

ISSUANCE OF PRISON RECORD

The Prison Record/Synopsis is issued to Persons Deprived of Liberty (PDL) and other qualified individuals to update them of the PDL status.

| | |
|--|--|
| Office or Division | Inmates Document Processing Division (IDPD) |
| Classification | Simple |
| Type of Transaction | G2G, G2C |
| Who may avail | a) Person Deprived of Liberty (PDL) b) Immediate Family of PDL c) Legal Counsel of PDL d) Other Government Agency |
| CHECKLIST REQUIREMENTS | WHERE TO SECURE |
| Accomplished Requisition and Issue Slip (RIS) | Downloadable (Appendix 63) |
| Principal | |
| 1. Valid ID 2. Fill up request form | BIR/PostOffice/DFA/SSS/GSIS/ Pag-Ibig |
| Representative | |
| 1. Valid ID 2. Authorization Letter form PDL 3. Fill up request form | BIR/PostOffice/DFA/SSS/GSIS/Pag-Ibig PDL Officer-of-the Day, Documents Section |

| CLIENTS STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|--|---|-----------------|-----------------|--|
| 1. | Get number at the window. | Give number to the client | None | 1 minute | Officer of the Day, Documents Section |
| 2. | 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 |
| 3. | Fill up details in the logbook such as <ul style="list-style-type: none"> Date and time Name of Visitor Address PDL's name/Prison No. Relationship to PDL Signature | Give the log book to the Client | None | 1 minute | Officer of the Day, Documents Section |

| | | | | | |
|---------------|--|--|-------------|-------------------|--------------------------------------|
| 4. | Submit the required documents and request to the OD | <ul style="list-style-type: none"> Receives the required documents and checks the completeness of the documents, | None | 1 minute | Officer of the Day Documents Section |
| | | <ul style="list-style-type: none"> Forward the Request to the OIC, Documents Section for Approval. | None | 1 minute | OIC, Documents Section |
| | | <ul style="list-style-type: none"> Receive the approved request from the OIC, Documents Section | None | 1 minute | Officer of the Day Documents Section |
| | | <ul style="list-style-type: none"> Request carpeta to the In-Charge of Active Carpeta File. | None | 1 minutes | In-Charge, Active Carpeta File |
| | | <ul style="list-style-type: none"> Receive carpeta for validation | None | 3minutes | Validation Officer, Doc. Section |
| | | <ul style="list-style-type: none"> Forward the validated carpeta to the Electronic Data Unit for printing of prison record. | None | 2 minutes | Staff, Electronic Data Unit |
| | | <ul style="list-style-type: none"> Validate and sign the prison record. | None | 2 minutes | Validation Officer Prison Record |
| | | <ul style="list-style-type: none"> OIC, Documents Section signs the validated prison record. | None | 1 minute | OIC, Documents Section |
| 5. | Client to receive the requested Prison Record/Synopsis | Issue the requested Prison Record/Synopsis | None | 1 minute | Officer-of-the Day Document Section |
| TOTAL: | | | None | 20 minutes | |