



**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY-4A**  
**BACCOOR MUNICIPAL JAIL**  
**Molino II, Bacoor, Cavite**



## **BACCOOR CITY JAIL CITIZEN'S CHARTER**

“Katiwalian supilin, **RED TAPE** sa Gobyerno **PUTULIN**”

### **VISION**

A dynamic institution highly regarded for its humane safekeeping and development of inmates.

### **MISSION**

Enhance public safety by providing safekeeping and development of inmates in all district, city and municipal jails.

### **CORE VALUES**

- Commitment
- Respect for human rights
- Efficiency/competence
- Self-discipline
- Teamwork

### **CORE COMPETENCES**

- Continuous skills enhancement of personnel
- Ability to establish linkages and partnership
- Responsive planning
- Timely decision-making
- Expedient implementation

**“Mamamayan Muna, Bago Mamaya Na!”**

## RELEASE FOR CLEARANCE TO CONDUCT PARALEGAL ACTIVITIES IN JAIL

STEP	Service Provider	Person In Charge	Duration of Activity	Fee	Requirements
1	Clients submits formal request in writing addressed to the Regional Director thru the Warden.	JCSUPT ABRAHAM LINTAO(RD) JCI ERWIN BREIS (Warden-MD) JSI KATE BELTRAN (Warden-FD)	2-3 Days	None	Provide the following Data A. Name and address of organization B. Type of service to be rendered C. Schedule of service D. Target clients E. (for students) recommendation letter from Dean of College or School President
2	Clients proceed to the Paralegal Section.	SJ01 Rolando Ilig/ J02 Jofrey Anas	1 minute	None	
3	Paralegal Officer prepares Memorandum of Agreement of Understanding.	SJ01 Rolando Ilig/ J02 Jofrey Anas	5 minutes	None	
4	Formal signing of MOA/ MOU with the Warden. <ul style="list-style-type: none"> <li>• Client is oriented with Jail Rules and Regulations.</li> </ul>	JCI ERWIN BREIS (Warden-MD) JSI KATE BELTRAN (Warden-FD)	2 minutes	None	
5	Client can now perform the requested service based on the MOA/MOU		Time depends on how long the paralegal service will take.	None	
<b>End of transaction</b>					

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## COMMITMENT OF INMATES

STEP	Service Provider	Person In Charge	Duration of Activity	Fee	Requirements
1	Committing Officer will present valid ID and deposit service firearms, if any, with the Gate Officer.	Duty Gater)	2 minutes	None	
2	Committing Officer then proceeds to the Desk Officer and presents the documents and the person/s to be committed.	Duty Desk Officer	5 minutes (depending on the number of persons to be committed)	None	-Mandatory Commitment Order duly issued by competent court -Necessary 1. Medical Certificate 2. Turn-over Form 3. Information 4. Certificate of Detention
3	<ul style="list-style-type: none"> <li>• Records Officer receives the documents</li> <li>• Search the inmate/s and assign them to their cells.</li> </ul>	SJO4 Marlita Samson	2 minutes  5 minutes (depending on the number of persons to be committed)	None	
4	The Warden or his representative will sign the Turn-over Form and provide a copy to the Committing Officer.	JCI ERWIN BREIS/ JSI KATE BELTRAN/ JI HARRY BALLON	2 minutes	None	
<b>End of transaction</b>					

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## RELEASE OF INMATES

STEP	Service Provider	Person In Charge	Duration of Activity	Fee	Requirements
1	Court Officer will present valid ID to the Gate Officer.	Duty Gater	2 minutes	None	
2	Court Officer proceeds to the Records Office to hand over the Release Order.	SJ04 Marlita Samson	1 minute	None	A. Release Order with Criminal Case Number Appearing in the records of the subject in mate B. Corresponding Information Sheet
3	Records Officer examines the documents as to its authenticity. Examines and reviews the inmate's records on file for any pending Case. Verify with the issuing court.	SJ04 Marlita Samson J02 Jofrey Anas	5 minutes (depending on the number of inmates to be released)	None	
4	If inmate has no other pending case a certificate of discharge is issued to the inmate	SJ04 Marlita Samson	5 minutes (depending on the number of inmates to be released)	None	
5	The Desk Officer will put on record the date and Time of release and the inmate is now free to leave the jail premises.	Duty Desk Officer of the day.	5 minutes (depending on the number of inmates to be released)	None	
<b>End of transaction</b>					

