

3. Admission of PDL’s Visitor’s

The PDL’s relatives and allowed visitor’s list.

Office or Division:	PADO- PROVINCIAL REHABILITATION CENTER			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business;			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any Valid ID’s (1 Original)		1. Any Government Entities.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the valid ID’s	1. Check the valid ID’s Write name/s of the visitor’s logbook.	None	1-2 minutes	<i>Main Gate Security</i>
2. Submit and sign waiver for body frisking/strip searching and thru inspection of belongings	2. Conduct body frisking and strip searching (for new visitor’s)	None	1-3 minutes	<i>Main Gate Searcher</i>
3. Submit Personal Belongings for Inspection.	3. Turn-over cellphone’s and other contraband items.	None	1 minute	<i>Main Gate Searcher</i>

4. Submit left hand for stamping.	4. Put a stamp on visitor's left-hand which signal's that the visitors had undergone inspection and is clear for entry.	None	15 Seconds	Main Gate Searcher
	4.1. Guide the visitors to the designated visitor's area.		10 seconds	Main Gate Security
	4.2. Upon entry of visitor, notify PDL's to be visited and advise to entertain his/her visitor.		10 seconds	<i>Desk Officer/ Cell Administrator</i>
	4.3. After visiting hours, visitors are courteously advice to leave the area		10 seconds	<i>Desk Officer/ Cell Administrator</i>
5. At the main gate, Retrieve belongings and stamp sign out at the visitor's logbook.	5. Assisted by the Main Gate Security and the Searcher	None	10 seconds	<i>Desk Officer/ Cell Administrator</i>
TOTAL:		None	6 minutes and 55 seconds	