

**FREEDOM OF INFORMATION (FOI)
BUREAU OF CORRECTIONS**

DOCUMENTS/INFORMATION CLASSIFICATION

PUBLIC		CLASSIFIED
WITHOUT QUALIFICATION	WITH QUALIFICATION	(LIST OF EXCEPTION TO RIGHT OF ACCESS TO INFORMATION)
<ol style="list-style-type: none"> 1. BuCor Accomplishment Reports 2. Office Accomplishments Reports 3. Contract Projects <ul style="list-style-type: none"> • Detailed Plans and Estimates • Work Programs • Scope of Works 4. Transfer Certificate of Transfer (TCT) 5. Program of Work /Budget Cost of Construction 6. Bill of Materials 7. Project Procurement Management Plan (PPMP) 8. Project Justification 9. Statement of Asset and Liabilities and Net worth (SALN) 10. CSC Monthly Reports on Accession and Separation 11. Employee Master List 12. Plantilla Position 13. Program of Instruction 14. Course Curriculum 15. Contract of Undertaking /Waiver by PGBC Trainees 16. Evaluation form of Trainings/Seminars/Workshops completed 17. Minutes of the Meeting (Procurement Process) 18. Notice of Award (NOA) 19. Notice to Proceed (NTP) 20. Invitation to Observer 21. Bidding Documents 22. Financial Accountable Report (FAR) 23. Financial Statement – Year End 24. Financial Report 25. Annual Procurement Plan 26. Budget Proposals 27. Dump Print (National Expenditure Program) 	<ol style="list-style-type: none"> 1. Memorandum (Order, Circular) 2. Court Orders/Decision 3. Department (Order, Circular) 4. BuCor Special Order 5. Index of payments 6. Appointment (CS Form 33) 7. Case Resolutions 8. Applicants and employees for promotion examination and interview results 9. Medical Certificate (CSC Form 211) 10. Service Record 11. List of Training/Seminars/Workshops attended 12. Trainees Medical and Academic Records 13. Personal Data sheet 14. Individual Performance Rating (IPCR) 15. Office Performance Commitment Rating (OPCR) 16. Purchase/Job Order 17. Memorandum of Agreement/Lease Contracts/Joint Venture of Agreement 18. Certification of remuneration remittances/benefits/payments received 19. Descriptive Records (escape alarm) 20. Approved Decision/Resolution (Decision/Resolution pages only) 21. Case Management Record 22. Psychological Abstract (for OPPFs and Newly Arrived Inmates) 	<ol style="list-style-type: none"> 1. Carpeta <ul style="list-style-type: none"> • Fiscal's Information • Commitment Order/Mittimus • Decision from Court/entry of Judgment/Certificate of Finality • Certificate of Detention from Jail • Certificate of Non-Appeal • Certificate of No Pending Case • Certificate of GCTA from Jail/MSEC • Jail Booking Sheet (PDL Profile) • Detainee's Manifestation • Order of Commutation 2. PDL's (Inmates) Prison Records 3. PDL (Inmate) Case Profile 4. Jacket/Assignment Card 5. List of High Profile/High Risk/High Value PDLs 6. Certificate of Discharge from Prison 7. PDL (Inmate) Visitors List 8. Transfer Order for Inmates 9. Medical/Psychiatric Examination 10. Inmate Medical Record 11. Inmate Medical Abstract 12. Drug Test Result (PDLs and Employees) 13. Patients Chart (Admitting Charts, OPD Charts/Records) 14. Inmates (PDL) Mental Status Exam/Psychiatric Evaluation 15. Mission Order 16. Classification Board Resolution 17. Personnel 201 File 18. BuCor Vicinity Map 19. BuCor Building and

<p>28. Monthly Disbursement Program</p> <p>29. Registry of Appropriations and Allotments</p> <p>30. Registry of Budget, Utilization and Disbursements</p> <p>31. Notice of Obligation Request and Status Adjustment</p> <p>32. Budget Utilization Request and Status</p> <p>33. Notice of Budget Utilization Request and Status Adjustment</p> <p>34. Statement of Appropriations, Allotments, Obligations, Disbursements and Balances- Financial Accountability Report (F AR) 1”</p> <p>35. Summary of Appropriations, allotments, Obligations, Disbursements, and Balances by Object of Expenditures – FAR No. 1-A</p> <p>36. List of Allotments and Sub-Allotments-FAR No. 1-B</p> <p>37. Statement of Approved Budget, Utilizations, Disbursements and Balances – FAR No. 2</p> <p>38. Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures – FAR No. 2-A</p> <p>39. Registry of Allotments and Notice of Cash Allocation</p> <p>40. Request of Retention Money</p> <p>41. BuCor Physical Plan</p> <p>42. BuCor Quarterly Physical Report of Operations</p> <p>43. BuCor Goal, Thrust and Objectives</p> <p>44. BuCor Programs, Projects and Activities</p> <p>45. BuCor Major Final Output (MFO) Budget Matrix</p> <p>46. Agency Performance Measures</p> <p>47. BuCor Monthly Notable Accomplishments</p> <p>48. BuCor Statistical Information (Inmate Profile, Prison - Congestion, Inmate Profile In-Confinement</p>	<p>23. Psychological Evaluation (for PDLs requested by BPP)</p> <p>24. Sociology Case History</p> <p>25. Sociology Assessment and Recommendation</p> <p>26. Functional Literacy Test Result/Assessment</p> <p>27. Certificate of Rehabilitation and Treatment Program (CRTP)</p> <p>28. Certificate of Detention/Confinement</p> <p>29. Request for Photo and Video Shoot on any part of Prison Facility and Inmate Interview</p> <p>30. Death Certificate</p> <p>31. Payroll for salaries, Allowances, Compensation, Transpo and Gratuity and their Report of Disbursement</p> <p>32. Checks and Advice of Checks Issued and Cancelled</p> <p>33. Advice to Debit Account (ADA)</p> <p>34. Cashiers Monthly Report</p> <ul style="list-style-type: none"> • Collection Report • Report of Checks Issued • Report of ADA issued • Disbursement list • Cancelled checks • Report of disbursement for Fund 184 and 284 	<p>Dormitory Matrix</p> <p>20. Investigation Report</p> <p>21. CCTV Footages</p>
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<p>49. System of Ranking of Delivery Units (Strategic Performance Management System – SPMS)</p> <p>50. Inmate's Fingerprint Charts and Index</p> <p>51. Copies of Civilian Clearance for Employment/Visa – for travel abroad</p> <p>52. Policies/Guidelines Pertaining to Security and Operations</p> <p>53. Legal Comments/Opinions</p> <p>54. Approved Formal Charge</p>		
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