



Bureau of Corrections

Form Reference Code
STO-PR-001-F01

Revision No.
0

Effectivity Date
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DOCUMENT MASTERLIST

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DOCUMENT NO. / REFERENCE CODE	TITLE	REV. NO.	PAGE REVISED	REVISION DATE
BUC-QM-001	Quality Manual	0		01/05/2018
PROCEDURES				
ARPDMD				
BUC-AAR-PR-001	Diagnostic – Medical	0		01/05/2018
BUC-AAR-PR-002	Diagnostic – Sociological	0		01/05/2018
BUC-AAR-PR-003	Diagnostic – Psychological	0		01/05/2018
BUC-AAR-PR-004	Diagnostic – Educational	0		01/05/2018
BUC-AAR-PR-005	Diagnostic – Vocational	0		01/05/2018
BUC-AAR-PR-006	Classification Procedure	0		01/05/2018
BUC-AAR-PR-007	Rehabilitation Program Monitoring Procedure	0		01/05/2018
SECURITY OPERATIONS				
BUC-NBP-PR-001	Security and Safekeeping	0		01/05/2018
BUC-NBP-PR-002	Issuance of Provisions: Catering Services	0		01/05/2018
BUC-NBP-PR-003	Visitation	0		01/05/2018
BUC-NBP-PR-004	Discipline: Filing of Criminal Case	0		01/05/2018
REFORMATION				
BUC-NBP-PR-005	Training & Education	0		01/05/2018
BUC-NBP-PR-006	Sports and Recreation	0		01/05/2018
BUC-NBP-PR-007	Work & Livelihood	0		01/05/2018
BUC-NBP-PR-008	Out-patient and In- patient Services	0		01/05/2018
BUC-NBP-PR-009	Outside Hospital Referral	0		01/05/2018
BUC-NBP-PR-010	Provision of Faith-based Reform Activity	0		01/05/2018
BUC-NBP-PR-011	Accreditation for Religious Volunteer	0		01/05/2018
BUC-NBP-PR-012	Behavior Modification	0		01/05/2018
EXTERNAL RELATIONS				
BUC-NBP-PR-013	External Relations Section	0		01/05/2018



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SUPPORT TO OPERATIONS				
BUC-STO-PR-001	Control of Documents	0		01/05/2018
BUC-STO-PR-002	Control of Records	0		01/05/2018
BUC-STO-PR-003	Policy Formulation Procedure	0		01/05/2018
BUC-STO-PR-004	Control of Non- conforming Services	0		01/05/2018
BUC-STO-PR-005	Corrective Action Procedure	0		01/05/2018
BUC-STO-PR-006	Internal Quality Audit	0		01/05/2018
BUC-STO-PR-007	Monitoring and Measurement of Unit Client Satisfaction	0		01/05/2018
BUC-STO-PR-008	Strategic & Operations Planning	0		01/05/2018
BUC-STO-PR-009	Performance Review and Evaluation	0		01/05/2018
BUC-STO-PR-010	Communication Management	0		01/05/2018
BUC-STO-PR-011	Personnel Growth & Development	0		01/05/2018
BUC-STO-PR-012	Logistics & Property Management	0		01/05/2018
BUC-STO-PR-013	Records Management	0		01/05/2018
BUC-STO-PR-014	Engineering Services	0		01/05/2018
BUC-STO-PR-015	Transportation Services	0		01/05/2018
BUC-STO-PR-016	Public Assistance	0		01/05/2018
BUC-STO-PR-017	Approval of Contracts	0		01/05/2018
BUC-STO-PR-018	Legal Opinion	0		01/05/2018
BUC-STO-PR-019	Motion for Reconsideration on Decided Administrative Cases	0		01/05/2018
BUC-STO-PR-020	Other Legal Actions	0		01/05/2018
BUC-STO-PR-021	Internal Affairs Service	0		01/05/2018



