



Bureau of Corrections

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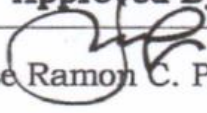
Revision No.
0


Effectivity Date
01/052018

**PROCESSING OF CARPETA FOR SUBMISSION
TO THE BOARD OF PARDONS AND PAROLE**

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original Issue	 Jose Ramon C. Padua

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1. PURPOSE

This procedure is made to define the process adhered to by the Inmate Documents and Processing Section for the submission of Carpetas to the Board of Pardons and Parole.

2. SCOPE


This procedure covers the processing of carpeta for submission to the Board of Pardons and Parole and the processing of release upon grant of Parole / Executive Clemency

3. DEFINITION OF TERMS / ACRONYMS

Carpeta	Pertains to PDL's prison record jacket which contains Commitment Order, Fiscal Information, Court Order/ Decision, Certificate of Non-Appeal/ No Pending case, Certificate of Detention, Detainees' Manifestation/ Agreement, Entry of Judgment for Appealed cases
IIMIS	(Integrated Inmate Management Information System) pertains to the existing computer database system which stores all relevant data/information about PDL such as personal profile, case profile, time served, time allowances, computation of expiration of minimum and maximum sentence.
BPP	Board of Pardons and Parole
PDL	Persons Deprived of Liberty
ODG	Office of the Director General
DG	Director General
IDPS	Inmate Documents and Processing Section
OPPF	Operating Prison and Penal Farms
NBP	New Bilibid Prison
CIW	Correctional Institution for Women
SPPF	Sabluyan Prison and Penal Farm
LRP	Leyte Regional Farm
DPPF	Davao Prison and Penal Farm
SRPPF	San Ramon Prison and Penal Farm


4. RESPONSIBILITIES

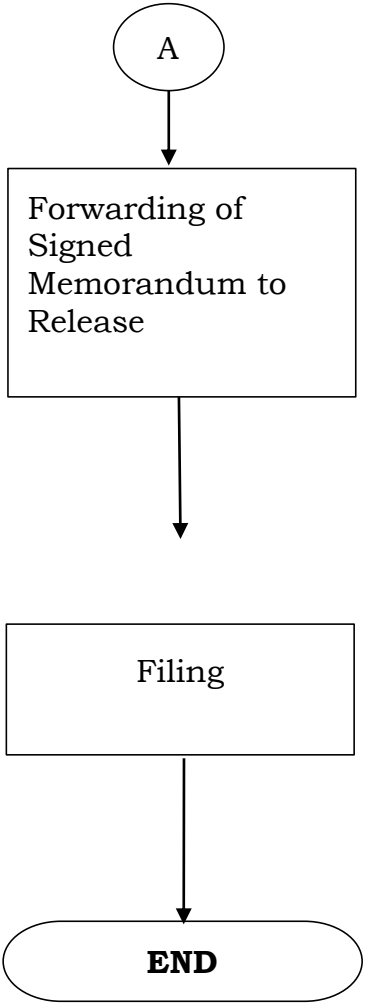
Pre-Release Officer	Responsible in processing and preparing complete set of release documents
Validation Officer	Responsible in checking, evaluating and validating PDL carpetas and prison record
Updating Officer	Responsible in updating and adjusting PDL records and information
Receiving Officer	Responsible in receiving and dispatching of documents
Carpeta Officer	Responsible in safekeeping of PDL carpetas

