



Updated
SERVICE MANUAL
PAROLE AND PROBATION ADMINISTRATION

2016

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FOREWORD

To continuously provide officers with basic information and a handy reference on the main functions of the Agency particularly on field operations relative to investigation and supervision procedures, this Service Manual has been updated to prescribe the current standard operating procedures.

It introduced CICAL investigation and supervision procedures, updated parole and pardon procedures, minor adjustments in probation investigation and supervision procedures, including the use of the TCLP instruments as part of the Supervision Treatment Plan, and added gender, senior citizen, and spiritual dimensions in the classification of clients.

It is expected that this updated Service Manual will be of help to field officers in ensuring a more efficient delivery of Agency services even as this Manual continues to be a work in progress.

The Agency acknowledges the efforts of the Service Manual Committee and the assistance of the Public Information Section staff, and all those who contributed in one way or the other in this output.


MANUEL G. CO
Administrator

VISION

A model component of the Philippine Correctional System that shall enhance the quality of life of its clients through multi-disciplinary programs and resources, an efficient organization and a highly professional and committed workforce in order to promote social justice and development.

MISSION

To rehabilitate probationers, parolees and pardonees and promote their development as integral persons by utilizing innovative interventions and techniques which respect the dignity of man and recognize his divine destiny.

GOALS

The Administration's program sets to achieve the following goals:

- a. Promote the reformation of criminal offenders and reduce the incidence of recidivism, and;
- b. Provide a cheaper alternative to the institutional confinement of first-time offenders who are likely to respond to individualized, community-based treatment programs.

ORGANIZATIONAL CORE VALUES

PERFORMANCE

Efficient and effective accomplishment of tasks and targets, beginning with individual officials and employees and throughout all units in the organizational hierarchy, linked coherently and progressively toward the Agency Mission, Vision and strategic goals.

TEAMWORK

Working together to achieve shared goals.

RESOURCEFULNESS AND INNOVATIVENESS

Exploring resources with ingenuity, optimizing opportunities with creativity.

PROFESSIONALISM

High level of proficiency on the job resulting from mastery and conscientious application of appropriate knowledge and skills, honed by sound judgment, self-discipline and unceasing striving for excellence, and founded on a code of conduct that respects the dignity of clients and fellowman.

ROLE MODELING

Serving and inspiring by example.

PROFESSIONAL EXCELLENCE

Achieving high standards for ethical and quality service.

ACCOUNTABILITY

Inherent obligation of every official and employee to answer for decisions, actions and results within his/her authority, including proper and effective utilization of resources in support of Agency policies and programs, with timely, complete and accurate disclosure in required reports.

RESPONSIBILITY

Achieving expectations, answering for results.

HONESTY AND INTEGRITY

Being upright and transparent in transactions and relations.

REVISED CODE OF ETHICS FOR PROBATION AND PAROLE EMPLOYEES

PREAMBLE

We, the employees of the Parole and Probation Administration, in order to establish a just and humane correctional system, implore the aid of Almighty God, to effectively foster the rehabilitation and reformation programs of the Agency and uphold the mission-vision to provide excellent performance, exude professionalism and accountability towards achievement of defined goals, decree this Code of Ethics.

CANON 1: Probation and Parole Employees shall commit themselves to provide excellent **PERFORMANCE**. In this regard, they must:

- 1.1** Commit themselves to work willingly with due diligence and Prudence.
- 1.2** Possess the competencies that shall contribute to the achievement of the agency's mandate, core values and delivery of excellent service.
- 1.3** Responsibly perform their duties with dignity and propriety.
- 1.4** Strive to be physically and mentally fit for them to be able to efficiently carry-out the functions of their office.

CANON 2: Probation and Parole Employees shall be epitomes of **PROFESSIONALISM** in public service; hence, they must:

- 2.1** Act with highest respect for others and shall strictly observe the necessary protocol at all times.
- 2.2** Always be mindful of the public aspect of social media, so as not to run afoul of a Probation and Parole Employee's ethical obligations.
- 2.3** Practice the virtues of humility and modesty.

REVISED CODE OF ETHICS FOR PROBATION AND PAROLE EMPLOYEES

CANON 3: Probation and Parole Employees shall devote themselves to practice the virtue of **ACCOUNTABILITY** in its operations in the interest of genuine public service. Thus, they must:

- 3.1** Act with utmost honesty and accountability for public interest.
- 3.2** Act responsibly to uphold the integrity of their vocation.
- 3.3** Use their position for official business and not to further private interest or those of others.
- 3.4** Adhere to high standards of morality and decency and shall set good examples for clients to follow.
- 3.5** Use appropriate language, speech and gestures and shall engage in proper conduct.
- 3.6** Keep in confidence all matters pertaining/relating to their client.

BASIC PRINCIPLES

Principles are rules of action for Probation and Parole Officers as they deal with clients toward achieving the end goal of helping them realize their potentials. These principles are basically anchored on the philosophy that a person has inherent worth and dignity and that given the opportunity is capable of reason, of rational analysis, and choice.

Acceptance – accepts and tries to perceive and deal with the client as a person with strengths and weaknesses, congenial qualities, positive and negative feelings, constructive and destructive attitudes and behaviors. Believes that the client has the innate capacity to solve a problem if given the proper information and motivation.

Communication – makes a clear interpretation of PPO's role in the helping process and what the client should do in order to help one's self. In other words, each must understand the role of the other.

Individualization – recognizes and understands each client's unique qualities and the differential use of methods in assisting each of them towards a better adjustment. It is based upon the right of the client to be treated not just as any human being but as a particular human being with a unique personal differences.

Participation – views the individual client as the chief actor in one's own life; creator as well as creature, actuated and influenced by inner biological and psychological purpose; able to become and to use a relationship to become; to make and to act on choices or decisions in life.

BASIC PRINCIPLES

Self-Determination – enables the client to determine what one's own needs are and how these needs should be met within the boundaries allowed by law. Guides the client so that the client is able to look at a problem objectively, understand the choices or alternatives open as well as its implications and consequences and then make own decision. A client develops or regains self-respect and self-confidence once realized that a problem is solved.

Self-Awareness – knows one's own emotional conflicts and unresolved problems. Self-knowledge leads to greater objectivity and fairness in dealing with the client. The needs of the Probation and Parole Officer will not be above those of the client and not exploit a situation for personal purposes. The PPO will concentrate on the solution of the client's problem and not attempt to solve a personal problem at the expense of the client through the relationship.

Controlled Emotional Involvement – knows the boundaries of the professional role and personal self in dealing with the client. Objectivity in dealing with the reality of the client's problem must be observed to be effective in the helping process. Empathy not sympathy is the key word.

Confidentiality – earns the trust of the client by keeping confidential information to oneself. Such trust encourages the client to freely express feelings about oneself and about others in a situation and consequently participate fully in the process of solving a problem. This finds legal basis in Section 17 of PD 968 where investigation report and supervision history of a client are generally treated as privileged and confidential.

Transparency – consistently practices honesty, justice and fair play and conducts oneself with openness and the highest degree of integrity and moral uprightness in dealing with clients, co-workers and the public.

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PART I

PROBATION INVESTIGATION PROCEDURES

The Post-Sentence Investigation (PSI) is the vehicle used to find out the petitioner's legal qualifications and his suitability for probation. It is also used in establishing the diagnosis for his favorable response to the community-based and individualized correction program. The PSI gathers information on the petitioner's personality, character, antecedents, environment and other relevant information, including community resources which shall be utilized in the rehabilitation of the client.

The basic tools used in PSI are interviews, records check, psychological evaluation and drug tests. All information gathered is written in the PPA Form 3 or Post-Sentence Investigation Report (PSIR) submitted to the court for disposition.

Field Office Level

A. Cases Referred by Courts within Jurisdiction

STEP A.1 – RECEIPT OF REFERRAL ORDER FROM COURT

- 1.1 Clerk receives Court Order and records it in the Incoming Communications Logbook and then docket the same in the Investigation Docket book within eight (8) hours.

CPPO rates Clerk

- 1.2 Clerk prepares Investigation Folder properly labeled with the following:

1.2.1 Blank Forms:

- 1.2.1.1 Office Order (PPA Form 10)
- 1.2.1.2 Worksheet and Waiver (PPA Form 1 and 2)
- 1.2.1.3 PSIR (PPA Form 3)
- 1.2.1.4 Records Check Form
- 1.2.1.5 Case Classification (PPA Form 15)
- 1.2.1.6 Letter to Victim/Victim's family
- 1.2.1.7 Client's profile
- 1.2.1.8 Skills Training Needs Survey
- 1.2.1.9 My Needs and Problems Checklist
- 1.2.1.10 My Personal Development Plan

1.2.2 Documents:

- 1.2.2.1 Court Referral
- 1.2.2.2 Information and Decision
- 1.2.2.3 Custodian's Undertaking, if available

STEP A.2 – PRE-PSI ACTIVITIES

- 2.1 CPPO issues Office Order assigning case to Investigating Officer (IO) per SOP of field Office within two (2) working days upon receipt of referral.
- 2.2 IO receives Office Order immediately indicating date of receipt of copy which is filed on the left side of the Investigation Folder.
- 2.3 IO secures information and decision if not attached with the court referral.

STEP A.3 – CONDUCT OF PSI PROPER

- 3.1 IO conducts initial interview and accomplishes Worksheet within five (5) working days upon receipt of Office Order, and requires petitioner to execute waiver-cum authorization (PPA Form No. 2)

**In case petitioner intends to withdraw petition for probation, see Special Investigation Procedure B.1.*

- 3.2 In case petitioner fails to report to IO within three (3) working days, IO shall verify court records and locate petitioner by securing the help of the Barangay Captain/Officials/Volunteer Probation Assistant and other persons who have knowledge of petitioner's whereabouts.

** In case petitioner fails to report, see Special Investigation Procedure B.2 page 4.*

- 3.3 IO requires petitioner to report to Office for follow-up interviews as needed.
- 3.4 IO conducts records check within five (5) days after initial interview with the Barangay, PNP, Prosecution, Courts, NBI, and additional records check with CMRD, Anti-Drug Abuse Council, etc. IO secures, if necessary, authenticated copy of birth certificate or any available valid IDs.
- 3.5 IO prepares and mails PPA Form 14 – General Inter-Office Referral (GIOR) within five (5) days after initial interview, if needed.
- 3.6 IO prepares psychological/clinical evaluation referral, if needed. (PPA Form 30)
- 3.7 IO prepares referral for drug test. (Annex "1") if needed
- 3.8 IO conducts home visits and collateral interviews within 12 days after initial interview and records all pertinent data gathered during field investigation in the Field Book.

** In case petitioner fails to report/disappears during the investigation process, see Special Investigation Procedures B.2.*

3.9 IO verifies derogatory records upon receipt of records check results, if any.

** In case of disqualified petitioner, see Special Investigation Procedure B.3.*

3.10 IO Confers with client and prepares assessment forms like MNPC, STNS, CC and MPDP.

3.11 CPPO holds Case Conference as needed with:

3.11.1 IO

3.11.2 IO and other officer and/or professionals, if needed.

3.12 IO submits final draft within forty-five (45) calendar days with Case Classification, MNPC, STNS and MPDP

3.13 CPPO reviews, approves, and rates PSIR draft, or orders further investigation within three (3) working days, if necessary.

