

Department of Justice  
**BOARD OF PARDONS AND PAROLE**

**Frontline Service for Walk-In Clients:** Follow-ups by prisoners’ family, relatives and other parties-in-interest on the status of their petitions or applications for parole or executive clemency. Schedule of availability of service is from Mondays to Fridays from 8am to 5pm until the last client is finished, with no noon break policy.

<b>Procedure</b>	<b>Employee</b>	<b>Time</b>	<b>Fee</b>
Fill-up the Information ledger for record purposes	Officer-of-the-day (assigned Assistant Parole Officer for the day)	Average of 3 minutes	None
Accomplish, in a single copy, with the necessary/required details the Visitor’s Slip, if inmate has no record yet in the system to serve as guide in requesting his documents from the BuCor	Officer-of-the-day (assigned Assistant Parole Officer for the day)	Average of 3 minutes	None
If the client has documents for submission to the Board	Officer-of-the-day (assigned Assistant Parole Officer for the day) to be turned over to the receiving clerk	Average of 3 minutes	None
Client inquiries and other legal concerns  The assigned “Officer-of-the-Day” will entertain queries regarding the status of clients’ application for parole or executive clemency, or similar/relevant queries; evaluates requests and provide appropriate action as needed; provide proper advice or counseling; and, if necessary, prepares Indorsement/referral letter to the concerned government agency and releases the same to the clients.	Officer-of-the-day (assigned Assistant Parole Officer for the day)  The Officer-of-the-Day will indicate/note the action taken in the information Visitor’s Slip and forward the same to the BPP staff for processing or filing for reference.	Depends on the nature of the inquiry of the client	None
End of transaction			
Feedback Procedure: Accomplish the <b>Feedback Form</b> and drop in the designated <b>“Suggestion/Feedback Box”</b> located in front of the follow-up area before leaving the premises.			

**Processing time:** For request carpeta, prison records and requirements, the respective request documents are released within **5 working days** from the date of the follow-up.

**Follow-up:** After more or less **2 months** through ordinary or electronic mails or personal appearance.

Office Address: BOARD OF PARDONS AND PAROLE  
Mezzanine Floor, DOJ Agencies Building  
NIA Road corner East Avenue  
1101 Diliman, Quezon City

E-mail address: [bpp.doj@gmail.com](mailto:bpp.doj@gmail.com); [bpp@doj.gov.ph](mailto:bpp@doj.gov.ph)

### **Complaints:**

1. Go to the DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the Board of Pardons and Parole at:

Contact Numbers: (02) 927-2688 (02) 927-6842  
920-7890 927-6654  
927-2739 927-8391

Telefax Number: (02) 927-2739

E-mail address: [bpp.doj@gmail.com](mailto:bpp.doj@gmail.com); [bpp@doj.gov.ph](mailto:bpp@doj.gov.ph)

3. Contact government complaint hotline "8888".

**General Requirements:** The client must be a member of the immediate family or a legal representative of the inmate concerned. Otherwise, a Special Power of Attorney or an Authorization Letter is required to be shown to prove authority to obtain information regarding the status of the petition of the concerned inmate.

### **Follow-ups via mails/e-mails**

- a. Address the letter/electronic mails to:

Office Address: BOARD OF PARDONS AND PAROLE  
Mezzanine Floor, DOJ Agencies Building  
NIA Road corner East Avenue  
1101 Diliman, Quezon City

E-mail address: [bpp.doj@gmail.com](mailto:bpp.doj@gmail.com); [bpp@doj.gov.ph](mailto:bpp@doj.gov.ph)

- b. BPP staff receives the letter (print if via e-mail) by stamping the date when received on the face of the letter and records it in the log book.
- c. Records the letter/e-mail in the index card and simultaneously indicates the latest board action, if any.
- d. Distributes to the Assistant Parole Officer for appropriate action.

