



# UNIFORM **MANUAL**

## ON TIME ALLOWANCES AND SERVICE OF SENTENCE





# TABLE OF CONTENTS

i.	Foreword.....	i
ii.	Message of the DOJ Secretary .....	ii
iii.	Message of the DILG Secretary .....	iii
iv.	Message of Undersecretary, DOJ .....	iv
v.	Acknowledgment of Joint DOJ-DILG Committee .....	v
Chapter 1.	Introduction .....	1
Chapter 2.	Definition of Terms and Abbreviations .....	3
Chapter 3.	Credit for Preventive Imprisonment .....	7
Section 1.	Process of CPI .....	7
Section 2.	Grounds for the Entitlement of Full CPI .....	8
Section 3.	Non-Entitlement to Full Credit.....	8
Section 4.	Procedure for Grant of CPI .....	8
Section 5.	Monitoring of PDL's Preventive Imprisonment to Preclude Overstay .....	10
Section 6.	Grant of CPI and Time Allowances to PDL with Successive Confinement .....	10
Chapter 4.	Creation of MSEC and TAS.....	13
Section 1.	Management, Screening, Evaluation Committee (MSEC) .....	13
Section 2.	Composition of MSEC.....	13
Section 3.	Functions of MSEC.....	13
Section 4.	MSEC Quorum.....	13
Section 5.	Conflict of Interest.....	14
Section 6.	Time Allowance Supervisors (TAS) .....	14
Section 7.	Functions of TAS .....	14

Chapter 5. GCTA and Other Time Allowances .....	15
Section 1. Scale in the Grant of GCTA and Other Time Allowances .....	15
Section 2. Qualifications for the Grant of GCTA and TASTM .....	15
Section 3. Non-Entitlement for GCTA and TASTM .....	16
Section 4. Grant of TASTM .....	18
Section 5. Special Time Allowance for Loyalty (STAL) ..	19
Section 6. Authorities to Declare Calamity .....	19
Section 7. Qualification for STAL .....	19
Section 8. Procedure for the Grant of Time Allowances .....	20
Section 9. Diagram of Grant of Time Allowances .....	21
Section 10. Transmittal of Records from BJMP and Provincial Jails to BuCor .....	22
Section 11. Forwarding of PDL Carpeta to the BPP .....	22
Section 12. Transmittal of PDL Records from the BJMP to the BPP .....	23
Section 13. Referral for Investigation .....	23
Section 14. Notice to Offended Party and Publication of Names of PDLs .....	23
Section 15. Transmittal of Release Document .....	24
Section 16. Supervision .....	24
Section 17. Submission of Summary Report by DOJ-PPA ..	24
Section 18. Grant of Final Release and Discharge .....	24
Section 19. Process Flow of PDL Documents .....	25
Chapter 6. Computation of GCTA, TASTM and STAL .....	27

Section 1. Computation of GCTA and TASTM .....	27
Section 2. Computation for Convicted PDL with PDL's Waiver .....	32
Section 3. STAL for Escapees .....	35
Section 4. STAL for Non-Escapees .....	35

## Annexes

- A – Joint Department Circular No. 001 “Adopting the Uniform Manual on Time Allowances and Service of Sentence”
- B – Joint Department Order No. 002 “Creating the Joint DOJ - DILG Committee to Continually Review, Revise or Modify the Uniform Manual on Time Allowances and Service of Sentence”
- C – Joint Department Order No. 001 “Creating the Joint DOJ-DILG Committee to Draft the Uniform Policy and Guidelines on the Computation of Good Conduct Time Allowance (GCTA) Pursuant to Republic Act No. 10592 to Streamline Processes in the Release of Inmates”
- D – Corrections Cluster Form No. 1 – PDL Manifestation
- E – Corrections Cluster Form No. 2 – PDL Waiver
- F – Corrections Cluster Form No. 3 – MSEC Resolution on GCTA
- G – Corrections Cluster Form No. 4 – MSEC Resolution on TASTM
- H – Corrections Cluster Form No. 5 – MSEC Resolution on STAL for Qualified Escapees
- I – Corrections Cluster Form No. 6 – MSEC Resolution on STAL for Non-Escapees
- J – Corrections Cluster Form No. 7 – Certification (on the Grant of GCTA)
- K – Corrections Cluster Form No. 8 – PDL Summary Record Sheet
- L – Corrections Cluster Form No. 9 – PDL Reformation/Rehabilitation Record Sheet
- M – Corrections Cluster Form No. 10 – Computation of Sentence and Time Allowances
- N – Corrections Cluster Form No. 11 – Synopsis of PDL Record Sheet
- O – Republic Act No. 10592 “An Act Amending Articles 29, 94, 97, 98, and 99 of Act No. 3815, as Amended, Otherwise Known as the Revised Penal Code”
- P – Implementing Rules and Regulations of Republic Act No. 10592
- Q – Publication of Joint Department Circular No. 001

Photographs of the Joint DOJ-DILG Committee/TWG Meetings

# Foreword

This manual is a tool for prison authorities and law practitioners to determine the time credits that may be earned by the persons deprived of liberty (PDLs) while in detention during the pendency of their case or the service of their sentence. It is a quick and easy reference material that even the PDLs can readily understand.

It will answer the gap in the public administration of the Bureau of Jail Management and Penology (BJMP) vis-a-vis the Bureau of Corrections (BuCor) in the computation of the time credits earned by the PDLs. Since the enactment of Republic Act No. 10592 dated 29 May 2013 or the law amending the time allowances provided by Act No. 3815 otherwise known as The Revised Penal Code, the BJMP and the local jail authorities have been given the mandate to grant time allowances to PDLs. Having now additional agencies other than the BuCor in the implementation of the law have resulted in different approaches on how to grant time allowances resulting in the dysfunctional administration of justice to the detriment of the PDLs who have earned their rightful credits.

The unification of the methodology, system and administration of time allowances is the answer to the gaps that have been created. It will also be of use to the local provincial, city and municipal prison authorities for the PDLs under their custody.

This manual integrated the system of the different agencies under a separate organizational structure that starts from the local prison authorities, to the BJMP, BuCor, Boards of Pardon and Parole, Parole and Probation Administration and finally to the President of the Republic of the Philippines.



**REYNANTE B. ORCEO**

Undersecretary, Department of Justice  
First Published on 01 December 2017



Republic of the Philippines  
KAGAWAN NG KATARUNGAN  
Department of Justice  
Manila



## Message

Heller Keller, the blind and the deaf achiever once said, *“Alone we can do so little. Together we can do so much.”*

The UNIFORM MANUAL ON TIME ALLOWANCES AND SERVICE OF SENTENCE is a very laudable manifestation of the undeniable truth contained in the above saying. It reflects what can be done when the hearts and the minds of like minded individuals march to the same cadence for the public good.

A UNIFORM MANUAL ON TIME ALLOWANCES AND SERVICE OF SENTENCE augurs very well for the reformation aspect of our justice system. It harmonizes the policies and the interpretation of the law on the computation of Good Conduct Time Allowances (GCTA) and other time allowances under Republic Act. No. 10592.

Uniformity eliminates fragmentation and it imposes order amidst confusions. Unity is essential for the effective administration of justice in all of its aspects.

Congratulations to the DOJ-DILG Joint Committee responsible for drafting the UNIFORM MANUAL ON TIME ALLOWANCES AND SERVICE OF SENTENCE. JOB WELL DONE!

May the same unity of purpose which powered the drafting be also evident in the implementation of these rules. The true fruition and the true unfolding is indeed in putting the words into action! I hope that all who will be involved will be up to the task.

The best of luck to all of us!

MABUHAY!

  
**VITALIANO N. AGUIRRE II**  
Secretary



Republic of the Philippines  
Department of the Interior and Local Government  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue,  
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<http://www.dilg.gov.ph>

## Message

My warmest congratulations to the **Department of Justice (DOJ) - Department of the Interior and Local Government (DILG) Joint Committee** for its completion of the **Uniform Manual on Time Allowance and Service of Sentence** launched this October 2017.

For years, the computation of Good Conduct Time Allowance (GCTA) and other similar schemes left many people confused. In order to clarify and simplify matters related to this, the DOJ, together with the DILG, created this book that would serve as a uniform policy for all of the parties concerned.

Our deep gratitude goes out for those who have put in a lot of letters and hard work together for this Manual. It would not have been possible at all without the collaboration among the Board of Pardons and Parole, the Bureau of Corrections, the Parole and Probation Administration, and the Bureau of Jail Management and Penology,

On behalf of the DILG, I commend how you endeavor to contribute to an improved justice system. May this book, along with the completion of the National Justice Information System, pave the way for a better society.

Once again, congratulations!

  
**CATALINO S. CUY**  
Officer-in-Charge



Republic of the Philippines  
KAGAWAN NG KATARUNGAN  
Department of Justice  
Manila



## Message

It is with great pride and honor that we have accomplished the big step towards the unification of the corrections system. With the publication of the Uniform Manual on Time Allowances and Service of Sentence, it is with hope that the PDLs who have rightfully earned their time allowance will benefit from it. The reform mechanism that the PDLs have undergone from the first day of their detention and up to the time of the service of their sentence will be continually credited.

This manual, with the integrated system in place, will help decongest prison facilities through the regular and updated computation of the PDLs' earned time allowances that will lead to their freedom.

This is a project that I envisioned after a series of planning workshops with the corrections cluster. I am very thankful to DOJ Secretary Vitaliano Aguirre II and DILG-OIC Secretary Catalino Cuy for reposing their trust and support in me to lead the Joint DOJ-DILG Committee and the Technical Working Group in the drafting of the Uniform Manual on Time Allowances and Service of Sentence.

Equally important are the members of the Technical Committee who unselfishly dedicated their time, intelligence and wisdom. With members from the different agencies coming together to draft the uniform manual was not an easy one. Their full cooperation and shared visions made the work easier. The drafting of the uniform manual that started on March 2017 and its first publication on December 2017 that span only a total of eight (8) months is really an amazing feat. Truly, a committed public servant can really make a difference in changing the people's lives.

The challenge ahead is the implementation and the continuing development of this uniform manual.

**Good luck to all!**

**REYNANTE B. ORCEO**

Undersecretary, Department of Justice

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# UNIFORM MANUAL ON TIME ALLOWANCES AND SERVICE OF SENTENCE

## Chapter 1

### Introduction

**Republic Act No. 10592<sup>1</sup>**, entitled **AN ACT AMENDING ARTICLES 29, 94, 97, 98 AND 99 OF ACT NO. 3815, AS AMENDED, OTHERWISE KNOWN AS THE REVISED PENAL CODE**, authorizes the credit of preventive imprisonment and a revision of good conduct time allowance of Person Deprived of Liberty (PDL).

<b>Date of Enactment of RA 10592<sup>2</sup></b>	29 May 2013
<b>Date of Publication in Official Gazette<sup>3</sup></b>	23 September 2013
<b>Effectivity Date<sup>4</sup></b>	10 October 2013

The law further allows the Director General of BuCor, Chief of the BJMP, and Wardens (of provincial, district, municipal or city jails) to grant time allowances for good conduct, studying, teaching or mentoring and/or loyalty. Previously, only the BuCor Director was authorized to grant such privilege<sup>5</sup>.

The reckoning period for the new computation of GCTA, TASTM, and STAL pursuant to RA No. 10592 shall be on 10 October 2013.

“Good conduct time allowance” reduces the actual time a PDL serves his/her sentence for complying with jail/prison rules and regulations.

The benefits of the law are as follows:

1. The duty of the State to provide elementary and high school education to its citizens, for free, is fulfilled even among those behind bars.
2. Increasing literacy and skills standards and strengthening moral values of PDL through work and other human development programs

<sup>1</sup>An Act Amending Articles 29, 94, 97, 98 and 99 of Act No. 3815 which was signed into law on 29 May 2013;

<sup>2</sup>see Official Gazette website: <http://www.gov.ph/2013/05/29/republic-act-no-10592/>;

<sup>3</sup>Id.;

<sup>4</sup>Id.;

<sup>5</sup>City Warden of the Manila City Jail v. Raymund Estrella, et. al., G. R. No. 141211, 31 August 2001;

while incarcerated will better facilitate their reintegration into the mainstream of society as reformed and productive citizens.

3. The grant to PDL of time allowances for participating in work, literacy, skills and moral values development programs will result in the reduction of his/her incarceration period facilitating prison decongestion.
4. It is expected to usher an environment of peace, safety and productivity in prison as it will, in large measure, reduce idleness among PDL and eliminate PDL inclination to commit prison disturbance.
5. It will result to a huge decrease in the over-all cost of law enforcement and correction due to the resulting decline of the prison population.
6. This manual will achieve the coherence and teamwork in the application of the law and its rules among duty bearers and stakeholders.

### ***On the Adoption of Manual***

This Manual is adopted pursuant to Section 1, Rule IX, of the IRR of the law which provides that the BJMP, BuCor and Provincial Jails shall:

*"provide and each have their own new manual to guide them in the effective implementation and carry out the mandate of Republic Act No. 10592"*<sup>6</sup>

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<sup>6</sup>Section1, Rule IX, IRR of RA 10592;

## Chapter 2

### Definition of Terms

**Accused** – a person who is under detention and against whom a Criminal Complaint or Prosecutor's Information has been filed in a court of law.

**Act** – refers to Act No. 3815, otherwise known as the Revised Penal Code, as amended.

**Administrator** – refers to the head of the Parole and Probation Administration.

**Bail** – the security given for the release of a person in custody of the law, furnished by him/her or by a bondsman, to guarantee his/her appearance before any court under the conditions specified by the Rules of Court. Bail may be given in the form of corporate surety, property bond, cash deposit, or recognizance.

**Carpeta** – refers to the institutional record of an inmate which consists of his/her mittimus or commitment order issued by the court after conviction, the prosecutor's information and the decisions of the trial court and the appellate court, if any; certificate of non-appeal, certificate of detention and other pertinent documents of the case.

**Chief** – refers to the head of the BJMP.

**Credit for Preventive Imprisonment** – time credited for the temporary confinement in jail or prison while undergoing investigation or trial or awaiting final judgment.

**Commitment Order** – a written order of a court of law or any other competent authority committing a person to prison for confinement.

