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The DOJ-PPA monitors the creation, revision and distribution of the internal documents covered in this document master list summary.

The controls for the document code, revision history, approval and effectivity date are contained in the soft copy of the INTERNAL DOCUMENT MASTERLIST AND HISTORY SHEET (Internal Documents Matrix) as of May 25, 2021 and saved at the external hard drive for safekeeping, easy monitoring and retrieval.


Document Code	Document Title	Revision No.	Prepared by	Approved by	Effectivity Date
OTA-QMS-001	PPA QMS Manual	07	Document Controller	Administrator	March 18, 2022
OTA-QMS-002	Quality Plan/Quality Objective	04	Core Team	Administrator	May 25, 2021
OTA-QMS-003	Risk and Opportunity Registry	06	Core Team	QMS Team Leader	Nov. 9, 2021
OTA-QMS-004	Guide for Conducting Citizen/Client Satisfaction Surveys	06	Core Team	Administrator	March 1, 2022
OTA-QMS-005	Customer Feedback Form	07	Core Team	QMS Team Leader	March 1, 2022
OTA-QMS-006	Consolidated Monthly Customer Feedback Report	05	Core Team	QMS Team Leader	May 25, 2021
OTA-QMS-007	Internal and External Issues	02	Core Team	Administrator	May 25, 2021
OTA-QMS-008	Relevant Interested Parties	01	Core Team	Administrator	May 25, 2021
OTA-QMS-009	Quality Management Review Report	01	Core Team	Administrator	May 25, 2021
OTA-PWI-001	Control of Documented Information Procedure	06	Document Controller	Administrator	March 18, 2022
OTA-PWI-002	Document Masterlist Summary (Internal Form)	11	Document Controller	QMS Team Leader	Sept. 30, 2022
OTA-PWI-003	Internal Document Masterlist and History Sheet (MATRIX)	11	Document Controller	QMS Team Leader	Sept. 30, 2022
OTA-PWI-004	Document Masterlist Summary (External Form) **Exclusion of Externally Generated Forms	05	Document Controller	QMS Team Leader	Sept.. 28, 2022

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OTA-PWI-005	External Document Masterlist and History Sheet (MATRIX)	02	Document Controller	QMS Team Leader	Sept. 30, 2022
OTA-PWI-006	Records Retention Matrix	03	Document Controller	Administrator	May 25, 2021
OTA-PWI-007	Internal Quality Audit Procedure	03	Core Team	Administrator	May 25, 2021
OTA-PWI-008	Internal Quality Audit Program	03	Core team	Administrator	May 25, 2021
OTA-PWI-009	Internal Quality Audit Plan	03	Core team	Administrator	May 25, 2021
OTA-PWI-010	Internal Quality Audit Report Form	03	Core team	QMS Team Leader	May 25, 2021
OTA-PWI-011	Control of Nonconformity and Corrective Action Monitoring Procedure	03	Core team	Administrator	May 25, 2021
OTA-PWI-012	Request for Action Form	03	Core team	QMS Team Leader	May 25, 2021
OTA-PWI-013	Nonconformity and Corrective Action Monitoring Matrix	03	Core Team	QMS Team Leader	May 25, 2021
OTA-PWI-014	Reference Code for Central Office	03	Core team	Administrator	May 25, 2021
OTA-PWI-015	Reference Code for Regional and Field Office	03	Core Team	Administrator	May 25, 2021
OTA-PWI-016	Action Plan For Relevant Interested Parties	03	Core Team	Administrator	May 25, 2021
OTA-PWI-017	Document Creation and Revision Form	05	Document Controller	QMS Team Leader	May 25, 2021
OTA-PWI-018	Guidelines on Monitoring Quality Objectives	01	Core Team	Administrator	May 25, 2021
OTA-PWI-019	Procedure in Handling Risks and Opportunities	03	Core Team	Administrator	June 10, 2022
OTA-PWI-020	Guidelines on Monitoring Organizational Knowledge	01	Core Team	Administrator	May 25, 2021
OTA-PWI-021	Organizational Knowledge Monitoring	01	Core Team	Administrator	May 25, 2021
OTA-PWI-022	Guidelines on Preventive Maintenance	01	Core Team	Administrator	May 25, 2021
OTA-PWI-023	Internal Auditor Evaluation Form	01	Core Team	Administrator	May 25, 2021
OTA-PWI-024	Supplier Evaluation Form	02	Core Team	Administrator	April 01, 2022
OTA-PWI-025	Design and Development Guidelines	00	Planning Chief	OIC Administrator	Nov. 9, 2021
OTA-FOR-001	Routing Slip	01	Special Assistant/TA	Administrator	May 25, 2021