## **REQUIREMENTS**

### **A. For Parole**

In addition to the minimum qualifications provided under Rule 2.1 (Eligibility for Review of a Parole Case) of the Rules on Parole, 2006 Revised Manual of the Board of Pardons and Parole, the following documentary requirements must be submitted:

1. Fiscal's Information (Fiscal's Info.)
2. Court's Decision (Court's Dec.)
3. Commitment Order (C.O)
4. Certificate of Detention (Cert. of Det.)
5. Certificate of No Pending Case (CNPC)
6. Certificate of No Appeal (CNA)
7. Entry of Judgment (EOJ)
8. Bureau of Corrections Clearance on Rehabilitation and Treatment Program and Certification of No Pending Administrative/Criminal Case/s (BCC/CRTP)

*\*items 1-8 should already be incorporated in the carpeta of the inmate-applicant upon transmittal to the Board from the Bureau of Corrections*

9. Pre-Parole Investigation Report (PPIR)
10. Community Interview (CI)
11. NBI Record Check (NBI)
12. Notice to the Offended Party/Opposition (Notice)
13. Others as the Board deems necessary in evaluating/studying the case of the inmate-applicant.

### **B. For Executive Clemency**

In addition to the minimum qualifications provided under Sections 4-A (1) to (8) (For Commutation of Sentence) and 4-B (For Conditional Pardon), of the Amended Guidelines for Recommending Executive Clemency, 2006 Revised Manual of the Board of Pardons and Parole, the following requirements must be submitted:

1. Fiscal's Information (Fiscal's Info.)
2. Court's Decision (Court's Dec.)
3. Commitment Order (C.O)
4. Certificate of Detention (Cert. of Det.)

5. Certificate of No Pending Case (CNPC)
6. Certificate of No Appeal (CNA)
7. Entry of Judgment (EOJ)
8. Bureau of Corrections Clearance on Rehabilitation and Treatment Program and Certification of No Pending Administrative/Criminal Case/s (BCC/CRTP).

*\*items 1-8 should already be incorporated in the carpeta of the inmate-applicant upon transmittal to the Board from the Bureau of Corrections*

9. Pre-Executive Clemency Investigation Report (PECIR)
10. Community Interview (CI)
11. Publication (Pub.)
12. NBI Record Check (NBI)
13. Notice to the Offended Party/Opposition (Notice)
14. Psychological Evaluation (Psycho)/Mental Status Examination
15. Medical Abstract/Certificate, if sickly (Med. Abst/Cert.)
16. Others as the Board deems necessary in evaluating/studying the case of the inmate-applicant.

### **C. Absolute Pardon**

In addition to the minimum qualifications provided under Sections 6 (For Absolute Pardon) of the Amended Guidelines for Recommending Executive Clemency, 2006 Revised Manual of the Board of Pardons and Parole, the following documentary requirements must be submitted:

1. A duly notarized petition for absolute pardon indicating therein petitioner's biographic data; details of conviction; the grounds upon which executive clemency is sought and the crime/s for which petition is requested.
2. Certificate of Discharge from prison authenticated by the Director of Corrections or Warden of a local jail, as the case may be.
3. Certified true copy of the Order of the Court granting Probation, as the case may be.
4. Certificate of Final Release and Discharge/Certificate of Discharge from Probation, if granted parole/conditional pardon or probation.
5. Affidavits of at least two (2) responsible members of the community where petitioner resides. The affidavits shall, among others, state that petitioner has conducted himself in a moral and law-abiding manner since he was released from prison and shall indicate his occupation and the community service he had rendered, if any.
6. Fiscal's Information and Court's Decision in the criminal case/s for which petitioner was convicted.
7. Clearances from the Police, NBI, Prosecutor's Office and Courts (MTC and RTC) where petitioner resides.

8. Proof of payment of indemnity or in lieu thereof, a certification issued by the Municipal/City Treasurer's Office of the place where petitioner resides, that he has no real property or sufficient income to pay the said indemnity adjudged against him, if any.
9. Certification from the appointing authority that petitioner will be reinstated in the government service, if granted absolute pardon (if ground use is the re-instatement in the government service).
10. An application as immigrant to the foreign country where petitioner's family resides as approved by the foreign embassy concerned (if any).
11. Post-Sentence Investigation Report (PSIR) to be conducted by the Parole and Probation Administration on the place where petitioner resides.
12. Publication in a newspaper of general circulation.
13. Notice to/Comment from the Offended Party.
14. Commitment Order.

#### **D. BPP Services Are Free of Charge**

The BPP will request the lacking requirements from the concerned government agencies, copy furnished the client/inmate-applicant. All services rendered by the Board of Pardons and Parole are free of charge.