**Conditional Pardon** – is the exemption of an individual, within certain limits or conditions, from the punishment which the law inflicts for the offense he/she had committed resulting in the partial extinction of his/her criminal liability.

**Destierro** – a penalty in which a person shall not be permitted to enter the place or places designated in the sentence, or within the radius therein specified, which shall not be more than 250 and not less than 25 kilometers from the place designated.

**Detention** – the act of holding in custody of a person while awaiting for the final disposition by the court.

**Director General** – refers to the head of the Bureau of Corrections.

**Good Conduct** – refers to the non-violation of prison rules and active involvement in rehabilitation programs, productive participation in authorized work activities or accomplishment of exemplary deeds coupled with faithful obedience to all prison rules and regulations.

**Good Conduct Time Allowance** – a privilege granted to a PDL, entitling him/her to a reduction of prison term for every month of actual detention or service of sentence as a reward for good conduct and exemplary behavior.

**Habitual Delinquent** – a person who, within a period of ten (10) years from the date of release from prison or last conviction of the crimes of serious or less serious physical injuries, robbery, theft, estafa, and falsification, is found guilty of any of said crimes a third time or oftener.

**Mittimus** – a warrant issued by a court bearing its seal and the signature of the judge, directing the prison authorities to receive PDL for custody or service of sentence imposed therein.

**PDL's Manifestation** – a written declaration of a PDL, with the assistance of a counsel, to abide by the same disciplinary rules imposed upon a prisoner convicted by final judgment for the purpose of availing the full credit of the period of his/her preventive imprisonment.

**PDL's Waiver** – a written declaration of a PDL, with the assistance of a counsel, stating his/her refusal to abide by the same disciplinary rules imposed upon a prisoner convicted by final judgment and thus shall be entitled to a credit of four-fifths (4/5) of the time during his/her preventive imprisonment.

**Penal Superintendent** – refers to the head of the penal colony of the Bureau of Corrections.

**Person Deprived of Liberty** – refers to person confined in prison whether detained or convicted by final judgment.

**Preventive Imprisonment** – is a temporary confinement in prison while undergoing investigation or trial or awaiting final judgment.

**Prison** – refers to municipal/city/district/provincial jails and penal colonies.

**Prison Authorities** – refers to Chief of the Bureau of Jail Management and Penology, Wardens of City/District/Municipal/Provincial Jails and Director General of the Bureau of Corrections

**Probation and Parole Officer** – refers to an employee of the Parole and Probation Administration who acts as an ex-officio member of the Management, Screening and Evaluation Committee.

**Psychologist** - refers to a licensed and accredited Psychologist.

**Recidivist** – a person who, at the time of his/her trial for one crime, shall have been previously convicted by final judgment of another crime embraced in the same title of the Revised Penal Code, as amended.

**Social Worker** – refers to a licensed and accredited Social Worker.

**Special Time Allowance for Loyalty** – a privilege granted to a PDL, under the following criteria:

He/she shall be granted the benefit in the form of a deduction of:

- a. one-fifth (1/5) of the period of his/her imposable penalty or sentence, if the PDL:
  - a.1. evaded preventive imprisonment or service of sentence under the circumstances cited in Article 158 of the Revised Penal Code, as amended; and
  - a.2. gave himself/herself up to the authorities within forty-eight (48) hours following the proclamation announcing the passing away of the calamity or catastrophe referred to in the said article.
- b. two-fifth (2/5) from his/her imposable penalty or service of sentence if the PDL chose to stay in the place of his confinement during the calamity.

**Time Allowance for Study, Teaching, or Mentoring** – a privilege of fifteen (15) days granted for each month of studying, teaching, and mentoring service.

**Time Gap** – the period of time the PDL is effectively beyond the control and supervision of prison authorities until the latter regains said authority.

**Warden** – refers to the head of city/district/municipal/provincial jails.

## Abbreviations

BJMP	–	Bureau of Jail Management and Penology
BPP	–	Board of Pardons and Parole
BUCOR	–	Bureau of Corrections
CPI	–	Credit for Preventive Imprisonment
DC	–	Date of Conviction even pending appeal
DD	–	Date of Detention
DI	–	Date of Inquiry of computation
DT	–	Date Transferred from jails to BuCor
DILG	–	Department of the Interior and Local Government
DOJ	–	Department of Justice
EDR	–	Expected Date of Release
GCTA	–	Good Conduct Time Allowance
MSEC	–	Management, Screening, and Evaluation Committee
DOJ-PPA	–	Parole and Probation Administration
PDL	–	Person Deprived of Liberty
Pmax	–	Maximum Imposable Penalty
ROR	–	Release on Recognizance
STAL	–	Special Time Allowance for Loyalty
TA	–	Time Allowance
TAS	–	Time Allowance Supervisor
TASTM	–	Time Allowance for Studying, Teaching or Mentoring
Tgap	–	Gap of Detention (e.g. Time at Large, Time on Bail, Time on Release on Recognizance)
TSPI	–	Time Served for Preventive Imprisonment

## Chapter 3

### Credit for Preventive Imprisonment

#### Section 1. Process for CPI

1. The prison authority or his/her authorized representative shall inform the PDL that the latter's period of preventive confinement shall be deducted from the term of his imprisonment in accordance with Article 29 of the Revised Penal Code, as amended.
2. If the PDL agrees voluntarily, in writing, with the assistance of a counsel to abide by the same disciplinary rules imposed upon convicted prisoners, he/she shall be credited with the full time during which he has undergone preventive imprisonment.
3. If the PDL has undergone preventive imprisonment for a period equal to the maximum imposable imprisonment of the offense charged to which he/she may be sentenced and the case is not yet terminated, the PDL shall be released immediately without prejudice to the continuation of the trial thereof or the proceeding on appeal, except for:
  - a) Recidivists
  - b) Habitual Delinquents
  - c) Escapees
  - d) Persons charged with heinous crimes
4. A PDL who is a recidivist, habitual delinquent, escapee, or charged with heinous crimes may be credited with the full time of his preventive imprisonment and avail of time allowances but he shall not be released under Art. 29 of the Revised Penal Code even if he has reached the maximum impossible penalty until his conviction and service of sentence.
5. If the maximum penalty to which the accused may be sentenced is destierro, he/she shall be released after thirty (30) days of preventive imprisonment.

## **Section 2. Grounds for the Entitlement of Full CPI**

1. Voluntarily signs PDL's Manifestation;
2. Is not a recidivist;
3. Has not been previously convicted twice or more times of any crime; or
4. Has been summoned for the execution of his sentence and surrendered voluntarily.

## **Section 3. Non-Entitlement to Full Credit**

1. Refuses to sign PDL's Manifestation but signs PDL's Waiver;
2. Is a recidivist;
3. Has been convicted previously twice or more times of any crime; or
4. Has been summoned for the execution of his sentence, but failed to surrender voluntarily.

However, PDL who did not qualify to be granted of full CPI shall still be entitled to a credit of 4/5 of preventive imprisonment provided that the PDL signs PDL's Waiver.

## **Section 4. Procedure for Grant of CPI**

### **I. Common Procedure for the Grant of CPI**

1. The CPI Officer shall immediately inform the PDL, using Corrections Cluster Form Nos. 1<sup>7</sup> and 2<sup>8</sup>, upon commitment, of the benefits provided under Article 29<sup>9</sup>, Revised Penal Code in the presence of and assisted by a private counsel or a public attorney, in a language known to and understood by the PDL.

If there is no available counsel yet at the time of their commitment in prison, the newly-committed PDLs may be informed by batch or

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<sup>7</sup>Annex "D";

<sup>8</sup>Annex "E";

<sup>9</sup>Article 29. Period of preventive imprisonment deducted;

group within the week, in the presence of a public attorney who shall be invited to assist the newly-committed PDLs. The Prison Authority shall facilitate the presence of a public attorney and send prior notice to the Public Attorney's Office to secure its commitment in rendering continuing legal assistance for this purpose.

The PDL shall be informed of the following:

- a) full CPI; or
  - b) four-fifth (4/5) CPI.
2. The preventive imprisonment of a PDL for purposes of release shall be the actual period of confinement with time allowances.
  3. If, at any time, a PDL who initially refused to sign a PDL's Manifestation/Waiver or who had previously signed a Waiver, thereafter asks for the nullification of his Manifestation/Waiver and in lieu thereof sign or execute a PDL's Manifestation/Waiver in the presence of his/her counsel, the PDL shall be prospectively entitled to the full or four-fifth (4/5) grant of CPI, as the case may be.

## **II. Mandatory Procedures for the Full Grant of CPI**

A PDL shall accomplish and sign the PDL's Manifestation as contained under Section 1, Chapter 3 of this Manual.

## **III. Mandatory Procedures for the Grant of Four-Fifth (4/5) CPI**

1. If PDL does not want to sign the PDL's Manifestation after the benefits were explained, he/she shall sign a PDL's Waiver containing a declaration that:
  - a) Article 29, RPC was fully explained and understood by him/her; and
  - b) he/she does not want to avail of its benefits or to abide by the disciplinary rules imposed upon convicted prisoners.
2. The execution of PDL's Waiver shall entitle a PDL to only four-fifths (4/5) of his preventive confinement. This shall be taken into account whenever the computation of his preventive imprisonment is done for the purpose of availing release under Article 29, RPC.

## **Section 5. Monitoring of PDL's Preventive Imprisonment to Preclude Overstay**

It shall be the responsibility of the prison authorities to monitor the preventive confinement of PDL to avoid overstaying. For this purpose, the National Justice Information System (Single Carpeta System) shall be utilized.

It is necessary to manually or electronically compute the expected date of release of each PDL at the end of each month.

Whenever a PDL's preventive confinement, including the time allowances granted, if any, is about to reach the maximum imposable penalty or the aggregate of the maximum imposable penalties attached to the crime/s charged, the Prison Authorities shall undertake to:

- a) inform the PDL and his/her counsel within thirty (30) days before or immediately upon determination of the expiration of the maximum imposable penalty; or
- b) in the absence of a counsel, assist the PDL in availing release in accordance with Article 29, RPC, in the filing of the necessary pleading before the court for the issuance of a release order.

The prison authority shall attach a certificate of detention and certificate of the total time allowances granted, using the Corrections Cluster Form No. 7<sup>10</sup>.

## **Section 6. Grant of CPI and Time Allowances to PDL with Successive Confinement**

A PDL who is confined in prison and charged with two or more offenses shall be credited with CPI and other time allowances.

Upon conviction, the CPI and other time allowances earned shall be credited to the service of penalties.

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<sup>10</sup>Section 1, Rule IX, IRR of RA 10592;

The order of their respective severity shall be followed so that they may be executed successively or as nearly as may be possible, should a pardon have been granted as to the penalty or penalties first imposed, or should they have been served out.

The respective severity of the penalties shall be determined in accordance with the following:

1. Death;
2. Reclusion perpetua;
3. Reclusion temporal;
4. Prision mayor;
5. Prision correccional;
6. Arresto mayor;
7. Arresto menor.

If favorable to the PDL, the maximum duration of sentence shall not be more than three-fold the length of time corresponding to the most severe of the penalties imposed. No other penalty shall be inflicted after the sum total of those imposed equals the same maximum period. Accordingly, such maximum period shall in no case exceed forty (40) years.

In applying the successive service of sentence, the duration of perpetual penalties shall be computed at thirty (30) years.



## **Chapter 4**

### **Creation of MSEC and TAS**

#### **Section 1. Management, Screening and Evaluation Committee (MSEC)**

There shall be created a National/Central Management, Screening, and Evaluation Committee (MSEC) and its local counterpart in every prison facility, as may be necessary.

The MSEC shall be responsible in the screening and evaluation of entitlement for GCTA, TASTM, Special Time Allowance for Loyalty (STAL) and shall submit their recommendation<sup>11</sup> to prison authorities.

#### **Section 2. Composition of MSEC**

The composition of the MSEC shall be determined by the Director General of the BuCor, Chief of the BJMP, Wardens of Provincial/City/Municipal/District Jails, respectively. Membership shall not be less than five (5) and shall include a Probation and Parole Officer, and if available, a psychologist and a social worker.

#### **Section 3. Function of MSEC**

The MSEC shall evaluate the records of the TAS to determine the degree of participation of PDLs in development and work activities. The MSEC may require the presence of concerned TAS during their deliberations to assist them in determining either the PDLs' entitlement or disqualification.

#### **Section 4. MSEC Quorum**

1. The MSEC shall declare a quorum to be able to validly act on the grant of time allowances of PDLs screened and monitored by the TAS.

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<sup>11</sup>Using Corrections Cluster Form Nos.3 to 6, Annexes "F" to "I";

2. Majority of the members shall constitute a quorum and a majority vote of the members present shall decide on the final recommendation to be submitted to the prison authorities for approval.
3. There shall be records of the minutes of the meeting of the proceedings.

## **Section 5. Conflict of Interest**

Any member of the MSEC who may have a conflict of interest, bias, prejudice for or against an applicant for time allowances and/or deductions shall inhibit from the entire proceeding concerning said application.

## **Section 6. Time Allowance Supervisor (TAS)**

The prison authority shall designate Time Allowance Supervisors (TAS), upon recommendation of the MSEC, among the custodial and administrative officers, adjunct to their main functions. Their duty is to monitor the attendance of PDL in welfare, development, work, rehabilitation, reformation programs and activities. For that purpose, they shall maintain written records of PDL attendance and quality of participation in those activities, using Corrections Cluster Form No. 10<sup>12</sup>.

## **Section 7. Function of TAS**

The TAS shall be tasked with the monitoring, screening and evaluation of the behavior, conduct and participation of PDL, within their respective prison facilities and submit a report to MSEC for appropriate action.

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<sup>12</sup>Annex "M";

## Chapter 5

### GCTA and Other Time Allowances

#### Section 1. Scale in the Grant of GCTA and Other Time Allowances

The provision in the computation procedure on the reduction scheme for good conduct/ behavior incentive are as follows:

1. First two years of imprisonment, 20 days off for each month of actual service of sentence. (1st month to 2 years)
2. Third to Fifth year, 23 days off for each month of actual service of sentence. (2 years and 1 day to 5 years)
3. Following year up to 10th year, 25 days off for each month of actual service of sentence. (5 years and 1 day to 10 years)
4. Eleventh and successive years, 30 days off for each month of actual service of sentence. (10 years and 1 day and above)

If the PDL engaged at any time in a recognized study, teaching or mentoring activity, pursuing a post-graduate, college degree, primary or secondary education, vocational/technical skill or values development programs, there shall be an additional fifteen (15) days deduction for each month of confinement.

