



PROCESSING OF REQUEST FOR FOLLOW-UP ON THE STATUS OF PETITION OR APPLICATION FOR PAROLE OR EXECUTIVE CLEMENCY (FOR WALK-IN CLIENT)

Office or Division:	Board of Pardons and Parole (BPP)
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Request Form	1	Frontline Office/ Window
2. Valid government ID	1	Client/ Requesting Party
2.1. Authorization Letter, if necessary	1	Client/ Requesting Party

PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly accomplished request form and letter request, if any.	Receives request form	None	50 minutes	Receiving Staff
	Verifies the status	None		Board of Pardons and Parole Officer
	Responds to the request	None		Board of Pardons and Parole Officer
2. Receives the status of the petition/ application for executive clemency	Release the status to the requesting party	None	5 minutes	Releasing Staff
TOTAL:			60 minutes	

Note: A longer period not exceeding twenty (3) days shall be allowed in exceptional circumstances such as submission of additional documents, constraints to access information, etc.