

## **Bureau of Corrections**

Document Reference Code BUC-AAR-PR-005

Revision No.

Effectivity Date 01/05/2018

Page 1 of 2

# DIAGNOSTIC VOCATIONAL PROCEDURE

#### REVISION HISTORY AND APPROVAL

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



### **Bureau of Corrections**

Document Reference Code
BUC-AAR-PR-005
Revision No. Effectivity Date

Revision No.

Effectivity Date 01/05/2018

#### DIAGNOSTIC VOCATIONAL PROCEDURE

Page **2** of 2

#### 1. PURPOSE

This section describes the procedure in determining newly received inmate's interest, work experience and training.

#### 2. SCOPE

This includes the comprehensive evaluation of inmate's interest, work experience and training to conclude suitability to vocational work assignment.

#### 3. DEFINITIONS OF TERMS

Vocational	•	Relating to	occupation,	special	skills	and t	raining.	
------------	---	-------------	-------------	---------	--------	-------	----------	--

#### 4. DETAILS

Activity	Person Responsible	Details/Functions	References
START  Collates information	Labor and Employment Assistant Teacher I (OPPFs)	Collates pertinent information from the OBS	
Interview work history, inmate's vocational interest and skills Attainment	Labor and Employment Assistant Teacher I (OPPFs)	Interview newly received PDLs about his: employment/work history, skills, interest, training needs and working habits	
Submission of Educational Report  END	Labor and Employment Assistant Teacher I (OPPFs)	• Submits vocational report to Case Coordination Section	