



Bureau of Corrections

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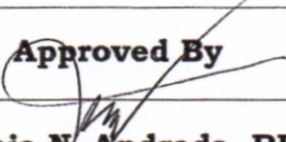
Effectivity Date

01/05/2018

**Distribution, Test Scoring, Evaluation
and Recording of Psychological Reports
of the newly arrived PDLs from different
OPPFs Work Instruction**

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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

To maintain work instruction in psychological assessment of the newly arrived PDLs from different OPPFs

2. SCOPE

This work instruction is applicable to psychological assessment of the newly arrived PDLs from different OPPFs

3. DEFINITION OF TERMS, ACRONYMS

OPPF	<ul style="list-style-type: none"> • Operating Prison and Penal Farm
Psychological Examination	<ul style="list-style-type: none"> • Shall refer to the administration of the following standardized psychological tests: <ul style="list-style-type: none"> ➤ RPM – Raven’s Progressive Matrices (For illiterate and elementary level) ➤ PNLT – Purdue Non-Language Test (For high school and college level and Vocational Courses) ➤ DAP – Draw-A-Person Test
Psychological Abstract or Report	<ul style="list-style-type: none"> • Wherein the interpretation, evaluation and recommendations are reflected
Transmittal	<ul style="list-style-type: none"> • A document which exhibits the list of PDLs with the attached Psychological Reports



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4. DETAILS

Item No.	Activities	Responsibility	Interface
1	<p>Receipt of Psychological Test of Newly Arrived PDLs from different OPPFs</p> <p>1.1 Receiving of Psychological Test results, Psychological case history and other pertinent papers of newly arrived PDLs transmitted by RDC Officer of OPPFs</p> <p>1.2 Endorsement of Psychological test results of newly arrived PDLs</p>	<p>Chief, ARPDMD</p> <p>Chief, Psychology Section</p>	
2	<p>Distribution of Psychological Test</p> <p>2.1 Gives the psychological test results, etc.</p> <p>2.2 Checking of Psychological Test Results</p> <p>2.3 Distributes the checked psychological test of the newly arrived PDLs to the Psychologists</p>	<p>Administrative Aide III</p> <p>Administrative Aide III</p>	
3	<p>Assessment and Evaluation/Interpretation of Psychological Test Results</p> <p>3.1 Interprets and Evaluates test results of the newly arrived PDLs</p> <p>3.2 Records Psychological Reports</p> <p>3.3 Submits Psychological Reports</p>	<p>Psychologists</p> <p>Psychologists</p> <p>Administrative Aide III</p>	



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Item No.	Activities	Responsibility	Interface
4	Submission and Transmittal of Reports		
	4.1 Reviews the accomplished psychological reports	Chief, Psychology Section	
	4.2 Prepares the transmittal	Administrative Aide III	
	4.3 Checks the transmittal and affix initial	Chief, Psychology Section	
	4.4 Transmittal will be forwarded together with the psychological reports for signature.	Chief, ARPDMD	
	4.5 After proper signing of transmittal documents, the reports shall be enclosed and sealed in an envelope, to be returned back to the concerned OPPF for reference and filing	Administrative Aide III	