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OTA-FOR-002	Request Form	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-FOR-003	Memorandum Order Format	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-FOR-004	Memorandum Circular Format	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-FOR-005	Unnumbered Memorandum Format	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-FOR-006	Special Order Format	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-FOR-007	Certificate of Appearance Format	01	Special Assistant/TA	Administrator	May 25, 2021
OTA-PRO- 001	PPA FOI Manual	02	Committee	Committee Chair	June 03, 2022
OTA-PRO-002	PPA Service Manual	01	Committee	Administrator	May 25, 2021
OTA-GUI-001	PPA Strategic performance Management System	01	Committee	Committee Chair	May 25, 2021
OTA-GUI-002	PPA Volunteer Probation Aide Handbook	01	Committee	Committee Chair	May 25, 2021
OTA-GUI-003	PPA Handbook on Restorative Justice	01	Committee	Committee Chair	May 25, 2021
OTA-GUI-004	PPA Citizen's Charter	02	Committee	Committee Chair	April 5, 2022
OTA-GUI-005	Public Service Continuity Plan (PSCP)	00	Committee	QMS Team Leader	July 7, 2022
OTA-GUI-006	Personnel Selection Promotion Rules and Procedures (PSRP)	00	Committee	QMS Team Leader	2016
ADM-FOR-001	Form in Booking an Official Travel	01	Chief, Cash Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-002	Parole and Probation Administration Provident Fund Voucher	01	Chief, Cash Section	Chairperson, Provident Fund	May 25, 2021
ADM-FOR-003	Routing Slip	01	Chief, Cash Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-004	Job Request for Photocopying Documents	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-005	Job Request for Repairs	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-006	Visitors Log Form	01	Chief, General	Chief, Admin. Division	May 25, 2021

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			Services		
ADM-FOR-007	Gasoline Purchase Order Slip (GPOS)	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-008	Request Form Use of Motor Vehicle	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-009	Summary of Fuel Consumption	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-010	Monthly Sub-Meter Reading Report	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-011	Monthly Photocopying Report	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-FOR-012	Appearance Certificate	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-013	Authority to Transfer	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-014	Change of Status	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-015	Completion Certificate (for Students)	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-016	Daily Time Record (BIOMETRICS)	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-017	Employment (Basic monthly + allowance)	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-018	Certificate of Employment (Remuneration)	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-019	Certificate of Performance Rating	02	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-020	No Intention to Retire (for Land Bank Loan)	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-021	Service Record	02	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-022	Salary Claim Certificate	01	Chief, Personnel	Chief, Admin. Division	May 25, 2021

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			Section		
ADM-FOR-023	Pass Slip	01	Chief, Personnel Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-024	IEC Materials Request Form	01	Chief, PIO	Chief, Admin. Division	May 25, 2021
ADM-FOR-025	Inquiry Form (Walk-In)	01	Chief, PIO	Chief, Admin. Division	May 25, 2021
ADM-FOR-026	Query via Electronic	01	Chief, PIO	Chief, Admin. Division	May 25, 2021
ADM-FOR-027	Authority to Conduct Demo	01	Chief, PIO	Chief, Admin. Division	May 25, 2021
ADM-FOR-028	ARTA Complaint Form	01	Chief, PIO	Deputy Administrator	May 25, 2021
ADM-FOR-029	Appeal Form	01	Chief, PIO	Deputy Administrator	May 25, 2021
ADM-FOR-030	ARTA Feedback Form	01	Chief, PIO	Deputy Administrator	May 25, 2021
ADM-FOR-031	FOI FO Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-032	FOI RO Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-033	FOI 003 FOI LD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-034	FOI CMRD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-035	FOI TSD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-036	FOI Administrative Division Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-037	FOI CSD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-038	FOI FMD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-039	FOI PD Request Form	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-040	FOI Appeal Form Central Office	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-041	FOI Appeal Form Regional Office	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-042	FOI Appeal Form Field Office	01	Committee	Deputy Administrator	May 25, 2021
ADM-FOR-043	Query Request Form	01	Chief,	Chief, Admin.	May 25,

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			Records and Mail Section	Division	2021
ADM-FOR-044	Transmittal of Mail Form	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-045	Statement of Mailing Form	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-046	Liaison Officer Monthly Accomplishment Form	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-047	Routing Slip	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-048	Routine Procedures for Vouchers	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-049	Certificate of Mailing (PHILPOST)	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-FOR-050	Division Performance Commitment and Review Form	01	Document Controller	Chief, Admin. Division	May 25, 2021
ADM-FOR-051	Individual Performance Commitment and Review Form	01	Document Controller	Chief, Admin. Division	May 25, 2021
ADM-FOR-052	Training Program Evaluation Form SHEET 1	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-053	Training Program Evaluation Form SHEET 2	01	Chief, Training	Chief, Admin. Division	May 25, 2021
ADM-FOR-054	Trainer/Facilitator Evaluation Form	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-055	Registration Form	02	Chief, Training Unit	Chief, Admin. Division	June 20, 2022
ADM-FOR-056	Participant's Profile Form	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-057	Certificate of Appearance	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-058	Certificate of Completion	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-059	Training Need Assessment Form for CPPO	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-060	Training Need Assessment Form for PPOI, PPOII, Sr.PPO, SPPO	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-061	Training Need Assessment Form for Administrative/Office Staff	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-062	Certificate of Participation	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021