The STAL shall be granted to a PDL in accordance with Chapter 2 of this Manual.

#### Section 2. Qualifications for the Grant of GCTA and TASTM

##### 1. GCTA

PDL deemed qualified pursuant to RA 10592 and its IRR, as recommended by the MSEC and approved by appropriate prison authorities.

##### 2. TASTM

PDL deemed qualified pursuant to RA 10592 and its IRR, as recommended by the MSEC and approved by appropriate prison authorities.

### Section 3. Non-Entitlement for GCTA and TASTM

#### Ground for Non-Entitlement for GCTA

If the PDL:

Committed violation of any of the prison rules

#### I. Prison Rules Violations

If a PDL violated any of the following within a month, he/she shall not be entitled for the grant of GCTA for the said month, provided that such would not prejudice the imposition of other penalties.

The following are violations of prison rules:

- 1) Unauthorized selling or bartering with fellow PDL of items not classified as contraband;
- 2) Unauthorized rendering of personal service to fellow PDL;
- 3) Littering or failing to maintain cleanliness and orderliness in quarters and/or surroundings;
- 4) Making frivolous or groundless complaints;
- 5) Taking the cudgels for reporting complaints on behalf of other PDLs;
- 6) Late in formation during PDL headcount without justifiable reason;
- 7) Willful waste of food;
- 8) Failure to report for work without sufficient justification;
- 9) Failure to render assistance to an injured personnel or fellow PDL;
- 10) Failure to assist in putting out fires inside the prison;
- 11) Behaving improperly or acting boisterously during religious, social and other group functions;
- 12) Swearing, cursing or using profane or defamatory language directed at other persons;
- 13) Malingering or pretending to be sick to escape work assignment;
- 14) Spreading rumors or malicious intrigues to besmirch the honor of any person;
- 15) Failure to stand at attention and give due respect when confronted by or reporting to any prison authority;
- 16) Forcing fellow PDL to render personal service for him/her and/or to others;

- 17) Exchanging uniforms or wearing clothes other than those issued for the purpose of circumventing jail rules;
- 18) Loitering or being in an unauthorized place;
- 19) Unauthorized use of communication equipment;
- 20) Writing, defacing, or drawing on walls, floors or any furniture or equipment;
- 21) Withholding information which may be inimical or prejudicial to prison security;
- 22) Possession of lewd or pornographic literature, photographs, and sexual items;
- 23) Absence from cell, brigade, place of work during headcount, or at any time without justifiable reason;
- 24) Failure to turn over any implement/article issued after work detail;
- 25) Making untruthful statements or lies in any official communication, transaction, or investigation;
- 26) Keeping or concealing keys or locks of places in the prison which are off-limits to PDLs;
- 27) Giving gifts, selling, or bartering with any prison authority;
- 28) Keeping unauthorized amount of money, jewelry, cellular phones or other communications devices, luxurious properties and other items classified as contraband under the rules;
- 29) Tattooing others or allowing him/her to be tattooed on any part of the body, or keeping any paraphernalia to be used in tattooing;
- 30) Forcibly taking or extorting money from fellow PDL or visitors;
- 31) Punishing or inflicting injury or any harm upon him/herself or other PDL;
- 32) Receiving, keeping, taking or drinking liquor and prohibited drugs and smoking;
- 33) Making, improvising or keeping any kind of deadly weapon;
- 34) Concealing or withholding information on plans of escapes;
- 35) Unruly conduct and flagrant disregard of discipline and instructions;
- 36) Escaping, attempting or planning to escape from the institution or from any guard;
- 37) Helping, aiding, or abetting others to escape;
- 38) Fighting, causing any disturbance or participating therein and/or agitating to cause such disturbance or riot;
- 39) Indecent, immoral, or lascivious acts;
- 40) Willful disobedience to a lawful order issued by any prison authority;

- 41) Assaulting any prison personnel;
- 42) Damaging any government property or equipment;
- 43) Participating in kangaroo court, an unauthorized or irregular court conducted with disregard for or perversion of legal procedures as mock court by the PDL in a prison;
- 44) Failing to inform the authorities concerned when afflicted with any communicable disease, such as tuberculosis, sexually-transmitted diseases, etc.;
- 45) Engaging in gambling or any game of chance;
- 46) Committing an act which is in violation of any law or ordinance;
- 47) Committing an act prejudicial to good order and discipline;
- 48) Any behavior which might lead to disorder or violence, or such other actions that may endanger the facility, the outside community or others;
- 49) Any act analogous to the foregoing.

#### **Grounds for Non-Entitlement for TASTM**

**If the PDL:**

Did not participate in a recognized studying, teaching, or mentoring activity

#### **Section 4. Grant of TASTM**

1. The prison authorities shall determine activities which may be credited with TASTM upon recommendation of the MSEC;
2. Prisons shall keep a master list of PDL who have been allowed to study, teach, or mentor within their respective prison;
3. The MSEC shall be tasked to monitor and certify whether said PDL has actually and actively studied, taught or performed mentoring duties for the period covered;
4. If the PDL is qualified, the MSEC shall recommend to the prison authorities the grant of allowance who shall approve the same by issuing a corresponding certification using Corrections Cluster Form No. 4;
5. The disqualification, non-entitlement, ineligibility on the grant of GCTA does not automatically disqualify the PDL for the grant of TASTM and vice versa

## **Section 5. Special Time Allowance for Loyalty**

The STAL shall be granted to a PDL in accordance with Chapter 2 of this Manual.

## **Section 6. Authorities to Declare Calamity**

The proclamation for the declaration and passing away of the calamity can be issued by the President or Local Chief Executives (Governor, City and Municipal Mayor).

The twin requirement of the proclamation of the passing away of the calamity and determination of the extent of damages suffered by the jail or prison giving PDL opportunity to escape shall be complied with for the grant of STAL.

## **Section 7. Qualification for STAL**

1. PDL evaded the period of preventive imprisonment or service of sentence on occasion of disorder or choose to stay resulting from any of the following<sup>1</sup>:
  - a) conflagration;
  - b) earthquake;
  - c) explosion;
  - d) similar catastrophe; or
  - e) during a mutiny in which he has not participated
2. There must be a prior declaration of calamity and its passing away;
3. PDL surrenders to authorities within forty-eight (48) hours following such proclamation of passing away of calamity or catastrophe.
4. Entitlement
  - a) 1/5 deduction for those who escaped by reason of the above mentioned disorder; or
  - b) 2/5 deduction for those who chose to stay.

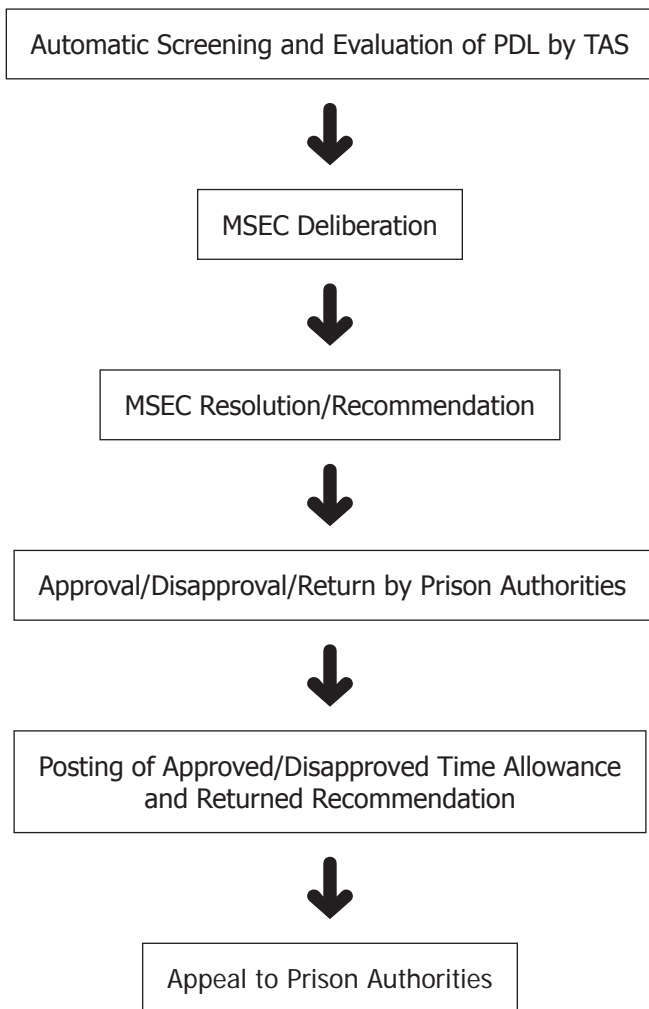
## Section 8. Procedure for the Grant of Time Allowances

The following shall be observed in the grant of time allowances:

1. PDL shall be automatically screened and evaluated by TAS for GCTA and TASTM, STAL at the end of each month for submission to the MSEC for appropriate action;
2. The MSEC, upon due consideration of behavior or conduct of PDL submitted by TAS, will recommend to the prison authorities that the PDL be granted GCTA, TASTM and/or STAL;
3. Acting on the recommendation of MSEC, the prison authority concerned shall:
  - a) APPROVE the recommendation and issue a certification granting GCTA, TASTM, and/or STAL to the PDL for the particular period, using Corrections Cluster Form No. 10; or
  - b) DISAPPROVE the recommendation if the PDL is not qualified to be granted the benefits or that errors or irregularities attended the evaluation of the PDL's behavior or conduct; or
  - c) RETURN the recommendation, without action, for corrections as regards the names, PDL number or other clerical, inadvertent or mathematical error.
4. The approved/disapproved allowance of PDL shall be posted in any conspicuous place inside prison facility;
5. Appeal to prison authorities from the disapproval or return of time allowances may be made in any of the following grounds:
  - a) PDL recommended is not qualified to be granted the benefits; or
  - b) Errors or irregularities attended the evaluation of the PDL
6. The Chief, BJMP may act upon or grant a PDL's application for any of the time allowances thru the BJMP NHQ MSEC. The Order from the Chief, BJMP shall be controlling over and supersedes that of a Warden provided that the latter is duly and promptly notified of such grant;

7. Moreover, the Chief, BJMP shall have exclusive jurisdiction over appeals arising from a Warden's wrongful grant or denial of PDL's application for any of the time allowances;
8. On the part of the BuCor, the PDL may seek reconsideration with the Director General of the Bureau of Corrections.

## Section 9. Diagram of Grant of Time Allowances



## **Section 10. Transmittal of Records from BJMP and Provincial Jails to BuCor**

Upon receipt of the mittimus order, the BJMP and Provincial Jails shall transfer the PDL to the BuCor.

Within thirty (30) days after the transfer of PDL to the BuCor, the local jails shall transmit the record of PDL to BuCor, as follows:

- a) Commitment Order;
- b) Information or complaint;
- c) Decision or Judgment;
- d) Medical certificate issued by BJMP or any government physician;
- e) Certificate of detention from the law enforcement agency/ies that had prior custody of the PDL;
- f) Certificate of detention at jail facility;
- g) PDL's Manifestation or Waiver (Art. 29, RPC);
- h) Certificate of Time Allowances granted;
- i) Certificates of attendance in rehabilitation/development programs/activities;
- j) Bail records, if available
- k) Other records

## **Section 11. Forwarding of PDL Carpeta to the BPP**

At least one (1) month prior to the date when PDL's case shall be eligible for review, the BuCor shall forward to the BPP the PDL Carpeta together with the following documents:

- a) Records from BJMP, as specified in the preceding section;
- b) PDL Summary Record Sheet (Corrections Cluster Form No. 8);
- c) Synopsis of Prison Record (Corrections Cluster Form No. 11);
- d) Clearance from Rehabilitation and Treatment Program (Corrections Cluster Form No. 9);
- e) Certificate of No-Pending Case from the Office of the Clerk of Court;
- f) Certificate of No-Pending Appeal from the Branch Clerk of Court;
- g) Entry of Judgment, if applicable;
- h) NBI Record Check;
- i) Psychological/Psychiatric Evaluation, if requested; and
- j) Medical Abstract, if required.

## **Section 12. Transmittal of PDL Records from BJMP to BPP**

In case a PDL is convicted with a penalty of three (3) years and below and has complied with the eligibility requirement for review of the BPP, the local jail shall transmit, at least one (1) month prior to the date when PDL's case shall be eligible for review, to the BPP the PDL Carpeta provided in Section 11.

## **Section 13. Referral for Investigation**

The BPP, may in its discretion, refer the application for parole/executive clemency to DOJ-PPA which shall submit its report and recommendation within thirty (30) days from receipt of such referral. The report shall contain information related to the character, antecedents, environment, mental and physical condition of PDL, available institutional and community resources and result of records verification with the justice system agencies. In special matters, the BPP shall likewise refer matters pertaining to Parole/Executive Clemency for comment by the following:

- a) The Commissions and Elections (COMELEC) as to cases involving violations of election laws, rules and regulations;
- b) The Department of National Defense (DND) and the DILG involving crimes against national security, public order, or the laws of nations;
- c) The Department of Foreign Affairs (DFA), if the PDL is an alien;
- d) Such other agencies in government as the need requires.

## **Section 14. Notice to Offended Party and Publication of Names of PDLs**

As to crime with private offended party, the BPP shall notify the said offended party or if the latter is unavailable or otherwise cannot be located, their immediate relatives shall be given thirty (30) days to comment from notice.

Any interested party may submit written objectives/comments/information relevant to the case/s of PDLs being considered for executive clemency not later than thirty (30) days from date of publication or last date of publication as to those sentenced to Reclusion Perpetua or Life Imprisonment. Provided that, in matters of extreme urgency when the interest of justice so requires, such publication may be waived or dispensed with. In such event, the BPP shall explain the reason for such waiver in its Resolution recommending Executive Clemency.

