



## **Provincial Jail Service Division**



## 1.Receiving of Inmates

Receiving inmate committed to Provincial jail for confinement either awaiting trial, waiting for final judgment and or for service of sentence.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	RTC, MCTC, MTC, MTCC, PNP, PDEA and all other Committing Authority			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Commitment Order (Detention during Pendency of the case) (2 copies)			RTC, MCTC, MTC and MTCC	
2. Case Information (2 copies)			Prosecutor's Office	
3. Police Booking Sheet (2 copies)			PNP	
4. PNP Detention Certificate (2 copies)			PNP	
5. Medical Certificate (recent, taken w/in 24hrs. prior to admission) (2 copies)			Any Government Medical Clinic / Hospital	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits the Documents	1.Checks credentials of the committing agent to determine his/her identity	None	3 Minutes	Duty Shift Guard (27 personnel)
	1.1Verifies the completeness of the documents and if complete accompany the inmate to proceed to search room for search and inspection and if incomplete, returns all the document to the committing agent	None	5 Minutes	Duty Shift Guard (27 personnel)



<p>2.Proceeds to the Admin Office</p>	<p>Search the inmate &amp; inspects his/her belongings then conducts physical examination to check the authenticity of the entries of the medical certificate and if not cleared &amp; if there's a discrepancy is found, informs the committing agent &amp; if cleared &amp; if no discrepancy is found, inmate will be referred to the Inmate Record Officer (IRO)</p>	<p>None</p>	<p>15 Minutes</p>	<p>Jane Camel A. Maghuyop Watchman I</p> <p>Lea Celestre E. Jabines Watchman I</p> <p>Duty Male Searcher of the Day</p>
<p>3.Committing Agent leaves the office</p>	<p>3.Receives the inmate &amp; documents from the committing agent &amp; examines it thoroughly then if something wrong, returns all the document then if all the document were okay, informs the committing agent &amp; advises him/her to proceed to the Duty Shift guard</p>	<p>None</p>	<p>30 Minutes</p>	<p>Christlyn Eve M. Ricafort Watchman I (Inmate Record Officer)</p>



4. Committing Agent leaves the facility	4. Receives by affixing receiver's name and signature with time and date, have committing agent affixed his/her signature in the logbook and get a copy of each document and return the other to the committing agent	None	5 Minutes	Duty Shift Guard (27 personnel)
<b>TOTAL:</b>		<b>None</b>	<b>58 Minutes</b>	



## 2.Releasing of Inmates

Inmates release from confinement thru court order and or serve sentence.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G - Government to Government / G2C – Government to Citizen			
<b>Who may avail:</b>	Inmate's relative / Court process server			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Court Decision (2 copies)			Regional Trial Court (RTC), Municipal Circuit Trial Court (MCTC), Municipal Trial Court (MTC) & Municipal Trial Court in Cities (MTCC)	
2. Court Decision (2 copies)			RTC, MCTC, MTC & MTCC	
3. Court Order (2 copies)			RTC, MCTC, MTC & MTCC	
4. Official Receipt (2 copies)			RTC, MCTC, MTC & MTCC	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Submits the Documents	1.Receives the documents	None	3 Minutes	Duty Shift Guard (27 personnel)
2.Submits self for proper identification	2.Verifies the bearer it can be relative of the inmate or Government process server's identity thru his/her Identification Card	None	3 Minutes	Duty Shift Guard (27 personnel)
	2.1If the client/bearer is the inmate's relative, the document must be verified	None	4 Hours	Duty Shift Guard (27 personnel)



	through paralegal officer			
	2.2 If the bearer is the court process server, no verification is made then the documents will be forwarded to the inmate record officer (IRO)	None	2 Minutes	Duty Shift Guard (27 personnel)
	2.3 Reviews the legality & correctness of the document, checks the inmate's records to ensure that the data in the release order coincide with the data in the his/her carpeta then verify other pending cases/s, penalties & fines then checks official receipt if there's payment involved then identifies inmate's real identity to prevent the mistaken release of another inmate and if okay, accomplish Discharge Certificate & forwards to the Jail Warden and if something	None	4 Hours	Chistlyn Eve M. Ricafort Watchman I (Inmate Record Officer Designate)



