



# CAVITE PROVINCIAL JAIL



## ACCEPTANCE OF INMATE/PERSON DEPRIVED OF LIBERTY (PDL)

<b>Office or Division:</b>	Cavite Provincial Jail			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Committing Authorities such as: <ul style="list-style-type: none"> <li>- Supreme Court</li> <li>- Court of Appeals</li> <li>- Sandiganbayan</li> <li>- Regional Trial Court</li> <li>- Metropolitan/Municipal Trial Court</li> <li>- Municipal Circuit Trial Court</li> <li>- Congress of the Philippines; and</li> <li>- All other administrative bodies or persons authorized by law to arrest and commit a person to jail.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Court/Commitment Order</li> <li>• Transmittal from Committing Authority</li> <li>• Case Information</li> <li>• Certificate of Detention</li> <li>• Medical Certificate</li> </ul>				Committing Authority, Court and Hospital/ Clinic/Doctors
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward Commitment Order	1.1 Receive Commitment Order	None	20 mins	<b>Lea Intano</b> <i>Admin Aide III</i>  <b>Vilma Camingay</b> <i>Admin Aide I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.2 Check completeness of requirements	None	20 mins	<b>Lea Intano</b> <i>Admin Aide III</i>  <b>Vilma Camingay</b> <i>Admin Aide I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.3 Process Acceptance Receipt	None	20 mins	<b>Racquel Armonia</b> <i>Admin Aide VI</i>  <b>Lourdes Matilla</b> <i>Handicraft Worker III</i>
	1.4 Approval	None	5 mins	<b>PCOL. Gil T. Torralba</b> <i>(Ret) – Provincial Warden</i>
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 5 minutes</b>	



## ISSUANCE OF CERTIFICATE OF DETENTION/GOOD MORAL

Certificate of Detention is issued to certify that a person has been or had been detained at the Institution for a certain period. On the other hand, Certificate of Good Moral certifies that the Persons Deprived of Liberty (PDL) showed a good behavior and obey the rules and regulation implemented by this Provincial Jail.

<b>Office or Division:</b>	Cavite Provincial Jail			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2G – Government to Government			
<b>Who may avail:</b>	Citizens Government Employees/Agencies			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Request Letter				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward request letter	1.1 Receive request letter	None	5 mins	<b>Lea Intano</b> <i>Admin Aide III</i>  <b>Vilma Camingay</b> <i>Admin Aide I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.2 Forward request letter to Record Officer	None	5 mins	<b>Lea Intano</b> <i>Admin Aide III</i>  <b>Vilma Camingay</b> <i>Admin Aide I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.3 Process Certificate of Detention/ Good Moral	None	30 mins	<b>Racquel Armonia</b> <i>Admin Aide VI</i>  <b>Lourdes Matilla</b> <i>Handicraft Worker III</i>
	1.4 Approval	None	5 mins	<b>PCOL. Gil T. Torralba (Ret)</b> – <i>Provincial Warden</i>
	<b>TOTAL</b>	<b>None</b>	<b>45 minutes</b>	



## ISSUANCE OF CERTIFICATE OF DETENTION AND GOOD MORAL THRU EMAIL

An electronic issuance of Certificate of Detention and Certificate of Good Moral.

<b>Office or Division:</b>	Cavite Provincial Jail			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2G – Government to Government			
<b>Who may avail:</b>	Citizens Government Employees/Agencies			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
• Request Letter				Requestor
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request submitted thru E-Mail	1.1 Receive request	None	8 working hours	<b>Lyca Tafalla</b> <i>Prison Guard I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.2 Process Certificate of Detention/ Good Moral	None	30 mins	<b>Racquel Armonia</b> <i>Admin Aide VI</i>  <b>Lourdes Matilla</b> <i>Handicraft Worker III</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.3 Approval	None	5 mins	<b>PCOL. Gil T. Torralba (Ret)</b> – Provincial Warden
	1.4 Send to requestor	None	8 working hours	<b>Lyca Tafalla</b> <i>Prison Guard I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	<b>TOTAL</b>	<b>None</b>	<b>16 hours and 35 minutes</b>	



## DISCHARGE OF INMATE

Issued by Office of the Provincial Warden and awarded to the PDL qualified for release.