## **Section 15. Transmittal of Release Document**

The BPP shall send a copy of the Release Document of Parolee/Conditional Pardonee to the PDL through the prison authorities. On the date of actual release of the PDL, the prison authority shall send a certification of said release to the DOJ-PPA and the BPP.

## **Section 16. Supervision**

After release from confinement, the Parolee/Conditional Pardonee shall be placed under the supervision of the DOJ-PPA. The period of parole supervision shall extend up to the expiration of the maximum sentence which should appear in the Release Document.

The released PDL shall personally report within fifteen (15) days from release from prison to DOJ-PPA to commence the mandatory conditions of supervision. The DOJ-PPA shall inform the BPP by submitting an arrival report of the release of PDLs, furnished the concerned city or provincial DOJ-PPA office.

In case there is a violation or infraction report, the BPP shall order the arrest and recommitment of the parolee/conditional pardonee to serve the remaining unserved portion of the maximum sentence.

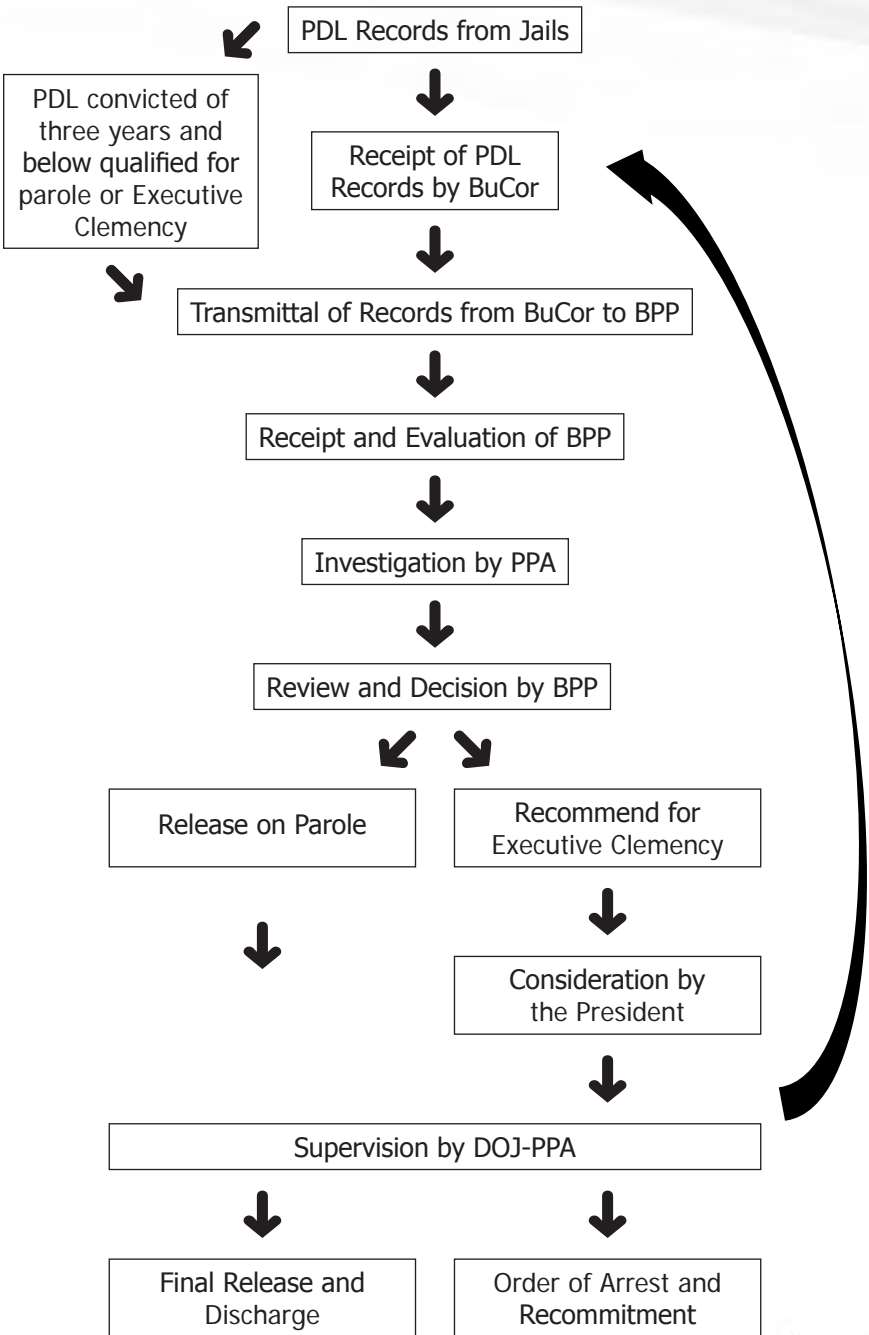
## **Section 17. Submission of Summary Report by DOJ-PPA**

After the expiration of the maximum sentence of a parolee/conditional pardonee, and the substantial compliance of all the conditions of his/her Release Document, the DOJ-PPA shall submit a summary report and clearances to the BPP for its review and resolution.

## **Section 18. Grant of Final Release and Discharge**

Upon receipt of the summary report, the BPP shall, upon the recommendation of the DOJ-PPA that parolee/conditional pardonee complies with all the conditions of his/her Release Document, the BPP shall issue a certificate of final release and discharge (FRD). Upon issuance of the FRD, the parolee/conditional pardonee shall be finally discharged from the conditions appearing in his release document, but the accessory penalties of the law which are not expressly remitted shall subsist.

# Section 19. Process Flow of PDL Documents





## Chapter 6

### Computation of GCTA, TASTM and STAL

#### Section 1. Computation of GCTA and TASTM

The GCTA and TASTM are not passive grants but require positive compliance to or participation in rehabilitation/ development and work programs. PDLs need to work out their time allowances and presupposes their faithful compliance to prison rules and regulation.

Each prison must endeavor to provide a structured environment for daily rehabilitation/development and work activities including study, teaching and mentoring for all PDLs, as much as practicable. This will require appropriate scheduling of activities under close supervision. The work activities that will be established must suit the jail conditions but must conform to the principle that each PDL must actively work or participate to earn his good conduct time allowance.

For purposes of computation, the BJMP and BuCor shall follow the same standard of procedure in the computation of time allowances. Maximum penalty, as used by the BJMP and provincial jails, shall be synonymous with imposed penalty for the application of BuCor.

#### COMPUTATION FOR GCTA

- Computation for Expected Dates of Release (if not yet convicted):

$$EDR = DD + Pmax + Tgap - TA$$

Factors to be considered in Computation (if not yet convicted):

- EDR: Expected date of Release
- DD: Date of Detention
- Pmax: Maximum Imposable Penalty (Pmax)
- Tgap: Gap of Detention (e.g. Time at Large, Time on Bail, Time on Release on Recognizance)
- TA: Time Allowance

$$\begin{array}{l} \text{Date of Detention} \\ + \text{Maximum Imposable Penalty} \\ + \text{Time Gap} \\ - \text{Time Allowances Earned} \\ \hline \text{Expected Date of Release} \end{array}$$

### Example No. 1:

PDL A was accused of robbery in an inhabited place and took cash and jewelry amounting to P 200,000.00 before Branch 76 of Regional Trial Court of Quezon City. PDL A was originally committed on June 01, 2015. He signed detainee's manifestation.

Given:

Name of PDL: A  
Offense Committed: Robbery  
Imposable Penalty: 20 years  
Date of Detention: June 01, 2015  
Time Gap: 0 day  
Time Allowance: 0 day

Formula on the Expected Date of Release (not yet convicted)

#### Step 1

Determine Expected Date of Release without Time Allowances and Time Gap

**Date of Detention**  
**+ Maximum Imposable Penalty**  
**Expected Date of Release without Time Allowances and Time Gap**

**DD**  
**+ Pmax**  
**EDR without TA and Tgap**

<b>2015 / 06 / 01</b>	<b>(Year/Month/Day) Date of Detention</b>
<b>+ <u>20 - 0 - 0</u></b>	<b>(Year-Month-Day) Maximum Imposable Penalty</b>
<b>2035 / 06 / 01</b>	<b>(Year-Month-Day) Expected Date of Release without Time Allowances and Time Gap</b>

## Step 2

Determine Time Gap

$$\begin{array}{r} \text{Period while on Bail} \\ + \text{Time spent at large} \\ \hline \text{Total Tgap} \\ \\ 0 - 0 - 0 \text{ (Year-Month-Day) Period while on Bail} \\ + 0 - 0 - 0 \text{ (Year-Month-Day) Time spent at large} \\ \hline 0 - 0 - 0 \text{ (Year-Month-Day) Total Tgap} \end{array}$$

## Step 3

Determine TA

$$\begin{array}{r} \text{GCTA} \\ + \text{TASTM} \\ + \text{STAL} \\ \hline \text{Total TA} \\ \\ 0 - 0 - 0 \text{ (Year-Month-Day) GCTA} \\ + 0 - 0 - 0 \text{ (Year-Month-Day) TASTM} \\ + 0 - 0 - 0 \text{ (Year-Month-Day) STAL} \\ \hline 0 - 0 - 0 \text{ (Year-Month-Day) Total TA} \end{array}$$

## Step 4

Determine Expected Date of Release

$$\begin{array}{r} \text{Expected Date of Release without Time Allowances and Time} \\ \text{Gap} \\ + \text{Time gap} \\ - \text{Total Time Allowances} \\ \hline \text{Expected Date of Release} \end{array}$$

$$\begin{array}{r} \text{EDR w/o TA and Tgap} \\ + \text{Tgap} \\ - \text{TA} \\ \hline \text{EDR} \\ \\ 2035 / 06 / 01 \text{ (Year-Month-Day) EDR w/o TA and Tgap} \\ + 0 - 0 - 0 \text{ (Year-Month-Day) Total Tgap} \\ - 0 - 0 - 0 \text{ (Year-Month-Day) Total TA} \\ \hline 2035 / 06 / 01 \text{ (Year-Month-Day) EDR} \end{array}$$

## Example No. 2

PDL A participated in more than half of the activities in jail and did not violate any jail regulation. Hence, he is entitled to 20 days of GCTA. In addition, having only studied until Grade Two he pursued his education by enrolling in the Alternative Learning System in the jail accredited by the Department of Education which earns him an additional 15 days of TASTM.

With 20 years as the maximum impossible penalty, what would be his expected date of release after a month inside jail?

Given:

Name of PDL: A

Offense Committed: Robbery

Impossible Penalty: 20 years

Date of Detention: June 01, 2015

Time Gap: 0 day

Time Allowance: 20 days for GCTA and 15 days for TASTM

### Step 1

Determine Expected Date of Release without Time Allowances and Time Gap

	<b>Date of Detention</b>
+	<b>Maximum Impossible Penalty</b>
<b>Expected Date of Release without Time Allowances and Time Gap</b>	

	<b>DD</b>
+	<b>Pmax</b>
<b>EDR without TA and Tgap</b>	

	<b>2015 / 06 / 01</b>	<b>(Year/Month/Day) Date of Detention</b>
+	<b>20 - 0 - 0</b>	<b>(Year-Month-Day) Maximum Impossible Penalty</b>
	<b>2035 / 06 / 01</b>	<b>(Year-Month-Day) Expected Date of Release without Time Allowances and Time Gap</b>

### Step 2

Determine Time Gap

	<b>Period while on Bail</b>
+	<b>Time spent at large</b>
<b>Total Tgap</b>	

	<b>0 - 0 - 0 (Year-Month-Day) Period while on Bail</b>
+	<b>0 - 0 - 0 (Year-Month-Day) Time spent at large</b>
	<b>0 - 0 - 0 (Year-Month-Day) Total Tgap</b>

### Step 3

Determine TA

$$\begin{array}{r} \text{GCTA} \\ + \text{TASTM} \\ + \text{STAL} \\ \hline \text{Total TA} \end{array}$$

0 – 0 – 20 (Year-Month-Day) GCTA based on number of years of detention as provided under RA 10592

$$\begin{array}{r} + \text{0 – 0 – 15 (Year-Month-Day) TASTM} \\ + \text{0 – 0 – 0 (Year-Month-Day) STAL} \\ \hline \text{0 – 0 – 35 (Year-Month-Day) Total TA} \end{array}$$

or 0 – 1 – 05 (Year-Month-Day) Total TA (calendar days)

**Note:** One month is equal to 30 days

### Step 4

Determine Expected Date of Release

$$\begin{array}{r} \text{Expected Date of Release without Time Allowances and Time Gap} \\ + \text{Time gap} \\ - \text{Total Time Allowances} \\ \hline \text{Expected Date of Release} \end{array}$$

$$\begin{array}{r} \text{EDR w/o TA and Tgap} \\ + \text{Tgap} \\ - \text{TA} \\ \hline \text{EDR} \end{array}$$

$$\begin{array}{r} 2035 / 06 / 01 \quad (\text{Year-Month-Day) EDR w/o TA and Tgap} \\ + \quad \quad \quad 0 - 0 - 0 \quad (\text{Year-Month-Day) Total Tgap} \\ - \quad \quad \quad 0 - 1 - 5 \quad (\text{Year-Month-Day) Total TA} \\ \hline \quad \quad \quad \quad \quad (\text{Year-Month-Day) EDR} \end{array}$$

$$\begin{array}{r} \quad \quad \quad 05 \quad 01 + 31 \\ 2035 / \text{06} / \text{01} \quad (\text{Year-Month-Day) EDR w/o TA and Tgap} \\ + \quad \quad \quad 0 - 0 - 0 \quad (\text{Year-Month-Day) Tgap} \\ - \quad \quad \quad 0 - 1 - 5 \quad (\text{Year-Month-Day) TA} \\ \hline 2035 / 04 / 27 \quad \quad \quad \text{EDR} \end{array}$$

## Section 2. Computation for Convicted PDL with PDL's Waiver

### Step 1

Computation for Time Credited during Preventive Imprisonment:

$$\text{TCPI} = \text{DC} - \text{DD} - \text{Tgap}$$

- TCPI: Time Credited during Preventive Imprisonment
- DC: Date of Conviction (even pending appeal)
- DD: Date of Detention
- Tgap: Time Gap

### Step 2

Computation for CPI for those with Detainee's Waiver

$$\text{CPI} = \text{TCPI} \times 4/5$$

- CPI: Credit for Preventive Imprisonment
- TCPI: Time Credited during Preventive Imprisonment

### Step 3

Computation for Expected Date of Release

$$\text{EDR} = \text{DT} + \text{Pmax} - \text{CPI} + \text{Tgap} - \text{TA}$$

- EDR: Expected Date of Release
- DT: Date Transferred from jails to BuCor
- Pmax: Maximum Imposable Penalty (Pmax)
- TCPI: Time Credited during Preventive Imprisonment
- Tgap: Gap of Detention (e.g. Time at Large, Time on Bail, Time on Release on Recognizance)
- TA: Time Allowance

### Example:

PDL A was detained on June 1, 2015. He did not sign PDL's manifestation. He was convicted and imposed a penalty of 20 years on June 01, 2020. He was transferred to New Bilibid Prison on the same date. He has been granted 2 years of time allowances while in jail.

