



Protective and Support Services
Bureau of Jail Management
and Penology



1. Visitation Services

The spouse, parent, children, sibling, relative or friend of the resident/detainee are allowed to visit on the specified schedule of jail visitation.

Office or Division:	Bureau of Jail Management and Penology			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Spouse, parent, child, sibling, relative or friend of the resident			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Valid Identification Card with latest picture (Expired IDs or CTC are not allowed) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Desk Officer Area to secure Visitor's Form	1. Desk Officer issue Visitor's Form	None	2 minutes	Desk Officer
2. Submit the accomplished form to the Desk Officer	2. Receive & evaluate the identity of the visitor & issue Temporary Control/ Visitor's Tag & stamp jail seal and/or "VISITOR" on the right hand of the visitor	None	2 minutes	Desk Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to the Search Area for frisking, searching & other SOPs on Jail Visitation	3. Items such as money, jewelries, cellular phones, etc. are to be kept by the Jail Property Custodian who will issue Property Control Tag. * Visitor is subjected to body search and his/her belongings	None	5-10 minutes	Property Custodian Searcher
4. Proceed to the Visiting Area	4. Provide the visitor with a short briefing on basic jail rules and regulations	None	5 minutes	Duty Officer/ Visiting Area Personnel
5. Upon termination of visiting time, proceed to the Property Custodian and surrender the Property Control Tag	5. Return the personal belongings of the visitor.	None	2 minutes	Property Custodian
6. Proceed to the Desk Officer to claim I.D.	6. Check the presence of stamp of jail seal or the word "VISITOR" on the right hand of the visitor before allowing the person to go out of the jail premises.	None	2 minutes	Desk Officer
TOTAL:			18-28 minutes	



2. Accreditation of Jail Ministry

Religious groups or individual are permitted to preach and apply for accreditation.

Office or Division:	Bureau of Jail Management and Penology			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Religious Group or Individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Request letter (additional requirement may be required).		Religious Group or Individual		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID to the Gate Officer and fill out entries in the logbook, and inform the Gate Supervisor of the purpose.	1. Verifies the ID, issue visitor's pass and stamps "VISITOR" at the right hand of the client. 1.1 Instruct the client to proceed to the IWD Office	None	3 minutes	Gate Supervisor
2. Client submits Request Letter in writing addressed to the Warden thru the Chief, IWD	2. Assesses the letter request and purpose of the client if the schedule is available and/or recommends modification on the request. 2.1 Requires the client to submit additional documents like NBI Clearance, SEC registration of the group, valid IDs, etc.	None	10 minutes	Chief, IWD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Client waits	3. If the client and Chief, IWD arrive with a final agreement, a Memorandum of Agreement/ Understanding is prepared.	None	15 minutes	Chief, IWD
4. Client agrees to the agreement and affix signature in the MOA/MOU.	4. Client through the recommendation of the Chief, IWD now proceed to the Warden's Office for the formal signing of the MOA/MOU.	None	5 minutes	Warden, Chief IWD
5. Client can now start with the request for jail ministry according to the MOA/MOU.	5. Issues identification cards to the client/s and brief clients with the existing jail rules and regulations.	None	20 minutes	Chief, IWD
6. Client returns the visitor's pass to the Gate Officer.	6. Informs the Gate Officer regarding the service that will be provided by the client.	None	3 minutes	Chief, IWD
TOTAL:			56 minutes	

3. Request for Clearance to Conduct Paralegal Activities in Jail

For students who want to conduct paralegal activities in jail as part of school requirement and individuals or cause oriented groups desirous in helping inmates hasten the litigation process and fast track their release.

Office or Division:	Bureau of Jail Management and Penology			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Students as part of school requirement Individual or cause oriented groups			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ For students – recommendation letter form the Dean of the school noted by the President. ➤ For individual or cause oriented groups – Letter request clearly stating their purpose and schedule. 		University/College Dean		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit formal request in writing addressed to the Regional Director, thru the Warden.</p> <p>It may be hand carried or send letter by mail or fax.</p>	<p>1. Hand carried request follow the usual procedure observed at the gate.</p> <p>1.2 Refer the client to the Chief, Paralegal section.</p> <p>1.3 For mailed or faxed request, once received it will be acted upon and response will be sent to the client.</p>	None	3 – 5 days	<p>Gate Supervisor</p> <p>Chief, Paralegal Section</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to the Paralegal Section	Assess the request if it is not in conflict with other groups, and forward favorably the letter to the Warden.	None	3 minutes	Chief, Paralegal Section
3. Waits for the decision	3. if the Warden approves, the Chief, Paralegal Section and the client will prepare the Memorandum of Agreement or Memorandum of Understanding	None	10 minutes	Chief, Paralegal Section
4. Proceed to the Warden's Office	4. Client is oriented by the Chief, Paralegal Section on jail rules and regulations and assist the client and Warden in the signing of MOA or MOU.	None	15 minutes	Warden/ Chief Paralegal Section
5. Perform the requested service based on the MOA/MOU.				
TOTAL:			Minimum of 3 days 28 minutes	