	<p>wrong, informs the bearer on the discrepancy, conforms the Paralegal Officer to the authenticity of the documents before finality by verifying it to the issuing court/authority for correction and affixed his/her signature, Advises &amp; informs the bearer, informs the court for the nature of the error and returns documents for its correction then corrected documents will be brought back the Inmates Record Officer (IRO)</p>			
	<p>2.4Checks all the document then approves the Discharge Certificate &amp; routes back to the Inmates Record Officer (IRO) &amp; IRO forwards the Discharge Certificate to the Duty Shift Guard</p>	<p>None</p>	<p>10 Minutes</p>	<p>Engr. Romeo T Maglanque Acting Warden (Provincial Jail Warden)</p>



3.Receives the Discharge Certificate then leaves the facility	3.Conducts final evaluation, records in the logbook and affixed his/her signature with time and date in the discharge certificate and release the inmate		10 Minutes	Duty Shift Guard (27 personnel)
<b>TOTAL:</b>		<b>None</b>	<b>1 Day &amp; 25 Minutes</b>	





### 3.Assistance to Visitors of Inmates

Assisting relatives of inmates, lawyer, religious group and or friends visited for good.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Inmate's Family, relatives, friends / researchers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Personal Identification Card(2 copies)			Private Individual	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Presents Valid Id/Sedula	1. Records in the logbook then advise client to proceed to search room for search & inspection	None	5 Minutes	Duty Shift Guard
2. Submit self for body search & inspection	2. Conducts body search & inspects belongings 3. (No Search No Entry)	None	10 Minutes	Jane Camel A. Maghuyop Watchman I Lea Celestre E. Jabines Watchman I Duty Male Searcher of the Day
3. Proceeds to visitation area/denial entry	4. If cleared, advises client to proceed to visitation area. 5. And if not cleared hold client for further investigation or arrest and turnover to the proper authority and or denial entry 6.	None	1 Hour	Jane Camel A. Maghuyop Watchman I Lea Celestre E. Jabines Watchman I Duty Male Searcher of the Day
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour &amp; 15 Minutes</b>	



## 4. Assistance to Client Inquiries

Assisting relatives of inmates, NGAs & LGUs visited for inquiries.

<b>Office or Division:</b>		Provincial Jail Service Division		
<b>Classifications:</b>		Simple		
<b>Type of Transactions:</b>		G2C – Government to Citizen / G2G – Government to Government		
<b>Who may avail:</b>		Inmate's Family, Relative / All government agencies		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Personal Identification Card(2 copies)			Private Individual	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
Presents Identification Card	Records in the logbook	None	2 Minutes	Duty Shift Guard
1. Submits self for body search & inspection	1. Conducts body search & inspects belongings	None	3 Minutes	Jane Camel A. Maghuyop Watchman I Lea Celestre E. Jabines Watchman I Duty Male Searcher of the Day
2. Proceeds to the admin section	2. If cleared, accompanies the client to the record/admin section and if not cleared, hold client for further investigation or arrest and turnover to the proper authority and or denial entry	None	1 Hour	Duty Shift Guard
3. Inquires/follow-up then leaves the office	3. Entertains the client	None	30 Minutes	All Office Personnel
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour &amp; 35 Minutes</b>	



## 5.Escorting Inmates to Regional Trial Court (RTC) Branch 01-06 Iligan City

Escorting inmates on their Pre-schedule court appearances

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple,			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Escorting Team / court process server			
Subpoena / court calendar (2 copies)			Regional Trial Court (RTC) / Municipal Circuit Trial Court (MCTC) / Municipal Trial Court (MTC) & Municipal Trial Court in Cities (MTCC)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1.Presents subpoena or court calendar	1.1 Out cells inmate	None	3 Minutes	Duty Shift Guard
	1.2 Conducts Strip Search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.3 Place Hand cuff to inmate	None	2 Minutes	Iligan Escorting Team
	1.4 Records in the logbook	None	2 Minutes	Duty Shift Guard



	1.5 Receives by escorting team	None	5 Minutes	Iligan Escorting Team
	1.6 Travel to Iligan City	None	2 Hours	
	1.7 Court hearing	None	4 Hours	
	1.8 Travel back to Provincial jail	None	2 Hours	
	1.9 Conducts Strip search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.10 Receives by Desk officer then records in the logbook	None	5 Minutes	Duty Shift Guard
	1.11 Removes hand cuff	None	2 Minutes	Iligan Escorting Team
	1.12 Returns to cell	None	2 Minutes	Iligan Escorting Team
<b>TOTAL:</b>		<b>None</b>	<b>10 Hours &amp; 25 Minutes</b>	



