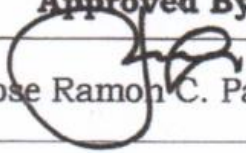

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REVISION AND APPROVAL

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 procedure for the issuance of Prison Record / Synopsis of Persons Deprived of Liberty (PDL).

2. SCOPE


This procedure applies to the proper issuance of Prison Record / Synopsis of PDL confined in the Bureau of Corrections.

3. DEFINITION OF TERMS / ACRONYMS

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.
O.D.	Officer-Of-The-Day
PDL	Persons Deprived of Liberty
IDPS	Inmate Documents and Processing Section
P.R.	Prison Record. Refers to the summary of a PDL's information.


4. RESPONSIBILITIES

IDPS O.D.	Responsible in attending queries, requests and follows-ups of clients concerning PDL
Client	PDL, Immediate Family, Legal Counsel, Inter-Office, and other government agencies requesting a Prison Record

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5. DETAILS

Activity	Person Responsible	Details/Functions	References
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">START</div>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Client Request</div>	IDPS O.D.	<ul style="list-style-type: none"> Client writes on the logbook O.D. assesses request 	Logbook, Requisition Slip
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Verification</div>	IDPS O.D.	<ul style="list-style-type: none"> O.D. checks status of PDL 	Logbook, I.D. Authorization Letter
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Issuance of Prison Record</div>	IDPS O.D.	<ul style="list-style-type: none"> O.D. issues Prison Record 	IIMIS
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">END</div>			

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6. GUIDELINES

6.1. Client Request

- 6.1.1. Client writes on the provided Requisition Slip and logbook the date, name, address, name of PDL, prison no. of PDL and relationship of client to the PDL.
- 6.1.2. Presents valid ID and Authorization letter
- 6.1.3 O.D. assesses the request
- 6.1.4 For other Divisions/government agencies requesting for Prison Record, the request goes to the Chief IDPS for approval.

6.2. Verification

- 6.2.1. O.D. checks status of PDL and forwards to the Chief IDPS for approval / disapproval
- 6.2.2. For approved requests, Updating Officer prints P.R. then forwards to the O.D for issuance to the requesting party.
- 6.2.3. For disapproved requests, O.D. to inform the requesting party the basis of disapproval

6.3. Issuance of Prison Record to Client

- 6.3.1. Issues P.R. to the requesting party.
- 6.3.2. For Non-Immediate Family members/Legal Counsel, Prison Records will be issued directly to the PDL
- 6.3.3 For Other Divisions/government agencies requesting for Prison Record, the request goes to the Chief IDPS for approval