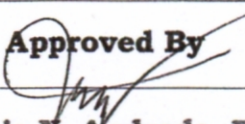

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REVISION HISTORY AND APPROVAL

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 procedure in the preparation of individual Case Management Record and Initial Classification of inmates.

2. SCOPE

This procedure covers the range of activities in the collation and preparation of generally assessed individual Case Management Record which reference for the recommendation of reformation programs and for the deliberation of inmate's security classification.

3. DEFINITION OF TERMS / ACRONYMS

Classification	<ul style="list-style-type: none"> Process that will assure deliberation of inmate security classification and reformation program
Diagnostic Report	<ul style="list-style-type: none"> Reports submitted by various diagnostic sections
CMR	<ul style="list-style-type: none"> Case Management Record
Monthly Time Table	<ul style="list-style-type: none"> Schedule of classification every month
Classification Schedule	<ul style="list-style-type: none"> List of classified and on appeal inmates with their corresponding crime committed and sentence, due for initial classification
ARPDMD Classification Board	<ul style="list-style-type: none"> A committee compose of a chairman and members tasked to perform the initial classification of inmates
Minutes of the Initial Classification Meeting	<ul style="list-style-type: none"> List of inmates and recommend security classification and diagnostic sections' evaluation duly signed by all members of the CB

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4. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
START ↓ Collates Diagnostics Reports	Admin Aide RDC Officer (OPPFs)	<ul style="list-style-type: none"> Collates Diagnostic Reports by Prison Number as recorded in the Weekly Arrived PDLs List 	
↓ Classification	Chief, Case Coordination Section Assistant Chief, Case Coordination Section RDC Officer(OPPFs)	<ul style="list-style-type: none"> Prepare Monthly Time Table Prepare Classification schedule for Initial Classification Board Meeting Allocate the Collated PDL Diagnostic Reports to the 3 members of the Initial Classification Board Convene the ARPDMD Classification Board for deliberation of PDLs security classification and recommendation of Reformation programs based on the collated diagnostic evaluation reports of PDL Prepare Minutes of the Initial Classification Meeting 	
↓ Preparation of Case Management Record ↓ END	Chief, Case Coordination Section Assistant Chief, Case Coordination Section Admin Aide RDC Officer (OPPFs)	<ul style="list-style-type: none"> Generally assessed diagnostic evaluation from the collated diagnostic reports Prepare Case Management Record, which presents the overall PDL profile including the diagnostic evaluations from diagnostic processes, general assessment, and recommended reformation programs. 	