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ADM-FOR-063	Certificate of Attendance	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-064	Training Unit Routing Slip	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-065	Learning and Development Evaluation Form	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-066	Training Need Assessment Form for CPPO (GOOGLE FORM)	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-067	Training Need Assessment Form for PPOI, PPOIL, Sr.PO, SPPO (GOOGLE FORM)	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-068	Training Need Assessment Form for Administrative/Office Staff (GOOGLE FORM)	01	Chief, Training Unit	Chief, Admin. Division	May 25, 2021
ADM-FOR-069	Performance Assessment of External Service Providers (Janitorial Services)	01	Chief, General Services	Chief, Admin. Division	July 15, 2022
ADM-FOR-070	Performance Assessment of External Service Providers (Security Services)	01	Chief, General Services	Chief, Admin. Division	July 15, 2022
ADM-FOR-071	Performance Assessment of External Service Providers (Pest Control)	01	Chief, General Services	Chief, Admin. Division	July 15, 2022
ADM-FOR-072	Performance Assessment of External Service Providers (Preventive Maintenance Services for Aircon)	01	Chief, General Services	Chief, Admin. Division	July 15, 2022
ADM-FOR-073	Performance Assessment of External Service Providers (Purified Drinking Water)	01	Chief, General Services	Chief, Admin. Division	July 15, 2022
ADM-FOR-074	Registration Form Online (Google Form)	00	Chief, Training Unit	Chief, Admin. Division	June 20, 2022
ADM-FOR-075	Impact Assessment Survey Form	00	Chief, Training Unit	Chief, Admin. Division	June 22, 2022
ADM-FOR-076	Pay Slip	00	Chief, Cash Section	Chief, Admin. Division	July 29, 2022
ADM-FOR-077	Job Request	00	Chief, GSS	Chief, Admin. Division	July 29, 2022
ADM-FOR-078	Request for Pre-Repair/Post Repair Inspection Form	00	Chief, GSS	Chief, Admin. Division	July 29, 2022
ADM-FOR-079	Job Order	00	Chief, GSS	Chief, Admin. Division	July 29, 2022
ADM-FOR-080	Request for Quotation	00	Chief, GSS	Chief, Admin. Division	July 29, 2022
ADM-FOR-081	Abstract of Canvass	00	Chief, GSS	Chief, Admin. Division	July 29, 2022
ADM-FOR-082	Checklist of Requirements on the Preparation of Vouchers for Service Provider	00	Chief, GSS	Chief, Admin. Division	July 29, 2022

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ADM-FOR-083	Certificate of Clothing Allowance	00	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-084	Certificate of Mid-Year Bonus	00	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-085	Certificate of Earned Leave Credits	00	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-086	Certificate of Loyalty Claim	00	Chief, Personnel Section	Chief, Admin. Division	Sept. 16, 2022
ADM-FOR-087	Trip Ticket	00	Chief, GSS	Chief, Admin. Division	2020
ADM-FOR-088	Background Investigation	00	Personnel	Chief, Admin. Division	2017
					2017
ADM-FOR-089	Comparative Assessment Form (Selection)	00	Personnel	Chief, Admin. Division	2017
ADM-FOR-090	Personnel Assessment Form	00	Personnel	Chief, Admin. Division	2017
ADM-FOR-091	Comparative Assessment Form (Promotion)	00	Personnel	Chief, Admin. Division	2017
ADM-FOR-0912	Notice to Applicants	00	Personnel	Chief, Admin. Division	2017
*PSPRP FORMS					
ADM-PRO-001	Steps in Booking an Official Travel	01	Chief, Cash Section	Chief, Admin. Div.	May 25, 2021
ADM-PRO-002	Job Request-Photocopying of Documents Process Flow	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-PRO-003	Job Request-Repairs Process Flow	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-PRO-004	Visitor's Log Process Flow	01	Chief, General Services	Chief, Admin. Division	May 25, 2021

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ADM-PRO-005	Gasoline Purchase Process Flow	01	Chief, General Services	Chief, Admin. Division	May 25, 2021
ADM-PRO-006	Query Process Flow	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-PRO-007	Records Management and Communication Dissemination Process Flow	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-PRO-008	Dispatch of Mail Process	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-PRO-009	Request for Authority to Dispose of Records Process Flow	01	Chief, Records and Mail Section	Chief, Admin. Division	May 25, 2021
ADM-PRO-010	PIO Operations Manual	00	Chief, Public Information Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-011	201 Maintenance Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-012	Appointment Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-013	Retrieval of Documents Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-014	Update of Leave Card & Leave Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-015	Recruitment, Selection and Placement Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-016	Personnel Salaries & Welfare Benefits Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-017	Service Records & Other Certifications Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-018	Study Leave Application Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-019	Terminal Leave Claim Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 08, 2022
ADM-PRO-020	Travel Abroad Application Process Flow	00	Chief, Personnel Section	Chief, Admin. Division	June 8, 2022

