



Bureau of Corrections

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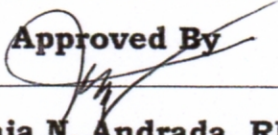
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01/05/2018

**Submission of Psychological Test Results
and Evaluation to 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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**SUBMISSION OF PSYCHOLOGICAL TEST
RESULTS AND EVALUATION TO OPPFS WORK
INSTRUCTION**

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SUBMISSION OF PSYCHOLOGICAL TEST RESULTS AND EVALUATION TO OPPFS WORK INSTRUCTION

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1. PURPOSE

To maintain work instruction in submission of Psychological Test Results and Evaluation to different OPPFs.

2. SCOPE

This work instruction covers the submission of psychological evaluation and test results of the newly arrived PDLs from different OPPFs.

3. DEFINITION OF TERMS, ACRONYMS

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	Submission and Transmittal of Reports		
	1.1. Psychologists prepare psychological report and reviewed by the Chief, Psychology Section.	Chief, Psychology Section	
	1.2. The list of reviewed psychological reports will be encoded for the preparation of transmittal	Administrative Aide III	
	1.3. Checks the transmittal and affix initials	Chief, Psychology Section	
	1.4. The transmittal will be duly signed by Chief, ARPDMD	Chief, ARPDMD	
	1.5. 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 through the Records Section	Administrative Aide III	