<b>Office or Division:</b>	Cavite Provincial Jail			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client			
<b>Who may avail:</b>	PDL (Persons Deprived of Liberty)			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Authenticity of Court Decision</li> <li>Case Information, Certificate of No Pending Case</li> </ul>				Court, Office of the Clerk of Court
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward Court Decision	1.1 Receive Court Decision	None	5 mins	<b>Lea Intano</b> <i>Admin Aide III</i>  <b>Vilma Camingay</b> <i>Admin Aide I</i>  <b>Daphne Lei Hierco</b> <i>Prison Guard I</i>
	1.2 Review completeness of requirements and Process Certificate of Discharge	None	30 mins	<b>Racquel Armonia</b> <i>Admin Aide VI</i>  <b>Lourdes Matilla</b> <i>Handicraft Worker III</i>
	1.3 Review of Certificate of Discharge	None	30 mins	<b>Ariel Cahigan</b> <i>Admin. Officer II</i>  <b>Noel Alegre</b> <i>Administrative Officer V</i>
	1.4 Verification of Certificate of Discharge	None	30 mins	<b>Roland C. Costales</b> <i>Asst. Provincial Warden</i>
	1.5 Approval	None	5 mins	<b>PCOL. Gil T. Torralba (Ret)</b> – <i>Provincial Warden</i>
	<b>TOTAL</b>	<b>None</b>	<b>1 hour and 40 minutes</b>	

