



## PROCESSING OF REQUEST FOR FOLLOW-UP ON THE STATUS OF PETITION OR APPLICATION FOR PAROLE / EXECUTIVE CLEMENCY

The follow-up requests for parole/executive clemency is filed/inquired by or in behalf of Persons Deprived of Liberty to the Board of Pardons and Parole (BPP).

<b>Office or Division:</b>	Board of Pardons and Parole (BPP)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen (G2C)
<b>Who may avail:</b>	Persons deprived of liberty, Family relatives and legal representative

CHECKLIST OF REQUIREMENTS				
Document	No. of Copies	Where to Secure		
1. Logbook - accomplish required information on the guard on duty's log book for records/reportorial purposes	1	BPP		
2. Visitor's Slip - To be signed by the attending Officer-of-the-Day, for client's information	1	BPP		
3. On-hand Documents from the Client		Appropriate Government Agencies or Offices		
PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
FRONTLINE SERVICE				
Walk-in Clients				
1. Proceed to the Board of Pardons and Parole, Mezzanine, DOJ Agencies Bldg., NIA Rd., cor. East Ave., Diliman, Quezon City		None		Clients
2. Fill-out the required information on the guard on duty's log book for his				



records/reportorial purposes				
3. Proceed to the follow-up area inside the office and fill-out another logbook/information Sheet/Visitor's Slip with the following required information for records/reportorial purposes of the Board	- Entertain follow-ups of PDL (Person Deprived of Liberty), applicant's/petitioner's family, relatives, legal representative, about the status of the client's petition for parole and executive clemency			
	- The assigned Officer-of-the-Day will entertain queries regarding the status of client's application for parole or executive clemency or similar/relevant queries; evaluates requests and provide appropriate action as needed; provide proper advice or counselling; and, if necessary, prepares Indorsement/referral letter to the concerned government agency and releases the same to the clients. After which, the Officer-of-the-Day will indicate/note the action taken in the information sheet/visitor's slip and forwards the same to the BPP staff for processing or filing for reference		5 to 10 minutes per client	Assistent Parole Officer (APO)
4. There is a BPP DROP BOX in the follow-up area for client's feedback			3 minutes	
1 DAY				
<b>2. FOLLOW-UPS VIA MAILS/E-MAILS</b>				
1. Address letter/electronic mails to:  <i>Office Address:</i> BOARD OF PARDONS AND PAROLE, Mezzanine	- BPP staff receives the letter (print if via email) by stamping the date when received on the face of the letter and records it on the logbook.  - Records the letter/email in the index card and	<b>None</b>	1-2 min/letter	Receiving Staff
			1-2 min/letter	Staff



Floor, DOJ Agencies Bldg., cor. East Ave., Diliman, Quezon City	simultaneously indicates the latest Board action, if any.		
	- Distributes to the Assistant Parole Officer for appropriate action	5-10 min/letter	Staff
	- Retrieve folder(s) of the petitioner, if any.	5-10 min/letter	Staff
	-Distribute to Assistant Parole Officers for appropriate action.	5-10 min/letter	Staff
	- Prepares/answer/ reply and drafts communications letter(s)/petition(s) of regular communications	30 mins/ communication	Assistant Parole Officers (APOs)
	- Initial checking of the Executive Director or Chief Parole Office or/ to finalize the communication for signature.	5 min /communication	CPO
	- Record/log communications	5 min /communication	APO
	- For release	1 day	Staff
	- For mailing	1 day	Staff
	- To file the folders	5-10 min/letter	Staff
<b>TOTAL:</b>	<b>3 days</b>		