Given:

Name of PDL: A  
Offense Committed: Robbery  
Imposed Penalty<sup>1</sup>: 20 years  
Date of Detention: June 01, 2015  
Time Gap: 0 day  
Time Allowance: 2 years  
Date of Conviction<sup>2</sup>: June 01, 2020

### Step 1

$$\text{TCPI} = \text{DC} - \text{DD} - \text{Tgap}$$

- TCPI: Time Credited during Preventive Imprisonment
- DC: Date of Conviction (even pending appeal)
- DD: Date of Detention
- Tgap: Time Gap

DC	Date of Conviction (even pending appeal)
- DD	Date of Detention
- <u>Tgap</u>	Time Gap
TCPI	Time Credited during Preventive Imprisonment

2020/06/01	(Year/Month/Day) Date of Conviction
- 2015/06/01	(Year/Month/Day) Date of Detention
- <u>0 - 0 - 0</u>	(Years-Months-Days) Time Gap
5 - 0 - 0	5 years of Time Credited during Preventive Imprisonment

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<sup>1</sup>In case of PDL awaiting decision, the Maximum Imposable Penalty shall be used

<sup>2</sup>In case of PDL awaiting decision, the Date should be based on the date of inquiry

## **Step 2**

Computation for CPI

$$\text{CPI} = \text{TCPI} \times 4/5$$

- CPI: Credit for Preventive Imprisonment
- TCPI: Time Credited during Preventive Imprisonment

	TCPI	Time Credited during Preventive Imprisonment
x	4/5	Period to be Credited for those with Detainee's Waiver
	CPI	Credit for Preventive Imprisonment
	5 - 0 - 0	(Years-Months-Days) Time Credited during Preventive
x	4/5	Period to be Credited for those with Detainee's Waiver
	4 - 0 - 0	(Years-Months-Days) Credit for Preventive Imprisonment

## **Step 3**

$$\text{EDR} = \text{DT} + \text{IP} - \text{CPI} + \text{Tgap} - \text{TA}$$

It shall be the duty of the BJMP and provincial jails to transfer records to the BuCor as stated in Section 10, Chapter 5 and compute the expected date of release based on the imposed penalty.

- EDR: Expected Date of Release
- DT: Date Transferred from jails to BuCor
- IP: Imposed Penalty
- TCPI: Credit for Preventive Imprisonment
- Tgap: Gap of Detention from Bucor (e.g. Time at Large, Time on Bail, Time on Release on Recognizance)
- TA: Time Allowance (TA from Jails + TA from BuCor)

	DT	Date Transferred from jails to BuCor
+	Pmax	Imposed Penalty
-	CPI	Credit for Preventive Imprisonment
+	Tgap	Time Gap
-	TA	Time Allowance
	EDR	

	2020/06/01	(Year/Month/Day) Date Transferred from jails to BuCor
+	20 – 0 – 0	(Years – Months – Days) Imposed Penalty
-	4 – 0 – 0	(Years – Months – Days) Credit for Preventive Imprisonment
+	0 – 0 – 0	(Years – Months – Days) Time Gap
-	<u>2 – 0 – 0</u>	(Years – Months – Days) Time Allowances Earned while in jails
	2034/06/01	(Year/Month/Day) Expected Date of Release

### Section 3. STAL for Escapees

- Computation (if not yet convicted):

	Date of Detention
+	Maximum Imposable Penalty
+	Time Gap
-	Time Allowances Earned
-	<u>(Maximum Imposable Penalty x 1/5)</u>
	Expected Date of Release

- Computation (if convicted):

	Date of Detention
+	Imposed Penalty
+	Time Gap
-	Time Allowances Earned
-	<u>(Imposed Penalty x 1/5)</u>
	Expected Date of Release

### Section 4. STAL for Non- Escapees

- Computation (if not yet convicted):

	Date of Detention
+	Maximum Imposable Penalty
+	Time Gap
-	Time Allowances Earned
-	<u>(Maximum Imposable Penalty x 2/5)</u>
	Expected Date of Release

- Computation (if convicted):

	Date of Detention
+	Imposed Penalty
+	Time Gap
-	Time Allowances Earned
-	<u>(Imposed Penalty x 2/5)</u>
	Expected Date of Release

### Sample computation of STAL

Crime:	Murder
Imposed Penalty:	<b>40 years</b>
Date Committed in Jail:	January 01, 2015
No. of Time Allowances Earned:	60 days (2 months) GCTA
Type of calamity:	Earthquake
Condition of Jail:	Wall of jail collapsed making escape of PDL inevitable
Situation:	Decided to stay in Jail

	Date of Detention
+	Imposed Penalty
+	Time Gap
-	Time Allowances Earned
-	<u>(Imposed Penalty x 2/5)</u>
	Expected Date of Release

#### Step 1: Find Imposed Penalty x 2/5

Imposed Penalty: 40 years

Imposed Penalty x 2/5 =  $40 \times \frac{2}{5}$   
= 16 years

#### Step 2: Find Expected Date of Release

	2015 / 01 / 01	(Year/Month/Day) Date of Detention
+	40 - 0 - 0	(Years - Months - Days) Maximum Imposable Penalty
+	0 - 0 - 0	(Years - Months - Days) Time Gap
-	0 - 2 - 0	(Years - Months - Days) Time Allowances Earned
-	<u>16 - 0 - 0</u>	(Years - Months - Days) Imposed Penalty x 2/5



	<sup>401+12</sup>		
	<b>2015 / 04 / 01</b>	(Year/Month/Day) Date of Detention	
+	<b>40 – 0 – 0</b>	(Years – Months – Days) Maximum Imposable Penalty	
+	<b>0 – 0 – 0</b>	(Years – Months – Days) Time Gap	
-	<b>0 – 2 – 0</b>	(Years – Months – Days) Time Allowances Earned	
-	<b><u>16 – 0 – 0</u></b>	(Years – Months – Days) Imposed Penalty x 2/5	



	<b>2014 / 13 / 01</b>	(Year/Month/Day) Date of Detention	
+	<b>40 – 0 – 0</b>	(Years – Months – Days) Maximum Imposable Penalty	
+	<b>0 – 0 – 0</b>	(Years – Months – Days) Time Gap	
-	<b>0 – 2 – 0</b>	(Years – Months – Days) Time Allowances Earned	
-	<b><u>16 – 0 – 0</u></b>	(Years – Months – Days) Imposed Penalty x 2/5	
	<b>2038 – 11 – 01</b>		





## ANNEXES

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Republic of the Philippines  
DEPARTMENT OF JUSTICE  
DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT



VNA-JDO-\_\_\_\_\_

## JOINT DEPARTMENT CIRCULAR NO. 001

Subject : Adopting the Uniform Manual on Time Allowances  
And Service of Sentence

Date : OCT 10 2017

In the interest of the service and pursuant to the provisions of existing laws, the Department of Justice (DOJ) and the Department of Interior and Local Government (DILG) hereby **ADOPT** and **APPROVE** the "Uniform Manual on Time Allowances and Service of Sentence" deliberated, reviewed and submitted by the Joint DOJ-DILG Committee per Joint Department Order No. 001 dated 02 May 2017 to Draft the Uniform Policy and Guidelines on the Computation of Good Conduct Time Allowance (GCTA) pursuant to Republic Act No. 10592.

This shall take effect fifteen (15) days after its publication in at least two (2) newspaper of general circulation and shall remain in force until further orders.

For compliance,

**VITALIANO N. AGUIRRE II**

*Secretary*  
Department of Justice

Department of Justice  
CN : 0201710132



**CATALINO CUY**

*Officer-in-Charge*  
Department of Interior and  
Local Government



## ANNEX B



Republic of the Philippines  
DEPARTMENT OF JUSTICE  
DEPARTMENT OF THE INTERIOR AND  
LOCAL GOVERNMENT



VNA-JDO-\_\_\_\_\_

### JOINT DEPARTMENT ORDER NO. 002

Subject : Creating the Joint DOJ - DILG Committee to Continually Review, Revise or Modify the Uniform Manual on Time Allowances and Service of Sentence

Date : OCT 10 2017

In the interest of the service and pursuant to the provisions of existing laws, the following are hereby designated to constitute the Joint Department of Justice (DOJ) and Department of Interior and Local Government (DILG) Committee to continually review, revise or modify the Uniform Manual on Time Allowances and Service of Sentence:

**Chairman** : Undersecretary from the Department of Justice (DOJ)

**Co-Chairman**: Undersecretary from the Department of Interior and Local Government (DILG)

**Members** : Director-General, Bureau of Corrections (BUCOR)

Director, Bureau of Jail Management and Penology (BJMP)

The Executive Director or One (1) Representative from the Board of Pardons and Parole (BPP)

One (1) Representative from the Parole and Probation Administration (PPA)

One (1) Representative from the League of Provinces Of the Philippines

One (1) Representative from any Provincial Jail

One (1) Representative from any City Jail

One (1) Representative from the Technical Staff, DOJ


One (1) Representative from the Planning & Management Services (PMS) of the DOJ

The Chairman and the Co-Chairman can assign its alternate representative preferably with a position of Chief or Director of the Legal Service for the purpose.

A Secretariat / Technical Working Group (TWG) composed of the appropriate number of personnel from the DOJ, DILG, BJMP and BUCOR, as may be required, shall likewise be constituted to assist the Joint Committee in the formulation of the said policy and guidelines. Members/representatives of the TWG and the Joint Committee may be the same.

Finally, the Committee is hereby authorized to share information and to withdraw funds from its respective Department and Offices in the conduct of its meetings and activities to achieve the objective of this Joint Department Circular.


This shall remain in force until further orders.

  
**VITALIANO N. AGUIRRE II**  
*Secretary*  
Department of Justice

Department of Justice

CN : 0201710131



  
**CATALINO CUY**  
*Officer-in-Charge*  
Department of Interior and  
Local Government



0116-0500 07010010-13020

## ANNEX C



Republic of the Philippines  
DEPARTMENT OF JUSTICE  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT



### JOINT DEPARTMENT ORDER NO. 001

**Subject :** Creating the Joint DOJ-DILG Committee to Draft the Uniform Policy and Guidelines on the Computation of Good Conduct Time Allowance (GCTA) pursuant to Republic Act No. 10592 to streamline processes in the release of inmates

**Date :** MAY 02 2017

In the interest of the service and pursuant to the provisions of existing laws, the following are hereby designated to constitute the Joint Department of Justice (DOJ) and Department of Interior and Local Government (DILG) Committee to draft the Uniform Policy and Guidelines on the computation of Good Conduct Time Allowance (GCTA) pursuant to Republic Act No. 10592 entitled: *"An Act Amending Articles 29, 94, 97, 98 and 99 of Act No. 3815, as amended, otherwise known as the Revised Penal Code"*:

**Chairman :** Undersecretary from the Department of Justice (DOJ)

**Co-Chairman:** Undersecretary from the Department of Interior and Local Government (DILG)

**Members :** Director-General, Bureau of Corrections (BUCOR)

Director, Bureau of Jail Management and Penology (BJMP)

The Executive Director or One (1) Representative from the Board of Pardons and Parole (BPP)

One (1) Representative from the Parole and Probation Administration (PPA)

One (1) Representative from the Planning & Management Services (PMS) of the DOJ

The Chairman and the Co-Chairman can assign its alternate representative preferably with a position of Chief or Director of the Legal Service for the purpose.


A Secretariat / Technical Working Group (TWG) composed of the appropriate number of personnel from the DOJ, DILG, BJMP and BUCOR, as may be required, shall likewise be constituted to assist the Joint Committee in the formulation of the said policy and guidelines.

Finally, the Committee is hereby authorized to share information and to withdraw funds from its respective Departments and Offices in the conduct of its meetings and activities to achieve the objective of this Department Order.

For compliance.



**VITALIANO N. AGUIRRE II**  
*Secretary*  
Department of Justice



**CATALINO CUY**  
*Officer-in-Charge*  
Department of Interior and  
Local Government

# ANNEX D

Corrections Cluster Form No. 1,  
s. 2017

PDL NO. \_\_\_\_\_ (to be filled out  
by the Bureau of Corrections)



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



## MANIFESTO NG TAONG PINAGKAITAN NG KALAYAAN (TPK)

Manifestation of Person Deprived of Liberty (PDL)

**Ayon sa RA 10592**

Pursuant to RA 10592

Ako si \_\_\_\_\_, \_\_\_\_\_ taong gulang na nagsasabi ng  
mga

I am SURNAME, FIRST NAME, MIDDLE NAME, ALIAS years of age manifesting

**sumusunod:**

the following

### 1. Na ako ay kasalukuyang nakapiit sa (Pangalan ng Piitan) na may kasong

That I am currently incarcerated at (Name of Jail) with case of

\_\_\_\_\_, **Kasong Kriminal**

**Bilang**

Criminal Case Number

\_\_\_\_\_ na nakabinbin sa \_\_\_\_\_, **Lungsod/Munisipalidad**

**ng**

pending before

City/Municipality of

\_\_\_\_\_.

### 2. Na ako ay hindi diskwalipikado sa nasasaad sa Artikulo 29 ng Revised Penal Code,

That I am not disqualified pursuant to Article 29 of the Revised Penal Code.

