

#### 4. Release of Inmates

The Persons Deprive Liberty (PDL) relatives and allowed visitor's list.

<b>Office or Division:</b>	PADO- PROVINCIAL REHABILITATION CENTER			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen;			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Any Valid ID's (1 Original)		1. Any Government Entities		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Upon receipt of the release order and OCC certification (a Certificate from the Clerk of Court certifying that the PDL's to be release has no other pending cases), the records officer will verify the authenticity of the Release Order from Issuing court.		1-3 minutes	<i>Inmates Carpeta In charge PGII Yolanda Q. Gastanes</i>
	After verification of Release Order, the Records Officer will retrieve the carpeta from the Records in Custodian for the issuance of release paper.		3-5 minutes	<i>Inmates Carpeta In charge PGII Yolanda Q. Gastanes</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Finger Printing on Release Paper	Assisted by Desk Officer		1 minute	<i>Desk Officer/ Cell Administrator</i>
	Release paper to be signed by the following: A. Releasing Officer B. Desk Officer C. Cell Administrator D. Main Gate Security Gater			<i>Assistant Provincial Warden</i>
Approval of Release			1 minute	<i>Provincial Warden</i>
PDL's Release	Release of PDL's of personal belongings upon commitment; shall be released.		1 minute	<i>Cell Administrator Desk Officer Main Gate Security</i>
<b>TOTAL:</b>		<b>None</b>	<b>11 minutes</b>	