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BUC-STO-PR-022	Budget Management & Utilization	0		01/05/2018
BUC-STO-PR-023	Fund Disbursement	0		01/05/2018
BUC-STO-PR-024	Billing and Collection	0		01/05/2018
BUC-STO-PR-025	Bookkeeping	0		01/05/2018
BUC-STO-PR-026	Preparation of ICT Projects	0		01/05/2018
BUC-STO-PR-027	Repair of IT Equipment	0		01/05/2018
BUC-STO-PR-028	Request for Purchase of IT Equipment	0		01/05/2018
BUC-STO-PR-029	Carpeta Registry	0		01/05/2018
BUC-STO-PR-030	Processing of Carpeta for Submission to the Board of Pardons and Parole	0		01/05/2018
BUC-STO-PR-031	Release of PDL Through the Expiration of Sentence	0		01/05/2018
BUC-STO-PR-032	Release of PDL by Order of the Court or of Competent Authority	0		01/05/2018
BUC-STO-PR-033	Verification of PDL Status	0		01/05/2018
BUC-STO-PR-034	Issuance of Prison Record Synopsis	0		01/05/2018
WORK INSTRUCTIONS				
ARPDMD				
BUC-AAR-WI-001	Preparation of Psychological Report as Requested by the Board of Pardons and Parole	0		01/05/2018
BUC-AAR-WI-002	Distribution, Test Scoring, Evaluation and Recording of Psychological Reports of the newly arrived PDLs from different OPPFs	0		01/05/2018



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BUC-AAR-WI-003	Submission of Psychological Test Results and Evaluation to OPPFs	0		01/05/2018
BUC-AAR-WI-004	Classification	0		01/05/2018
SECURITY OPERATIONS				
BUC-NBP-WI-001	Visitation	0		01/05/2018
BUC-NBP-WI-002	Visitors Arrest and Seizures in Visitation	0		01/05/2018
BUC-NBP-WI-003	Filing of Criminal Case Against Persons Deprived of Liberty	0		01/05/2018
REFORMATION				
BUC-NBP-WI-004	Surgery Cases	0		01/05/2018
BUC-NBP-WI-005	Laboratory Examination	0		01/05/2018
BUC-NBP-WI-006	Patients for Observation	0		01/05/2018
SUPPORT TO OPERATIONS				
BUC-STO-WI-001	Recruitment	0		01/05/2018
BUC-STO-WI-002	Promotion	0		01/05/2018
BUC-STO-WI-003	Separation	0		01/05/2018
BUC-STO-WI-004	Fingerprint	0		01/05/2018
BUC-STO-WI-005	Photo Capturing	0		01/05/2018
FORMS				
ARPDMD				
AAR-PR-001-F001	Medical Examination (one whole)	0		01/05/2018
AAR-PR-001-F002	Medical & Psychiatric Examination Report	0		01/05/2018
AAR-PR-001-F003	TB Screening Checklist	0		01/05/2018
AAR-PR-001-F004	Daily Blood Pressure Monitoring	0		01/05/2018
AAR-PR-001-F005	IMR Template	0		01/05/2018
AAR-PR-001-F006	Medical Referral MSC	0		01/05/2018
AAR-PR-001-F007	Inmates with illness referral to MSC	0		01/05/2018
AAR-PR-001-F008	Referral Forms-NBPH-Laboratory	0		01/05/2018



