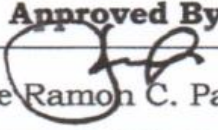

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-031	
		Revision No. 0	Effectivity Date 01/05/2018
RELEASE OF PDL THROUGH EXPIRATION OF SENTENCE		Page 1 of 5	

REVISION AND APPROVAL

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

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-031	
		Revision No. 0	Effectivity Date 01/05/2018
RELEASE OF PDL THROUGH EXPIRATION OF SENTENCE		Page 2 of 5	

1. PURPOSE

This procedure is made to define the steps adhered to by the Inmate Documents and Processing Section for the processing of PDL's releases on maximum expiration of sentence.

2. SCOPE

This procedure covers the processing of Release of PDL upon expiration of their maximum sentence.

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.
PDL	Persons Deprived of Liberty
ODG	Office of the Director General
DG	Director General
IDPS	Inmate Documents and Processing Section
IRB	Inmate Release Board
OPPF	Operating Prison and Penal Farms
NBP	New Bilibid Prison
CIW	Correctional Institution for Women
SPPF	Sabluyan Prison and Penal Farm
LRP	Leyte Regional Farm
DPPF	Davao Prison and Penal Farm
SRPPF	San Ramon Prison and Penal Farm

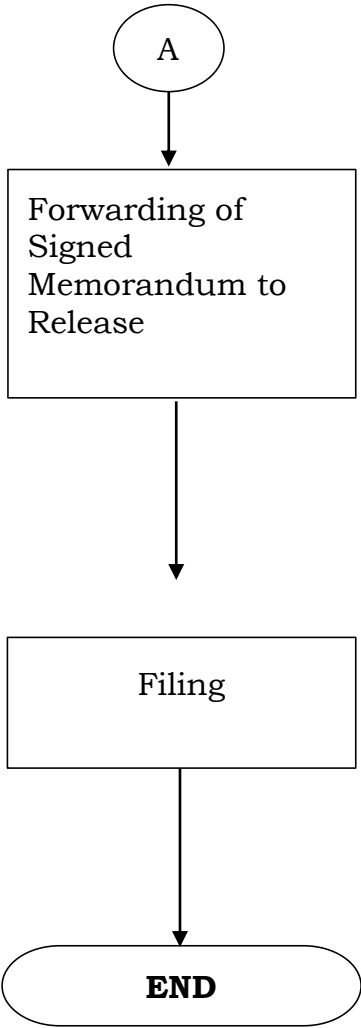
4. RESPONSIBILITIES

Pre-Release Officer	Responsible in processing and preparing complete set of release documents
Validation Officer	Responsible in checking, evaluating and validating PDL carpetas and prison record
Updating Officer	Responsible in updating and adjusting PDL records and information
Inmate Release Board	Responsible in the deliberation of PDL Records and information
Receiving/Dispatching Officer	Responsible in receiving and dispatching of documents
Carpeta Officer	Responsible in safekeeping of PDL carpetas

5. DETAILS

Activity	Person Responsible	Details/Functions	References
<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Generation of List</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Carpeta and Prison Record Validation</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Deliberation of PDL Records</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Preparation of complete set of due for release documents</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Transmittal of documents to the ODG</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">A</p>	<p>Updating Officer</p> <p>Validation Officer</p> <p>IRB</p> <p>Pre-Release Officer</p> <p>Pre-Release Officer Dispatching Officer</p> <p>ODG</p>	<ul style="list-style-type: none"> Generates list of PDL whose maximum sentences are about to expire Validation and review of carpeta and Prison Record The IRB deliberates PDL records of due for release PDL for all OPPFs for consolidation of information Requests Certification of no pending case / non-appeal to the respective camps / OPPFs Prepares the documentary requirements for the release of PDL Reviews and transmits documents to ODG for approval. The Office of the Director General forwards the approved/signed release documents to IDPS 	<p>IIMIS</p> <p>PDL Carpetas, Prison Record</p> <p>Inmate Release Board Resolution, Minutes, Prison Record, PDL carpetas</p> <p>Memorandum to Release, Disposition Form, Certificate of No-pending case/non-appeal, Prison Record</p> <p>Signed Memorandum to Release and Disposition Form, Certificate of No-pending case/non-appeal, Prison Record</p>

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-031	
		Revision No. 0	Effectivity Date 01/05/2018
RELEASE OF PDL THROUGH EXPIRATION OF SENTENCE		Page 4 of 5	

Activity	Person Responsible	Details/Functions	References
	Pre-Release Officer Dispatching Officer	<ul style="list-style-type: none"> Checks if all copies of Release Papers are duly signed For PDL confined at NBP and CIW - forwards the Approved/Signed Memorandum to Release to the Records Section For PDL confined at SPPF, LRP, DPPF and SRPPF -sends the Approved/Signed Memorandum to Release via LBC 	Signed Memorandum to Release and Disposition Form, Certificate of No-pending case/non-appeal, Prison Record
	Pre-Release Officer	<ul style="list-style-type: none"> Photocopies and files documents 	Photocopy of Signed Memorandum to Release and Disposition Form

6. GUIDELINES


6.1. Generation of List

6.1.1. The Pre-Release Officer Generates monthly list of PDL whose maximum sentences are about to expire.

6.2. Carpeta Validation

6.2.1. The Validation Officer checks the carpetas and prison records and validates the veracity of the documents.

6.2.2. For PDLs with pending appeal and additional sentence, defer PDL's release for validation.

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-031	
		Revision No. 0	Effectivity Date 01/05/2018
RELEASE OF PDL THROUGH EXPIRATION OF SENTENCE		Page 5 of 5	

6.2.3 For PDLs with pending case, records shall be marked with Pending case and shall be included on the IRB meeting together with PDL's records without pending case/appeal.

6.3. Deliberation of PDL Records

6.3.1. The IRB deliberates PDL records of due for release PDL for all OPPFs for consolidation of information, and marks PDL with pending case, if there is any.

6.3.2 For PDLs with pending appeal, the Communication Officer requests status of appeal on Courts and defer PDL's release.

6.3.2. For PDLs with additional case, the Updating Officer updates PDL's records and defer PDL's release.

6.4. Preparation of complete set of due for release documents

6.4.1. The Pre-Release Officer requests Certification of no pending case / non-appeal to the respective camps / OPPFs to be attached on the Memorandum to release

6.4.2. The Pre-Release Officer prepares the documentary requirements for the release of PDL, for DG's approval.

6.5. Transmittal of documents

6.5.1 The Pre-Release Officer reviews and transmits documents to ODG for approval

6.5.2 The Office of the Director General forwards the approved/signed release documents to IDPS

6.6. Forwarding of Signed Memorandum to Release

6.6.1 The Pre-Release Officer checks if all copies of Release Papers are duly signed.

6.6.2. For PDL confined at NBP and CIW -forwards the Approved/Signed Memorandum to Release to the Records Section. For PDL confined at SPPF, LRP, DPPF and SRPPF - sends the Approved/Signed Memorandum to Release via LBC.

6.7. Filing

6.7.1 The Pre-Release Officer photocopies documents for recording, updates status of released PDL on IIMIS, stamp "Memo Sent" on carpeta and returns the same to the Carpeta Officer for safekeeping.