



# Bureau of Corrections

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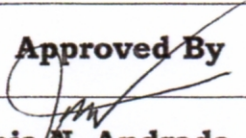
Effectivity Date

01/05/2018

**PREPARATION OF PSYCHOLOGICAL  
REPORT AS REQUESTED BY THE BOARD  
OF PARDONS AND PAROLE**

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## REVISION HISTORY AND APPROVAL

| Rev. | Date | Nature of Changes | Approved By  |
|------|------|-------------------|--|
| 0    |      | Original issue.   | <br>Dr. Cynthia N. Andrada, RP, RGC |
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| <b>PREPARATION OF PSYCHOLOGICAL<br/>REPORT AS REQUESTED BY THE BOARD<br/>OF PARDONS AND PAROLE</b> |                                | Page 2 of 4                                      |                                |

## 1. PURPOSE


To maintain work instruction in psychological assessment requested by BPP.

## 2. SCOPE

This work instruction is applicable to psychological assessment required by the Board of Pardons and Parole for as a requirement for the grant of any form executive clemency as stated by BPP Resolution No. 8053.

## 3. DEFINITION OF TERMS, ACRONYMS

|                           |   |
|---------------------------|---|
| BPP                       | <ul style="list-style-type: none"> <li>• Board of Pardons and Parole</li> </ul>   |
| Executive Clemency        | <ul style="list-style-type: none"> <li>• Is the power vested to the President of the Philippines as stated in Article VII, Section 19 of the 1987 Constitution in which the president may grant reprieve, absolute pardon, conditional pardon with or without parole conditions and commutation of sentence.</li> </ul>   |
| IDPS                      | <ul style="list-style-type: none"> <li>• Inmates Documents Processing Section</li> </ul>  |
| MaxSeCom                  | <ul style="list-style-type: none"> <li>• Maximum Security Compound</li> </ul>   |
| MedSeCom                  | <ul style="list-style-type: none"> <li>• Medium Security Compound</li> </ul>  |
| MinSeCom                  | <ul style="list-style-type: none"> <li>• Minimum Security Compound</li> </ul>   |
| DPPF                      | <ul style="list-style-type: none"> <li>• Davao Prison and Penal Farm</li> </ul>   |
| IPPF                      | <ul style="list-style-type: none"> <li>• Iwahig Prison and Penal Farm</li> </ul>  |
| LRP                       | <ul style="list-style-type: none"> <li>• Leyte Regional Prison</li> </ul>   |
| SPPF                      | <ul style="list-style-type: none"> <li>• Sablayan Prison and Penal Farm</li> </ul>  |
| SRPPF                     | <ul style="list-style-type: none"> <li>• San Ramon Prison and Penal Farm</li> </ul>   |
| DPPF                      | <ul style="list-style-type: none"> <li>• Davao Prison and Penal Farm</li> </ul>   |
| NBP                       | <ul style="list-style-type: none"> <li>• New Bilibid Prison</li> </ul>  |
| Psychological Examination | <ul style="list-style-type: none"> <li>• Shall refer to the administration of the following standardized psychological tests: <ul style="list-style-type: none"> <li>➤ RPM – Raven’s Progressive Matrices (For illiterate and elementary level)</li> <li>➤ PNLT – Purdue Non-Language Test (For high school, college level and vocational courses)</li> <li>➤ DAP – Draw-A-Person Test</li> <li>➤ SSCT – Sach’s Sentence Completion Test</li> </ul> </li> </ul> |

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#### 4. PROCEDURE DETAILS

| Item No. | Activities   | Responsibility  | Interface |
|----------|--|---|-----------|
| <b>1</b> | <p><b>Receipt of BuCor Routing Slip</b><br/>A BuCor Routing Slip from the office of IDPS will be received which contains the list of PDLs requested by the BPP to undergo Psychological Examination whose cases for executive clemency are under consideration by the board.</p> <p>Names of the PDLs are to be recorded in a master list which contains the place confinement of the PDL and classify the PDLs with regards to the status of their request (i.e. pending psychological report, pending psychological examination, date of scheduled exam/transmittal etc.) to undergo psychological examination</p> | <p>Chief,<br/>Psychology<br/>Section</p> <p>Administrative<br/>Aide III</p> |           |
| <b>2</b> | <p><b>Whereabouts of Inmates</b><br/>The whereabouts of PDLs are inquired at the Office of Overseer (NBP) via a list containing names of PDLs. Such is necessary to group the PDLs according to their present confinement (MaxSeCom, MedSeCom, MinSeCom, DPPF, IPPF, LRP, SRPPF, SPPF, ARPDMD and PMA Baguio City)</p> <p>Once the whereabouts list has been returned from the office of the overseer. The present confinement of PDLs will be recorded in the master list</p>   | <p>Administrative<br/>Aide III</p>  |           |
| <b>3</b> | <p><b>Scheduling of Psychological Examination</b><br/>A list of PDLs will be prepared/scheduled to undergo Psychological examination shall be submitted to the superintendent (or</p>  | <p>Administrative<br/>Aide III</p>  |           |



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| Item No. | Activities  | Responsibility                                  | Interface |
|----------|---|---|-----------|
|          | <p>officer-in-charge) of the camp, days before the scheduled date of examination to give the proper notice.</p> <p>Such list includes the date and time of administration and a request for venue to which the psychological examination is to be conducted</p>   |   |           |
| 4        | <p><b>Test Administration</b><br/>On the scheduled date the psychological examination shall be administered to the PDLs</p>   | Chief and Personnel of the Psychology Section   |           |
| 5        | <p><b>Checking and Scoring of Psychological Tests</b><br/>The IQ Tests (RPM or PNLT) shall be checked and scored. The result shall be recorded to be part of the overall statistical record of the section used in the submission of accomplishment reports.</p> <p>After checking the test results, it will be divided and distributed among the psychologists</p> | Administrative Aide III                         |           |
| 6        | <p><b>Write up and Encoding of Psychological Report</b><br/>Psychologists shall prepare psychological reports for each PDLs assigned to them.</p>   | Chief, Psychology Section<br><br>Psychologist I |           |
| 7        | <p><b>Transmittal of Report to IDPS</b><br/>Accomplished reports shall be submitted to Chief, Psychology Section for checking and verification, after which the reports will be signed by the officer-in-charge of ARPDMD. The reports will be subsequently transmitted to IDPS, which will forward the reports to BPP.</p>   | Chief, Psychology Section<br><br>OIC, ARPDMD    |           |