## 6. Escorting Inmates to Regional Trial Court (RTC) Branch 21 Kapatagan, LDN

Escorting inmates on their Pre-schedule court appearances.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Escorting Team / court process server			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Subpoena / court calendar (2 copies)			Regional Trial Court (RTC) / Municipal Circuit Trial Court (MCTC) / Municipal Trial Court (MTC) Municipal Trial Court in Cities (MTCC)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Presents subpoena or court calendar	1.1 Out cells inmate	None	3 Minutes	Duty Shift Guard
	1.2 Conducts Strip Search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.3 Place Hand cuff to inmate	None	2 Minutes	Kapatagan Escorting Team
	1.4 Records in the logbook	None	2 Minutes	Duty Shift Guard
	1.5 Receives by escorting team	None	5 Minutes	Kapatagan Escorting Team
	1.6 Travel to Kapatagan, LdN	None	30 Minutes	
	1.7 Court hearing	None	4 Hours	



	1.8 Travel back to Provincial jail	None	30 Minutes	
	1.9 Conducts Strip search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.10 Receives by Desk officer then record in the logbook	None	5 Minutes	Duty Shift Guard
	1.11 Removes hand cuff	None	2 Minutes	Kapatagan Escorting Team G. Pactol
	1.12 Returns to cell	None	2 Minutes	Kapatagan Escorting Team G. Pactol
<b>TOTAL:</b>		<b>None</b>	<b>5 Hours &amp; 23 Minutes</b>	



## 7. Escorting Inmates to Regional Trial Court (RTC) Branch 07 Tubod, LDN

Escorting inmates on their Pre-schedule court appearances

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Escorting Team / court process server			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Subpoena / court calendar (2 copies)			Regional Trial Court (RTC) / Municipal Circuit Trial Court (MCTC) / Municipal Trial Court (MTC) Municipal Trial Court in Cities (MTCC)	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Presents subpoena or court calendar	1.1 Out cells inmate	None	3 Minutes	Duty Shift Guard
	1.2 Conducts Strip Search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.3 Place Hand cuff to inmate	None	2 Minutes	Tubod Escorting Team
	1.4 Records in the logbook	None	2 Minutes	Duty Shift Guard
	1.5 Receives by escorting team	None	5 Minutes	Tubod Escorting Team



	1.6 Travel to RTC Branch 07 Tubod, LdN	None	10 Minutes	
	1.7 Court hearing	None	4 Hours	
	1.8 Travel back to Provincial jail	None	10 Minutes	
	1.9 Conducts Strip Search for contraband	None	2 Minutes	Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I  Duty Male Searcher of the Day
	1.10 Receives by Desk officer then record in the logbook	None	5 Minutes	Duty Shift Guard
	1.11 Removes hand cuff	None	2 Minutes	Tubod Escorting Team
	1.12 Returns to cell	None	2 Minutes	Tubod Escorting Team
	<b>TOTAL:</b>	<b>None</b>	<b>4 Hours &amp; 45 Minutes</b>	





## 8. Issuance of Detention Certificate

Issuing Detention Certificate to relatives of inmates or National Government Units who help facilitated the process of inmates' records for their early release.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Inmate's Family/Relative/Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplish Request form (2 copies)			PJSD Admin Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits request form	1. Search inmate's carpeta	None	10 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
	1.1 Verifies inmate's date of commitment, computes his/her length of detention then accomplish certificate of detention and routes to the Jail Warden	None	15 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I



	1.2Reviews & approves certificate of detention then routes back to the record/admin officer	None	3 Minutes	Engr. Romeo T Maglanque Acting Provincial Jail Warden
2.Receives the certificate of detention then leaves the office	1.3Releases the certificate of detention to the client	None	2 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 9. Issuance of Good Conduct Time Allowance (GCTA) Certification

Issuing GCTA Certificate to relatives of inmates or National Government Units who help facilitated the process of inmates' records for their early release.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen / G2G – Government to Government			
<b>Who may avail:</b>	Inmate's Family/Relative/Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplish Request form (2 copies)			PJSD Admin Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Request for Good Conduct Time Allowance certification	1. Search inmate's carpeta	None	5 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
	1.1 Verifies the documents, accomplish Good Conduct Time Allowance certification then routes to the Jail Warden	None	15 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I