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AAR-PR-001-F009	UTZ Request	0		01/05/2018
AAR-PR-001-F010	Emergency Pass	0		01/05/2018
AAR-PR-001-F011	Medical Certification Weight lift	0		01/05/2018
AAR-PR-002-F001	Psychological Case History for revision	0		01/05/2018
AAR-PR-002-F002	Psychological Abstract - whole page	0		01/05/2018
AAR-PR-002-F003	Psychological Abstract- half page	0		01/05/2018
AAR-PR-003-F001	Social Case History	0		01/05/2018
AAR-PR-003-F002	Inmate's Case Version	0		01/05/2018
AAR-PR-003-F003	Paralegal Service Report	0		01/05/2018
AAR-PR-004-F001	Education Interview Form	0		01/05/2018
AAR-PR-004-F002	Registration Form Level 1	0		01/05/2018
AAR-PR-004-F003	Registration Form Level 2	0		01/05/2018
AAR-PR-004-F004	Registration Form Level 3	0		01/05/2018
AAR-PR-004-F005	Educ. Section Report for Illiterate Inmates	0		01/05/2018
AAR-PR-004-F006	Educ Report for Literate	0		01/05/2018
AAR-PR-005-F001	Vocational interview form	0		01/05/2018
AAR-PR-005-F002	Vocational Placement Unit Report	0		01/05/2018
AAR-PR-006-F001	Weekly arrived inmate	0		01/05/2018
AAR-PR-006-F002	Monthly timetable	0		01/05/2018
AAR-PR-006-F003	Minutes of the Classification Meeting	0		01/05/2018
AAR-PR-006-F004	CMR	0		01/05/2018
AAR-PR-007-F001	Rehabilitation Report Form	0		01/05/2018
AAR-PR-007-F002	Post Evaluation Report	0		01/05/2018
AAR-W1-003-F001	Classification Schedule	0		01/05/2018
AAR-W1-003-F002	Disposition Form	0		01/05/2018
AAR-W1-001-F001	Psychological Report	0		01/05/2018
SECURITY OPERATIONS				
NBP-PR-001-F001	Report	0		01/05/2018
NBP-PR-001-F002	Receipt/Inventory of Item/s Seized	0		01/05/2018



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NBP-PR-001-F003	Transmittal to Crime Laboratory	0		01/05/2018
NBP-PR-001-F004	Transmittal to Cashier's Office	0		01/05/2018
NBP-PR-001-F005	Chain of Custody	0		01/05/2018
NBP-PR-001-F006	Registration Sheet	0		01/05/2018
NBP-PR-001-F007	Visitors Registration	0		01/05/2018
NBP-PR-001-F008	Camp Population Report	0		01/05/2018
NBP-PR-001-F009	Daily Shift Headcount Report	0		01/05/2018
NBP-PR-001-F010	Daily Building Keeper Headcount Report	0		01/05/2018
NBP-PR-001-F011	Outside Hospital Patient Report	0		01/05/2018
NBP-PR-001-F012	Physical Inventory Report	0		01/05/2018
NBP-PR-001-F013	Classification Board Resolution	0		01/05/2018
NBP-PR-001-F014	Classification Board Session	0		01/05/2018
NBP-PR-001-F015	Classification Board Notice of Meeting	0		01/05/2018
NBP-PR-001-F016	Gate Pass	0		01/05/2018
NBP-PR-001-F017	Attorney's Pass	0		01/05/2018
NBP-PR-001-F018	Waiver	0		01/05/2018
NBP-PR-001-F019	Visitor's Inclusion	0		01/05/2018
NBP-PR-001-F020	Visitors Registration	0		01/05/2018
NBP-PR-001-F021	Board of Discipline Resolution	0		01/05/2018
NBP-PR-001-F022	Corrections Order	0		01/05/2018
NBP-PR-001-F023	Security Plan	0		01/05/2018
NBP-PR-001-F024	Duty Detail Order	0		01/05/2018
NBP-PR-001-F025	Letter Order	0		01/05/2018
NBP-PR-001-F026	PDL Gate Pass	0		01/05/2018
NBP-PR-001-F027	Hospital Inspectorate	0		01/05/2018
NBP-PR-001-F028	After Mission Report	0		01/05/2018
NBP-PR-001-F029	Transfer Order of Dormitory	0		01/05/2018
NBP-PR-001-F030	Confinement Order to	0		01/05/2018



