
	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-AAR-PR-003	
		Revision No. 0	Effectivity Date 01/05/2018
DIAGNOSTIC SOCIOLOGICAL PROCEDURE		Page 1 of 3	

REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Dr. Cynthia N. Andrada, RP, RGC

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1. PURPOSE

This section describes the diagnosis and assessment in Sociology Section.

2. SCOPE


This includes the comprehensive diagnosis of each inmate to determine their social background and societal role prior to the commission of their offenses. This information is part of Social Case History of inmates.

3. DEFINITIONS OF TERMS

Social Case History	<ul style="list-style-type: none"> A record of history, environment, relevant details of a case especially for use in analysis or illustration
Interview	<ul style="list-style-type: none"> A meeting of people face to face to confer
Paralegal	<ul style="list-style-type: none"> Of or relating on being a paraprofessional in assisting an inmate pertaining to legal requirements
Guidance	<ul style="list-style-type: none"> The act or process of guiding someone
Counseling	<ul style="list-style-type: none"> A process wherein a counselor helps a person who needs help

4. DETAILS

Activity	Person Responsible	Details/Functions	References
<div>START</div> <div>↓</div> <div>Collates information</div> <div>↓</div> <div>Interview Social Case History</div> <div>↓</div> <div>A</div>	Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)	<ul style="list-style-type: none"> Collates pertinent information from the OBS 	
	Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)	<ul style="list-style-type: none"> Interview five (5) newly received PDLs 	

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Activity	Person Responsible	Details/Functions	References
<p style="text-align: center;">A</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Prepare Social Case History</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Encoding</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Conducts Paralegal assistance</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Provide Guidance and Counseling</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Submission of Sociological Report</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	<p>Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)</p>	<ul style="list-style-type: none"> • Prepare Social Case History of Five (5) newly received inmates • Re-interview 	
	<p>Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)</p>	<ul style="list-style-type: none"> • Encoding of Social Case History 	
	<p>Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)</p>	<ul style="list-style-type: none"> • Conducts Paralegal assistance to inmate requesting Prison Record, Certificate of Detention, No Appeal No Pending Case 	
	<p>Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)</p>	<ul style="list-style-type: none"> • Give guidance and counselling to newly received PDLs 	
	<p>Sociologist II Sociologist I Social Welfare Officer RDC Officer (OPPFs)</p>	<ul style="list-style-type: none"> • Submit Sociological Case History to Case Coordination Section 	