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5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Generation of List</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Carpeta and Prison Record Validation</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Transmittal of Carpeta</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Preparation of complete set of due for release documents for PDL who have been granted Parole/ Executive Clemency</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Transmittal of documents to the ODG</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">A</p>	<p>Updating Officer</p> <p>Validation Officer</p> <p>Liaison Officer</p> <p>Pre-Release Officer</p> <p>Pre-Release Officer Dispatching Officer</p> <p>ODG</p>	<ul style="list-style-type: none"> Generates list of PDLs who are eligible for Parole and Executive Clemency Validation and review of carpeta and Prison Record Forwards carpeta to the Board of Pardons and Parole Requests Certification of no pending case / non-appeal to the respective camps / OPPFs Prepares the documentary requirements for the release of PDL Reviews and transmits documents to ODG for approval. The Office of the Director General forwards the approved/signed release documents to IDPS 	<p>IIMIS</p> <p>PDL Carpetas, Prison Records</p> <p>Indorsement Letter, Carpeta, Prison Record</p> <p>Memorandum to Release, Disposition Form (DF) , Certificate of No-pending case/non-appeal, Prison Record, Discharge on Parole/EC (DOP) /Commutation of Sentence/Grant of Pardon</p> <p>Signed Memorandum to Release, DF, Certificate of No-pending case/non-appeal, Prison Record, Discharge on Parole/EC (DOP) /Commutation of Sentence/ Grant of Pardon</p>

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Activity	Person Responsible	Details/Functions	References
	Pre-Release Officer Dispatching Officer	<ul style="list-style-type: none"> Checks if all copies of Release Papers are duly signed For PDL confined at NBP and CIW - forwards the Approved/Signed Memorandum to Release to the Records Section For PDL confined at SPPF, LRP, DPPF and SRPPF -sends the Approved/Signed Memorandum to Release via LBC 	Signed Memorandum to Release, Disposition Form, Certificate of No-pending case/non-appeal, Prison Record, Discharge on Parole/EC (DOP) /Commutation of Sentence / Grant of Pardon
	Pre-Release Officer	<ul style="list-style-type: none"> Photocopies and files documents 	Signed Memorandum to Release, Disposition Form

6. GUIDELINES

6.1. Generation of List

6.1.1. The Pre-Release Officer Generates monthly list of PDL who are eligible for Parole and Executive Clemency.


6.2. Carpeta Validation

6.2.1. The Validation Officer checks the carpetas and prison records and validates the veracity of the documents.

6.2.2. For PDLs with pending appeal and pending case/s, defer carpetas' transmittal.

6.3. Transmittal of Carpeta

6.3.1. The IDPS Liaison Officer prepares documentary requirements for the transmittal of carpetas to the Board of Pardons and Parole for DG's approval, once approved, he shall forward the

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capetas to the BPP for possible grant of Parole / Executive Clemency.

6.4. Preparation of complete set of due for release documents for PDL who have been granted Parole/ Executive Clemency

- 6.4.1. The Receiving Officer receives the Discharge on Parole (DOP)/BPP Resolution/Commutation of sentence/Grant of Pardon and forwards to the Pre-Release Officer
- 6.4.2. Pre-Release Officer refers the carpetas of PDL to the Updating Officer for adjustment and prepares the documentary requirements for the release of PDL, for DG's approval.
- 6.4.3. For PDLs with unresolved documents, the Communication Officer prepares Indorsement letter requesting for the cancellation of DOP.
- 6.4.4. The Office of the Director General forwards the approved/signed release documents to the IDPS.

6.5. Transmittal of documents

- 6.5.1 The Pre-Release Officer reviews and transmits documents to ODG for approval
- 6.5.2 The Office of the Director General forwards the approved/signed release documents to IDPS

6.6. Forwarding of Signed Memorandum to Release

- 6.6.1 The Pre-Release Officer checks if all copies of Release Papers are duly signed.
- 6.6.2. For PDL confined at NBP and CIW -forwards the Approved/Signed Memorandum to Release to the Records Section. For PDL confined at SPPF, LRP, DPPF and SRPPF - sends the Approved/Signed Memorandum to Release via LBC.

6.7. Filing

- 6.7.1 The Pre-Release Officer photocopies documents for recording, updates status of released PDL on IIMIS, stamp "Memo Sent" on carpeta and returns the same to the Carpeta Officer for safekeeping.