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## VISITATION SERVICE

STEP	Service Provider	Person In Charge	Duration of Activity	Fee	Requirements
1	Visitor proceeds to the Desk Officer to secure Visitor Form (for first time visitors)	SJO2 Robert Tolledo/ SJ02 Melchor Pasamonte/ SJ01 Lauro Dominguez/ J01 Leonides Menis	2 minutes	None	-Valid Identification card -Community Tax Certificate
2	Submit the accomplished form to the Desk Officer.	SJO2 Robert Tolledo/ SJ02 Melchor Pasmonte/ SJ01 Lauro Dominguez/ J01 Leonides Menis	1 minute	None	
3	Proceed to the search area for Frisking, search and other SOP on jail visitation.	Duty Gater/Searcher	3 minutes	None	Deposit the following to the jail property custodian upon issuance of property control tag:  Money, jewelries, cell phone, sharp and metallic objects, alcohol, cigarettes, electronic gadgets, firearms, medicines, metal and glass, containers deposited
4	Proceed to the visiting area.		1 minute	None	
5	Upon termination of visiting time, proceed to the jail property custodian to retrieve surrendered belongings.	Duty Gater/Searcher	1 minute	None	
6	Proceed to the desk officer to claim Visitor's ID (assisted by the duty gater/searcher).	Desk Officer/ Gater/ Seacher	2 minutes	None	
<b>End of visit</b>					

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## ISSUANCE OF CERTIFICATE OF DETENTION

STEP	Service Provider	Person In Charge	Duration of Activity	Fee	Requirements
1	Proceed to the Jail Admin/ Records Section and secure application form.	SJ04 Marlita Samson	1 minute	None	Provide the following data A. Name of Inmate B. Criminal Case Number C. Purpose for application
2	Submit the accomplished form to the Records Officer.	SJ04 Marlita Samson	1 minute	None	
3	Proceed to the Municipal/ City Treasurer's Office and pay appropriate filling fees.			Fee depends on the approved Municipal/ City Ordinance. No ordinance, no payment.	
4	Return to the Jail Admin/ Records Section and Present the Official Receipt.		1 minute	None	
5	Receive the Certificate of Detention	SJ04 Marlita Samson	3 minutes	None	
<b>End of transaction</b>					

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## CHECKLIST FOR DESK OFFICERS

1. Make sure that personnel on duty were all accounted for and wear proper uniform during tour of duty.
2. Accounts all inmates; before, during and after assumption of duty.
3. Disseminates all the journals and instructions received from the jail Warden and higher authorities to all concerned individual.
4. Relays instructions received to the incoming Desk Officer.
5. Records daily activities in the journal and logbook including special events, VIP arrivals and unusual occurrences.
6. Informs the Warden/OIC of any violation made by the inmates or any untoward incidents in the facility.
7. Monitors the situation during the tour of duty.
8. Conducts frequent inspection of the jail facility to detect tampering /defects.
  - ✓ Iron grills
  - ✓ Padlocks
  - ✓ Perimeter fence
  - ✓ Comfort rooms
  - ✓ Gates
9. Conducts regular roving inspection.
10. Maintains and supervise cleanliness of the jail facility and its surroundings
11. Supervise and maintains orderliness of all activities of inmates
12. Observes utmost courtesy in dealing with visitors and telephone calls
13. Ensures that all jail aides must be inside their cell after performing their assigned task.
14. Maintains security of personnel, visitors and inmates during visiting hours.
15. Prevents the entry of liquor and other contrabands.
16. Checks and accounts inmates to be escorted.
17. Carefully checks the documents of a person to be detained or transferred and ensure that it's complete.
18. Supervises the conduct of search on newly admitted inmate to prevent entry of contraband.
19. Carefully examines the release paper and identifies properly the inmates to be released.
20. Turn on/off lights on a specific time.
21. Turn on/off electrical supply of the water pump.
22. Accounts and secure the following:
  - ✓ Firearms and ammunition
  - ✓ Keys
  - ✓ Emergency lights
  - ✓ Metal Detector
23. Report jail population through text to the Regional Office.
24. Properly turn-over all equipment to the incoming Desk Officer.
25. Adheres to the Eleven General Orders.
26. Performs other duties as may be directed by the Warden.

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