CPPO rates IO

3.14 CPPO directs the clerk to type the final draft.

3.15 Clerk types PSIR draft within two (2) working days upon receipt.

CPPO rates Clerk

3.16 Clerk submits finalized PSIR to IO for proofreading and signature and IO submits the same to the CPPO for appropriate action.

3.17 CPPO reviews, signs, and authenticates the PSIR.

3.18 Clerk docket PSIR in the outgoing Docket Book.

3.19 Using the standard Cover Letter (PPA Form 33), the CPPO submits the PSIR to the Court within eight (8) hours, which shall be sealed in an envelope and stamped "CONFIDENTIAL".

** In case PSIR cannot be submitted within 60 days, see Special Investigation Procedure B.4.*

STEP A.4 – POST – PSI ACTIVITIES

4.1 CPPO/IO personally follows up court disposition fifteen (15) days after submission of PSIR.

4.2 In case no court disposition has been received after 30 days, CPPO files follow-up letter addressed to the Clerk of Court and/or Motion addressed to the Presiding Judge (PPA Form 32).

- 4.3 CPPO and IO attend court hearing on PSIRs submitted, provided that in cases of conflict in schedule, the CPPO may designate the IO or any other officer.

B. Special Investigation Procedures

Follow Steps A.1 and A.2 of the Regular Investigation Procedures and Step A.3 depending on the modifications needed as enumerated hereunder:

STEP B.1 – WITHDRAWAL OF APPLICATION BY PETITIONER

- 1.1 If petitioner manifests desire to withdraw application for probation, the IO may extend assistance to the client in preparing a Motion to Withdraw Application for Probation. However, the IO may give the option to the client to avail of the services of a lawyer or of the Public Attorney's Office.
- 1.2 IO submits the Motion prepared for the petitioner to the CPPO for review.

CPPO rates IO

- 1.3 Clerk types the Motion within eight (8) hours for signature by the petitioner prior to submission to court. (Refer to Rating Scale)

CPPO rates Clerk

- 1.4 Proceed to Step A.4 of the Regular Investigation Procedures, except Step A.4.3

STEP B.2 – PETITIONER'S FAILURE TO REPORT/DISAPPEARANCE DURING THE INVESTIGATION PROCESS

- 2.1 IO drafts a Motion to the court about the petitioner's failure to initially report at the probation office within five (5) working days after IO conducted home visit and collateral investigation and exerted effort to locate petitioner.
- 2.2 CPPO reviews, approves and rates the Motion/Report
- 2.3 Clerk types the Motion within eight (8) hours upon receipt from IO and returns it to IO for proofreading and signing.

CPPO rates Clerk

- 2.4 IO proofreads and signs the Motion immediately upon receipt from clerk and submits it to CPPO

- 2.5 CPPO notes and approves the same for submission to the Court after it is docketed in the Outgoing Logbook.

Proceed to Step A.4 of the Regular Investigation Procedures except Step A.4.3

STEP B.3 – DISQUALIFIED PETITIONERS

- 3.1 IO verifies derogatory record, if there are any and gets pertinent certification concerning the disqualification.
- 3.2 IO submits to the CPPO the draft of the Motion to the Court about petitioner's disqualification within three (3) days upon receipt of all the necessary supporting documents which are attached thereto as integral part of the Motion/Report.

CPPO rates IO

- 3.3 Proceed to Step B.2.2 to 2.5 above.
- 3.4 Proceed to step A.4 of the Regular Investigation Procedures, except Step A.4.3. CPPO/IO personally follow-up court disposition within fifteen (15) days after submission of Motion/Report.

STEP B.4 – REQUEST FOR AN EXTENSION OF TIME TO SUBMIT PSIR

- 4.1 IO informs the CPPO of the need to file a Motion for Extension of Time to submit PSIR five (5) calendar days before its due date.
- 4.2 IO drafts and submits the Motion/Report within three (3) calendar days from the date the CPPO is informed.
- 4.4 Proceed to B.2.2 to B 2.5.

C. General Inter-Office Referral

There are two (2) forms of courtesy investigation: the Full Blown Courtesy Investigation (FBCI) and the Partial Courtesy Investigation (PCI)

A. THE FBCI SHALL BE USED WHEN THE PETITIONER FOR PROBATION:

1. Is a transient offender in the place of commission of the crime and/or a permanent resident of another place;
2. Has spent pre-adolescent and/or adolescent life in the province or city of origin;
3. Has attended and/or finished education therein; and
4. Have immediate family members and acquaintances who are residents of the place of origin.

B. THE PCI SHALL BE USED FOR PETITIONERS WHO DO NOT FALL WITHIN THE PURVIEW OF THE FBCI AND IS CONDUCTED BY ANOTHER PPO.

C. PREPARATION OF GIOR

C.1 Steps in Preparation of GIOR

- 1.1 Requesting IO determines the data needed for PSI.
- 1.2 Requesting IO fills out the General Inter-Office Referral (GIOR) (PPA Form 14) and makes sure that the following are indicated:
 - 1.1.1 Petitioner's complete address with sketch, direction and landmarks
 - 1.1.2 Details of derogatory records to be verified.
 - 1.1.3 Names and exact addresses of collateral informants.
 - 1.1.4 At least two (2) pieces of Client's most recent photo (2x2).
 - 1.1.5 Other information which will expedite conduct of CI.
- 1.3 Requesting IO verifies the exact address and area of jurisdiction of the receiving PPO using the latest PPA Directory/Station List.
- 1.4 Requesting IO Submits GIOR draft to CPPO for approval.
- 1.5 Clerk types GIOR within the day after approval of CPPO.
- 1.6 Clerk submits typed GIOR to IO and CPPO for proofreading and signature.
- 1.7 Clerk records GIOR in Outgoing Communications Logbook.
- 1.8 Clerk mails/email the GIOR observing appropriate security measures.

D. FOLLOW-UP

1. Twenty-one (21) days after mailing of GIOR and no result has been received, requesting PPO follows up the same and makes a tracer letter copy furnished the Regional Director of that region for the latter's action.

D. Conducting General Inter-Office Referral
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STEP D.1 – RECEIPT OF GIOR FROM OTHER PAROLE AND PROBATION OFFICES (PPOs)

- 1.1 Clerks receives and records GIOR in the Incoming Communications Logbook and docket the same in the Courtesy Investigation (CI) Docket book within eight (8) hours upon receipt.
- 1.2 Clerk prepares CI Office Order Form and provides Records Check Forms, if necessary, within eight (8) hours upon receipt.

STEP D.2 - PRE - CI ACTIVITIES

- 2.1 CPPO assigns case immediately to IO upon receipt of GIOR following office SOP.
- 2.2 IO receives CI Office Order within two (2) work days.

STEP D.3 - CONDUCT OF CI

- 3.1 As per GIOR, IO prepares request for records check with appropriate agencies within one (1) day from receipt of order.
- 3.2 IO conducts CI following the request and instructions stated in the GIOR within three (3) working days.
- 3.3 IO submits draft of CI Report to CPPO within eight (8) working days after receipt of the GIOR.

** For FBCI, IO submits draft within 40 days.*

- 3.4 CPPO reviews and approves CIR draft within two (2) days upon receipt.
- 3.5 Clerk types CI Report within three (3) days upon receipt from CPPO.

CPPO rates Clerk

- 3.6 IO proofreads, signs and submits CIR to CPPO.
- 3.7 CPPO signs and sends CIR to Requesting PPO after being recorded in the outgoing logbook within twenty (20) days for provinces and fifteen (15) days for cities.

STEP D.4 – POST –CI ACTIVITIES

- 4.1 Clerk files office copy of CI Report in designated folder.

Regional Office Level

All Field Offices submit to the Case Management and Records Division (CMRD), Central Office, copy furnished the Regional Office, their Monthly Caseload Report (PPA Form 5) with all the attachments and documents at the end of the month.

1. Upon receipt of the Monthly Caseload Report from the Field Offices, the CMRU Head:
 - 1.1. Checks the accuracy of the entries in the Caseload Reports (PPA Form 5 & 21);

- 1.2 Compares said entries with the attached copies of PSIRs, CIRs and Motions submitted to the courts;
 - 1.3 Examines the accuracy of said reports;
 - 1.4 Keeps a running summary of the regional/field offices investigating officers' workload recorded monthly;
 - 1.5 Sends out correction letter signed by the RD, if any; before the 20th day of the succeeding month.
 - 1.6 Keeps a file of the PPA Forms 5, 21, 44, 45, 50, 51 and other statistical reports and attachments sent by Field Offices.
2. Upon receipt of Request for Records Check, the CMRU Head conducts records check on probation covering the period January 1978 to December 1994, to present within three (3) working days.

Central Office Level

1. After receipt of the Monthly Caseload Report, the CMRD shall:
 - 1.1 Evaluate monthly caseload reports.
 - 1.2 Prepare correction letters regarding discrepancies in caseload reports.
 - 1.3 Conduct studies on case projection for redefinition of jurisdiction/renaming/creation/division of field offices.
 - 1.4 Conduct researches on caseload, casework services and procedures in case management.
 - 1.5 Prepare statistical evaluation periodically as need arises.
 - 1.6 Provide technical services/assistance to field offices in improving investigation procedures for petitioners.
 - 1.7 Serves as the repository of statistical information of the Administration regarding the clients it serves.
 - 1.8 Maintain central file of clients' records and ensure its confidentiality by:
 - 1.8.1 Computerizing data on every client.
 - 1.8.2 Preparing Master List of Clients periodically.
 - 1.9 Attends to field workers/probationers/ex-probationers relative to queries, request for official documents, etc.
 - 1.10 Evaluates documents submitted by field officers.
2. Upon receipt of request for Records Check, the CMRD analyst conducts records check on probation covering the period January 1995 to present.

PART II

PRE-PAROLE/PRE-EXECUTIVE CLEMENCY INVESTIGATION (PPIR/PECI) PROCEDURES

An inmate's eligibility for release on parole/pardon depends on the requirements set by law, the sentence imposed by the court, and the policies of the BPP. Release from prison is considered once the offender has served the required time in prison. Release becomes a matter of crediting the correct Good Conduct Time Allowance (GCTA), and other merits, and that the court's sentence has been accurately interpreted so that the offender may be released in the community after service of the minimum sentence.

In its Resolution No. 229 dated April 2, 1991, the BPP authorized the Parole and Probation Administration to conduct Pre-Parole and Executive Clemency investigation of any city, provincial and national prisoner confined in city, district, provincial jails and national penitentiary and penal farms. This is another task entrusted to PPOs which attests to their capability and dedication to the service.

Field Office Level

Pursuant to MO 14 s. 1991 dated October 4, 1991, MC 21 S. 1991 dated April 11, 1991, MC 56 s. 1991 dated October 7, 1991, MC 49 s. 1992 dated October 14, 1992, MC 77 s. 2011 dated December 06, 2011, MO 10 s. 00 dated May 31, 2000, MO 14 s. 2008 dated August 08, 2008, MO 11 s. 2010 dated September 30, 2010, MO 20 s. 2010 dated November 30, 2010, MO 01 s. 2011 dated January 25, 2011, MO 11 s. 2011 dated May 02, 2011, MO 29 s. 2011 dated September 02, 2011, MO 31 s. 2011 dated September 09, 2011, MO 04 s. 2012 dated February 16, 2012, MO 15 s. 2012 dated March 02, 2012.