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	Preventive Cell			
NBP-PR-001-F031	Discharged Order from Preventive Cell	0		01/05/2018
NBP-PR-001-F032	Certificate of Discharge from Prison	0		01/05/2018
NBP-PR-001-F033	Payroll for Transportation Allowance & Gratuity of Released PDL	0		01/05/2018
NBP-PR-001-F034	Certificate of Actual Departure	0		01/05/2018
NBP-PR-004-F035	Booking Sheet Form	0		01/05/2018
NBP-PR-004-F036	Investigation Report	0		01/05/2018
NBP-PR-004-F037	Affidavit	0		01/05/2018
NBP-PR-004-F038	Case Referral	0		
REFORMATION				
TRAINING & EDUCATION				
NBP-PR-005-F039	Entrance Examination Sign Up Form	0		01/05/2018
NBP-PR-005-F040	Student's Information Form	0		01/05/2018
NBP-PR-005-F041	Student's Contract / Agreement Form	0		01/05/2018
NBP-PR-005-F042	Daily Lesson Log Form	0		01/05/2018
NBP-PR-005-F043	Students Grade Evaluation Form	0		01/05/2018
NBP-PR-005-F044	Attendance Monitoring Report Form	0		01/05/2018
NBP-PR-005-F045	Prefect of Discipline Form	0		01/05/2018
NBP-PR-005-F046	Counselling Form	0		01/05/2018
NBP-PR-005-F047	Student's Clearance Form	0		01/05/2018
NBP-PR-005-F048	Student's Certification Form	0		01/05/2018
SPORTS AND RECREATION				
NBP-PR-006-F049	Daily Exercise Participation	0		01/05/2018
NBP-PR-006-F050	Daily Accomplishment	0		01/05/2018
NBP-PR-006-F051	Monthly Accomplishment	0		01/05/2018
NBP-PR-006-F052	Wellness Data Form	0		01/05/2018
NBP-PR-006-F053	Sports and Recreation	0		01/05/2018



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	Clearance			
WORK & LIVELIHOOD				
NBP-PR-007-F054	Daily Attendance Report	0		01/05/2018
NBP-PR-007-F055	Compensation Payroll	0		01/05/2018
NBP-PR-007-F056	Monthly Animal Transaction Report	0		01/05/2018
NBP-PR-007-F057	Monthly Plant Production Report	0		01/05/2018
NBP-PR-007-F058	Industrial Monthly Report	0		01/05/2018
HEALTH AND WELFARE				
NBP-PR-008-F059	Vital Signs monitoring sheet	0		01/05/2018
NBP-PR-008-F060	Diabetic Flow Sheet	0		01/05/2018
NBP-PR-008-F061	Fluid Intake and Output	0		01/05/2018
NBP-PR-008-F062	Person Deprived of Liberty Medical Information/Record	0		01/05/2018
NBP-PR-008-F063	Out Patient Department Consultation Chart	0		01/05/2018
NBP-PR-008-F064	Person Deprived of Liberty Clinical Face Sheet	0		01/05/2018
NBP-PR-008-F065	Consent Form for Admission	0		01/05/2018
NBP-PR-008-F066	Medical Record Examination Sheet	0		01/05/2018
NBP-PR-008-F067	Doctor's Order Sheet	0		01/05/2018
NBP-PR-008-F068	Hematology sheet	0		01/05/2018
NBP-PR-008-F069	Blood Chemistry Sheet	0		01/05/2018
NBP-PR-008-F070	Fecalalysis Sheet	0		01/05/2018
NBP-PR-008-F071	Urinalysis Sheet	0		01/05/2018
NBP-PR-008-F072	Radiology Sheet	0		01/05/2018
NBP-PR-008-F073	Temperature Sheet	0		01/05/2018
NBP-PR-008-F074	Medication Sheet	0		01/05/2018
NBP-PR-008-F075	Nurses Progress Notes	0		01/05/2018
NBP-PR-008-F076	Emergency Purchase Order	0		01/05/2018
NBP-PR-008-F077	Medicine Request Form	0		01/05/2018