**as amended.**

### 3. Na ipinaliwanag sa akin ang mga kundison at regulasyon na ipinatutupad sa

That I was informed of the conditions and regulations being enforced upon

**detenido at sentensyadong bilanggo.**

detainees and sentenced prisoner.

**4. Na ako ay kusang loob na sumusunod sa mga alituntunin na ipinatutupad sa mga**

*That I voluntarily agree to abide by the disciplinary rules imposed upon*

**detenido at sentensyadong bilanggo upang maipagkaloob sa akin ng buo ang pribilehiyong**

*detainees and convicted prisoners to be credited full privilege*

**itinakda ng RA 10592.**

*pursuant to RA 10592.*

**SINUMPAAN AT NILAGDAAN** Nitong ika \_\_\_\_\_ ng \_\_\_\_\_ - taong

*Sworn and signed this*

*of*

*year*

\_\_\_\_\_, **Lungsod/Munisipalidad ng** \_\_\_\_\_.

*City/Municipality of*

**Lagda ng TPK**

*Signature of PDL*

Nanumpa sa harap ni:

\_\_\_\_\_  
Pangalan at Lagda ng Abogado

### **SERTIPIKASYON**

*Certification*

**Ito ay nagsisilbing patunay na ang nasabing TPK ay kusang loob na sumusunod sa**

*This is to certify that said PDL has voluntarily agreed to follow the*

**mga alituntunin ayon sa probisyon ng R. A. 10592 na pinagtibay ng kanyang lagda.**

*disciplinary rules pursuant to R. A. 10592 attested by his/her signature.*

**(Pangalan ng Warden)**

*Name of Warden*

**(Ranggo)**

*Rank*

**Warden**

**Petsa:**

*Date*

# ANNEX E

Corrections Cluster Form No. 2, PDL NO. \_\_\_\_\_ (to be filled out. 2017 by the Bureau of Corrections)



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



## WAIVER

Pagtalikda

**Ayon sa RA 10592**

Pursuant to RA 10592

**Ako si \_\_\_\_\_, \_\_\_\_\_ taong gulang na nagsasabi ng mga**  
*I am \_\_\_\_\_ years of age manifesting*

**sumusunod:**

*the following*

**1. Na ako ay kasalukuyang nakapiit sa (Pangalan ng Piitan) na may kasong**

*That I am currently incarcerated at*

*(Name of Jail)*

*with case of*

**Kasong Kriminal**

**Bilang**

*Criminal Case Number*

\_\_\_\_\_ **na nakabinbin sa \_\_\_\_\_, Lungsod/Munisipalidad**  
**ng**

*pending before*

*City/Municipality of*

**2. Na ipinaliwanag sa akin ang mga kundison at regulasyon na ipinatutupad sa**

*That I was informed of the conditions and regulations being enforced upon*

**detenido at sentensyadong bilanggo.**

*detainees and sentenced prisoner.*

**3. Na ako ay hindi sumasang-ayong sumunod sa mga alituntunin na ipinatutupad sa mga**

*That I do not agree to abide by the disciplinary rules imposed upon*

**taong pinagkaitan ng kalayaan (TPK) upang maipagkaloob sa akin ng buo ang**

*Persons deprived of liberty to be credited full*

**pribilehiyong itinakda ng RA 10592.**

*privilege pursuant to RA 10592.*

**4. Na ito ay kusang-loob at aking ginagawa sa tulong ng aking tagapayo.**

That this is voluntarily done with the assistance of my counsel.

**SINUMPAAN AT NILAGDAAN** nito ng ika \_\_\_\_\_ ng \_\_\_\_\_ - taong

*Sworn and signed this*

*of*

*year*

\_\_\_\_\_, **Lungsod/Munisipalidad** ng \_\_\_\_\_.

*City/Municipality of*

\_\_\_\_\_  
**Lagda ng TPK**

*Signature of PDL*

Nanumpa sa harap ni:

\_\_\_\_\_  
Pangalan at Lagda ng Abogado

**SERTIPIKASYON**

*Certification*

**Ito ay nagsisilbing patunay na ang nasabing TPK ay kusang loob na tinatalikdan**

*This is to certify that said PDL has voluntary agreed to waive*

**ang mga pribilehiyo ng itinakda ng RA 10592 na pinagtibay ng kanyang lagda.**

*privileges pursuant to R. A. 10592 attested by his/her signature.*

**(Pangalan ng Warden)**

*Name of Warden*

**(Ranggo)**

*Rank*

**Warden**

**Petsa:**

*Date*

# ANNEX F

Corrections Cluster Form No. 3,  
s. 2017



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



## **(Name of Jail/Prison) MSEC** **RESOLUTION No. \_\_\_\_\_**

### **A RESOLUTION GRANTING GOOD CONDUCT TIME ALLOWANCE TO QUALIFIED PDL IN (NAME OF JAIL/PRISON)**

**WHEREAS**, the Bureau of Jail Management and Penology/Bureau of Corrections/Provincial Jail, under the Implementing Rules and Regulation of Republic Act No. 10592, are mandated to assess, evaluate, and grant time allowance to deserving Person Deprived of Liberty (PDLs) through the creation of the Management, Screening, and Evaluation Committee (MSEC);

**WHEREAS**, the MSEC, after due consideration of the behavior or conduct shown by PDL shall recommend to the prison authority the appropriate Good Conduct Time Allowance (GCTA) to be credited in favor of qualified PDL.

**WHEREAS**, such grant of GCTA is pursuant to Section 3 of Republic Act No. 10592 which provides that:

“The good conduct of any offender qualified for credit for preventive imprisonment pursuant to Article 29 of this Code, or of any convicted prisoner in any penal institution, rehabilitation or detention center or any other local jail shall entitle him to xxx deductions from the period of his sentence.”

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVED** as it is hereby **RESOLVES** to **APPROVE, ADOPT and RECOMMEND** to the (prison authority) the attached list of qualified PDLs of (Name of Jail/Prison) who have shown good behavior or conduct which justifies the grant of corresponding GCTA.

(Date)

**APPROVED:**

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**Chairperson**

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**Member**

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**Member**

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**Member**

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**Member**

# ANNEX G

Corrections Cluster Form No. 4,  
s. 2017



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



## **(Name of Jail/Prison) MSEC RESOLUTION No. \_\_\_\_\_**

### **A RESOLUTION GRANTING TIME ALLOWANCE FOR STUDYING, TEACHING, OR MENTORING (TASTM) TO QUALIFIED PERSONS DEPRIVED OF LIBERTY (PDL) IN (NAME OF JAIL/PRISON)**

**WHEREAS**, the Jail Bureau/Bureau of Corrections/Provincial Jails, under the Implementing Rules and Regulation of Republic Act No. 10592, are mandated to assess, evaluate, and grant time allowance to a deserving PDL through the creation of the Management, Screening, and Evaluation Committee (MSEC);

**WHEREAS**, the MSEC, after due consideration of the time spent by PDL during their period of imprisonment on studying, teaching, or mentoring, shall recommend to the prison authority additional corresponding Time Allowance for Studying, Teaching, Mentoring (TASTM) in favor of qualified PDL.

**WHEREAS**, such grant of TASTM is pursuant to Section 3 (5) of Republic Act No. 10592 which provides that inmates:

“At any time during the period of imprisonment, shall be allowed another deduction of fifteen days, xxx, for each month of study, teaching or mentoring service time rendered.”

**APPROVE, ADOPT and RECOMMEND** to the (Prison Authority) the attached list of qualified PDL of (Name of Jail/Prison) who have rendered studying, teaching, mentoring service during the month of \_\_\_\_\_.

(Date)

**APPROVED:**

---

**Chairperson**

---

**Member**

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**Member**

---

**Member**

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**Member**

## ANNEX H

Corrections Cluster Form No. 5,  
s. 2017



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



### **(Name of Jail/Prison) MSEC RESOLUTION No. \_\_\_\_\_**

#### **A RESOLUTION GRANTING SPECIAL TIME ALLOWANCES (STAL) TO QUALIFIED PERSONS DEPRIVED OF LIBERTY (PDL) IN (NAME OF JAIL) (QUALIFIED ESCAPEES)**

**WHEREAS**, the Jail Bureau/Bureau of Corrections/Provincial Jails, under the Implementing Rules and Regulation of Republic Act No. 10592, are mandated to assess, evaluate, and grant time allowance to a deserving PDL through the creation of the Management, Screening, and Evaluation Committee (MSEC);

**WHEREAS**, the Jail Bureau/Bureau of Corrections/Provincial Jails, in accordance with the review and validation of the reports concerning PDL of (Name of Jail/Prison) who have escaped in the place of their confinement during the (type of calamity) but give themselves up to the authorities within 48 hours following the issuance of a proclamation by the Chief Executive announcing the passing away of the calamity or catastrophe to said prison and determination by prison authorities, lists the qualified PDL to be granted with Special Time Allowance (STAL) and be deducted of ONE-FIFTHS of the period of their preventive imprisonment or sentence.

**WHEREAS**, such grant of STAL is pursuant to Section 4 of Republic Act No. 10592 which provides:

SEC. 4. Article 98 of the same Act is hereby further amended to read as follows:

**“ART. 98. *Special time allowance for loyalty.*—A deduction of one fifth of the period of his sentence shall be granted to any prisoner who, having evaded his preventive imprisonment or the service of his sentence under the circumstances mentioned in Article 158 of this Code,** gives himself up to the authorities within 48 hours following the issuance of a proclamation announcing the passing away of the calamity or catastrophe referred to in said article.

“This Article shall apply to any prisoner whether undergoing preventive imprisonment or serving sentence.”

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVED** as it is hereby **RESOLVES** to **APPROVE, ADOPT and RECOMMEND** to the (Prison Authority) the attached list of qualified PDLs of (Name of Jail/Prison) who were duly validated to have escaped in the place of their confinement during the (type and details of calamity) but give themselves up to the authorities within 48 hours following the issuance of a proclamation by the Chief Executive announcing the passing away of the calamity or catastrophe to said prison and determination by prison authorities, lists the qualified PDLs to be granted with Special Time Allowance (STAL) and be deducted ONE-FIFTHS of the period of their preventive imprisonment or sentence.

(Date)

**APPROVED:**

---

**Chairperson**

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**Member**

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**Member**

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**Member**

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**Member**

Corrections Cluster Form No. 6,  
s. 2017



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



**(NAME OF JAIL/PRISON) MSEC  
RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION  
GRANTING SPECIAL TIME ALLOWANCES (STAL) TO  
QUALIFIED PDL IN (NAME OF JAIL/PRISON)**

**NON-ESCAPEES**

**WHEREAS**, the Jail Bureau/Bureau of Corrections/Provincial Jails, under the Implementing Rules and Regulation of Republic Act No. 10592, is mandated to assess, evaluate, and grant time deduction to a deserving PDL through the creation of the Management, Screening, and Evaluation Committee (MSEC);

**WHEREAS**, The Jail Bureau/Bureau of Corrections/Provincial Jails, in accordance with the review and validation of the reports concerning PDL of (Name of Jail/Prison) who have chosen to stay in the place of their confinement during the catastrophe and calamity caused by (*type and detail of calamity*) to said prison and determination by prison authorities, lists the qualified PDL to be granted with Special Time Allowance for Loyalty (STAL) and be deducted TWO-FIFTHS of the period of their preventive imprisonment or sentence.

**WHEREAS**, such grant of STAL is pursuant to Section 4 of Republic Act No. 10592 which provides:

SEC. 4. Article 98 of the same Act is hereby further amended to read as follows:

*“ART. 98. Special time allowance for loyalty. – A deduction of one fifth of the period of his sentence shall be granted to **any prisoner who, having evaded his preventive imprisonment or the service of his sentence under the circumstances mentioned in Article 158 of this Code**, gives himself up to the authorities within 48 hours following the issuance of a proclamation announcing the passing away of the calamity or catastrophe referred to in said article. **A deduction of two-fifths of the period of his sentence shall be granted in case said prisoner chose to stay in the place of his confinement notwithstanding the existence of a calamity or catastrophe enumerated in Article 158 of this Code.***

*“This Article shall apply to any prisoner whether undergoing preventive imprisonment or serving sentence.”*

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVED** as it is hereby **RESOLVES** to **APPROVE, ADOPT and RECOMMEND** to the (Prison Authority) the attached list of qualified PDL of (Name of Jail/Prison) who were duly validated to have chosen to stay in the place of their confinement despite the existence of a calamity or catastrophe brought by (type and detail of calamity) which justifies the grant of STAL and as such, **a deduction of TWO-FIFTHS of their preventive imprisonment or sentence.**

(Date)

**APPROVED:**

---

**Chairperson**

---

**Member**

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**Member**

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**Member**

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**Parole and Probation Administration  
Member**

# ANNEX J

Corrections Cluster Form No. 7,  
s. 2017



Republic of the Philippines  
Department of Justice  
Department of the Interior and Local Government  
(Region)  
(Name of City/District/Municipal/Provincial Jail/Prison)



## CERTIFICATION

This is to certify that the following list of persons deprived of liberty (PDL) have been granted with time allowances for the month of \_\_\_\_\_ 20\_\_.

Name of PDL	Crim Case No.	Crime/ Offense	Good Conduct Time Allowance (GCTA)	Time Allowance for Study Teaching and Mentoring (TASTM)	Special Time Allowance for Loyalty (STAL)	Original Expected date of Release (Based on Maximum Imposable Penalty or Imposed Penalty)	Adjusted Expected date of Release

This certification is being issued pursuant to Republic Act No. 10592.