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ADM-PRO-021	Flowchart in the Conduct of Training/Learning and Development Intervention	00	Chief, Training Unit	Chief, Admin. Division	June 20, 2022
ADM-PRO-022	Training Need Assessment Flow Chart	00	Chief, Training Unit	Chief, Admin. Division	June 20, 2022
ADM-PRO-023	Learning and Development Impact Evaluation Flow Chart	00	Chief, Training Unit	Chief, Admin. Division	June 22, 2022
ADM-PRO-024	Flowchart of Collections	00	Chief, Cash Section	Chief, Admin. Division	
ADM-PRO-025	Flowchart of Disbursement	00	Chief, Cash Section	Chief, Admin. Division	
ADM-GUI-001	Communication Plan	00	Chief, Public Information Section	Chief, Admin. Division	June 08, 2022
ODA-FOR-001	Management Audit Checklist (for Regional Office) page 1	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-002	Management Audit Checklist (for Regional Office) page 2	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-003	Management Audit Checklist (for Regional Office) page 3	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-004	Management Audit Checklist (for Clerk –Regional Office)	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-005	Management Audit Checklist (for Chief Probation Officer)	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-006	Management Audit Checklist (for Clerk –Field Office)	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-007	Management Audit Checklist (For Field Officers- POI, POII, Sr.PPO, SPPO)	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-008	Management Audit Checklist Investigation/Supervision	01	Executive Assistant II	Deputy Administrator	May 25, 2021
ODA-FOR-009	Investigation Records Audit Checklist	01	Executive Assistant II	Deputy Administrator	May 25, 2021
TSD-FOR-001	Accomplishment Report of Technical Services Division	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-002	Request Form	01	SPPO	Chief, Technical Services	May 25, 2021

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TSD-FOR-003	Request Form (PPIR/PECIR with CI)	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-004	Result Form	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-005	Report (Field Office) Form	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-006	BPP Resolution Form	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-007	Discharge on Parole Form	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-008	Transfer of Residence	02	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-009	Regional Director/Transfer Form	01	SPPO	Chief, Technical Services	May 25, 2021
TSD-FOR-010	Administrator/Transfer form	01	SPPO	Chief, Technical Services	May 25, 2021
CSD-FOR-001	VPA CERTIFICATE OF APPOINTMENT	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-002	Community Resource Mobilization	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-003	Monthly Accomplishment Report	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FR-004	Monitoring of Number of Received VPA	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-005	VPA Identification Card	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-006	Profile of Volunteer Probation Aide	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-007	Record of Community Resources	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-008	Telephone Register	01	SPPO	Chief, Community	May 25, 2021

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CSD-FOR-009	VPA Database	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-010	Volunteer Probation Assistants Appointed	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-011	VPA Socio-Demographic Report	02	SPPO	Chief, Community Services	Sept. 30, 2021
CSD-FOR-012	Report on the Utilization of Community Resources	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-013	Record of Community Resources Form for Regions	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-014	Panunumpa sa Katungkulan Bilang VPA	01	SPPO	Chief, Community Services	May 25, 2021
CSD-FOR-015	Consolidated Statistical Report on VPA Mobilization	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PRO-001	Workflow for the Mobilization of Resources for Rehabilitation of Clients	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PRO-002	Workflow for VPA Monitoring	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PRO-003	Workflow for VPA Appointment Processing	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PWI-001	Work Instructions for VPA ID and COA Processing	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PWI-002	Work Instructions for VPA Data Base Update and demographics Report	01	SPPO	Chief, Community Services	May 25, 2021
CSD-PWI-003	Work Instructions for Developing Partnerships	01	SPPO	Chief, Community Services	May 25, 2021
CSD-GUI-001	Volunteer Probation Assistant Flyer/Guide	00	SPPO	Chief, Community Services	July 14, 2022

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FMD-FOR-001	Certificate of Funds Available	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-002	Certificate of No Unliquidated Cash Advance	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-003	Certificate of No Audit Suspension and Disallowance/Charges	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-004	Certification for Retiree Clearance	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-005	Certificate of Remittance-GSIS	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-006	Certificate of Remittance-HDMF	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-007	Certificate of Remittance-Philhealth	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-008	Certificate of Savings	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-009	Certificate of Account of Meralco Bills	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-010	Computation of Meralco Bills	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-011	List of Officials and Employees Entitled to Grant of Step Increment	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
-FMD-FOR-012	Statement of Account of MWCI Bills	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-013	Computation of MWCI Bills	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-014	Monthly Performance Report	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-015	Monthly Report Submission Monitoring Sheet	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021

