

## ISSUANCE OF CERTIFIED MACHINE COPY FROM FILE OF CERTIFICATE OF DISCHARGE FROM PRISON

The Certified Machine Copy from File of Certificate of Discharge from Prison is issued to all qualified concerned individuals for legal purposes.

<b>Office/Division</b>	Inmates Document Processing Division (IDPD)
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C, G2G
<b>Who May Avail</b>	PDL, Immediate family or relatives of PDL, Legal Counsel of PDL, other Government agencies.
<b>CHECKLIST REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Principal</b>	
1. Government Issued Identification 2. Request Form	BIR, Post Office, DFA, PSA, SSS GSIS, Pag-IBIG Officer-of-the Day, Documents Section
<b>Representative</b>	
1. Government issued Identification Card 2. Authorization Letter from PDL 3. Request Form	BIR, Post Office, DFA, PSA, SSS GSIS, Pag-IBIG  Persons Deprived of Liberty Officer-of-the Day, Documents Section

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<b>1.</b>	Get the number at the window	Give the number to the client	None	1 minute	Officer-of-the Day, Documents Section
<b>2.</b>	Wait for the number to be called	Call the client to proceed at the inquiry area	None	1 minute	Officer-of-the Day, Documents Section
<b>3.</b>	Fill-up details in the logbook such as: <ul style="list-style-type: none"> <li>Date and Time</li> <li>3.2 Name of Visitor and Address</li> <li>3.3 PDL's Name/</li> <li>Prison No.</li> <li>Relationship</li> <li>to PDL</li> <li>3.5 Signature</li> </ul>	Give the logbook to the client	None	1 minute	Officer-of-the Day, Documents Section

	CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.	Submit the required documents and request to the Officer-of-the Day	Receive the required documents and checks the completeness of the documents.	None	1 minute	Officer-of-the day Documents Section
		Forward the request to the OIC, Documents Section for approval.	None	1 minute	Officer-of-the day Documents Section
5.	Client to pay Php50.00 to the Cashier's Office	Issue Order of Payment if all required documents are complete		1 minute	Officer-of-the Day Documents Section
		Issue Official Receipt		1 minute	Collection Officer Cashier's Office
		Receive the Official Receipt based on the requested Certificate		1 minute	Officer-of-the Day Documents Section
		Forward the approved request form to the Communication Sub-Unit for the preparation of the requested certificate.		2 minutes	OIC, Documents Section
		Locate the carpeta		2 minutes	In-Active Carpeta In-Charge, Documents Section
	Prepare the requested Certificate		5 minutes	In-Charge, Communication Sub-Unit	
6.	Client to receive the Certificate	6.Issue the Certificate/Certified Copy of documents requested.	None	1 minute	Officer-of-the Day Documents Section
<b>TOTAL</b>			<b>Php50.00</b>	<b>20 minutes</b>	