(Name of Prison Authority)  
(Rank)  
(Name of City/District/Municipal/Provincial Jail/Prison)  
(Address of City/District/Municipal/Provincial Jail/Prison)  
(Contact No. of City/District/Municipal/Provincial Jail/Prison)  
(Email Address)

Gc:  
(Name of Prosecutor)  
(Address of Prosecutor's Office)  
  
(Name of Complainant/Plaintiff)  
(Address of Complainant/Plaintiff)

Republic of the Philippines



Department of Justice  
Department of Interior and Local Government



**PERSON DEPRIVED OF LIBERTY (PDL) SUMMARY RECORD SHEET**  
(Corrections Institution)

File No. (If any)

PDL No. (If any)

--	--

Present Location: (Place of confinement)

Security Classification / Category

--	--



&lt;Date Image Captured&gt;

**1. PERSONAL INFORMATION**

Last Name		First / Given Name		Middle Name		Extension	
Alias(es)				Maiden Name (If Female)			
Residence Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Provincial/ Region/ Country)							
Permanent Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Provincial/ Region/ Country)							
Civil Status	Nationality	Passport No.	Foreign Name	Occupation	Religion		
Ethnicity		Education		Height (m)	Weight (kg)		
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex	Eye Color	Hair Color	
Complexion		Blood type	Affiliation / Group Membership				
Distinguishing Marks							

**2. FAMILY INFORMATION**

Father's Name (Last name, First / Given Name, Middle Name)		Child(ren) (Last name, First / Given Name, Middle Name) Use separate sheet if necessary	
Mother's Name (Last name, First / Given Name, Middle Name)		1	
Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Provincial/ Region/ Country)		2	
Legal Spouse (Last name, First / Given Name, Middle Name)		3	
Common-Law-Spouse (Last name, First / Given Name, Middle Name)		4	
In Case of Emergency	Name (Last name, First / Given Name, Middle Name)	Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Provincial/ Region/ Country)	
	Relationship	Contact information	

**3. CASE INFORMATION**

Date Transferred from Jail (mm/dd/yyyy)		Credit for Preventive Imprisonment (CPI) (Year/s - Month/s - Day/s)	
Commencing Date (mm/dd/yyyy)			
Case No.			
Case			
Court			
Sentence	Year/s	Month/s	Day/s
Remarks			
Minimum			
Maximum			
Co-Accused (If Any)		Indemnities and/or Fine (If Any)	
< Case Information portion will expand when inmate has multiple cases >			

**4. ACCUMULATED TIME ALLOWANCES**

Earned Time Allowance (Day/s)

Obedience to Corrections Rules and Regulations	
Participation to Reformation/Rehabilitation Programs	
Institutional Assignment	
Special Time Allowance for Loyalty (STAL)	
Time Allowance for Study, Teaching and Mentoring (TASTM)	
Colonist Status	
GCTA Credit/s from OLD Law	

Total accumulated time allowances from \_\_\_\_\_ to \_\_\_\_\_

5. COMPUTATION OF SENTENCE

Total Credits and Time allowance from Jail

Actual Time Served

Time Served with earned GCTA and other Time allowances

Year/s	Month/s	Day/s

Minimum Expiration of Sentence (mm/dd/yyyy)

with GCTA (mm/dd/yyyy)

Maximum Expiration of Sentence (mm/dd/yyyy)

with GCTA (mm/dd/yyyy)

Estimated Expiration of Sentence with Full GCTA Credit

Minimum Expiration of Sentence (mm/dd/yyyy)

Maximum Expiration of Sentence (mm/dd/yyyy)

Authogenerated Security Reference No. XXXX-XXXX-XXXX-XXXX01 < Single Carpeta System Security Feature >



Republic of the Philippines

Department of Justice  
Department of Interior and Local Government

**PDL REFORMATION/REHABILITATION RECORD SHEET**  
(Corrections Institution)



File No. (If any)

PDL No. (If any)

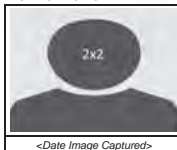
357890	I201P-1234
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Present Location: (Place of confinement)

Security Classification / Category

--	--

**NCR-2017-01-01**



## 1. PERSONAL INFORMATION

Last Name		First / Given Name		Middle Name		Extension		
Alias(es)				Maiden Name (if Female)				
Residence Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Province/ Region/ Country)								
Permanent Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Province/ Region/ Country)								
Civil Status	Nationality		Passport No.		Foreign Name		Occupation	Religion
Ethnicity			Education			Height (m)		Weight (kg)
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex	Eye Color		Hair Color	
Complexion		Blood type	Affiliation / Group Membership					
Distinguishing Marks								

## 2. CASE INFORMATION

Date Transferred from Jail (mm/dd/yyyy)				Credit for Preventive Imprisonment (CPI) (Year/s - Month/s - Day/s)			
Commencing Date (mm/dd/yyyy)							
Case No.							
Case							
Court							
Sentence		Year/s	Month/s	Day/s	Indemnities and/or Fine (If Any)		
Minimum							
Maximum							
Co-Accused (If Any)							

### 3. REFORMATION/REHABILITATION PROGRAMS UNDERTAKEN (MSEC EVALUATION)

[illegible]

Authogenerated Security Reference No. XXXX-XXXX-XXXX-XXXX01 < Single Carpeta System Security Feature >

# ANNEX M

Corrections Cluster Form No. 10



Republic of the Philippines  
Department of Justice  
Department of Interior and Local Government



## COMPUTATION OF SENTENCE AND TIME ALLOWANCES (Corrections Institution)

File No. (If any)	<input type="text"/>	PDL No. (If any)	<input type="text"/>	Status	<input type="text"/>
Present Location: (Place of confinement)	<input type="text"/>		Security Classification:	<input type="text"/>	
PDL's Name	<input type="text" value="(Lastname, First / Given Name, Middle Name)"/>				

### COMPUTATION DETAILS

Detention Date (mm/dd/yyyy)

Credit for Preventive Imprisonment (CPI)  
(Year/s - Month/s - Day/s)

Commencing Date (mm/dd/yyyy)

Date Transferred from Jail to BuCor (mm/dd/yyyy)

#### 1. Time Served from Commencing Date to Implementation of RA 10592

Year	Month	Day	
-			Implementation RA 10592 (Commencing Date - 1 day)
			Time Served / TS1
+			GCTA_ActTS
			ActTSw/GCTA
+			CPI
			Time Served
-			Time Gap
			<b>Time Served</b>

#### 2. Time Served from Implementation RA 10592 to present date

Year	Month	Day	
			as of present a date
+			Implementation RA 10592
			<b>Time Served / TS2</b>

#### 3. Actual Time Served without GCTA

Year	Month	Day	
			TS1
			TS2
+			CPI
			<b>ActTS without GCTA</b>

#### 4. Actual Time Served with GCTA

Year	Month	Day	
			TS1
			TS2
			CPI
+			Accumulated GCTA
			<b>ActTS with GCTA</b>

#### 5. Consolidate All Time Allowances (TA)

Year	Month	Day	
			GCTA from Old Law
			GCTA New Law
			TASTM
			STAL
+			Others
			<b>Total Accumulated TA</b>

#### 6. Compute Minimum Sentence Expiration WITHOUT GCTA

Year	Month	Day	
			Commencing Date
+			Sentence
-			CPI
			<b>Min. Exp. Without GCTA</b>

#### 7. Compute Maximum Sentence Expiration WITHOUT GCTA

Year	Month	Day	
			Commencing Date
+			Sentence
-			CPI
			<b>Max. Exp. Without GCTA</b>

#### 8. Compute Minimum Sentence Expiration WITH GCTA

Year	Month	Day	
			Min. Exp. Without GCTA
-			GCTA from Old Law
-			GCTA from New Law
			<b>Min. Exp. With GCTA</b>

#### 9. Compute Maximum Sentence Expiration WITH GCTA

Year	Month	Day	
			Max. Exp. Without GCTA
-			GCTA from Old Law
-			GCTA from New Law
			<b>Max. Exp. With GCTA</b>

Authogenerated Security Reference No XXXX-XXXX-XXXX-XXXX01 < Single Carpeta System Security Feature >

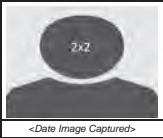


Republic of the Philippines  
Department of Justice  
Department of Interior and Local Government



SYNOPSIS OF PDL RECORD SHEET  
(Corrections Institution)

File No. (if any)	PDL No. (if any)
Present Location: (Place of confinement)	Security Classification / Category



1. PERSONAL INFORMATION

Last Name		First / Given Name		Middle Name		Extension	
Alias(es)				Maiden Name (if Female)			
Residence Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Province/ Region/ Country)							
Permanent Address (House/ Building/ Street/ Barangay/ Municipality/ City/ Province/ Region/ Country)							
Civil Status	Nationality	Passport No.	Foreign Name	Occupation	Religion		
Ethnicity		Education		Height (m)	Weight (kg)		
Date of Birth (mm/dd/yyyy)		Place of Birth		Sex	Eye Color	Hair Color	
Complexion		Blood type	Affiliation / Group Membership				
Distinguishing Marks							

2. CASE INFORMATION

Date Transferred from Jail (mm/dd/yyyy)				Credit for Preventive Imprisonment (CPI) (Year/s - Month/s - Day/s)			
Commencing Date (mm/dd/yyyy)							
Case No.							
Case							
Court							
Sentence	Year/s	Month/s	Day/s	Indemnities and/or Fine (if Any)			
Minimum							
Maximum							
Co-Accused (if Any)							

< Case Information portion will expand when inmate has multiple cases >

3. REFORMATION/REHABILITATION PROGRAMS UNDERTAKEN (MSEC EVALUATION) (if Any)

	Date		Program	Description	Earned Time Allowance (Day/s)
	From (mm/dd/yyyy)	To (mm/dd/yyyy)			
1					
2					
3					
< this portion will expand to accommodate all programs undertaken >					Total accumulated time allowances

4. UPDATES ON PDL DOCUMENT STATUS (ACTION TAKEN) (if Any)

	Date (mm/dd/yyyy)	Type	Action
1			
2			
3			

< this portion will expand to accommodate all action taken >

5. VIOLATION OF PRISON RULES AND REGULATION FROM THE BOARD OF DISCIPLINE (BOD)(if Any)

	Date (mm/dd/yyyy)	BOD Case No.	Violation	Sanction/Penalty
1				
2				
3				

< this portion will expand to accommodate all infraction >

6. LOCATION ASSIGNMENT / MOVEMENT

	Date		Location of Confinement	Remarks
	From (mm/dd/yyyy)	To (mm/dd/yyyy)		
1				
2				
3				

< this portion will expand to accommodate all infraction >

# ANNEX O

Republic of the Philippines  
**CONGRESS OF THE PHILIPPINES**  
Metro Manila

**Fifteenth Congress**  
**Third Regular Session**

*Begun and held in Metro Manila, on Monday, the twenty-third day of July, two thousand twelve.*

## **REPUBLIC ACT No. 10592**

**AN ACT AMENDING ARTICLES 29, 94, 97, 98 AND 99 OF ACT NO. 3815, AS AMENDED, OTHERWISE KNOWN AS THE REVISED PENAL CODE**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1.** Article 29 of Act No. 3815, as amended, otherwise known as the Revised Penal Code, is hereby further amended to read as follows:

"ART. 29. *Period of preventive imprisonment deducted from term of imprisonment.* – Offenders or accused who have undergone preventive imprisonment shall be credited in the service of their sentence consisting of deprivation of liberty, with the full time during which they have undergone preventive imprisonment if the detention prisoner agrees voluntarily in writing after being informed of the effects thereof and with the assistance of counsel to abide by the same disciplinary rules imposed upon convicted prisoners, except in the following cases:

"1. When they are recidivists, or have been convicted previously twice or more times of any crime; and

"2. When upon being summoned for the execution of their sentence they have failed to surrender voluntarily.

"If the detention prisoner does not agree to abide by the same disciplinary rules imposed upon convicted prisoners, he shall do so in writing with the assistance of a counsel and shall be credited in the service of his sentence with four-fifths of the time during which he has undergone preventive imprisonment.

"Credit for preventive imprisonment for the penalty of *reclusion perpetua* shall be deducted from thirty (30) years...

"Whenever an accused has undergone preventive imprisonment for a period equal to the possible maximum imprisonment of the offense charged to which he may be sentenced and his case is not yet terminated, he shall be released immediately without prejudice to the continuation of the trial thereof or the proceeding on appeal, if the same is under review. Computation of preventive imprisonment for purposes of immediate release under this paragraph shall be the actual period of detention with good conduct time allowance: *Provided, however*, That if the accused is absent without justifiable cause at any stage of the trial, the court may *motu proprio* order the rearrest of the accused: *Provided*,

*finally*, That recidivists, habitual delinquents, escapees and persons charged with heinous crimes are excluded from the coverage of this Act. In case the maximum penalty to which the accused may be sentenced is *lestierro*, he shall be released after thirty (30) days of preventive imprisonment."

**Section 2.** Article 94 of the same Act is hereby further amended to read as follows:

"ART. 94. *Partial extinction of criminal liability.* – Criminal liability is extinguished partially:

"1. By conditional pardon;

"2. By commutation of the sentence; and

"3. For good conduct allowances which the culprit may earn while he is undergoing preventive imprisonment or serving his sentence."

**Section 3.** Article 97 of the same Act is hereby further amended to read as follows:

"ART. 97. *Allowance for good conduct.* – The good conduct of any offender qualified for credit for preventive imprisonment pursuant to Article 29 of this Code, or of any convicted prisoner in any penal institution, rehabilitation or detention center or any other local jail shall entitle him to the following deductions from the period of his sentence:

"1. During the first two years of imprisonment, he shall be allowed a deduction of twenty days for each month of good behavior during detention;

"2. During the third to the fifth year, inclusive, of his imprisonment, he shall be allowed a reduction of twenty-three days for each month of good behavior during detention;

"3. During the following years until the tenth year, inclusive, of his imprisonment, he shall be allowed a deduction of twenty-five days for each month of good behavior during detention;

"4. During the eleventh and successive years of his imprisonment, he shall be allowed a deduction of thirty days for each month of good behavior during detention; and

"5. At any time during the period of imprisonment, he shall be allowed another deduction of fifteen days, in addition to numbers one to four hereof, for each month of study, teaching or mentoring service time rendered.

"An appeal by the accused shall not deprive him of entitlement to the above allowances for good conduct."

**Section 4.** Article 98 of the same Act is hereby further amended to read as follows:

"ART. 98. *Special time allowance for loyalty.* – A deduction of one fifth of the period of his sentence shall be granted to any prisoner who, having evaded his preventive imprisonment or the service of his sentence under the circumstances mentioned in Article 158 of this Code, gives himself up to the authorities within 48 hours following the issuance of a proclamation announcing the passing away of the calamity or catastrophe referred to in said article. A deduction of two-fifths of the period of his sentence shall be granted in case said prisoner chose to stay in the place of his confinement notwithstanding the existence of a calamity or catastrophe enumerated in Article 158 of this Code.