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FMD-FOR-016	Quarterly Report Submission Monitoring Sheet	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-017	Annual Report Submission Monitoring Sheet	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-018	Consolidated Obligations Against Allotment Report	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-019	Consolidated Obligation and Disbursement Report	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-020	BUR Monitoring Sheet	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-021	FMD Routing Slip	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-022	Routing Slip (for all staff)	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-023	Financial Audit Report	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-024	Financial Audit Auditor Evaluation Form	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-025	Request Form	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-026	Disbursement and TRA Report	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-FOR-027	Computation of Terminal Leave Benefits	00	Supervising Admin. Officer	Chief, FMD	June 28, 2021
FMD-FOR-028	Certificate of Remittance (LandBank)	00	FMD Chief	Chief, FMD	Nov. 25, 2021
FMD-FOR-029	Performance Monitoring Sheet - Monthly	00	Chief, FMD	Chief, FMD	Sept. 9, 2022
FMD-FOR-030	Performance Monitoring Sheet - Quarterly	00	Chief, FMD	Chief, FMD	Sept. 9, 2022
FMD-FOR-031	Performance Monitoring Sheet - Annually	00	Chief, FMD	Chief, FMD	Sept. 9, 2022

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FMD-GUI-001	FMD Operations Manual	02	Supervising Admin. Officer	Chief, FMD	Nov. 15, 2021
FMD-GUI-002	Financial Audit Plan	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-PRO-001	Financial Audit Program	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
FMD-PRO-002	Processing of Payments/Claims Process Flowchart for Central Office	00	Chief, FMD	Chief, FMD	Sept. 9, 2022
FMD-PRO-003	Processing of Payments/Claims Process Flowchart for Regional Office	00	Chief, FMD	Chief, FMD	Sept. 9, 2022
FMD-SPE-001	Financial Audit Checklist	01	Supervising Admin. Officer	Chief, FMD	May 25, 2021
PLD-FOR-001	Agency IQPR Consolidated Report Form	01	Committee	Committee Chair	May 25, 2021
PLD-FOR-002	Regional Office IQPR Consolidated Report Form	02	Committee	Committee Chair	May 10, 2022
PLD-FOR-003	Field Office IQPR Summary Form	01	Committee	Committee Chair	May 25, 2021
PLD-FOR-004	Field Office IQPR Form	02	Committee	Committee Chair	May 10, 2022
PLD-FOR-005	Sex Disaggregated Data Client's Form	01	Committee	Committee Chair	May 25, 2021
PLD-FOR-006	Sex Disaggregated Data Personnel Form	01	Committee	Committee Chair	May 25, 2021
PLD-FOR-007	Anti-Drug Abuse Data Monthly Accomplishment Report	01	Planning Officer IV	Planning Officer V	May 25, 2021
PLD-FOR-008	Agency Annual Report (M.O. no. 73_s. 2015)	01	Committee	Committee Chair	May 25, 2021
PLD-FOR-009	Regional Performance Assessment Report	01	Planning Officer IV	Planning Officer V	May 25, 2021

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PLD-FOR-010	Quarterly Accomplishment Report	02	Planning Officer IV	Planning Officer V	Aug. 10, 2022
PLD-FOR-011*	Form 1- Office/Division Consolidation of Customer Satisfaction Survey	02	Planning Officer IV	Planning Officer V	April 1, 2022
PLD-FOR-012*	Form 2- Regional Consolidation of Customer Satisfaction Survey Form	02	Planning Officer IV	Planning Officer V	April 1, 2022
PLD-FOR-013*	Form 3- Consolidated Customer Satisfaction Report	02	Planning Officer IV	Planning Officer V	April 1, 2022
PLD-FOR-014	DOJ-PPA Strategic Development Plan TEMPLATE	02	Planning Officer IV	Planning Officer V	Nov. 25, 2021
PLD-FOR-015	Daily Accomplishment Report (For ROs)	00	Planning Officer IV	Planning Officer V	Aug. 8, 2022
PLD-PRO-001	Planning Division Workflow	01	Planning Officer IV	Planning Officer V	May 25, 2021
*CSAT FORMS					
CMR-FOR-001	Caseload Monitoring Form (CMRF)	01	Assistant Division Chief, Case Management and Records Division	Chief, Case Management and Records Division	May 25, 2021
CMR-FOR-002	Field Office Quarterly Probation Investigation Caseload (CMRD-PI-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-OFR-003	Field Office Quarterly Court Disposition of Probation Investigation Caseload (CMRD-PI-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021

