

**CITIZENS' CHARTER- Provincial Rehabilitation Center (PRC):**

**1. Issuance of Certificate of Detention**

The Certificate of Detention (is issued to clients/Person Deprived of Liberty (PDL) as supporting document for Application for Parole Probation /(GCTA) (Public Attorney's Office PAO), (Parole and Probation Office), Bureau of Correction's and other in line agencies requirement.

<b>Office or Division:</b>	PADO-Provincial Jail			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Completed Request Form (1 Original)		1. Davao del Norte Provincial Jail- PDL, s Carpeta in charge		
2. Official Receipt of Certification fee (Original)		2. Provincial Treasurer's Office		
3. Valid Government ID (Original)		3. Government Agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Upon Jail entry, present valid ID's and inform the main gate Jail Guard duty about securing the certification of Detention.	1. Advise client to proceed to admin office.	None	20 minutes	<i>Main Gate Security</i>
1.1. Proceed to Admin Office and request accomplished request form.	1.1. Reviews/ receives accomplished request form and Courteously advises client to proceed to pay at the Provincial Treasurer's Office with the request Form from Davao del Norte Provincial Jail Office.		20 minutes	<i>Main Gate Security</i>

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2. Pay the fee at Provincial Treasurer's Office	2. Processes payment and issues Official Receipt	PHP 50/ person (per copy)		<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
3. Present Official Receipt	3. Inmates Carpeta in charge verify records  3.1. Issue Certificate of Detention signed by the Warden	None	20 minutes	<i>PDLs Carpeta In charge</i>
<b>TOTAL:</b>		<b>PHP 50 person (per copy)</b>	<b>40 minutes</b>	