

VERIFICATION OF PDL STATUS ELIGIBILITY FOR PAROLE AND EXECUTIVE CLEMENCY AND DATE OF RELEASE

The current PDL status is provided to all qualified individuals for their information.

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
Principal	
1. Valid ID	BIR/Post Office/DFA/SSS/GSIS/Pag-Ibig
Representative	
1. Valid ID 2. Authorization Letter form PDL 3. Fill up request form	BIR/Post Office/DFA/SSS/GSIS/Pag-Ibig Persons Deprived of Liberty (PDL)

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	2 minutes	Officer of the Day, Documents Section
3.	Fill up details in the logbook such as: Date and time Name of Visitor Address PDL's name/Prison No. Relationship to PDL Signature	Give the log book to the Client	None	5 minutes	Officer of the Day, Documents Section

	CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.	4.Submit to the Officer-of-the Day (OD) the required documents.	Receives the required documents and checks the completeness of the documents,	None	10 minutes	Officer of the Day, Documents Section
5.	Verify/inquire from the Officer of the Day (OD)	OD writes the status of PDL in the verification slip Note: If the clarifications/concerns cannot be undertaken by the OD, it shall be referred to the Validation Officer/OIC, Documents Section for checking/validation.	None	2 minutes	Officer-of-the Day, Documents Section
TOTAL:			None	20 minutes	