A. Cases Referred by BPP thru TSD

STEP A.1 – RECEIPT OF REFERRAL

- 1.1 Clerk receives the Referral Order and records it in the Incoming Communications Logbook and PPIR/PECIR Docket book within eight (8) hours.

- 1.2 Clerk prepares Investigation Folder properly labeled with the following:
 - 1.2.1 Blank Forms
 - 1.2.1.1 Investigation Office Order
 - 1.2.1.2 Pre-Parole/Pre-Executive Clemency Investigation Report (PPIR/PECIR), Community Interview (C.I) (PPA Form 25). (MO 15 s. 2012 dated March 26, 2012 and MO 26 s. 2012 dated August 9, 2012)
 - 1.2.1.3 Records Check Forms
 - 1.2.2 Documents
 - 1.2.2.1 BPP referral letter and other available documents

STEP A.2 – PRE-INVESTIGATION ACTIVITIES

- 2.1 CPPO issues Office Order assigning case to IO per SOP of Field Office within two (2) working days upon receipt of referral
- 2.2 IO receives Office Order within two (2) working days indicating therein the date of receipt of assignment

If local prisoners:

- 2.3 IO secures pertinent documents from jail/prison/court and others such as: (MO 27 s. 2011 dated August 23, 2011)
 - 2.3.1 Prison Record
 - 2.3.2 Fiscal's Information and Court's Decision
 - 2.3.3 Commitment Order
 - 2.3.4 Certificate of Detention
 - 2.3.5 Certification from Warden stating the reason/s why a national prisoner has continued to be confined thereat (MC 49 s. 1992 dated October 14, 1992)
 - 2.3.6 Certificate of No Appeal (CNA) (PPA Form 26) or if appealed, the decision of the appellate court (MC 9 S. 1997 dated April 14, 1997, Unnumbered Memo dated January 26, 2011, MC 10 s. 2012 dated February 16, 2012, MC 37 S. 2013 dated June 13, 2013)
 - 2.3.7 Certificate of No Pending Case (CNPC) (PPA Form 26) (Unnumbered Memo dated January 26, 2011) (MC 10 S. 2012 dated February 16, 2012) (MC 37 s. 2013 dated June 13, 2013)
 - 2.3.8 NBI records Check
 - 2.3.9 Warden's Clearance and Certification

2.3.10 Detainee's Manifestation/Agreement

STEP A.3 – INVESTIGATION ACTIVITIES

- 3.1 Field offices having jurisdiction over provincial/city/district/municipal jails.

For local prisoners:

- 3.1.1 IO conducts initial interview and accomplishes the PPIR/PECIR Form within two (2) working days upon receipt of the Office Order.
- 3.1.2 IO determines petitioner's qualification for Parole/Executive Clemency through a comprehensive study of court/jail records.
- 3.1.3 IO secures additional information as may be needed from the prisoner's records in the prison/jail, from the court, NBI, and other appropriate entities.
- 3.1.4 In case the vital data needed to complete the report are not available within the area of jurisdiction of the PPO, IO sends a courtesy referral to the CPPO of the city or province which has jurisdiction over the source of information.
- 3.1.5 IO conducts home visits and collateral interviews to assess the client's acceptability in home/community.
- 3.1.6 CPPO holds case conference with IO, if needed.
- 3.1.7 IO submits final draft of PPIR/PECIR to CPPO within sixty (60) days.
- 3.1.8 IO submits final draft of PPIR/PECIR draft and, if necessary, orders further Investigation within two (2) working days.

CPPO rates IO

- 3.1.9 CPPO approves PPIR/PECIR draft and directs Clerk to type the same.
- 3.1.10 Clerk types draft within two (2) working days upon receipt.
- 3.1.11 Clerk immediately submits typed PPIR/PECIR to the IO for proofreading and signature.

CPPO rates Clerk

- 3.1.12 CPPO signs, authenticates and submits within sixty (60) days the PPIR/PECIR to the Board of Pardons and Parole (BPP) through the Technical Services Division (TSD) for evaluation, observing necessary security measures.

3.2 For National Prisoners, the Muntinlupa City PPO, Mandaluyong City PPO and other field offices having jurisdiction of areas with penal farms:

3.2.1 Upon receipt of referral from TSD, FO conducts PPI-PECI and CI if the residence of the prisoner is within the area of their jurisdiction, and if the residence is outside the area of their jurisdiction, inquire from prisoner the exact address of preferred residence and with whom to reside, and send a GIOR to the office concerned (MO No. 17 dated March 16, 2015).

3.2.2 Await the result of the GIOR, then submit the CI/GIOR together with PPIR/PECIR to the TSD for evaluation.

STEP A.4 – POST-INVESTIGATION ACTIVITIES

4.1 Upon receipt of acknowledgment from the TSD Chief, PPIR/PECIR shall be considered concluded and dropped from the investigation case load. The same shall be filed with the PPIR/PECIR folder.

(Unnumbered Memo dated May 15, 2006; Unnumbered Memo dated February 16, 2012)

B. Requesting for Courtesy Investigation

Follow Procedures Part I, C

C. Conducting Courtesy Investigation

Follow Procedures Part I, D

Regional Office Level

The CMRU Head monitors the data in PPA Form 21 and insures accuracy in the contents of the PPIR/PECIR.

Central Office Level – Technical Services Division

A. PPIR/PECIR of Prisoner's Confined in Provincial/ City/Municipal Jails

1. Upon receipt of the documents, Clerk records them in the incoming logbook and gives them to the Chief, TSD for review and evaluation.
2. TSD endorses them to the Board of Pardons and Parole (BPP) for inclusion in the agenda (copy furnished the CPPO concerned).
3. If the documents are not complete, the TSD shall coordinate with the CPPO concerned who shall coordinate with the Warden to complete the documents.

B. Pre-Parole/Pre-Executive Clemency Investigation Report From Field Offices

1. Upon receipt of the PPIR/PECIR, C.I.R. Clerk records it in the Incoming Communications Logbook.
2. Clerk gives all PPIR/PECIR, C.I.R. received to the Chief, TSD for review and evaluation.
3. Chief TSD endorses PPIR/PECIR, C.I.R. to the Board of Pardons and Parole for incorporation in the carpeta.

C. Petitions or Letter-Request for Parole/Executive Clemency

1. Upon receipt of the petitions or letter/requests, the Clerk records them in the Incoming logbook.
2. Clerk gives all petitions or letter/requests to the Chief, TSD for evaluation and endorsement to BPP.
3. If the prisoner is from the Bureau of Corrections, the petitions or letter/requests will be indorsed to the BPP who shall request for the records from the Bureau of Corrections.
4. If the prisoner is from Provincial/City/Municipal jail, the CPPO within the area will be requested to conduct PPI/PECI and to coordinate with the warden in the submission of the documents.

PART III

CHILDREN IN CONFLICT WITH THE LAW (CICL)

INVESTIGATION PROCEDURES

Republic Act 9344, as amended, the Juvenile Justice and Welfare Act of 2006, provides for probation as an alternative to imprisonment of a CICL. The court may place a child on probation in lieu of service of sentence upon application after it has convicted and sentenced the CICL.

The law requires taking into account the best interest of the child, and the conduct of PSI can determine the overall condition of a CICL by looking into the child's background as to the cause of the child's involvement in the case using interview as a tool in investigation and in gathering collateral information.

Relevant data on the personal circumstances of the CICL must be considered along with the legal qualifications and suitability for probation to determine the appropriate intervention measures.

Field Office Level

STEP A. 1 – RECEIPT OF REFERRAL ORDER FROM COURT

- 1.1 Clerk receives Court Order and records it in the Incoming Communications Logbook and then docket the same in the CICL Investigation Docket book within eight (8) hours.

CPPO rates Clerk

- 1.2 Clerk prepares CICL Investigation Folder properly labeled containing the following:

1.2.1 Blank Forms:

- 1.2.1.1 Office Order (PPA Form 10)
- 1.2.1.2 Worksheet and Waiver (PPA Form 1 and 2)
- 1.2.1.3 PSIR Form
- 1.2.1.4 Records Check Form
- 1.2.1.5 Case Classification (PPA Form 15)
- 1.2.1.6 Notice to Victim/Victim's family

1.2.1.7 Skills Training Needs Survey

1.2.1.8 My Needs and Problems Checklist

1.2.1.9 My Personal Development Plan

1.2.2 Documents:

1.2.2.1 Court Referral

1.2.2.2 Information and Decision

1.2.2.3 Social Case Study Report (SCSR) to be secured from the Court

1.2.2.4 Custodian's undertaking, if applicable

STEP A.2 – PRE-PSI ACTIVITIES

- 2.1 CPPO issues Office Order assigning case to Investigating Officer (IO) per SOP of Field Office within two (2) working days upon receipt of referral.
- 2.2 IO receives Office Order immediately indicating date of receipt of copy which is filed on the left side of the Investigation Folder.

STEP A.3 – CONDUCT OF PSI PROPER

- 3.1 IO conducts initial interview and accomplishes Worksheet within five (5) working days upon receipt of Office Order, and require CICL/petitioner to execute waiver-cum authorization (PPA Form No. 2)
- 3.2 In case CICL fails to report to IO within three (3) working days, IO shall verify court records and locate CICL/petitioner by securing the help of the Barangay Captain/Officials/Volunteer Probation Assistants and other persons who have knowledge of petitioner's whereabouts.
- 3.3 IO prepares and mails/e-mails PPA Form 14 – General Inter-Office Referral (GIOR) within five (5) days of the initial interview, if needed.
- 3.4 Within five (5) days after the initial interview, if needed, Investigation Officer conducts record checks with the Barangay, PNP, Prosecution, Courts, NBI, CMRD, Anti-Drug Abuse Council, etc.
- 3.5 IO prepares psychological/clinical evaluation referral, if needed. (PPA Form 30)
- 3.6 IO requires CICL to report to Office for follow-up interviews as needed.