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CMR-FOR-004	Field Office Quarterly Courtesy Probation Investigation Caseload (CMRD-PI-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-005	Field Office Quarterly Probation Investigation Disposition Rate (CMRD-PI-F4)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-006	Field Office Quarterly Probation Supervision Caseload (CMRD-PS-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-007	Field Office Quarterly Court Disposition of Probation Supervision Caseload (CMRD-PS-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-008	Field Office Quarterly Courtesy Probation Supervision Caseload (CMRD-PS-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-009	Regional Quarterly Probation Investigation Caseload (CMRD-PI-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-010	Regional Quarterly Court Disposition of Probation Investigation Caseload (CMRD-PI-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-011	Regional Quarterly Courtesy	01	Assistant Division Chief,	Chief, CMRD	May 25,

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	Probation Investigation Caseload (CMRD-PI-R3)		Case Management and Records Division		2021
CMR-FOR-012	Regional Quarterly Probation Investigation Disposition Rate (CMRD-PI-R4)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-013	Regional Quarterly Probation Supervision Caseload (CMRD-PS-R1)		Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-014	Regional Quarterly Court Disposition of Probation Supervision Caseload (CMRD-PS-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FORM015	Regional Quarterly Courtesy Probation Supervision Caseload (CMRD-PS-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-016	Field Office Quarterly Pre-Parole/Executive Clemency Investigation Caseload (CMRD-PPI-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-017	Field Office Quarterly Board Resolution of Pre-Parole/Executive Clemency Investigation Caseload (CMRD-PPI-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-018	Field Office Quarterly Courtesy Pre-Parole/Executive Clemency Investigation Caseload (CMRD-PPI-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-019	Field Office Quarterly Pre-	01	Section Chiefs, Investigation	Chief, CMRD	May 25,

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	Parole/Executive Clemency Investigation Disposition Rate (CMRD-PPI-F4)		and Supervision Sections, Case Management and Records Division		2021
CMR-FOR-020	Field Office Quarterly Parole/Pardon Supervision Caseload (CMRD-PR/PD-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-021	Field Office Quarterly Board Resolution of Parole/Pardon Supervision Caseload (CMRD-PR/PD-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-OFR-022	Field Office Quarterly Regional Director's Resolution of Parole/Pardon Supervision Caseload (CMRD-PR/PD-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-023	Field Office Quarterly Courtesy Parole/Pardon Supervision Caseload (CMRD-PR/PD-F4)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-024	Field Office Quarterly Pre-Parole/Executive Clemency Investigation Caseload (CMRD-PPI-R1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-OFR-025	Regional Quarterly Board Resolution of Pre-Parole/Executive Clemency Investigation Caseload (CMRD-PPI-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-026	Regional Quarterly Courtesy Pre-	01	Assistant Division Chief,	Chief, CMRD	May 25,

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	Parole/Executive Clemency Investigation Caseload (CMRD-PPI-R3)		Case Management and Records Division		2021
CMR-FOR-027	Regional Quarterly Pre-Parole/Executive Clemency Investigation Disposition Rate (CMRD-PPI-R4)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-028	Regional Quarterly Parole/Pardon Supervision Caseload (CMRD-PR/PD-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-029	Regional Quarterly Board Resolution of Parole/Pardon Supervision Caseload (CMRD-PR/PD-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-030	Regional Quarterly Regional Director's Resolution of Parole/Pardon Supervision Caseload (CMRD-PR/PD-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-031	Regional Quarterly Courtesy Parole/Pardon Supervision Caseload (CMRD-PR/PD-R4)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-032	Field Office Quarterly Suspended Sentence Investigation Caseload (CMRD-SSI-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-033	Field Office Quarterly Executive Director Disposition of Suspended Sentence Investigation Caseload (CMRD-SSI-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-034	Field Office Quarterly Courtesy Suspended Sentence Investigation Caseload	01	Section Chiefs, Investigation and Supervision	Chief, CMRD	May 25, 2021

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	(CMRD-SSI-F3)		Sections, Case Management and Records Division		
CMR-FOR-035	Field Office Quarterly Suspended Sentence Supervision Caseload (CMRD-SSS-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-036	Field Office Quarterly Executive Director Disposition of Suspended Sentence Supervision Caseload (CMRD-SSS-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-037	Field Office Quarterly Courtesy Suspended Sentence Supervision Caseload (CMRD-SSS-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-038	Regional Quarterly Suspended Sentence Investigation Caseload (CMRD-SSI-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-039	Regional Quarterly Executive Director Disposition of Suspended Sentence Investigation Caseload (CMRD-SSI-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-040	Regional Quarterly Courtesy Suspended Sentence Investigation Caseload (CMRD-SSI-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-041	Regional Quarterly Suspended Sentence Supervision Caseload (CMRD-SSS-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-042	Regional Quarterly Executive	01	Assistant Division Chief,	Chief, CMRD	May 25,