	1.2Reviews & approves Good Conduct Time Allowance certification then routes back to the record/admin officer	None	3 Minutes	Engr. Romeo T Maglanque Acting Provincial Warden
2.Receives the Good Conduct Time Allowance certification then leaves the office	2.Releases the Good Conduct Time Allowance Certification to the client	None	2 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
<b>TOTAL:</b>		<b>None</b>	<b>25Minutes</b>	



## 10. Issuance of Good Moral Certification

Issuing Good Moral Certification to relatives of inmates or National Government Units who help facilitated the process of inmates' records for their early release.

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C – Government to Citizen / G2G – Government to Government			
<b>Who may avail:</b>	Inmate's Family/Relative/Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplish Request form (2 copies)			PJSD Admin Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Request for certificate of good moral	1. Search inmate's carpeta		5 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
	1.1 Verifies the documents, accomplish certificate of good moral then routes to the Jail Warden		10 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I



				Lea Celestre E. Jabines Watchman I
	1.2Reviews & approves certificate of good moral then routes back to the Record/Admin officer		3 Minutes	Engr. Romeo T Maglanque Provincial Jail Warden
2.Receives certificate of good moral then leaves the office	2.Releases the certificate of good moral to the client		2 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	



## 11. Issuance of Certificate of Appearance

Issuing Certificate of Appearance to National Government Agencies / Local Government Units

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All Government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplish Request form (2 copies)			PJSD Admin Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Request for certificate of appearance	1. Encodes & prints the certificate of appearance then routes to the Jail Warden	None	5 Minutes	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
	1.1 Reviews & approves certificate of appearance then routes back to the Record/Admin Officer	None	3 Minutes	Engr. Romeo T Maglanque Acting Provincial Warden
2. Receives certificate of appearance then leaves the office	2. Releases the certificate of appearance to the client	None	1 Minute	Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I



				Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I Irene M. De La Cruz Watchman I  Christlyn Eve M. Ricafort Watchman I  Jane Camel A. Maghuyop Watchman I  Lea Celestre E. Jabines Watchman I
<b>TOTAL:</b>		<b>None</b>	<b>9 Minutes</b>	





## 12.Preparation of Inmates' Documents for Transfer to the National Penitentiary Preparing Inmates' Documents for Transfer

<b>Office or Division:</b>	Provincial Jail Service Division			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Escorting Team / Court Process Server			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Court decision (2 copies)</li> <li>2. Commitment Order (Mittimus) (2 copies)</li> <li>3. Certificate of Appeal/Non-Appeal (2 copies)</li> <li>4. Certificate of Non-Pending Case (2 copies)</li> <li>5. Medical Certificate (2 copies)</li> </ol>			<ol style="list-style-type: none"> <li>1. Regional Trial Court (RTC) / Municipal Circuit Trial Court (MCTC) / Municipal Trial Court (MTC)</li> <li>2. RTC, MCTC / MTC</li> <li>3. RTC, MCTC / MTC</li> <li>4. RTC, MCTC / MTC</li> <li>5. Any Government Hospitals</li> </ol>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submits the documents	1.Verifies completeness and correctness of the documents required for transfer to National Penitentiary	None	3 Minutes	Irene M. De La Cruz Watchman I (Chief Admin Designate)
	1.1 1.2 Conducts final interview for Updates & assist inmate for fingerprint	None	2 Hours	Irene M. De La Cruz Watchman I (Chief Admin Designate)
	1.3 Completion of Information Sheet	None	1 Hour	Irene M. De La Cruz Watchman I (Chief Admin Designate)



	1.4 Accomplish Detainees Manifestation, Certificate of Detention & Certification of Good Conduct Time Allowance & Time Allowance for Studying, Teaching & Mentoring	None	10 Minutes	Irene M. De La Cruz Watchman I (Chief Admin Designate)
	1.5 Checks the correctness & completeness of the required documents for transfer to NBP then routes back to the record/admin officer	None	10 Minutes	Engr. Romeo T Maglanque Acting Provincial Jail Warden
	1.6 Prepares other necessary documents of Travel for approval	None	1 Hour	Irene M. De La Cruz Watchman I (Chief Admin Designate)
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours &amp; 23 Minutes</b>	