- 3.7 IO prepares referral for drug test (Annex “30”), if needed.
- 3.8 IO conducts home visits and collateral interviews within 12 days after initial interview and records all pertinent data gathered during field investigation in the Field Book.
- *In case CICL fails to report/disappears during the investigation process, see Special Investigation Procedure B.2.*
- 3.9 IO verifies derogatory records upon receipt of records check results, if any.
- *In case of disqualified CICL/ petitioner, see Special Investigation Procedure B.3.*
- 3.10 IO confers with client and prepares assessment form like STNS, CC, MNPC, and MPDP
- 3.11 CPPO holds Case Conference, as needed, with:
- 3.11.1 IO
 - 3.11.2 IO, other officer, VPA and/or professionals, if needed.
- 3.12 IO submits final draft within 45 calendar days after receipt of the Court Order with STNS, MNPC, Case Classification and MPDP.
- 3.13 CPPO reviews, approves, and rates PSIR draft, or orders further investigation within three (3) working days, if necessary.
- 3.14 CPPO directs the clerk to type the final draft.
- 3.15 Clerk types PSIR draft within five (5) calendar days upon receipt.
- CPPO rates Clerk
- 3.16 Clerk submits finalized PSIR to IO for proofreading and signature and IO submits the same to the CPPO for appropriate action.
- 3.17 CPPO reviews and signs the PSIR.
- 3.18 Clerk docket PSIR in the outgoing Docket Book.
- 3.19 Using the standard Cover Letter (PPA Form 33), the CPPO submits the PSIR to the Court within eight (8) hours, which shall be sealed in an envelope and stamped “CONFIDENTIAL”.
- *In case PSIR cannot be submitted within 60 days, see Special Investigation Procedures B.4.*

STEP A.4 – POST – PSI ACTIVITIES

- 4.1 CPPO/IO personally follows up court disposition 15 days after submission of PSIR.
- 4.2 In case no court disposition has been received after 30 days, CPPO files follow-up letter addressed to the Clerk of Court and/or Motion addressed to the Presiding Judge (PPA Form 32).
- 4.3 CPPO and IO attend court hearing on PSIRs submitted, provided that in cases of conflict in schedule, the CPPO may designate the IO or any other officer.

B. Special Investigation Procedures

Follow Steps A.1 and A.2 of the Regular Investigation Procedures and Step A.3 depending on the modifications needed as enumerated hereunder:

STEP B.1- WITHDRAWAL OF APPLICATION BY PETITIONER

- 1.1 If a CICL/petitioner manifests desire to withdraw the application for probation, the IO may extend assistance to the client in preparing a Motion to Withdraw Application for Probation signed by the CICL/petitioner. However, the IO may give the option to the client to avail of the services of a lawyer or of the Public Attorney's Office.
- 1.2 IO submits the Motion prepared by the CICL/petitioner to the CPPO for review.

CPPO rates IO
- 1.3 Clerk types the Motion for signature by the CICL/petitioner prior to submission to court.

CPPO rates Clerk
- 1.4 Proceed to Step A.4 of the Regular Investigation Procedures, except Step A.4.3

STEP B.2 - CICL/PETITIONER'S FAILURE TO REPORT/DISAPPEARANCE DURING THE INVESTIGATION PROCESS

- 2.1 IO drafts a Motion to the court about the CICL/petitioner's failure to initially report at the probation office within three (3) working days after IO conducted home visit and collateral investigation and exerted effort to locate CICL/petitioner.

2.2 CPPO reviews, approves and rates the Motion.

CPPO rates IO

2.3 Clerk prepares the Motion/Report within eight (8) hours upon receipt from IO and returns it for proofreading and signing.

CPPO rates Clerk

2.4 IO proofreads and signs the Motion/Report immediately upon receipt from clerk and submits it to CPPO.

2.5 CPPO notes and approves the same for submission to the Court after being recorded in the Outgoing Logbook.

Proceed to Step A.4 of the Regular Investigation Procedures except Step A.4.3

STEP B.3 - SUITABILITY

3.1 IO verifies derogatory records, if there are any and gets pertinent certification as to its status to determine the suitability of the CICL/petitioner.

3.2 IO submits to the CPPO the required report to the Court about CICL/petitioner's suitability within three (3) days upon receipt of all the necessary supporting documents which are attached as integral part of the said report.

CPPO rates IO

3.3 Proceed to Step B.2.2 to 2.5 above.

CPPO rates Clerk

3.4 Proceed to Step A.4 of the Regular Investigation Procedures, except Step A.4.3

STEP B.4 - REQUEST FOR AN EXTENSION OF TIME TO SUBMIT PSIR

4.1 IO informs the CPPO of the need to file a Motion for Extension of Time to submit PSIR five (5) calendar days before its due date.

4.2 IO drafts and submits the Motion within three (3) calendar days from the date the CPPO is informed.

4.3 Proceed to B.2.2 to B.2.5.

C. General Inter-Office Referral (GIOR)

There are two (2) forms of courtesy investigation: the Full Blown Courtesy Investigation (FBCI) and the Partial Courtesy Investigation (PCI).

STEP A. - THE FBCI SHALL BE USED WHEN THE CICL/PETITIONER FOR PROBATION:

1. Is a transient offender in the place of commission of the crime and/or a permanent resident of another place;
2. Has spent pre-adolescent and/or adolescent life in the province or city of origin;
3. Has attended and/or finished education therein; and
4. Has immediate family members and acquaintances who are residents of the place of origin.

STEP B. - THE PCI CONDUCTED BY ANOTHER PPO SHALL BE USED FOR CICL/PETITIONERS WHO DO NOT FALL WITHIN THE PURVIEW OF THE FBCI BY ANOTHER PPO.

STEP C. - PREPARATION OF GIOR

C.1 STEPS IN PREPARATION OF GIOR

- 1.1 Requesting IO determines the data needed for PSI.
- 1.2 Requesting IO fills out the General Inter-Office Referral (GIOR) (PPA Form 14) and makes sure that the following are indicated:
 - 1.2.1 CICL/petitioner's complete address with sketch direction and landmarks.
 - 1.2.2 Details of derogatory records to be verified.
 - 1.2.3 Names and exact addresses of collateral informants.
 - 1.2.4 At least two (2) 2x2 pieces of CICL/petitioner's most recent photo
 - 1.2.5 Other information which will expedite conduct of CI.

- 1.3 Requesting IO verifies the exact address and area of jurisdiction of the receiving PPO using the latest PPA Directory/Station List.
- 1.4 Requesting IO submits GIOR draft to CPPO for approval.
- 1.5 Clerk types GIOR within the day after approval of CPPO.
- 1.6 Clerk submits typed GIOR to IO and CPPO for proofreading and signature.
- 1.7 Clerk records GIOR in Outgoing Communications Logbook
- 1.9 Clerk mails the GIOR observing appropriate security measures.

STEP D. - FOLLOW-UP

1. Twenty-one (21) days after mailing of GIOR and no result has been received, requesting PPO follows up the same and makes a tracer letter copy furnished the Regional Director of that region for the latter's action.

D. Conducting General Inter-Office Referral

STEP D.1 – RECEIPT OF GIOR FROM OTHER PAROLE AND PROBATION OFFICES (PPOs)

- 1.1 Clerks receives and records GIOR in the Incoming Communications Logbook and docket the same in the Courtesy Investigation (CI) Docket book within eight (8) hours upon receipt.
- 1.2 Clerk prepares CI Office Order Form and provides Records Check Forms, if necessary, within eight (8) hours upon receipt.
- 1.3 Receiving office sends CIR to referring office within twenty (20) days for provinces and fifteen (15) days for cities.

STEP D.2 – PRE – CI ACTIVITIES

- 2.1 CPPO assigns case immediately to IO upon receipt of GIOR following office SOP.
- 2.2 IO receives CI Office Order within the day.

STEP D.3 – CONDUCT OF CI

- 3.1 As per GIOR, IO prepares request for records check with appropriate agencies within one (1) day from receipt of order.
- 3.2 IO conducts CI following the request and instructions stated in the GIOR within three (3) working days.
- 3.3 IO submits draft of CI Report to CPPO within twenty-one (21) days after receipt of the GIOR.

**For FBCI, IO submits draft within 40 days.*

- 3.4 CPPO reviews and approves CIR draft within two (2) days upon receipt.
- 3.5 Clerk types CI Report within three (3) days upon receipt from CPPO.
- 3.6 IO proofreads, signs and submits CIR to CPPO.
- 3.7 CPPO signs and sends CIR to requesting PPO after being recorded in the Outgoing Logbook.

STEP D.4 – POST – CI ACTIVITIES

- 4.1 Clerk files office copy of CI Report in designated folder.

PART IV

PROBATION SUPERVISION PROCEDURES

Supervision is the essence of the probation system while the effectiveness of the probation services of any given country is equally dependent upon the systematic and wise selection of offenders for release on probation. Effective supervision is the goal towards which the discriminating selection of probationers is directed. It is, in the final analysis, the determining criterion by which the whole system is defined and evaluated.

The objective of probation supervision is the permanent regeneration of the probationer's attitude towards, and capacity for, law observance. It is not possible, however, to isolate an individual's proclivity or inclination towards violating the law from the total picture of his personal characteristics and social relationships. It is inevitable therefore that probation treatment should be concerned with the total configuration of the offenders' personality in relation to family, community and society.

The working out of treatment goals is an integral part of the supervision process. Probation supervision individualizes the correctional process, including the individualization of the goals and objectives. They are based upon the needs of the individual client and upon where the client is at the beginning of the process.

Field Office Level

A. Cases Referred by Courts Within Jurisdiction
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STEP A.1 – RECEIPT OF THE REFERRAL

- 1.1 The Clerk receives the Probation Order and records it in the Incoming Logbook and docketts the same in the Supervision Docket book.
- 1.2 The clerk retrieves the Investigation Folder, files all supervision documents on the right side of the folder and inserts therein the following blank forms and documents and gives the same to the CPPO:
 - 1.2.1 Blank Forms:
 - 1.2.1.1 Probation Order
 - 1.2.1.2 Supervision Office Order

1.2.1.3 Instruction to Probationers (PPA Form 4)

1.2.1.4 My Personal Development Plan (MPDP)

1.2.1.5 Supervision Case Notes (SCN)

STEP A.2 – SUPERVISION CASE MANAGEMENT

- 2.1 CPPO assigns case to Supervising Officer (SO) per SOP of Field Office.
- 2.2 CPPO or the SO conducts initial supervision interview upon arrival of client explaining the terms and conditions of probation contained in the Court Order, and if time allows, SO accomplishes with the client the MPDP, SCN and Payment Plan, if applicable.
- 2.3 Administers BATH Plan and BATH Contract
- 2.4 Client signs PPA Form 4; CPPO attests.
- 2.5 SO conducts subsequent supervision interview and prepares/accomplishes updates the CP.
- 2.6 CPPO reviews and approves MPDP within three (3) working days.
- 2.7 SO conducts supervision
 - 2.7.1.1 Monthly monitoring of the client.
 - 2.7.1.1.1 SO accomplishes SCN which shall be reviewed by the CPPO at least once a month.
 - 2.7.1.1.2 SO accomplishes Attendance Monitoring Form of Clients (AMFOC) (PPA Form 18) to monitor client's reporting to office.
 - 2.7.1.1.3 SO writes/describes TC participation of client in the SCN.
 - 2.7.1.1.4 Determines feasibility of RJ Processes
 - 2.7.2 Periodic conduct of home and workplace visits, results of which SO records in the field book which shall be immediately transferred to the SCN upon arrival at the office.
 - 2.7.3 As soon as the field book is fully used up, the same shall be turned over to the CPPO as part of the official records.
 - 2.7.4 CPPO/SO utilizes the services of the VPA as much as possible. For specific guidelines, refer to Memorandum dated January 25, 2006.

CPPO rates SO

- 2.8 SO prepares Progress Report (PR) of client if ordered by the Court upon termination of PS or as requested by other PPOs.

CPPO rates SO

- 2.9 SO reviews and updates MPDP in accordance with TCLP schedule.