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	Director Disposition of Suspended Sentence Supervision Caseload (CMRD-SSS-R2)		Case Management and Records Division		2021
CMR-FOR-043	Regional Quarterly Courtesy Suspended Sentence Supervision Caseload (CMRD-SSS-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-044	Field Office Quarterly Community Service Investigation Caseload (CMRD-CSI-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-045	Field Office Quarterly Court Disposition of Community Service Investigation Caseload (CMRD-CSI-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-046	Field Office Quarterly Courtesy Community Service Investigation Caseload (CMRD-CSI-F3)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-047	Field Office Quarterly Community Service Supervision Caseload (CMRD-CSS-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-048	Field Office Quarterly Court Disposition of Community Service Supervision Caseload (CMRD-CSS-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-049	Field Office Quarterly Courtesy Community Service Supervision Caseload	01	Section Chiefs, Investigation and Supervision	Chief, CMRD	May 25, 2021

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	(CMRD-CSS-F3)		Sections, Case Management and Records Division		
CMR-FOR-050	Regional Quarterly Community Service Investigation Caseload (CMRD-CSI-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-051	Regional Quarterly Court Disposition of Community Service Investigation Caseload (CMRD-CSI-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-052	Regional Quarterly Courtesy Community Service Investigation Caseload (CMRD-CSI-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-053	Regional Quarterly Community Service Supervision Caseload (CMRD-CSS-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-054	Regional Quarterly Court Disposition of Community Service Supervision Caseload (CMRD-CSS-R2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-055	Regional Quarterly Courtesy Community Service Supervision Caseload (CMRD-CSS-R3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-056	Field Office Quarterly Voluntary Confinement Caseload (CMRD-VC-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-057	Regional Quarterly Voluntary Confinement Caseload (CMRD-VC-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021

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CMR-FOR-058	Field Office Quarterly Release on Recognizance Caseload (CMRD-ROR-F1)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-059	Regional Quarterly Release on Recognizance Caseload (CMRD-ROR-R1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-060	Results of Records Check (CMRD-RC-F1)	01	Officer-in-Charge, Case Records Section, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-061	Records Check Tracer (CMRD-RC-F2)	01	Officer-in-Charge, Case Records Section, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-062	Quarterly Probation Investigation (CMRD-PL-F1)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-063	Quarterly Disposition of Cases Submitted to Court (CMRD-PL-F2)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-064	Quarterly Probation Supervision (CMRD-PL-F3)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-065	Quarterly Pre-Parole/Executive Clemency Investigation (CMRD-PL-F4)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-066	Quarterly Parole and Pardon	01	Assistant Division Chief,	Chief, CMRD	May 25,

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	Supervision (CMRD-PL-F5)		Case Management and Records Division		2021
CMR-FOR-067	Quarterly Probation Disposition Rate (CMRD-PL-F6)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-068	Quarterly Pre-Parole Disposition Rate (CMRD-PL-F7)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-069	Quarterly Performance Assessment (CMRD-PL-F8)	01	Assistant Division Chief, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-070	Request Form on Issuance of Authenticated Court Records (CMRD-REQ-F1)	01	Officer-in- Charge, Case Records Section, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-071	Request Form on Issuance of Statistical Data (CMRD-REQ-F2)	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-072	Annual Case Management Report	01	Section Chiefs, Investigation and Supervision Sections, Case Management and Records Division	Chief, CMRD	May 25, 2021
CMR-FOR-073	Field Office Quarterly Community Service as Imprisonment Penalty Hearing Caseload	00		Chief, CMRD	April 15, 2021
CMR-FOR-074	Field Office Quarterly Community Service as Imprisonment Penalty Supervision Caseload	00		Chief, CMRD	April 15, 2021

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CMR-FOR-075	Regional Quarterly Community Service as Imprisonment Penalty Hearing Caseload	00		Chief, CMRD	April 15, 2021
CMR-FOR-076	Regional Quarterly Community Service as Imprisonment Penalty Supervision Caseload	00		Chief, CMRD	April 15, 2021
CMR-PRO-001	Analysis of the Probation, Pre-Parole / Executive Clemency, Parole/Pardon, Suspended Sentence & Community Service Investigation & Supervision Caseloads, & Voluntary Confinement & Release on Recognizance Caseloads	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-002	Analysis of Creation, Definition, Redefinition, Abolition, Renaming and Merging of Field Office	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-003	Issuance of Statistical Report on Investigation and Supervision Caseload to Requesting Client/ Researcher	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-004	Maintenance of Cumulative Histories of Case Records, Legal Documents, Court Orders & Other Records Pertinent to Petitioners and Probationers	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-005	Issuance of Authenticated Court/Legal Records/ Documents	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-006	Issuance of Records Check Results	0	Chief, CMRD	QMS Team Leader	April 1, 2022
CMR-PRO-007	Preparation and Maintenance of Master List of Probationers	0	Chief, CMRD	QMS Team Leader	April 1, 2022
LED-PRO-001	Legal Opinion Workflow	02	Attorney IV	Attorney V	Sept. 30, 2022
LED-PRO-002	Contract Preparation Workflow	02	Attorney IV	Attorney V	Sept. 30, 2022
LED-PRO-003	Preliminary Investigation Workflow	02	Attorney IV	Attorney V	Sept. 30, 2022
LED-PRO-004	Formal Investigation Workflow	02	Attorney IV	Attorney V	Sept. 30, 2022