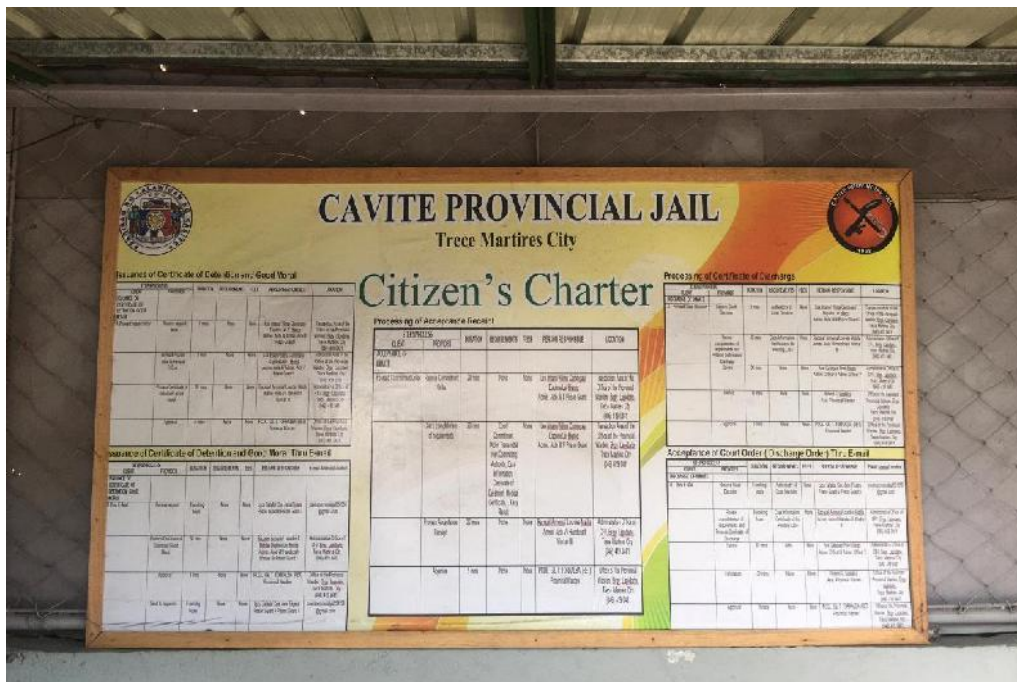


## DISCHARGE OF INMATE THRU EMAIL

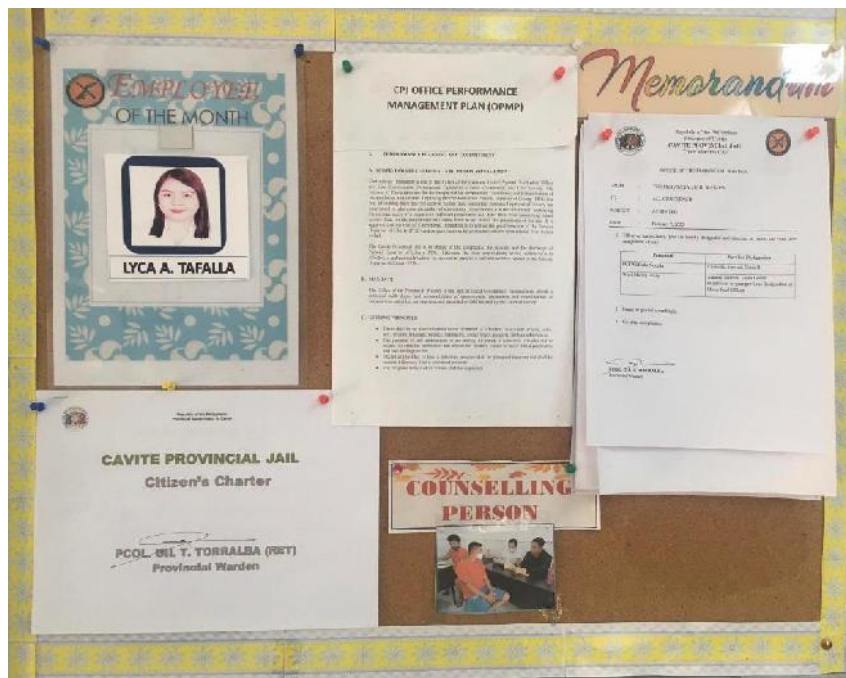
Court/ Discharge Order is a directive issued by the Court or Judge to release a PDL from the custody of a detention facility.

<b>Office or Division:</b>	Cavite Provincial Jail/ Administrative Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Courts			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> <li>Authenticity of Court Decision</li> <li>Case Information</li> <li>Certificate of No Pending Case</li> </ul>				Court, Office of the Clerk of Court
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward Court Decision thru email.	1.1 Receive Court Decision	None	8 hours	<b>Lyca Tafalla</b> <i>Prison Guard I</i>  <b>Cee Jane Pejana</b> <i>Prison Guard I</i>
	1.2 Review the completeness of requirements and Process Certificate of Discharge	None	8 hours	<b>Racquel Armonia</b> <i>Admin Aide VI</i>  <b>Lourdes Matilla</b> <i>Handicraft Worker III</i>
	1.3 Review of Certificate of Discharge	None	30 mins	<b>Ariel Cahigan</b> <i>Administrative Officer II</i>  <b>Noel Alegre</b> <i>Administrative Officer V</i>
	1.4 Verification of Certificate of Discharge	None	30 mins	<b>Roland Costales</b> <i>Assistant Provincial Warden</i>
	1.6 Approval	None	5 mins	<b>PCOL. Gil T. Torralba (Ret)</b> – <i>Provincial Warden</i>
	<b>TOTAL</b>	<b>None</b>	<b>16 hours and 35 minutes</b>	

**PROOF OF POSTING**



The Citizen's Charter of Cavite Provincial Jail is posted at the entrance of the compound.



The Citizen's Charter of Cavite Provincial Jail posted at the Bulletin Board inside the Office.





## COMMUNICATION PLAN

Aiming to provide the clients with transparency and information concerning with the process and frontline services delivered by the Cavite Provincial Jail, the Citizen's Charter is responsibly formulated and strategically posted on location where the clients or the public has easy access. Reflecting on the Citizen's Charter are the valuable frontline services promptly offered by every government agencies likewise the Office of the Provincial Warden. Every steps of the activities has a corresponding personnel responsible to deliver the essential services needed by the clientele. Moreover, the requirements for every transactions were noted.

The Office of the Provincial Warden has assured availability of a ready Pamphlets/brochures comprising the Citizen's Charter and can be acquired at the Information area. The Organization's information such as the contact details are well noted on the pamphlets/brochures. The Leaflets are the simplest but effective informative tools to disseminate information by discussing, detailing, and enumerating the frontline activities of the Cavite Provincial Jail.

The public and the clients who wishes to be updated and well informed on the Citizen's Charter and other jail events are welcome to visit the official Facebook account of Cavite Provincial Jail. In situations today, having the pandemic that immensely affect the transactions in the government, the utilization of the social media is apparently effective.

## CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Cavite Provincial Jail	Brgy. Lapidario, Trece Martires City, Cavite	<b>Telephone:</b> (046) 419 0481 <b>Telefax:</b> N/A <b>Email Address:</b> caviteprovincialjail951958@gmail.com