



Bureau of Corrections

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CARPETA REGISTRY

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original Issue	Jose Ramon C. Padua 

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1. PURPOSE

To establish document, implement and maintain procedure for registering the carpeta of newly received Persons Deprived of Liberty (PDL) to the Integrated Inmate Management Information System (IIMIS).

2. SCOPE


This procedure applies to the proper registry of carpeta of newly received PDL from the ARPDMD and OPPF's

3. DEFINITION OF TERMS / ACRONYMS

Carpeta	Pertains to PDL's prison record jacket which contains Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgment for Appealed cases
IIMIS	(Integrated Inmate Management Information System) pertains to the existing computer database system which stores all relevant data/information about PDL such as personal profile, case profile, time served, time allowances, computation of expiration of minimum and maximum sentence.
BPP	Board of Pardons and Parole
PDL	Persons Deprived of Liberty
OPPF	Operating Prison and Penal Farms
CPI	(Credit for Preventive Imprisonment) Credit which the offender may earn while he is undergoing preventive imprisonment or serving his sentence
GCTA	Good Conduct Time Allowance

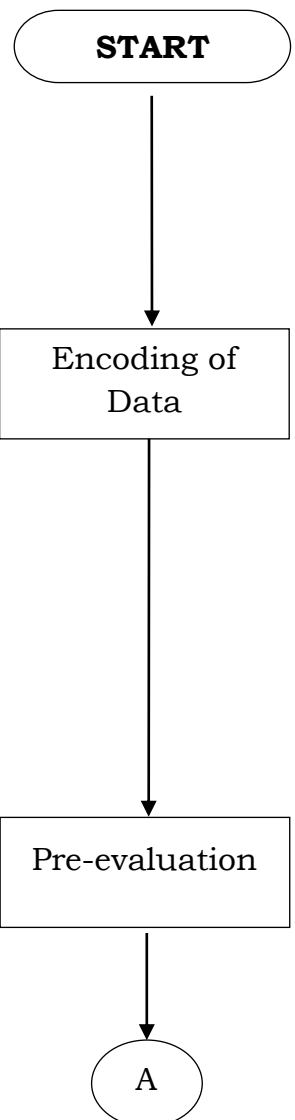
4. RESPONSIBILITIES


Carpeta Registry Officer	Responsible in the encoding of personal information and demographic profile of PDL to IIMIS and assigning file numbers to carpetas received from OPPFs
Pre-evaluation Officer	Responsible in examining PDL's record, encoding details of the case to IIMIS, posting computed expiration of sentence in the carpeta and referring the encoded carpeta to concerned personnel
Updating Officer	Responsible in updating and adjusting PDL records and information

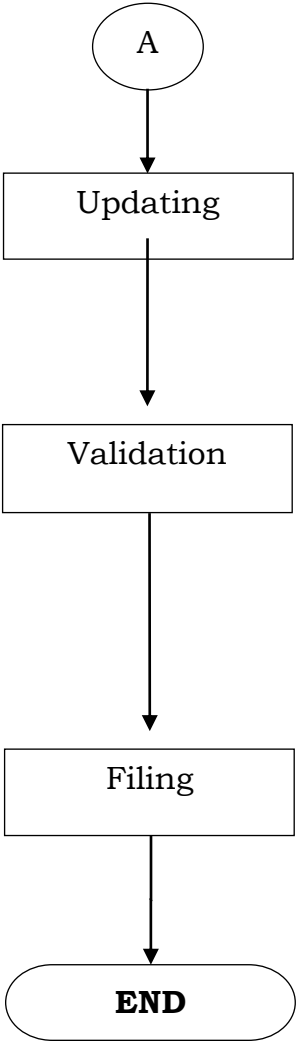
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Validation Officer	Responsible in checking, evaluating and validating PDL carpetas and prison record
Carpeta Officer	Responsible in the safekeeping of PDL carpetas

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References/Forms
			
	Carpeta Registry Officer	<ul style="list-style-type: none"> Encodes Prison Number, Profile, Demographic Profile of the PDL to IIMIS 	Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgement (EOJ) in Appealed Case,
	Pre-evaluation Officer	<ul style="list-style-type: none"> Evaluates Sentence Records Status 	Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgement (EOJ) in Appealed Case, Extraction Form