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LED-FOR-001	Draft Legal Opinion	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-002	Contract Review Advice Slip	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-003	Draft Contract	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-004	Letter	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-005	Letter Reply	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-006	Authority to Practice Profession	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-007	Draft Show Cause Order	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-008	Draft Order in Administrative Case	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-009	Draft Notice of Hearing	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-010	Preliminary Investigation Report	02	Attorney IV	Attorney V	Sept. 30, 2022
LED-FOR-011	Final Investigation Report	02	Attorney IV	Attorney V	Sept. 30, 2022
LED-FOR-012	Draft Resolution	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-013	Complaint	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-014	Counter Affidavit	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-015	Draft Formal Charge	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-016	Transcript of Stenographic Notes	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-017	Certification of No Pending Case	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-018	Certification of No Backlog	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-019	Memorandum of Agreement	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-020	Memorandum of Understanding	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-021	Draft Legal Research	01	Attorney IV	Attorney V	May 25, 2021
LED-FOR-022	Draft Decision	01	Attorney IV	Attorney V	May 25, 2021
PPA-FORM 1	Worksheet	0	Committee	Committee Chair	October 12, 2016

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PPA-FORM 2	Waiver	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 3	Post Sentence Investigation Report (PSIR)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 3A	Case Report Under DOJ-DILG Implementing Rules and Regulations of RA No. 8294	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 4	Instruction to Probationer	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 5	Probation Caseload Summary	02	Chief, Case Management & Records Division	QMS Leader	Sept. 23, 2021
PPA-FORM 6	Quarterly Regional Accomplishment Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 7	Request for Travel (Less than 30 days)	0	Committee	Committee Chair	October 12, 2016
PPA-FO-FR 7.a	Request for Travel (More than 30 days)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 7.b	Application for Permit to Work Abroad	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 7.c	Clients Overseas Periodic Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 7.d	Indemnity Claim Application	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 8	Violation Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 9	Final Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 10	Office Order (Authorization to Collect Travelling Expenses)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 11	Indemnification Payment Plan	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 11a	Restitution/Indemnification Receipt	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 11b	Payment Card	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 12	Clients Profile (CP)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 13	Request for Records Check	0	Committee	Committee Chair	October 12, 2016

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PPA-FORM 14	General Inter-Office Referral Form	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 15	Score Sheet for Case Classification and Period of Probation	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 16	My Personal Development Plan (Formerly STP)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 17	Supervision Case Notes	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 18	Attendance Monitoring Form for Clients (AMFFC)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 19	Supervising Officer's Cases due for Termination	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 20	Briefing Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 21	Parole/Executive Clemency Caseload Summary	02	Chief, Case Management & Records Division	QMS Leader	Sept. 23, 2021
PPA-FORM 22	Arrival Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 23	Certificate of Undertaking	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 24	Request for Transfer of Residence	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 25	Pre-Parole/Pre-Executive Clemency Investigation Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 26	Certification (No Pending Case)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 27	Infraction Report (IR)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 28	Summary Report (SR)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 29	Application for Probation	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 30	Application for Release on Recognizance	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 31	Referral for Clinical Services	0	Committee	Committee	October 12,




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PPA-FORM 32	Urgent Motion for a Copy of Resolution of the Application for Probation	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 33	Sample Cover Letter for PSIR	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 34	Sample Cover Letter for CIR	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 35	Indemnification Payment FR	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 36	Sample Letter for Client Reporting	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 37	VPA Application Form (Revised 2002)	01	Committee	Committee Chair	April 27, 2022
PPA-FORM 38	VPA Appointment Paper	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 39	Monthly Progress Report	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 40	Performance Appraisal Report (VPA)	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 41	VPA Identification Card	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 42	Certificate of No Appeal	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 44	Suspended Sentence Caseloads Summary	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 45	Community Service Caseload Summary	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 50	Voluntary Confinement Caseload Summary	0	Committee	Committee Chair	October 12, 2016
PPA-FORM 51	Release on Recognizance Caseload Summary	0	Committee	Committee Chair	October 12, 2016
PPA-FORM-052	Regional Office Routing Slip	0	Committee	QMS Team Leader	September 2018
PPA-FORM-053	Caseload Form for Community Service in Lieu of Imprisonment	0	Chief, Case Management & Records Division	QMS Leader	November 2020

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Prepared by:	Reviewed by:	Approved by:
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