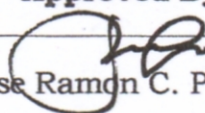

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-WI-005	
		Revision No. 0	Effectivity Date
	PHOTO CAPTURING WORK INSTRUCTION		Page 1 of 3

REVISION AND APPROVAL

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

	Bureau of Corrections		Document Reference Code BUC-STO-WI-005	
			Revision No. 0	Effectivity Date 01/05/2018
	PHOTO CAPTURING WORK INSTRUCTION		Page 2 of 3	

1. PURPOSE

To establish document, implement and maintain work instruction for photo capturing of newly received PDL.

2. SCOPE


This work instruction applies only to the proper taking of photograph of newly received PDL at ARPDMD and CIW.

3. DEFINITION OF TERMS

Carpeta	<ul style="list-style-type: none"> 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
Photography Section (PS)	<ul style="list-style-type: none"> Section In-Charge in taking photo of a PDL.
PDL	<ul style="list-style-type: none"> Persons Deprived of Liberty
ARPDMD	<ul style="list-style-type: none"> Assessment Rehabilitation Program Development and Monitoring Division
CIW	<ul style="list-style-type: none"> Correctional Institution for Women

4. DETAILS

Item No.	Activity	Responsibility	Interface
4.1	PHOTOCAPTURING OF PDL Prepare list of PDL to be taken of photograph through the Inmate Intake Report from ARDPMD	Photographer I	Logbook
4.2	Summon newly received PDL based on the prepared lists for photo capturing in coordination with the ARPDMD security personnel.		Logbook
4.3	Takes photo of newly arrived PDL		Inmate
4.4	Store the soft copy of media files to the computer and print the same for pasting/attachment to the carpeta.		
4.5	Receives carpeta from the I.D. Section personnel and record to logbook		Logbook Carpeta

	<h1>Bureau of Corrections</h1>		Document Reference Code BUC-STO-WI-005	
			Revision No. 0	Effectivity Date 01/05/2018
	PHOTO CAPTURING WORK INSTRUCTION		Page 3 of 3	

Item No.	Activity	Responsibility	Interface
4.6	Attach/paste the printed picture on the designated portion in the carpeta		Carpeta
4.7	Record the accomplished carpeta and turn-over to the Inmate Documents and Processing Section (IDPS)		Logbook