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Activity	Person Responsible	Details/Functions	References
	Updating Officer	<ul style="list-style-type: none"> Updates Carpeta based on External Communications 	Entry of Judgement (EOJ) in Appealed Case, Certificate of Detention, Certificate of GCTA, MSEC, Decision
	Validation Officer	<ul style="list-style-type: none"> Validates and checks Status of PDL's carpeta 	Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgement (EOJ) in Appealed Case, Extraction Form
	Carpeta Officer	<ul style="list-style-type: none"> Files the carpeta and documents for safekeeping 	PDL Carpetas


6. GUIDELINES

6.1. ENCODING OF NEWLY ARRIVED CARPETAS

- 6.1.1. Receives the carpeta originated from the Photography Section and different colonies.
- 6.1.2. Encodes personal profile and Bertillon marks of the PDL.
- 6.1.3. Assigns File Number to newly received carpeta received from different colonies

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- 6.1.4. Extracts/evaluates from Mittimus/Commitment Order/Decision/Fiscal's Information/Certificate of Detention/ Certificate of GCTA from Jail the vital information about the case of an inmate such as crime, criminal case number, convicting court, sentence and added damages as stated on the dispositive portion of the Court Order, computes Credit for Preventive Imprisonment (CPI) and shall determine the authenticity of the above pertinent documents.
- 6.1.5. Encodes the extracted information to establish case profile of the inmate and as basis for the system to generate the expiration of minimum and maximum sentence.
- 6.1.6. Posts on the carpeta the case profile and the expiration of sentence generated by the computer.
- 6.1.7. Assess status of carpeta based on the generated expiration of sentence as follows:
 - 6.1.7.1. Minimum expired/due for expiration of minimum sentence
 - 6.1.7.2. Maximum expired/due for expiration of maximum sentence
 - 6.1.7.3. Have met the minimum period of imprisonment to be eligible to any form of executive clemency. For inmate's carpeta who have met any of the above assessment, refer the carpeta to Checker/Verifier, else, if none refer to the Carpeta Officer for filing to active carpeta.
- 6.1.8. Request previous carpeta for recommitted PDL (ex-convict).
- 6.1.9. When an Order of Arrest and Recommitment (OAR) is filed to his previous carpeta, unserved portion of his maximum sentence shall be computed otherwise he shall be reported to the BPP for Violation of Parole. Adjustment shall only be made upon receipt of the OAR.
- 6.1.10. After evaluation, found to be with pending case/with lacking documents/with discrepancy, carpeta shall be forwarded to the personnel in-charge for updating.

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6.2. UPDATING OF CARPETA (While on File)

- 6.2.1. Receives Decision, Notice of Hearing, Subpoena, Resolution, Order (Dismissal, Archived Case, Dismissed Permanently/Provisionally), Certificate of Detention, Certificate of GCTA from Jail, Order of Arrest and Recommitment, Entry of Judgment, Notice of Judgment, Grant of Executive Clemency.
- 6.2.2. Determines the authenticity of the received document, if in doubt, forward to Communication Officer to acquire the authenticity of such document.
- 6.2.3. Adjusts/Updates record on IIMIS and Carpeta based on the following :
 - 6.2.3.1. Received documents from Appellate Courts.
 - 6.2.3.2. Received documents from Courts for additional case, finality of judgment, etc.
 - 6.2.3.3. Received court papers or subpoena for pending case of PDL.
 - 6.2.3.4. Received Certificate of Detention, Certificate of GCTA from City/Provincial Jail.
 - 6.2.3.5. Received Order of Arrest and Recommitment from BPP.
 - 6.2.3.6. Received Order of Commutation and grant of Conditional Pardon
- 6.2.4. Forward the carpeta to the Validation Officer for review if qualified for parole / Executive Clemency or expiration of maximum sentence. Else forward carpeta to the Carpeta Officer for file

6.3. FILING OF PDL'S CARPETA

- 6.3.1. The Carpeta Officer files the carpetas for safekeeping.