B. Termination of Supervision

STEP B.1 – PRE-TERMINATION ACTIVITIES

- 1.1 At the start of the year, SO prepares and submits Cases Due for Termination Form to the CPPO (PPA Form 19) and updates the same monthly thereafter.
- 1.2 CPPO consolidates said lists and updates the same monthly.
- 1.3 SO conducts Pre-Termination counseling with the client before Final Report Preparation.
- 1.4 CPPO conducts final case conference with SO within thirty (30) days before due date of termination, if needed.
- 1.5 SO requests records check with NBI, Barangay, etc.

STEP B.2 – FINAL REPORT PREPARATION

- 2.1 SO prepares and submits to CPPO draft of Final Report (FR)/ Motion to Terminate Probation and finalized Cover Letter for the latter's approval, at least five (5) days before due date using prescribed form. (PPA Forms 9 and 32 b)
- 2.2 Clerk types FR/Motion and Cover Letter.
- 2.3 Clerk submits to SO finalized Cover Letter and FR/Motion for proofreading approval and signature.
- 2.4 Clerk records FR/Motion in Outgoing Communication Logbook and Supervision Docket book.
- 2.5 CPPO submits FR/Motion with Cover Letter to the Court on due date of termination observing necessary security measures relative to confidentiality.

CPPO rates SO

STEP B.3 – POST-TERMINATION ACTIVITIES

- 3.1 Court Disposition Follow-up
 - 3.1.1 CPPO follows up court disposition on Final Report fifteen (15) days after submission
 - 3.1.2 In case no Court Disposition has been received after 30 days, CPPO files follow-up letter addressed to the Clerk of Court using sample letter and/or Motion addressed to the Presiding Judge (PPA form 32.2).
 - 3.1.3 To follow up court disposition of cases, the CPPO informs the Clerk of Court through a list of undisposed/pending cases for termination, motion for revocation, transfer of control and supervision.
- 3.2 Records Disposition
 - 3.2.1 Upon receipt of Termination Order (TO), Clerk records it for proper and final notation in the following, after which TO is referred to CPPO/SO:
 - Incoming Communication Logbook
 - Probation Supervision Docket book
 - Client's Profile (CP)
 - 3.2.2 CPPO/SO conducts exit interview giving emphasis on the importance of TO.
 - 3.2.3 Clerk files TO in the Supervision Case Folder
 - 3.2.4 Clerk files Supervision Case Folder with other terminated cases.
 - 3.2.5 Clerk archives the Supervision Case Folder for five (5) years after termination.

C. Outgoing Transfer Supervision

STEP C.1 – PRE-TRANSFER ACTIVITIES

- 1.1 For direct transfer, CPPO conducts pre-transfer interview with client.
- 1.2 For transfer during probation period, CPPO sends GIOR requesting verification of address and acceptability of client to receiving party (family/relatives/community).

- 1.3 CPPO and SO evaluate CIR received and take appropriate action.
- 1.4 SO prepares pertinent supervision documents:
 - 1.4.1 For Direct Transfer
 - 1.4.1.1 PSIR with picture – 2 sets (1 for the receiving office and 1 for the receiving Executive Judge).
 - 1.4.1.2 Probation Order/Transfer Order – 2 sets (1 for the receiving office and 1 for the receiving Executive Judge) in cases where the court reveals that it has not received the order from the court of origin.
 - 1.4.1.3 Instruction to Probationers (PPA Form 4)
 - 1.4.1.4 Case Classification (PPA Form 15)
 - 1.4.1.5 Order to conduct PSI
 - 1.4.1.6 Decision
 - 1.4.1.7 Information
 - 1.4.1.8 MNPC
 - 1.4.1.9 MPDP
 - 1.4.2 Transfer During Probation Period
 - 1.4.2.1 PSIR with picture – 2 sets (1 for the receiving Executive Judge)
 - 1.4.2.2 Probation Order/Transfer Order – 2 sets (1 for the receiving Executive Judge)
 - 1.4.2.3 PPA Form 4
 - 1.4.2.4 SCN
 - 1.4.2.5 CP
 - 1.4.2.6 MPDP
 - 1.4.2.7 Indemnification Payment Plan (IPP), if included in Probation Order
 - 1.4.2.8 Payment Records, if there are any
 - 1.4.2.9 Summary Progress Report, if required/available
 - 1.4.2.10 Case Classification (PPA Form 15)
 - 1.4.2.11 Information
 - 1.4.2.12 Decision

1.4.2.13 Worksheet

1.4.2.14 CIR requested prior to transfer

1.4.2.15 All other TCLP accomplished Forms

STEP C.2 – TRANSMITTAL OF RECORDS

- 2.1 SO prepares draft of Transmittal letter.
- 2.2 CPPO reviews and approves draft.
- 2.3 Clerk types Transmittal Letter for signature of CPPO
- 2.4 Clerk records in Outgoing Communications Logbook and Investigation and Supervision Docket books.
- 2.5 CPPO sends to Receiving Office all pertinent supervision documents with the Transmittal Letter.
- 2.6 CPPO insures transfer of records from Court of origin to the receiving RTC Executive Judge.

STEP C.3 – CASE DISPOSITION

- 3.1 Upon receipt of acknowledgment letter from Receiving PPO, archive the whole Case Folder
- 3.2 In case no acknowledgment has been received within 15 days, CPPO follows up the same.

D. Incoming Transfer Supervision

STEP D.1 - RECEIPT OF SUPERVISION DOCUMENTS

- 1.1 Clerk receives the following from the Referring Office
 - 1.1.1 PSIR with picture – 2 sets (1 for the receiving Executive Judge)
 - 1.1.2 Probation Order/Transfer Order – 2 sets (1 for the receiving Executive Judge).
 - 1.1.3 Instruction to Probationers (PPA Form 4)
 - 1.1.4 SCN
 - 1.1.5 CP
 - 1.1.6 MNPC/MPDP and other accomplished TCLP forms

- 1.1.7 Indemnification Payment Plan (IPP), if included in Probation Order
- 1.1.8 Payment Records, if there are any
- 1.1.9 Summary Progress Report, if required/available
- 1.1.10 Case Classification (PPA Form 15)
- 1.1.11 Information
- 1.1.12 Decision
- 1.1.13 Worksheet
- 1.1.14 CIR requested prior to transfer
- 1.2 Clerk records the above documents in Incoming Communications Logbook and docket the same in Supervision Docket book.
- 1.3 CPPO acknowledges receipt of supervision documents and probationer within 15 days.
- 1.4 In case probationer fails to report within 15 days, receiving CPPO follows up with the PPO of origin.
- 1.5 CPPO insures transfer of records to the RTC Executive Judge.

STEP D.2 – SUPERVISION CASE MANAGEMENT

- 2.1 In case probationer reports, CPPO conduct initial interview emphasizing among other things the contents of PPA Form 4 (Instruction to Probationers)
 - 2.1.1 In case transfer documents do not include PPA Form 4, Probationer shall be made to execute one, to be attested by the CPPO.
- 2.2 In case of absconding probationer, follow procedure under Part IV, G.2.

E. Outgoing Courtesy Supervision

STEP E.1 – TRAVEL NOT EXCEEDING 30 DAYS

- 1.1 SO prepares Travel Permit Form for client's signature and CPPO's approval
- 1.2 SO instructs client to report to PPO of the place of destination and secure Certificate of Appearance.
- 1.3 SO instructs client to present Certificate of Appearance upon return to PPO of origin.

STEP E.2 – TRAVEL OF MORE THAN 30 DAYS

- 2.1 CPPO submits Motion to Court with attached written request of probationer.
- 2.2 Upon receipt of Court's approval, CPPO sends a Transmittal Letter with Court Order together with a copy of Probation Order, SCN, MPDP etc. to receiving PPO.
- 2.3 Follow procedures 1.2 and 1.3 under E.1.

F. Incoming Courtesy Supervision

STEP F.1 – RECEIPT OF COURTESY SUPERVISION REFERRALS

- 1.1 Clerk receives Courtesy Supervision Documents from the referring PPO.
- 1.2 Clerk records in Incoming Communications Logbook and docket the same in the Courtesy Supervision Docket book.
- 1.3 CPPO acknowledges receipt of Supervision Documents within three (3) working days and/or arrival of probationer by signing the certificate of appearance.

STEP F.2 – SUPERVISION CASE MANAGEMENT

Follow step 2.1 to 2.8 under Part IV, Step A.2.

STEP F.3 – END OF COURTESY SUPERVISION

- 3.1 CPPO and SO hold case conference.
- 3.2 SO conducts courtesy pre-termination interview.
- 3.3 SO prepares Progress Report and Transmittal Letter

CPPO rates SO

- 3.4 CPPO reviews and approves Progress Report and Transmittal Letter.

- 3.5 Clerk types report and Transmittal Letter.

CPPO rates Clerk

- 3.6 CPPO signs Progress Report and Transmittal Letter addressed to Referring Office.

- 3.7 Clerk records the same in Outgoing Communications Logbook and Courtesy Supervision Docket book.
- 3.8 CPPO mails Progress Report and Transmittal Letter to Referring PPO.
- 3.9 CPPO gives Certificate of Appearance to Client
- 3.10 Clerk archives the same in the Courtesy Supervision Case Folder

G. Special Supervision Case

G.1 EARLY TERMINATION

Qualified Cases as enumerated in Memorandum Circular 20, s. s 1996, dated May 13, 1996 re: Guidelines on Early Termination.

STEP 1 – PRE-TERMINATION ACTIVITIES

- 1.1 Probationer requests for early termination in writing addressed to CPPO through the SO. The SO may also initiate the early termination in accordance with the aforementioned Circular.
- 1.2 CPPO and SO conduct interview/case conference with client who presents supporting documents regarding the request.
- 1.3 CPPO and SO evaluate merit of request.

STEP 2 – REPORT PREPARATION

- 2.1 SO prepares draft of Motion for Early Termination.
- 2.2 CPPO reviews and approves Motion for typing.
- 2.3 Clerk types Motion.
- 2.4 CPPO signs and submits Motion with all supporting documents within two (2) working days.

CPPO rates SO

CPPO rates Clerk

STEP 3 – POST-TERMINATION ACTIVITIES

Follow the procedures of Part IV B. 3

G.2 MODIFICATION OF CONDITIONS OF PROBATION/REVOCAION OF PROBATION

STEP 1 – PRE-REPORT PREPARATION

- 1.1 SO interviews the client, if available, for the following purposes:
 - SO clearly states the nature of the alleged violation.
 - SO requires probationer to explain/write version of alleged violation.
- 1.2 SO conducts investigation
 - at workplace and place of residence
 - through collateral informants
 - others
- 1.3 CPPO and SO evaluate the result of the investigation.

STEP 2 – REPORT PREPARATION

- 2.1 SO prepares draft of Violation Report for approval of CPPO
- 2.2 CPPO reviews and approves Violation Report

CPPO rates SO
- 2.3 Clerk types Violation Report within eight (8) hours upon receipt from CPPO.

CPPO rates Clerk
- 2.4 SO proofreads, attaches supporting documents and signs the Report.
- 2.5 CPPO approves the Violation Report for submission to the Court after it is recorded in the Outgoing Logbook.

