT MA. CECILIA V VILLANUEVA and assisted by CT/SINSP KRISTOFFER SOLIS, CTSO4 Hasmin P Sescar, CTO3 Ron Rheinielle T Chavez and CO2 Elen May L Besa, prepared and proposed MC on "*Correctional Hospital Protocol on Deceased PDL*":

WHEREAS, the proposed MC aims to conform with the legal and regulatory laws, to have a unified procedures upon the death of PDL and to have systematic documentation procedures on information dissemination about deceased PDL.

WHEREAS, during its 16th Meeting on July 18, 2023, the Board, as part of its functions, convened and deliberated on the proposed MC:


WHEREAS, on the same date, after a thorough review and deliberation, the Board **ADOPTED** and recommended for the **APPROVAL** of the aforementioned MC;

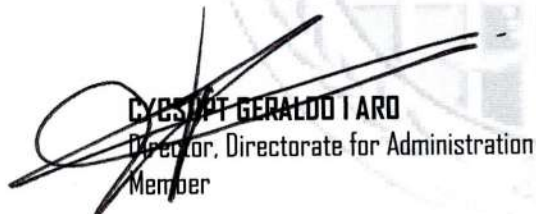
NOW WHEREFORE, the DPMB hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on *"Correctional Hospital Protocol on Deceased PDL"*.

ADOPTED this 18th day of July 2023 at the Bureau of Corrections, Muntinlupa City.

DOCTRINE AND POLICY MAKING BOARD


GENERAL ALI PERRERAS, AFP (Ret.)
Deputy Director General for Administration
Chairperson


CT/SSUPT MA. CECILIA V VILLANUEVA
D/C, Deputy Director General for Reformation
Vice Chairperson


C/CSUPT GERALDO I ARD
Director, Directorate for Administration
Member


CT/CSUPT MARIA FE R MARQUEZ
Acting Director, Directorate for
Planning and Management
Member


C/CSUPT CELSO S BRAVO
Director, Directorate for Security and Operations
Member


CT/SSUPT MA. CECILIA V VILLANUEVA
Director, Directorate for Health and
Welfare Services
Member


CT/SUPT CYNTHIA N ANDRADA
Acting Director, Directorate for
Reception and Diagnostic
Member


CT/SUPT NOEL M MARQUEZ
Acting Director, Directorate for External
Relations
Member


GENERAL ALI PERRERAS, AFP (Ret.)
Chief, Legal Service
Member


C/SSUPT MELENCIO S FAUSTINO
Chief, BuCor Business Center
Member


C/SINP ABEL DR CIRUELA
Acting Chief, Human Resource Division
Member

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