



**Provincial Detention Center Management
Services
External Service**



1. Issuance of Certificate of Detention and Good Conduct Time Allowance (GCTA)

The Certificate of Detention is a document that confirms that a person is, or was, committed to the detention center and contains case-related, and some personal, information of a PDL and is issued only upon request in connection to a legal purpose during Monday to Friday, 8:00am to 5:00 pm.

Office or Division:	Provincial Detention Center Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Office or Company ID (1 original)	Employer
	2. School ID (1 original)	School where one is a bonafide student
	3. GSIS UMID Card (1 original)	Government Service Insurance System
	4. SSS UMID card (1 original)	Social Security System
	5. Postal ID (1 original)	Philippine Postal Corporation
	6. TIN Card (1 original)	Bureau of Internal Revenue
	7. Driver's License (1 original)	Land Transportation Office
	8. Voter's ID (1 original)	Commission on Elections
	9. Passport (1 original)	Department of Foreign Affairs
	10. Licensed Professional ID (1 original)	Professional Regulation Commission
	11. OFW ID (1 original)	Department of Labor and Employment
	12. Philhealth ID (1 original)	Philippine Health Insurance Corporation
	13. Senior Citizen's ID (1 original)	Local Office of the Senior Citizen's Affair
	14. Solo Parent's ID (1 original)	Local Social Welfare and Development Office
	15. Barangay Certification with visitor's picture (1 original)	Office of the Barangay Chairman where one is a resident
	16. Letter Request (2 original copies)	Requesting Office or Personally-written
	17. Letter Request for GCTA (1 original)	Requesting Office (BUCOR & BJMP)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wear face mask properly (covering nose and mouth)	1. Ensure that face mask is being worn properly	None	None	Security Desk 1 Prison Guard, PDCMD
2. Observe minimum of one-meter physical distancing when waiting in line	2. Ensure that the minimum one-meter physical distancing is being observed	None	None	Security Desk 1 Prison Guard, PDCMD
3. Register name, address, contact number purpose of visit and affix signature	3. Direct the visitor to the Visitor's Registry	None	1 minute	Security Desk 1 Prison Guard, PDCMD
4. Present ID and letter request	4. Check ID and receive letter request	None	1 minute	Security Desk 1 Prison Guard, PDCMD
5. Accomplish request slip	5. Give request slip	None	1 minute	Security Desk 1 Prison Guard, PDCMD
6. Enter and sit in the client's waiting area (within the first and second gates.	6. Advice client to wait in the client's waiting area, and forward the letter with request slip attached to the Administrative Section	None	1 minute	Security Desk 1 Prison Guard, PDCMD



7. Receive advice that request is granted but if not, will be given the reason for the denial	7. Give advice that request is granted but if not, will give the reason for the denial	None	1 minute	Prison Guard, PDCMD
8. Wait for the issuance of document, if request is granted but if denied, exit the waiting area after receiving reason for the denial	8. Advice client to wait for the issuance of document, if request is granted	None	20 minutes	Prison Guard, PDCMD
9. Receive document by acknowledging receipt thereof on the receiving copy and exit the waiting area	9. Give requested document and have the client acknowledge receipt thereof on the receiving copy	None	1 minute	Prison Guard, PDCMD
Total		None	26 minutes	



2. Issuance of Certificate of Discharge of Persons Deprived of Liberty

The Certificate of Discharge is a document given to a PDL to prove that he/she was legally released from our custody and is sign by a releasing officer during Monday-Friday.

Office or Division:	Provincial Detention Center Management Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Person Deprived of Liberty (PDL)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Decision/Resolution of the Judge (Original Copy and with Zeal	Respective Trial Court	
Certificate of No Pending Case Original Copy	Office of the Clerk of the Court	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an original copy of Decision/Resolution of the Judge from Courts	1. Receive an original copy of Decision/Resolution from Courts	None	3 Days	Prison Guard, PDCMD
2. Bring an original copy of Decision/Resolution of the Judge from Courts to the office of PDCMD	2. Prepare and issue a Request for issuance of Certificate of No Pending Case.	None	10 minutes	Prison Guard, PDCMD