STEP 3 – PROMULGATION

- 3.1 Clerk receives Notice of Hearing and records the same in the Incoming Communications Logbook and refers the same to the CPPO and SO.
- 3.2 CPPO and SO attend Court hearing.

STEP 4 – POST-PROMULGATION ACTIVITIES

- 4.1 Modification of Probation Order
 - 4.1.1 Extension of Probation Period – Continue with supervision program
 - 4.1.2 Modification of Probation Conditions – Continue with the supervision program, giving emphasis on the revised/added conditions.

4.2 Revocation

Follow procedures in Part III B. 3

Regional Office Level – CMRU

1. Monitors caseload reports of field offices and informs the offices concerned, copy furnished the CMRD, regarding any of the following:
 - 1.1 overdue reports for submission to the courts/BPP;
 - 1.2 cases pending court/BPP disposition/resolution;
 - 1.3 errors and inaccurate data;
 - 1.4 incomplete attachment/enclosures;
 - 1.5 other caseload problems
2. Effects accurate and up-to-date submission by field offices of Forms 5 and attachments to the CMRD on or before the due date.
3. Maintains a current regional file of clients' records and ensure its confidentiality.
4. Submits recommendations to the Central Office on how to improve investigation procedures/supervision programs over clients by performing continuous:
 - 4.1 assessment of investigation and supervision forms;
 - 4.2 review of treatment plans, Case Classification and other supervision records;
 - 4.3 review of issuances on investigation and supervision procedures.
5. Performs such other functions as may be assigned by the Regional Director.

Central Office Level – CMRD

1. Conducts researches on caseloads, casework services and procedures in case management;
2. Conducts studies on case projection for redefinition of jurisdiction, creation of new field offices and other related programs;
3. Analyzes caseload reports and prepares statistical evaluation periodically as the need arises;
4. Serves as the repository of statistical information of the Administration regarding the clients it serves;

5. Maintains central file of clients' records and ensures its confidentiality and:
 - 5.1 Computerizes data on every client;
 - 5.2 Prepares Master lists of clients periodically and until necessary;
 - 5.3 Prepares Master Index Cards for all Clients from 1986 to present.
6. Extends assistance to field offices through the preparation of directory of field offices, areas of jurisdiction and courts served and interpretation of data caseload reports.
7. Coordinates with the Regional CMRU Head regarding caseload reports received from field offices of the region.
8. Performs such other functions as may be assigned by the Parole and Probation Administrator.

PART V

PAROLE/CONDITIONAL PARDON SUPERVISION PROCEDURES

Parolees/Pardonees are released from prison on condition that they remain within the bounds of the law and they live in accordance with rules designed both to aid their readjustment to society and to monitor their movements. The parolees/pardonees may be required among others, to abstain from alcohol, to keep away from undesirable associates, to follow good work habits, and not to leave the community without permission. The restrictions are justified on the ground that people who have been incarcerated must readjust to the community gradually, so that they may not fall back into their negative pre-conviction habits and associations. To guarantee that the conditions are met and that the offender receives assistance in readjusting, a PPO is required to maintain regular contact with the parolee/pardonee.

The purpose of parole supervision is to ensure the faithful compliance by the client with the terms and conditions of the release and to bring about rehabilitation and early reintegration into the community. Parole supervision is deemed to start on the date the field office receives the release document when the client reports for supervision to the field office.

Field Office Level

<h4>A. Cases Referred by the Board of Pardons and Parole thru the Technical Services Division</h4>

STEP A.1 – RECEIPT OF SUPERVISION REFERRAL

- 1.1 Clerk receives the following documents and records the same in the Incoming Communications Logbook and Parole/Pardon Supervision Docket Book. (Unnumbered Memo dated April 4, 2012)

- 1.1.1 Discharge on Parole and Conditional Pardon

- 1.1.2 Prison Records

- 1.2 In case only documents are received, the same shall be recorded only in the incoming Communications Logbook
- 1.3 Clerk prepares the supervision folder properly labeled with the following:
 - 1.3.1 Blank Forms:
 - 1.3.1.1 Supervision Office Order
 - 1.3.1.2 Arrival Report (2 copies) (PPA Form 22)
 - 1.3.1.3 Certificate of Undertaking (PPA Form 23)
 - 1.3.1.4 Clients Profile (CP)
 - 1.3.1.5 MPDP
 - 1.3.1.6 SCN
 - 1.3.1.7 Payment Plan (PPA Form 11)
 - 1.3.1.8 Worksheet
 - 1.3.1.9 Case Classification
 - 1.3.1.10 Other TCLP Assessment Forms
 - 1.3.2 Documents:
 - 1.3.2.1 Discharge on Parole/Conditional Pardon
 - 1.3.2.2 Prison Records

STEP A.2 – SUPERVISION CASE MANAGEMENT

- 2.1 CPPO conducts initial supervision interview upon arrival of client and explains terms and conditions of parole/pardon as contained in the Discharge Document.
- 2.2 CPPO undertakes compulsory urine drug testing for newly released prisoners who are convicted of violations of Dangerous Drugs Act and other crimes but deemed high risk or susceptible of drug use (MO 23 s. 2012 dated July 18, 2012)
- 2.3 Client signs Arrival Report and Certificate of Undertaking. CPPO attests and submits duplicate copy of the former to the BPP through TSD.
- 2.4 CPPO assigns case to SO who conducts subsequent supervision interviews, assists client in accomplishing worksheet/and prepares draft of MPDP, other TCLP Forms, CP and Payment Plan with the client.

- 2.5 CPPO reviews and approves MPDP, CP and Payment Plan

CPPO rates SO

- 2.6 SO conducts supervision:

2.6.1 Reporting of client as required and accomplishment of SCN

2.6.2 Periodic conduct of home and workplace visits

2.6.3 Assists the client achieve the objectives of the MPDP and reviews the same as prescribed

2.6.4 CPPO/SO taps/utilizes services of VPA whenever feasible.

2.6.4.1 CPPO issues Office Order to VPA assigning the case

2.6.4.2 VPA coordinates with SO

2.6.4.3 VPA conducts home and workplace visit under supervision

2.6.4.4 VPA submits report to SO, using VPA Monthly Report Form

- 2.7 CPPO conducts case conferences, if needed

- 2.8. In case clients fail to appear for the initial reporting after 15 days, SO undertakes the following:

2.8.1 Conducts home visits to locate the client

2.8.2 Writes to the Superintendent/Warden of the prison/jail where the client was confined, to find out if the Discharge on Parole/Conditional Pardon was duly received by the client himself.

2.8.3 If client appears and starts reporting for supervision, proceed to 2.1 to 2.6 under Part V Step A.2.

2.8.4 In the event that client still fails to report, in spite of receipt of Discharge Parole/Conditional Pardon and was found not residing at the given address, SO prepares Violation Report. Proceed to Part V, D 1.1 to 1.4

2.8.5 In the event another criminal case is filed against the client, SO conducts thorough investigation pursuant to MC 25 s.1996 dated July 11, 1996.

- 2.8.5.1 SO prepares draft of Status Report containing the following information:
- Nature of the crime committed, with pertinent documents (barangay report, police report, information, etc)
 - Name, address, version of the case complaint
 - Where the complaint was filed (barangay, police, prosecution or court)
 - Statement of client under oath denying the charges or counter-affidavit
 - Status of the case
- 2.8.5.2 CPPO reviews and approves Status Report
- CPPO rates SO
- 2.8.5.3 Clerk types Status Report
- CPPO rates Clerk
- 2.8.5.4 SO proofreads and signs the Report
- 2.8.5.5 CPPO signs and submits the report together with the Supporting Documents to the BPP through TSD.
- 2.8.5.6 SO monitors status of case filed against client until case is resolved
- 2.8.5.7 In case Periodic Report on the complaint filed against client is required by BPP, follow procedures 2.8.5.1 to 2.8.5.5, supra
- 2.8.5.8 In case client is convicted, submit Infraction Report, follow procedures 1.1 to 1.4 PART V, D.2
- 2.8.5.9 In case complaint against client is dismissed SO continues conduct of supervision
- 2.8.5.10 CPPO prepares communication attaching copy of the decision to the Board thru TSD
- 2.8.6 In case client fails to report for two (2) consecutive months, SO conducts investigation

- 2.8.6.1 If the client was unable to report due to unavoidable circumstances, the SO shall require client to make up for non-reporting by increasing the frequency of reporting days.
- 2.8.6.2 As an alternative, SO may require client to perform additional significant/relevant community service.

STEP A.3 – FINAL RELEASE AND DISCHARGE FROM PAROLE/PARDON SUPERVISION

Pursuant to MC 63 s. 1991 dated November 26, 1991; MC 13 s. 1992 dated March 4, 1992; MC 25 s. 1996 dated July 11, 1996; MO 17 s. 1996 dated August 28, 1996; MO 20 s. 1996 dated September 24, 1996 and MC 2 s. 1999 dated January 6, 1999; MC 32 s. 2000 dated September 25, 2000; MO 6 s. 2000 dated March 29, 2000; MC 05 s. 2005 dated February 11, 2005; MO 14 s. 2013 dated June 18, 2013

Follow procedures in Part III, B taking note of the modifications on the following:

- 3.0 SO secures in behalf of parolee/pardonee clearances or conducts records check from the Police, Courts, Prosecutor's Office and Barangay for the termination of supervision.
 - 3.1 SO prepares draft of BPP Summary Report (SR) upon expiration of client's maximum sentence but not more than five (5) days thereafter.
- CPPO rates SO
- 3.2 CPPO submits SR to the BPP through TSD not later than five (5) days after expiration of maximum sentence.
 - 3.3 CPPO follows up with TS the BPP resolution on SR submitted
 - 3.4 In case of death of parolee/pardonee, SO prepares Death Report accompanied by a Death Certificate or certification from Barangay Chairman, or any authorized officer or any immediate relative where parolee/pardonee resided and submit Death Report.
 - 3.5 Follow procedure 3.2, Part III.

B. Courtesy Supervision From Other PPOs

Courtesy Supervision cases are those cases which are referred by other PPOs for supervision for a period of not more than six (6) months.

STEP B.1 – RECEIPT OF COURTESY SUPERVISION REFERRAL

- 1.1 Clerk receives the following documents and records the same in the Incoming Communications Logbook and the Courtesy Parole/Pardon Supervision Docket book:
 - 1.1.1 Travel Permit
 - 1.1.2 Discharge on Parole/Conditional Pardon
- 1.2 Receiving CPPO acknowledges arrival of client and/or receipt of supervision Documents within three (3) working days.

STEP B.2 – SUPERVISION CASE MANAGEMENT

- 2.1 CPPO conducts initial interview of client within two (2) working days from arrival.
- 2.2 CPPO assigns case to SO per SOP of Field Office.
- 2.3 SO conducts subsequent interviews and accomplishes the SCN.
- 2.4 SO conducts home and workplace visit/s within five (5) working days after arrival of client.

STEP B.3 – END OF COURTESY SUPERVISION

- 3.1 SO prepares Progress Report and Transmittal Letter addressed to the referring PPO for CPPO's approval.

