



Bureau of Corrections

Form Reference Code
STO-PR-001-F01

Revision No.
0

Effectivity Date
01/05/2018

DOCUMENT MASTERLIST

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| DOCUMENT NO. | TITLE | REV. NO. | PAGE REVISED | REVISION DATE |
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| PROCEDURE | | | | |
| BUC-STO-PR-001 | Control of Documents | 0 | | 01/05/2018 |
| BUC-STO-PR-002 | Control of Records | 0 | | 01/05/2018 |
| BUC-STO-PR-003 | Policy Formulation Procedure | 0 | | 01/05/2018 |
| BUC-STO-PR-004 | Control of Non-conforming Services | 0 | | 01/05/2018 |
| BUC-STO-PR-005 | Corrective Action Procedure | 0 | | 01/05/2018 |
| BUC-STO-PR-006 | Internal Quality Audit | 0 | | 01/05/2018 |
| BUC-STO-PR-007 | Monitoring and Measurement of Unit Client Satisfaction | 0 | | 01/05/2018 |
| BUC-STO-PR-008 | Strategic & Operations Planning | 0 | | 01/05/2018 |
| BUC-STO-PR-009 | Performance Review and Evaluation | 0 | | 01/05/2018 |
| BUC-STO-PR-010 | Communication Management | 0 | | 01/05/2018 |
| BUC-STO-PR-011 | Personnel Growth & Development | 0 | | 01/05/2018 |
| BUC-STO-PR-012 | Logistics & Property Management | 0 | | 01/05/2018 |
| BUC-STO-PR-013 | Records Management | 0 | | 01/05/2018 |
| BUC-STO-PR-014 | Engineering Services | 0 | | 01/05/2018 |
| BUC-STO-PR-015 | Transportation Services | 0 | | 01/05/2018 |
| BUC-STO-PR-016 | Public Assistance | 0 | | 01/05/2018 |
| BUC-STO-PR-017 | Approval of Contracts | 0 | | 01/05/2018 |
| BUC-STO-PR-018 | Legal Opinion | 0 | | 01/05/2018 |
| BUC-STO-PR-019 | Motion for Reconsideration on Decided Administrative Cases | 0 | | 01/05/2018 |
| BUC-STO-PR-020 | Other Legal Actions | 0 | | 01/05/2018 |
| BUC-STO-PR-021 | Internal Affairs Service | 0 | | 01/05/2018 |
| BUC-STO-PR-022 | Budget Management & Utilization | 0 | | 01/05/2018 |



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| PROCEDURE | | | | |
| BUC-STO-PR-023 | Fund Disbursement | 0 | | 01/05/2018 |
| BUC-STO-PR-024 | Billing and Collection | 0 | | 01/05/2018 |
| BUC-STO-PR-025 | Bookkeeping | 0 | | 01/05/2018 |
| BUC-STO-PR-026 | Preparation of ICT Projects | 0 | | 01/05/2018 |
| BUC-STO-PR-027 | Repair of IT Equipment | 0 | | 01/05/2018 |
| BUC-STO-PR-028 | Request for Purchase of IT Equipment | 0 | | 01/05/2018 |
| BUC-STO-PR-029 | Carpeta Registry | 0 | | 01/05/2018 |
| BUC-STO-PR-030 | Processing of Carpeta for Submission to the Board of Pardons and Parole | 0 | | 01/05/2018 |
| BUC-STO-PR-031 | Release of PDL Through the Expiration of Sentence | 0 | | 01/05/2018 |
| BUC-STO-PR-032 | Release of PDL by Order of the Court or of Competent Authority | 0 | | 01/05/2018 |
| BUC-STO-PR-033 | Verification of PDL Status | 0 | | 01/05/2018 |
| BUC-STO-PR-034 | Issuance of Prison Record Synopsis | 0 | | 01/05/2018 |