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	Per Shift			
NBP-PR-008-F078	Bulk Medicine Regular Request Form	0		01/05/2018
NBP-PR-008-F079	Piece Medicine Regular Request Form	0		01/05/2018
NBP-PR-008-F080	Doctors Medicine Prescription	0		01/05/2018
NBP-PR-008-F081	Discharge Summary and Home Instructions	0		01/05/2018
NBP-PR-008-F082	Medication Pass	0		01/05/2018
NBP-PR-008-F083	Death Information Slip	0		01/05/2018
NBP-PR-008-F084	Ultrasound Request Form	0		01/05/2018
NBP-PR-008-F085	X-ray Request Form	0		01/05/2018
NBP-PR-009-F086	Waiver	0		01/05/2018
NBP-PR-009-F087	Official Business Slip Form	0		01/05/2018
NBP-PR-009-F088	Driver's Trip Ticket	0		01/05/2018
NBP-PR-009-F089	Return Slip	0		01/05/2018
NBP-PR-009-F090	Medical Update	0		01/05/2018
NBP-WI-004-F091	Proposal for Schedule of Operation	0		01/05/2018
NBP-WI-004-F092	Consent for Operation & Anesthesia	0		01/05/2018
NBP-WI-004-F093	Request for Histopathological Examination	0		01/05/2018
NBP-WI-004-F094	Department of Surgery & Operative Technique	0		01/05/2018
NBP-WI-004-F095	Anaesthesia Record	0		01/05/2018
NBP-WI-004-F096	Surgical Safety Checklist	0		01/05/2018
NBP-WI-004-F097	Dressing Medical Supplies	0		01/05/2018
NBP-WI-005-F098	Blood Request Form	0		01/05/2018
NBP-WI-005-F099	Laboratory Request Form	0		01/05/2018
MORAL AND SPIRITUAL				
NBP-PR-010-F100	Monthly RVO Waiver	0		01/05/2018
NBP-PR-010-F101	Individual RVO Waiver	0		01/05/2018
NBP-PR-010-F102	RVO Request for Pass Permit	0		01/05/2018



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NBP-PR-010-F103	List of Activities	0		01/05/2018
NBP-PR-010-F104	Monthly Participation Rate Form	0		01/05/2018
NBP-PR-010-F105	Monthly Accomplishment Form	0		01/05/2018
NBP-PR-010-F106	Intention to Marry a PDL Form	0		01/05/2018
NBP-PR-011-F107	RVO Application Form	0		01/05/2018
NBP-PR-011-F108	Memorandum Of Agreement Form	0		01/05/2018
BEHAVIOR MODIFICATION				
NBP-PR-012-F109	Drug Intake History Form	0		01/05/2018
NBP-PR-012-F110	Intake Interview Form	0		01/05/2018
NBP-PR-012-F111	Client Consent Form	0		01/05/2018
NBP-PR-010-F112	Individual Program Recipient Evaluation	0		01/05/2018
EXTERNAL RELATIONS				
NBP- PR-013-F113	Personal Data Sheet	0		01/05/2018
NBP- PR-013-F114	Reintegration Registration	0		01/05/2018
NBP- PR-013-F115	Program/Activity Attendance	0		01/05/2018
SUPPORT TO OPERATIONS				
STO-PR-001-F01	Document Masterlist	0		01/05/2018
STO-PR-001-F02	Document Creation Revision Form	0		01/05/2018
STO-PR-001-F03	Document Distribution Retrieval List	0		01/05/2018
STO-PR-004-F01	Nonconforming	0		01/05/2018
STO-PR-005-F01	Request for Action	0		01/05/2018
STO-PR-005-F02	Corrective Action Status Report	0		01/05/2018
STO-PR-006-F01	Annual QMS Audit Schedule	0		01/05/2018
STO-PR-006-F02	QMS Audit Plan	0		01/05/2018
STO-PR-006-F03	QMS Audit Checklist	0		01/05/2018
STO-PR-006-F04	QMS IQA Report	0		01/05/2018
STO-PR-007-F01	Feedback Form	0		01/05/2018
STO-PR-007-F02	Client Satisfaction Survey Form	0		01/05/2018



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STO-PR-029-F01	Extraction Form	0		01/05/2018
STO-PR-029-F02	Unserved Portion Computation Form	0		01/05/2018
STO-PR-033-F01	Verification-Slip	0		01/05/2018
STO-PR-034-F01	Requisition Slip for PR Synopsis	0		01/05/2018