CPPO rates SO
- 3.2 Clerks types Progress Report and Transmittal Letter and submits the same to CPPO for signature.

CPPO rates Clerk
- 3.3 Clerk records the same in Outgoing Communications Logbook and Courtesy Parole/Pardon Supervision Docket book.
- 3.4 Clerk mails Progress Report with attached Transmittal Letter to Referring PPO
- 3.5 Clerk archives Courtesy Supervision Folder.

C. Supervision of Parolee/Pardonee Working Abroad

Pursuant to MC 44 s. 1991 dated August 14, 1991; MC 63 s. 1991 dated November 26, 1991; MC 41 s. 1992 dated September 1, 1992; MO 7 s. 1991 dated August 26, 1991, the following steps are hereby prescribed:

- 1.1 CPPO receives client's application to travel for overseas employment two (2) months before scheduled date of departure using PPA Form 7.b with supporting documents.
- 1.2 CPPO indorses application within five (5) days from receipt to the RD, for action/recommendation to the Administrator for approval.
- 1.3 TSD transmits the approved permit to travel/work abroad to BPP for confirmation, copy furnish the FO
- 1.4 Upon receipt of BPP's action/reply to application, Clerk records the same in the Incoming Communication Logbook.
- 1.5 CPPO transmits said information to the client.
- 1.6 Upon receipt of approval by the Administrator, SO conducts pre-departure orientation immediately before client's departure.
- 1.7 SO receives and records client's report in writing or any other means of communication every month and follows up if no report or contact is received for the period.
- 1.8 CPPO monitors payments of civil liability made by the client.
- 1.9 SO debriefs the client upon return from abroad within thirty (30) days.
- 1.10 SO resumes surveillance over the client.

D. Transgression of Terms and Conditions of Parole/Pardon

Pursuant to MC 20 s. 1991 dated April 8, 1991; MC 34 s. 1991 dated July 10, 1991; MC 14 s. 1996 dated April 19, 1996; MC 03 s. 1999 dated January 6, 1999; MO 6 s. 2000 dated March 29, 2000; MC 15 s. 2012 dated April 4, 2012; the following provisions are to be observed:

STEP D.1 – REPORTS TO BE SUBMITTED

- 1.1. **PROGRESS REPORT** – Report on the behavior/conduct of parolee/pardonee while under supervision either positive or negative.

- 1.2 **STATUS REPORT** – Report prepared when a parolee/pardonee commits another offense during the period of supervision and the case filed has not yet been decided by the court.
- 1.3 **INFRACTION REPORT** – Report prepared when a parolee/pardonee has been subsequently convicted of another crime.
- 1.4 **VIOLATION REPORT** – Report prepared when a parolee/pardonee commits any violation of the terms and conditions appearing in the Release Document or any serious deviation or non-observance of the obligation set forth in the parole/pardon supervision program.

STEP D.2 – REPORT PREPARATION

- 1.1 SO prepares the appropriate report using PPA Form 27 which contains the following for approval of CPPO:

CPPO rates SO

 - 1.1.1 Brief description
 - 1.1.2 Summary of the explanation of the client and of the statement of any concerned person interviewed by the SO, if any.
 - 1.1.3 In case on non-reporting SO must show in the report that exhaustive efforts have been exerted to determine the whereabouts of the absconding parolee/pardonee by:
 - 1.1.3.1 Verification from the superintendent/warden where client was confined and accepted the Release Document or if parolee/pardonee is detained for any other cause.
 - 1.1.3.2 If parolee/pardonee accepted the Release Document, SO conducts investigation through collateral information.
- 1.2 Clerk types draft of the report and submits to SO for proofreading and Signature by CPPO.
- 1.3 CPPO submits report with supporting documents to BPP through TSD.
- 1.4 Upon receipt of BPP Order, Clerk records the same in Incoming Communications Logbook and Parole/Pardon Docket book.
- 1.5 Clerk refers BPP Order to CPPO/SO for action
- 1.6 Clerk archives the Supervision Case Folder

E. Transfer of Residence

Pursuant to MC 15 s. 1990 dated June 20, 1990; MC 60 s. 1991 dated November 16, 1991; MC 30 s. 1992 dated June 5, 1992; MC 2 s. 1999 dated January 6, 1999; MC 25 s. 2006 dated May 31, 2006; and MO 14 s. 2011 dated May 10, 2011, the following steps are to be observed:

STEP E.1 – REQUESTS FOR TRANSFER OF RESIDENCE INITIATED BY PPO HAVING JURISDICTION AS APPEARING IN THE RELEASE DOCUMENT

- 1.1 SO receives from client letter of request for transfer of residence.
- 1.2 SO evaluates request and prepares draft of GIOR to the receiving PPO.
- 1.3 Upon receipt of the positive results of CIR, SO fills up Form (Request for Transfer) and submits the same to CPPO for approval otherwise no transfer shall be effected.
- 1.4 CPPO sees to it that the following are included in the report before submission to RD for approval.
 - 1.4.1 Parolees/Pardonees request for transfer duly signed.
 - 1.4.2 Certification from SO that parolee/pardonee substantially complied with the conditions of parole/pardon during stay in that place and there is no pending case filed.
- 1.5 CPPO reviews and indorses the same to the RD for approval.
- 1.6 Clerks records the same in Outgoing Communications Logbook and makes notation in the Parole/Pardon Supervision Docket book.
- 1.7 Upon receipt of the transfer documents in the receiving CPPO docket those and accomplishes an Arrival Report if the client appears, otherwise, proceed to Step 2.8 under Step A.2
- 1.8 CPPO sends copy of the Arrival Report to Referring CPPO copy furnished BPP thru TSD.
- 1.9 Receiving CPPO follows procedures under A.2 Part IV.

STEP E.2 – REQUEST FOR TRANSFER OF RESIDENCE INITIATED BY PPO WHICH ASSUMED JURISDICTION BY VIRTUE OF CLIENTS ACTUAL REPORTING

- 2.1 Proceed to Step A.2, provided that the PPO which has jurisdiction as appearing in the Release Document shall be furnished a copy of the request to transfer and the approval of the TR by the RD.
- 2.2 Proceed to Step E.1 as may be applicable.

STEP E.3 – REQUEST FOR TRANSFER OF RESIDENCE INITIATED BY THE CLIENT

- 3.1 Clerk receives the following documents:
 - 3.1.1 Request to transfer approved by the Administrator

Proceed to Step A.1 and Step A. 2

STEP E.4 – GROUNDS FOR NON-CONFIRMATION OF APPROVED TRANSFER OF RESIDENCE

- 4.1 The client will reside within the prison/penal farm reservation;
- 4.2 The client has no guarantor;
- 4.3 The client has no job/work in the requested place; and
- 4.4 There are objections from the community where client will reside.

STEP E.5 – TRAVEL OUTSIDE OF JURISDICTION

- 5.1 CPPO may authorize a client to travel outside the area of operational jurisdiction for a period of not more than thirty (30) days
- 5.2 Travel for more than 30 days, SO who assumed supervision facilitates the travel for approval of the RD copy furnished the office of origin.

Regional Office Level

A. TRANSFER OF RESIDENCE

- 1. RD approves the request provided that all the necessary documents required are attached and sends back the original copy to CPPO.
- 2. RD indorses approved copy to BPP thru the TSD for confirmation within ten (10) days

B. OTHER REPORTS

1. FO furnishes the CMRU Head copies of reports submitted to BPP thru TSD for monitoring purposes.

Central Office Level – Technical Services Division

1. Upon receipt of the reports (summary, death, violation, infraction, status, progress, request for transfer) from FO concerned, clerk records them in Incoming Communications Logbook.
2. All reports will be given to the Chief, TSD for evaluation and review to insure that:
 - 2.1 Summary report is dated and the maximum sentence of parolee/pardonee expired before submission of said report, proper summary report will be indorsed to BPP for inclusion in the additional agenda.
 - 2.2 Death report is accompanied by a death certificate or certification from barangay authorities.
 - 2.3 Transfer of residence bears the RD's approval which is accompanied by the required documents.
 - 2.4 Report such as progress, violation, infraction status is evaluated pursuant to the existing policies.

PART VI

CHILDREN IN CONFLICT WITH THE LAW (CICL) SUPERVISION PROCEDURES

The supervision of CICL, as mandated by RA 9344, affords an opportunity for rehabilitation and reintegration to provide them with intervention, approaches and strategies that will help improve their social functioning with the end goal of reuniting with their families and becoming productive members of their communities.

Supervision is based on mutual trust and understanding between the probation officer and a CICL and includes alternative courses of action that will facilitate the rehabilitation and reformation of the CICL placed on probation to undergo behavior modification and values change through appropriate interventions.

The supervision strategies can help rebuild relationships of the child with family, friends and the community, to lead law-abiding lives. Through established supervision treatment programs, the child's social functioning is improved reducing the propensity to do wrong or re-offend.

Field Office Level

A. Cases Referred by Courts

STEP A.1 – RECEIPT OF REFERRAL ORDER

- 1.1 The clerk receives Court Order and records it in the Incoming Logbook and docket the same in the CICL Supervision Docket book within eight (8) hours.
- 1.2 The clerk prepares CICL Investigation Folder, inserts therein the following blank forms and documents and gives the same to the CPPO:
 - 1.2.1 Blank Forms:
 - 1.2.1.1 Probation Order
 - 1.2.1.2 CICL Supervision Office Order
 - 1.2.1.2 Instruction to Probationers (PPA Form 4)

- 1.2.1.4 My Personal Development Plan (TCLP Instruments)
- 1.2.1.5 Supervision Case Notes (SCN)
- 1.2.1.6 CICL Profile

STEP A.2 – SUPERVISION CASE MANAGEMENT

- 2.1 CPPO assigns case to Supervising Officer (SO) per SOP of Field Office.
- 2.2 CPPO or the SO conducts initial supervision interview upon arrival of CICL explaining the terms and conditions of probation contained in the Court Order. SO accomplishes with the CICL the MPDP/TCLP Instruments, SCN and Payment Plan, if applicable.
- 2.3 CICL signs PPA Form 4; CPPO attests.
- 2.4 SO conducts subsequent supervision interview and prepares, accomplishes, updates the CICL Profile
- 2.5 CPPO reviews and approves MPDP (PPA Form 16), TCLP Instruments, SCN (PPA Form 17) and PCCI within three (3) working days
- 2.6 SO conducts supervision.
 - 2.6.1. Monthly Reporting of the CICL
 - 2.6.1.1 SO accomplishes SCN which shall be reviewed by the CPPO at least once a month.
 - 2.6.1.2 SO accomplishes Attendance Monitoring Form of Clients (AMFOC) (PPA Form 18) to monitor client's reporting to office.
 - 2.6.1.3 SO writes/describes TC participation of CICL in the SCN.
 - 2.6.1.4 Determines feasibility of RJ processes.
 - CPPO rates SO
 - 2.6.2 Periodic conduct of home and workplace visits, results of which SO records in the field book which shall be immediately transferred to the SCN upon arrival at the office.
 - 2.6.3 As soon as the field book is fully filled up, the same shall be turned over to the CPPO as part of the official records.

2.6.4 CPPO/SO utilizes the services of the VPA if possible. For specific guidelines, refer to Unnumbered Memorandum dated January 25, 2006.