3. Receive a request for an issuance of Certificate of No Pending Case from PDCMD.	3. Receive an original copy of Certificate of No Pending Case from the Office of the Clerk of Court.	None	1 minute	Prison Guard, PDCMD
4. Bring an original copy of Certificate of No Pending Case from the Office of the Clerk of Court to PDCMD	4. Prepared a Released Order and took fingerprints of PDL	None	1 minute	Prison Guard, PDCMD
	4.1 Released Order Would be signed by an authorized Person	None	1 minute	OIC, PDCMD
5. Proceed to Client's waiting area and receive copy of Release Order.	5. Released Order and other documents will be given to PDL	None	1 minute	Prison Guard, PDCMD
6. PDL released.	6. Released Persons Deprived of Liberty (PDL) from our custody	None	1 minute	Prison Guard, PDCMD
Total	6	None	3 days and 15 minutes	



3. Issuance of Certificate of Detention and Good Conduct Time Allowance (GCTA)

The Certificate of Detention is a document that confirms that a person is, or was, committed to the detention center and contains case-related, and some personal, information of a PDL and is issued only upon request in connection to a legal purpose during Monday to Friday, 8:00am to 5:00 pm.

Office or Division:	Provincial Detention Center Management Division	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	18. Office or Company ID (1 original)	Employer
	19. School ID (1 original)	School where one is a bonafide student
	20. GSIS UMID Card (1 original)	Government Service Insurance System
	21. SSS UMID card (1 original)	Social Security System
	22. Postal ID (1 original)	Philippine Postal Corporation
	23. TIN Card (1 original)	Bureau of Internal Revenue
	24. Driver's License (1 original)	Land Transportation Office
	25. Voter's ID (1 original)	Commission on Elections
	26. Passport (1 original)	Department of Foreign Affairs
	27. Licensed Professional ID (1 original)	Professional Regulation Commission
	28. OFW ID (1 original)	Department of Labor and Employment
	29. Philhealth ID (1 original)	Philippine Health Insurance Corporation
	30. Senior Citizen's ID (1 original)	Local Office of the Senior Citizen's Affair
	31. Solo Parent's ID (1 original)	Local Social Welfare and Development Office
	32. Barangay Certification with visitor's picture (1 original)	Office of the Barangay Chairman where one is a resident
	33. Letter Request (2 original copies)	Requesting Office or Personally-written



34. Letter Request for GCTA (1 original)	Requesting Office (BUCOR & BJMP)
--	----------------------------------

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wear face mask properly (covering nose and mouth)	1. Ensure that face mask is being worn properly	None	None	Security Desk 1 Prison Guard, PDCMD
2. Observe minimum of one-meter physical distancing when waiting in line	2. Ensure that the minimum one-meter physical distancing is being observed	None	None	Security Desk 1 Prison Guard, PDCMD
3. Register name, address, contact number purpose of visit and affix signature	3. Direct the visitor to the Visitor's Registry	None	1 minute	Security Desk 1 Prison Guard, PDCMD
4. Present ID and letter request	4. Check ID and receive letter request	None	1 minute	Security Desk 1 Prison Guard, PDCMD
5. Accomplish request slip	5. Give request slip	None	1 minute	Security Desk 1 Prison Guard, PDCMD
6. Enter and sit in the client's waiting area (within the first and second gates).	6. Advise client to wait in the client's waiting area, and forward the letter with request slip attached to the Administrative Section	None	1 minute	Security Desk 1 Prison Guard, PDCMD



7. Receive advice that request is granted but if not, will be given the reason for the denial	7. Give advice that request is granted but if not, will give the reason for the denial	None	1 minute	Prison Guard, PDCMD
8. Wait for the issuance of document, if request is granted but if denied, exit the waiting area after receiving reason for the denial	8. Advice client to wait for the issuance of document, if request is granted	None	20 minutes	Prison Guard, PDCMD
9. Receive document by acknowledging receipt thereof on the receiving copy and exit the waiting area	9. Give requested document and have the client acknowledge receipt thereof on the receiving copy	None	1 minute	Prison Guard, PDCMD
Total		None	26 minutes	