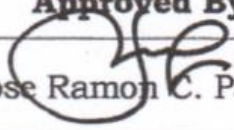

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-032	
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REVISION AND APPROVAL

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

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1. PURPOSE

This procedure is made to define the steps adhered to by the Inmate Documents and Processing Section for the processing of PDL releases by Order of the Court or of Competent Authority.

2. SCOPE

This procedure covers the processing of Release of PDL by Order of the Court or of Competent Authority.

3. DEFINITION OF TERMS / ACRONYMS

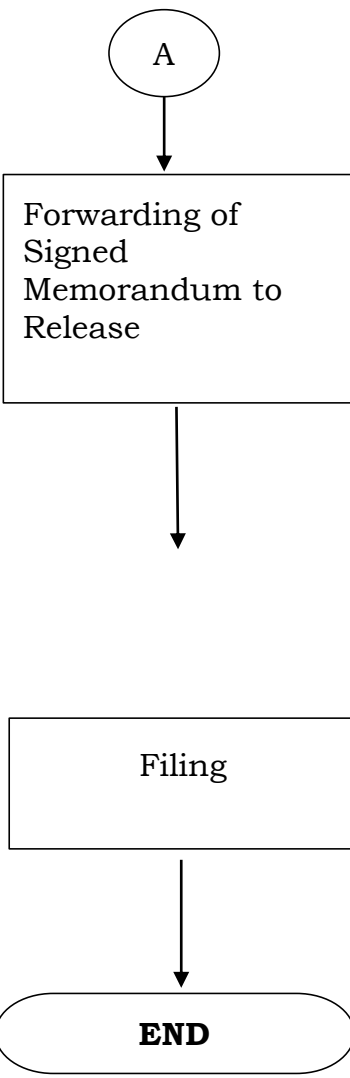
Carpeta	Pertains to PDL's prison record jacket which contains Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgment for Appealed cases
IIMIS	(Integrated Inmate Management 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
OPPF	Operating Prison and Penal Farms
NBP	New Bilibid Prison
CIW	Correctional Institution for Women
SPPF	Sablayan 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
Receiving/ Dispatching Officer	Responsible in receiving and dispatching of documents
Carpeta Officer	Responsible in safekeeping of PDL carpetas
Communication Officer	Responsible in preparing correspondence in and outside the Agency

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<p>START</p> <p>↓</p> <p>Receipt of Court Order</p> <p>↓</p> <p>Carpeta and Prison Record Validation</p> <p>↓</p> <p>Preparation of complete set of release documents</p> <p>↓</p> <p>Transmittal of documents to the ODG</p> <p>↓</p> <p>A</p>			
	Receiving Officer	<ul style="list-style-type: none"> Receives documents ordering the release of a PDL 	Order of Release, Probation Order, Decision, Entry of Judgment
	Validation Officer	<ul style="list-style-type: none"> Validation and review of carpeta and Prison Record 	PDL Carpetas, Prison Records
	Pre-Release Officer	<ul style="list-style-type: none"> Requests Certification of no pending case / non-appeal to the respective camps / OPPFs Prepares the documentary requirements for the release of PDL 	Memorandum to Release, Disposition Form, Certificate of No-pending case/non-appeal, Prison Record, Order of Release/ Probation Order, Decision, Entry of Judgment
	Pre-Release Officer Dispatching Officer ODG	<ul style="list-style-type: none"> Reviews and transmits documents to ODG for approval. The Office of the Director General forwards the approved/signed release documents to IDPS 	Signed Memorandum to Release, Disposition Form, Certificate of No-pending case/non-appeal, Prison Record, Order of Release, Probation Order, Decision, Entry of Judgment


Activity	Person Responsible	Details/Functions	References
	Pre-Release Officer Dispatching	<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, Disposition Form, Certificate of Non-pending case/non-appeal, Prison Record, Order of Release, Probation Order, Decision, Entry of Judgment
	Carpeta Officer	<ul style="list-style-type: none"> Photocopies and files all documents 	Signed Memorandum to Release, Disposition Form

6. GUIDELINES

6.1. Receipt of Court Order

6.1.1. The Receiving Officer checks if the Order of Release, Probation Order, Decision, and Entry of Judgment are duly signed with dry seal from the issuing court (Court of Appeals, Supreme Court, Regional Trial Court, Municipal Trial Court, Municipal Circuit Trial Court, Metropolitan Trial Court

6.1.2 For unsigned documents, the Communication Officer prepares communication requesting for duly signed documents.

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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 additional sentence, defer PDL's release for Validation and refers the carpetas to the Updating Officer for adjustment.
- 6.2.3 For PDLs with pending case, records shall be marked with Pending case.

6.3. Preparation of complete set of release documents

- 6.3.1. 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.
- 6.3.2 The Pre-Release Officer prepares the documentary requirements for the release of PDL, for DG's approval.
- 6.3.2. The Office of the Director General forwards the approved/signed release documents to IDPS.

6.4. Transmittal of documents

- 6.4.1 The Pre-Release Officer reviews and transmits documents to ODG for approval
- 6.4.2 The Office of the Director General forwards the approved/signed release documents to IDPS.

6.5. Forwarding of Signed Memorandum to Release

- 6.5.1. The Pre-Release Officer checks if all copies of Release Papers are duly signed.
- 6.5.2. 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.

6.6. Filing

- 6.5.1. 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.