



Bureau of Corrections

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EXTERNAL RELATIONS SECTION

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

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1. PURPOSE

This section describes BuCor's procedure in the pre-release programs of all Persons Deprived of Liberty

2. SCOPE

This includes the range of activities following the PDL reintegration program for the pre- release.

3. DEFINITION OF TERMS, ACRONYMS

3.1. TERMS

Pre-release	<ul style="list-style-type: none"> • Before release of PDLs
Due for release	<ul style="list-style-type: none"> • Is a term used for PDLs whose remaining service of maximum sentence is one (1) year prior to release.
Where about	<ul style="list-style-type: none"> • A term used in locating the PDL assigned camp
Social Welfare	<ul style="list-style-type: none"> • Assistance provided to PDL's particularly due for release, aged and sickly and Persons with Disability(PWD)

3.2. ACRONYMS

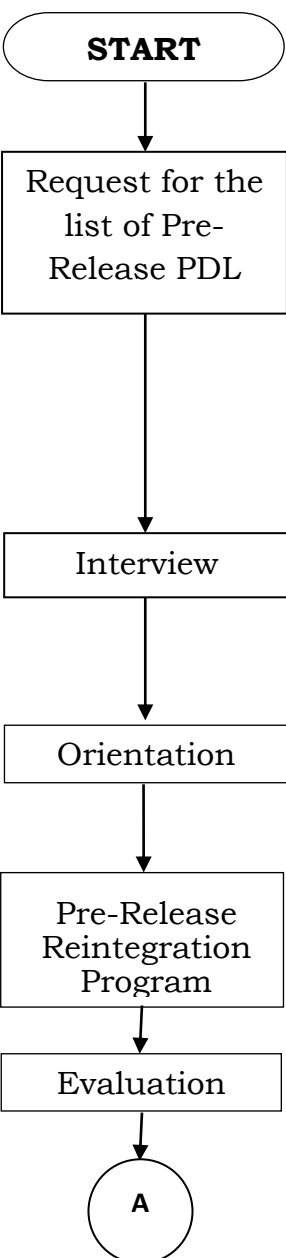
ERS	<ul style="list-style-type: none"> • External Relations Section
ERS PDS	<ul style="list-style-type: none"> • Personal Data Sheet • Information concerning PDL's personal circumstances: name of inmate, offense committed, sentence imposed, occupation ,address, if he is counting on someone to pick him up once released, name, address and phone number of person who will pick PDL ,place to stay once released, plan of PDL once released
IDPS	<ul style="list-style-type: none"> • Inmates Documents Processing Section
GA	<ul style="list-style-type: none"> • Government Agency
NGO	<ul style="list-style-type: none"> • Non-Government Organization

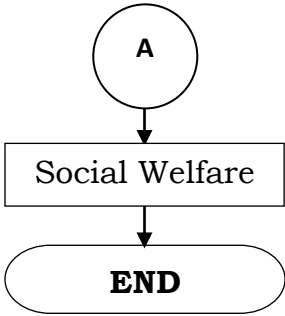
4. RESPONSIBILITIES

OIC,ERS	<ul style="list-style-type: none"> • Supervise the whole operation of the External Relations Supervisor. • Issue certificate of participation to due for release PDL who attended/completed the ERS program. • Directs the ERS Supervisor in coordinating with the linkages and offices concerned in the assistance to the due for release PDL.
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ERS Personnel/ Program Supervisor	<ul style="list-style-type: none"> In charge in the Camp Operation of ERS, facilitate the Orientation, Interview, pre-release programs, coordinates with the linkages and offices concerned in the assistance to the due for release PDL.
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5. PROCEDURE DETAILS

Activity Pre-Release	Person Responsible	Details/Functions	References
	ERS Personnel	<ul style="list-style-type: none"> Request from IDPS/Overseer which ever applies, list of names of due for release PDL within one (1) year. Request list of pre-release PDL one (1) month before release. Request from Overseer where about of PDL submitted list by IDPS of due for release 	<ul style="list-style-type: none"> Memorandum Circular No. 09 series of 2014
Interview	Program Supervisor (ERS Personnel)	<ul style="list-style-type: none"> Filling-up of ERS PDS 	<ul style="list-style-type: none"> NBP-PR-013-F113
Orientation	Program Supervisor (ERS Personnel)	<ul style="list-style-type: none"> Briefs the PDL's on prison rules and regulation Introduce ERD short-term program 	<ul style="list-style-type: none"> NBP-PR-013-F114
Pre-Release Reintegration Program	Program Supervisor (ERS Personnel) GA	<ul style="list-style-type: none"> Undergo reintegration program 	<ul style="list-style-type: none"> NBP-PR-013-F115
Evaluation	OIC, ERS	<ul style="list-style-type: none"> Issuance of Certificate of Participation to PDL 	

Activity Pre-Release	Person Responsible	Details/Functions	References
	ERS Personnel	<ul style="list-style-type: none"> Assistance provided to due for release PDL, especially old age and sickly 	

6. GUIDELINES

6.1 Screening for location of PDL

Give copy of submitted List by IDPS to Overseer Office to request for the whereabouts of due for release PDL.

6.2 Interview

ERS-PDS to be filled up by due for release PDL

6.3 Orientation

Re-orient PDLs on Prison Rules and Regulations and introduce ERS Pre-release Programs. After orientation due for release PDL may choose which ERS program they will join.

6.4 Pre-Release Reintegration Program

Seminars, lecture and skills training to be provided to PDL's by ERS, Reformation, GA and NGO which ever applies.

6.5 Evaluation

Upon completion of the pre-release program provided, PDLs will be issued Certificate of Participation.

TESDA-NC - certificate for PDL who passed the evaluation of TESDA.

6.6 Social Welfare

Assistance provided to old aged and sickly due for release inmate in locating family in coordination with the NGO/GA if no family is located before PDL is released.

Recommendation letter given to PDL applying for job upon released in the society who had passed the evaluation of the reintegration program that they have completed specially those PDL who is TESDA-NC certified.