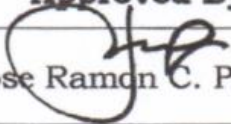

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REVISION AND APPROVAL

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 procedure for the verification of Persons Deprived of Liberty's (PDL) status.

2. SCOPE


This procedure applies to the proper verification of PDL's status confined in the Bureau of Corrections.

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.
O.D.	Officer-Of-The-Day
PDL	Persons Deprived of Liberty
IDPS	Inmate Documents and Processing Section

4. RESPONSIBILITIES

IDPS O.D.	Responsible in attending queries, requests and follows-ups of clients concerning PDL
Client	Immediate Family / Legal Counsel of PDL or any person requesting information regarding a PDL

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5. DETAILS

Activity	Person Responsible	Details/Functions	References
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">START</div>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Client Request</div>	IDPS O.D.	<ul style="list-style-type: none"> Client writes on the logbook O.D. assesses request 	Logbook, Verification Slip, I.D., Authorization Letter from Legal Counsels and relatives
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Verification</div>		<ul style="list-style-type: none"> O.D. checks status of PDL 	IIMIS/Carpeta
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Issuance of Verification Slip</div>		<ul style="list-style-type: none"> O.D. explains the status of the PDL and writes the same on the Verification slip 	Verification Slip
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">END</div>			

6. GUIDELINES


6.1. Client Request

- 6.1.1. Client writes on the provided Verification slip and logbook the date, name, address, name of PDL, prison no. of PDL and relationship to the PDL.
- 6.1.2. Presents valid ID
- 6.1.3. Authorization letter should be presented for non-immediate family members and legal counsel clients
- 6.1.4 O.D. assesses the request

6.2. Verification

- 6.3.1. OD checks the status of the PDL and refer to concerned IDPS personnel for further verification if necessary.

6.3. Issuance of Verification Slip to Client

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6.4.1. IDPS O.D. explains the status of the PDL, writes the same on the Verification slip and issues to the client/requesting party.