2.7 SO prepares Progress report (PR) of CICAL if ordered by the Court upon termination of CICAL or as requested by other PPOs.

CPPO rates SO

2.8 SO reviews and updates MPDP in accordance with TCLP schedule.

B. Termination of Supervision

STEP B.1 – PRE-TERMINATION ACTIVITIES

- 1.1 At the start of the year, SO prepares and submits Cases Due for Termination Form (PPA Form 19) and updates the same monthly thereafter.
- 1.2 CPPO consolidates said lists and updates the same monthly.
- 1.3 SO conducts Pre-Termination Counseling with the client before Final Report Preparation.
- 1.4 CPPO conducts final case conference with SO within forty-five (45) days before due date of termination, if needed.
- 1.5 SO request records check with NBI, Barangay, etc.

STEP B.2 – FINAL REPORT PREPARATION

- 2.1 SO prepares and submits to CPPO draft of Final Report (FR)/Motion to Terminate Probation and Cover Letter for the latter's approval, using prescribed form. (PPA Forms 9 and 32 b)
- 2.2 Clerk types FR/Motion and Cover Letter.
- 2.3 Clerk submits to SO and CPPO typed Cover Letter and FR/Motion for proofreading approval and signature.
- 2.4 Clerk records FR/Motion in Outgoing Communication Logbook and CICAL Supervision Docket book.
- 2.5 CPPO submits FR/Motion with Cover Letter to the Court on due date of termination observing necessary security measures relative to confidentiality.

CPPO rates SO

STEP B.3 – POST-TERMINATION ACTIVITIES

3.1 Court Disposition Follow-up

- 3.1.1 CPPO follows up Court Disposition on Final Report 15 days after submission.
- 3.1.2 In case no Court Disposition has been received after 30 days, CPPO files follow-up letter addressed to the Clerk of Court using sample letter and/or Motion addressed to the Presiding Judge (PPA Form 32).
- 3.1.3 To follow-up court disposition of cases, the CPPO informs the clerk of Court through a list of undisposed/pending cases for termination, motion for revocation, transfer of supervision, and control supervision.

3.2 Records Disposition

- 3.2.1 Upon receipt of Termination Order (TO), Clerk records it for proper and final notation in the following, after which TO is referred to CPPO/SO:
 - Incoming Communication Logbook
 - CICL Probation Supervision Docket Book
 - CICL Profile (CP)
- 3.2.2 CPPO/SO conducts exit interview giving emphasis on the importance of TO.
- 3.2.3 Clerk files TO in the Supervision Case Folder
- 3.2.4 Clerk files Supervision Case folder with other terminated cases.
- 3.2.5 Clerk archives the Supervision Case Folder for Five (5) years after termination.

C. Outgoing Transfer Supervision

STEP C.1 – PRE-TRANSFER ACTIVITIES

- 1.1 For Direct Transfer, CPPO conducts pre-transfer interview with CICL.
- 1.2 For Transfer During Probation Period, CPPO sends GIOR requesting verification of address and acceptability of CICL to receiving party (family/ relatives/ community)

- 1.3 CPPO and SO evaluate CIR received and take appropriate action.
- 1.4 SO prepares pertinent supervision documents:
 - 1.4.1 For Direct Transfer
 - 1.4.1.1 PSIR with picture – 2 sets (1 for the receiving Executive Judge) in cases where the court reveals that it has not received the documents from the court of origin.
 - 1.4.1.2 Probation Order/Transfer Order – 2 sets (1 for the receiving Executive Judge) in cases where the court reveals that it has not received the order from the court of origin.
 - 1.4.1.3 PPA Form 4
 - 1.4.1.4 Case Classification (PPA Form 15)
 - 1.4.1.5 Order to conduct PSI
 - 1.4.1.6 Decision
 - 1.4.1.7 Information
 - 1.4.2 Transfer during Probation Period
 - 1.4.2.1 PSIR with picture – 2 sets (1 for the receiving Executive Judge)
 - 1.4.2.2 Probation Order/Transfer Order – 2 sets (1 for the receiving Executive Judge)
 - 1.4.2.3 PPA Form 4
 - 1.4.2.4 SCN
 - 1.4.2.5 CICL Profile
 - 1.4.2.6 MPDP/TCLP Instruments
 - 1.4.2.7 Indemnification Plan (IPP), if included in Probation Order
 - 1.4.2.8 Payment Records, if there are any
 - 1.4.2.9 Summary Progress Report, if required/available
 - 1.4.2.10 Case Classification (PPA Form 15)
 - 1.4.2.11 Information
 - 1.4.2.12 Decision
 - 1.4.2.13 Worksheet

1.4.2.14 CIR requested prior to transfer

STEP C.2 – TRANSMITTAL OF RECORDS

- 2.1 SO prepares draft of transmittal
- 2.2 CPPO reviews and approves draft.
- 2.3 Clerk types Transmittal Letter for signature of CPPO.
- 2.4 Clerk records in Outgoing Communication Logbook and CICL Investigation and Supervision Docket books.
- 2.5 CPPO sends to Receiving Office all pertinent supervision documents with the Transmittal Letter.
- 2.6 CPPO insures transfer of records from Court of origin to the receiving RTC Executive Judge.

STEP C.3 – CASE DISPOSITION

- 3.1 Upon receipt of acknowledgment letter from receiving PPO, archive the whole Case Folder
- 3.2 In case no acknowledgment has been received within 15 days, CPPO follows up the same.

D. Incoming Transfer Supervision

STEP D.1 – RECEIPT OF SUPERVISION DOCUMENTS

- 1.1 Clerk receives the following from the Referring Office
 - 1.1.1 PSIR with picture – 2 sets (1 for the receiving Executive Judge)
 - 1.1.2 Probation Order/Transfer Order – 2 sets (1 for the receiving Executive Judge)
 - 1.1.3 PPA Form 4
 - 1.1.4 SCN (TCLP)
 - 1.1.5 CICL Profile
 - 1.1.6 MPDP/TCLP Instruments
 - 1.1.7 Indemnification Plan (IPP), if included in Probation Order

- 1.1.8 Payment Records, if there are any
- 1.1.9 Summary Progress Report, if required/available
- 1.1.10 Case Classification (PPA Form 15)
- 1.1.11 Information
- 1.1.12 Decision
- 1.1.13 Worksheet
- 1.1.14 CIR requested prior to transfer
- 1.2. Clerk records the above documents in Incoming Communications Logbook and docket the same in CICL Supervision Docket book.
- 1.3 CPPO acknowledges receipt of supervision documents and CICL within 15 days.
- 1.4 In case CICL fails to report within 15 days, receiving CPPO follows up with the PPO of origin.
- 1.5 CPPO insures transfer of records to the RTC Executive Judge.

STEP D.2 – CICL SUPERVISION CASE MANAGEMENT

- 2.1 In case CICL reports, CPPO/SO conducts initial interview emphasizing among other things the contents of PPA Form 4
 - 2.1.1 In case transfer documents do not include PPA Form 4, CICL shall be made to execute one, to be attested by the CPPO.
- 2.2 In case of absconding CICL, follow procedure under Part III, G.2.

E. Outgoing Courtesy Supervision

STEP E.1 – TRAVEL NOT EXCEEDING 30 DAYS

- 1.1 SO prepares Travel Permit Form for CICL signature and CPPO's approval
- 1.2 SO instructs client to report to PPO of the place of destination and secure Certificate of Appearance
- 1.3 SO instructs CICL to present Certificate of Appearance upon return to PPO of origin.

STEP E.2 - TRAVEL OF MORE THAN 30 DAYS

- 2.1 CPPO submits Motion to Court with attached written request of CICL.
- 2.2 Upon receipt of Court's approval, CPPO sends a Transmittal Letter with Court Order together with a copy of Probation Order, SCN, MPDP/TCLP Instruments etc. to receiving PPO.
- 2.3 Follow procedures 1.2 and 1.3 under E.1 above.

F. Incoming Courtesy Investigation

STEP F.1 – RECEIPT OF COURTESY SUPERVISION REFERRALS

- 1.1 Clerk receives Courtesy Supervision Documents from the referring PPO
- 1.2 Clerk records in Incoming Communications Logbook and docket the same in the CICL Courtesy Supervision Docket book.
- 1.3 CPPO acknowledges receipt of CICL Supervision documents within three (3) working days and/or arrival of CICL by signing the Certificate of Appearance

STEP F.2 – SUPERVISION CASE MANAGEMENT

Follow step 2.1 to 2.9 under Part IV, Step A.2.

STEP F.3 – END OF COURTESY SUPERVISION

Follow the regular procedures on probation regarding end of courtesy supervision case.

STEP G.1 – EARLY TERMINATION

Follow the regular procedures on probation special supervision cases

PART VII

GRANT OF ABSOLUTE PARDON

Pursuant to BPP Resolution No. 8065 dated March 15, 2000 in relation to Sections 6, 9 and 12, paragraph C of the Rules and Regulations of the Board dated February 15, 1990.

A. FILING OF THE PETITION

A.1. A Petition for Absolute Pardon should be addressed to the President through the Chairman of the BPP by a convicted offender who has served sentence who may seek the assistance of the PPA.

1.1 Eligibility Requirements

1.1.1 Ten (10) years from date of release from confinement or five (5) years from date of expiration from maximum sentence whichever is more beneficial.

1.1.2 Exemption

1. Petitioner is seeking an appointive/elective public position, or reinstatement in government service.
2. Petitioner will take any government examination.
3. Petitioner is emigrating with approved immigrant application

1.2 The Petition shall be notarized and duly supported by:

1.2.1 A Certificate of Finality of Judgment rendered in all case(s) for which a petition is requested for Absolute Pardon from the Trial Court

1.2.2 Certificate of Discharge from Prison authenticated by the Director of Prisons or Warden

1.2.3 Documented service of Sentence

1.2.4 Certificate of Final Release and Discharge

1.2.5 Certified compliance with the parole and conditional Pardon

- 1.2.6 If released on parole or conditional pardon, certified true copy each of the Fiscal's Information and Decision(s) in the case(s) for which Absolute Pardon is sought; and
- 1.2.7 Clearance and documents required in Section 6 of the Rules and Regulations of the Board, namely:
 - 1.2.7.1 Affidavit of two (2) responsible members of the community where petitioner resides stating moral and law-abiding conduct of the petitioner since release from prison, and petitioner's occupation and community service rendered, if any.
 - 1.2.7.2 Clearances from Courts, PNP, etc.
- 1.2.8 For probationers, authenticated copy of the Probation Order and Termination Order.
- 1.3 If the BPP refers the petition to the CPPO, the latter shall cause the investigation of the petitioner using the PECIR/CI.
 - 1.3.1 CPPO issues Office Order assigning the case
 - 1.3.2 Officer assigned conducts PECl/C.I. within reasonable time
 - 1.3.3 Officer drafts the Memorandum for the BPP containing the findings and reason.
 - 1.3.4 CPPO reviews, approves and rates Officer
 - 1.3.5 Clerk types Memorandum
 - 1.3.6 CPPO submits Memorandum to BPP through TSD after it is recorded in the Outgoing Logbook.