REVISION AND APPROVAL

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

1. PURPOSE

This procedure is made to define the procedure for the issuance of Prison Record / Synopsis of Persons Deprived of Liberty (PDL).

2. SCOPE

This procedure applies to the proper issuance of Prison Record / Synopsys of PDL confined in the Bureau of Corrections.

3. DEFINITION OF TERMS / ACRONYMS

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
P.R.	Prison Record. Refers to the summary of a PDL's information.

4. RESPONSIBILITIES

IDPS O.D.	Responsible in attending queries, requests and follows-ups of clients concerning PDL
Client	PDL, Immediate Family, Legal Counsel, Inter-Office, and other government agencies requesting a Prison Record

5. DETAILS

Activity	Person Responsible	Details/Functions	References
START			
Client Request	IDPS O.D.	• Client writes on the logbook • O.D. assesses request	Logbook, Requisition Slip
Verification	IDPS O.D.	• O.D. checks status of PDL	Logbook, I.D. Authorization Letter
Issuance of Prison Record	IDPS O.D.	• O.D. issues Prison Record	IIMIS
END			

6. GUIDELINES

6.1. Client Request
6.1.1. Client writes on the provided Requisition Slip and logbook the date, name, address, name of PDL, prison no. of PDL and relationship of client to the PDL.

6.1.2. Presents valid ID and Authorization letter

6.1.3 O.D. assesses the request

6.1.4 For other Divisions/government agencies requesting for Prison Record, the request goes to the Chief IDPS for approval.

6.2. Verification
6.2.1. O.D. checks status of PDL and forwards to the Chief IDPS for approval / disapproval

6.2.2. For approved requests, Updating Officer prints P.R. then forwards to the O.D for issuance to the requesting party.

6.2.3. For disapproved requests, O.D. to inform the requesting party the basis of disapproval

6.3. Issuance of Prison Record to Client
6.3.1. Issues P.R. to the requesting party.

6.3.2. For Non-Immediate Family members/Legal Counsel, Prison Records will be issued directly to the PDL

6.3.3 For Other Divisions/government agencies requesting for Prison Record, the request goes to the Chief IDPS for approval