"This Article shall apply to any prisoner whether undergoing preventive imprisonment or serving sentence."

**Section 5.** Article 99 of the same Act is hereby further amended to read as follows:"

"ART. 99. *Who grants time allowances.* – Whenever lawfully justified, the Director of the Bureau of Corrections, the Chief of the Bureau of Jail Management and Penology and/or the Warden of a provincial, district, municipal or city jail shall grant allowances for good conduct. Such allowances once granted shall not be revoked."

**Section 6. Penal Clause.** – Faithful compliance with the provisions of this Act is hereby mandated. As such, the penalty of one (1) year imprisonment, a fine of One hundred thousand pesos (P100,000.00) and perpetual disqualification to hold office shall be imposed against any public officer or employee who violates the provisions of this Act.

**Section 7. Implementing Rules and Regulations.** – The Secretary of the Department of Justice (DOJ) and the Secretary of the Department of the Interior and Local Government (DILG) shall within sixty (60) days from the approval of this Act, promulgate rules and regulations on the classification system for good conduct and time allowances, as may be necessary, to implement the provisions of this Act.

**Section 8. Separability Clause.** – If any part hereof is held invalid or unconstitutional, the remainder of the provisions not otherwise affected shall remain valid and subsisting.

**Section 9. Repealing Clause.** – Any law, presidential decree or issuance, executive order, letter of instruction, administrative order, rule or regulation contrary to or inconsistent with the provisions of this Act is hereby repealed, modified or amended accordingly.

**Section 10. Effectivity Clause.** – This Act shall take effect fifteen (15) days from its publication in the *Official Gazette* or in at least two (2) new papers of general circulation.

Approved,

(Sgd.) **JUAN PONCE ENRILE**  
President of the Senate

(Sgd.) **FELICIANO BELMONTE JR.**  
Speaker of the House of Representatives

This Act which is a consolidation of Senate Bill No. 3064 and House Bill No. 417 was finally passed by the Senate and the House of Representatives on November 5, 2012 and January 28, 2013, respectively.

(Sgd.) **EDWIN B. BELLEN**  
Acting Senate Secretary

(Sgd.) **MARILYN B. BARUA-YAP**  
Secretary General  
House of Representatives

Approved: MAY 29 2013

(Sgd.) **BENIGNO S. AQUINO III**  
*President of the Philippines*

**IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10592, OTHERWISE KNOWN AS "AN ACT AMENDING ARTICLES 29, 94, 97, 98 AND 99 OF ACT NO. 3815, OTHERWISE KNOWN AS THE REVISED PENAL CODE, AS AMENDED"**

Pursuant to Section 7 of Republic Act No. 10592 entitled as "An Act Amending Articles 29, 94, 97, 98 and 99 of Act No. 3815, otherwise known as The Revised Penal Code, as Amended", the following Implementing Rules and Regulations (IRR) are hereby promulgated:

**RULE I**

**GENERAL PROVISIONS**

**Section 1. *Title.*** – These Rules shall be referred to as Implementing Rules and Regulations" of Republic Act No. 10592.

**Section 2. *Scope and Applications.*** – These Rules shall apply only to any prisoner, whether under detention or convicted by final judgment, in a local jail, rehabilitation or detention center or in penal institution.

**Section 3. *Construction.*** – These Rules shall be construed liberally in favor of a detained or convicted prisoner.

**Section 4. *Prospective Application.*** – Considering that these Rules provide for new procedures and standards of behavior for the grant of good conduct time allowance as provided in section 4 of Rule V hereof and require the creation of a Management, Screening and Evaluation Committee (MSEC) as provided in Section 3 of the same Rule, the grant of good conduct time allowance under Republic Act. No. 10592 shall be prospective in application.

The grant of time allowance of study, teaching and mentoring and of special time allowance for loyalty shall also be prospective in application as these privileges are likewise subject to the management, screening and evaluation of the MSEC.

## RULE II

### OBJECTIVES

**Section 1. *Objectives.*** – The credit for preventive imprisonment, as well as the increase in the time allowance granted for good conduct and exemplary services rendered or for loyalty, seek to:

- a. Redeem and uplift valuable human material towards economic and social usefulness;
- b. Level the field of opportunity by giving an increased time allowance to motivate prisoners to pursue a productive and law-abiding life; and
- c. Implement the state policy of restorative and compassionate justice by promoting the reformation and rehabilitation of prisoners, strengthening their moral fiber and facilitating their successful reintegration into the mainstream of society.

## RULE III

### DEFINITION OF TERMS

**Section 1. *Definition of Terms.*** – As used herein, the following terms shall mean:

- a. **“Act”** – shall refer to Act. No. 3815, otherwise known as the Revised Penal Code, as amended;
- b. **“Accused”** – an offender who is under detention and against whom a Criminal Complaint or Prosecutor’s Information has been filed in a court of law;
- c. **“BJMP”** – Bureau of Jail Management and Penology;
- d. **“BUCOR”** – Bureau of Corrections;
- e. **“Chief”** – Chief of BJMP
- f. **“Commitment Order”** – a written order of a court of law or any other competent authority committing a person to jail or prison for confinement;
- g. **“Convicted Prisoner”** – a person who has undergone trial and who has been convicted by final judgment by a court of law or tribunal, for the felony or offense he committed;
- h. **“Correctional Facility”** – a prison or jail;

- i. **“Counsel”** – a lawyer tasked or requested to assist a detention prisoner in explaining the provisions of Article 29 of the Revised Penal Code regarding the benefit of credit for preventive imprisonment;
- j. **“Destierro”** – a penalty in which a person shall not be permitted to enter the place of places designated in the sentence, or within the radius therein specified, which shall not be more than 250 and not less than 25 kilometers from the place designated;
- k. **“Detainee”** – an offender who is accused before a court of law or competent authority who is under preventive imprisonment or temporarily confined in jail or prison while undergoing investigation or trial or awaiting final judgment;
- l. **“Detainee’s Manifestation”** – a written declaration of a detained prisoner, with the assistance of a counsel, to abide by the same disciplinary rules imposed upon a convicted prisoner for the purpose of availing the full credit of the period of his preventive imprisonment;
- m. **“Detainee’s Waiver”** – a written declaration of a detained prisoner, with the assistance of a counsel, stating his refusal to abide by the same disciplinary rules imposed upon a prisoner convicted by final judgment and thus shall be entitled to a credit of four-fifths (4/5) of the time during his preventive imprisonment;
- n. **“Director”** – Director of the BUCOR;
- o. **“Felony”** – an act or omission defined and penalized under the provisions of the Revised Penal Code, as amended;
- p. **“Good Conduct”** – refers to the conspicuous and satisfactory behavior of a detention or convicted prisoner consisting of active involvement in rehabilitation programs, productive participation in authorized work activities or accomplishment of exemplary deeds coupled with faithful obedience to all prison/jail rules and regulation;
- q. **“Good Conduct Time Allowance” (GCTA)** – a privilege granted to a prisoner, whether detained or convicted by final judgment, entitling him to a reduction of his jail or prison term for every month of actual detention or service of sentence as a reward for good conduct and exemplary behavior;
- r. **“Habitual Delinquent”** – a person who, within a period of ten (10) years from the date of release from prison or last conviction of the crimes of serious or less serious physical injuries, robbery, theft, estafa, and falsification, is found guilty of any said crimes a third time or oftener;

- s. **“Jail”** – a detention or correctional facility managed by the BJMP or the local government unit mandated by law to safekeep and rehabilitate a prisoner who is under preventive imprisonment or who is sentenced to not more than three (3) years of imprisonment by order of a court of law or competent authority;
- t. **“Offense”** – a criminal act defined and penalized by special laws;
- u. **“Operations Manual”** – also referred to as “Manual of Operations”, a document of all pertinent issuances and laws which deal with the administration and management of jail or prison and the treatment and discipline of a prisoner in a detention or correctional facility;
- v. **“Preventive Imprisonment”** – is a temporary confinement in jail or prison while undergoing investigation or trial or awaiting final judgment;
- w. **“Prison”** – any correctional facility managed by the BUCOR to safekeep and rehabilitate a prisoner convicted by final judgment, whose sentence exceeds three (3) years, or who is sentenced to serve two (2) or more prison terms and whose aggregated sentences exceed three (3) years;
- x. **“Proper Authority”** – shall refer to:
  1. The Secretary of the Department of Justice (for the BUCOR), or
  2. The Secretary of the Department of the Interior and Local Government (for the BJMP), or
  3. The Provincial Governor (for the Provincial Jails).
- y. **“Recidivist”** – a person who, at the time of his trial for one crime, shall have been previously convicted by final judgment of another crime embraced in the same title of the Revised Penal Code, as amended.
- z. **“Special Time Allowance for Loyalty” (STAL)** – a privilege granted to a prisoner, whether detained or convicted by final judgment, who has evaded preventive imprisonment or service of sentence under the circumstances cited in Article 158 of the Revised Penal Code, as amended, and surrendered to the authorities within forty-eight (48) hours following the proclamation announcing the passing away of the calamity or catastrophe referred to in the said article in the form of a deduction of one-fifth (1/5) from his preventive imprisonment or service of sentenced or a deduction of two-fifth (2/5) if the prisoner opted to stay in jail or prison during the calamity;
- aa. **“Time Allowance for Study, Teaching and Mentoring” (TASTM)** – a privilege granted to a prisoner, whether detained or convicted by final judgment, as a reward for having earned a post-graduate degree or college degree, a certificate of completion of a vocational or technical skills or values development

course, a high school or elementary diploma or to one serving his fellow prisoner as teacher or mentor while incarcerated, equivalent to a deduction of a maximum of fifteen (15) days for every month of study or mentoring services; and

- bb. **“Warden”** – the head of the district municipal and city jails under the BJMP or the provincial and sub-provincial jails under the Office of the Provincial Governor.

## **RULE IV**

### **THE BENEFITS OF CREDIT FOR PREVENTIVE IMPRISONMENT (CPI)**

**Section 1. *Duty to Inform Detainees of the Credit for Preventive Imprisonment.***– It shall be the duty of the Chief of the BJMP, Jail warden or Director of the BUCOR having custody of the detention prisoner to inform him that the period of his preventive imprisonment shall be deducted from the term of his imprisonment in accordance with Article 29 of the revised Penal Code, as amended.

**Section 2. *Who are Entitled.***– An accused who has undergone preventive imprisonment shall be credited either full or four-fifths (4/5) term, for his actual detention or service of his sentence, provided he is not disqualified under Article 29 of the Revised Penal Code, as amended, and under the following section.

**Section 3. *Who are Disqualified.*** – The grant of credit for preventive imprisonment shall not apply to the following:

- a. An accused who is recidivist as defined under Article 14 (9), Chapter III, Book 1 of the Revised Penal Code;
- b. An accused who has been convicted previously twice or more than times of any crime; and
- c. An accused who, upon being summoned for the execution of his sentence, has failed to surrender voluntarily before a court of law.

**Section 4. *Effect of Detainee’s Manifestation.*** – An accused who has undergone preventive imprisonment shall be credited with the full time during which he has undergone preventive imprisonment if:

- a. He agrees voluntarily, in writing, to abide by the same disciplinary rules imposed upon convicted prisoners; and
- b. Such undertaking is executed with the assistance of a counsel.

**Section 5. Effect of Detainee's Waiver.**— An accused who has undergone preventive imprisonment and who does not agree to abide by the same disciplinary rules imposed upon prisoners convicted by final judgment shall be credited in the service of his sentence with four-fifths (4/5) of the time during which he has undergone preventive imprisonment if:

- a. He shall do so in writing; and
- b. With the assistance of counsel.

**Section 6. Provisional Release While Under Preventive Imprisonment. –**

- a. Whenever an accused has undergone preventive imprisonment for a *period equal to the imposable maximum imprisonment of the offense charged to which he may be sentenced* and his case is not yet decided, he shall be released immediately without prejudiced to the continuation of the trial thereof or the proceeding on appeal, if the same is under review, except for the following:
  1. Recidivist
  2. Habitual Delinquent
  3. Escapee
  4. Person charged with heinous crimes
- b. If the maximum penalty to which the accused may be sentenced is destierro, he shall be released after thirty (30) days of preventive imprisonment.

The computation of preventive imprisonment for purposes of immediate release shall be actual period of detention with good conduct time allowance: *provided*, however, that if the accused is absent without justifiable cause at any stage of the trial, the court may *motupropio* order the re-arrest of the accused.

**Section 7. GCTA of an Accused Qualified for CPI.** – An accused who is qualified for credit for preventive imprisonment shall also be qualified to avail of the benefit of good conduct time allowance provided for under Article 97 of the Revised Penal Code, as amended, and pursuant to the procedures laid down in Rule V hereof.

**Section 8. Deduction for Credit for Preventive Imprisonment when Imposable Penalty is Reclusion Perpetua.** – Credit for preventive imprisonment for the penalty of *reclusion perpetua* shall be deducted from thirty (30) years.

## **RULE V**

### **GOOD CONDUCT TIME ALLOWANCE (GCTA)**

**Section 1. Who are entitled.** – The good conduct of the following shall entitle them to the deductions described in Section 2 hereunder from their sentence as good conduct time allowance (GCTA) pursuant to Article 29 of the Revised Penal Code, as amended, and to Sections 2 to 8 hereof:

- a. A detention prisoner qualified for credit for preventive imprisonment for his good conduct and exemplary behavior; and
- b. A prisoner convicted by final judgment in any penal institution, rehabilitation or detention center or any other local jail for his good conduct and exemplary behavior.

**Section 2. Deductible Good Conduct Time Allowance.** – A qualified prisoner, whether detained or convicted by final judgment, shall be entitled to the following deductions from his sentence for good conduct:

- a. During the first two years of imprisonment, he shall be allowed a deduction of twenty days for each month of good behavior during detention;
- b. During the third to the fifth year, inclusive, of his imprisonment, he shall be allowed a reduction of twenty-three days for each month of good behavior during detention;
- c. During the following years until the tenth year, inclusive, of his imprisonment he shall be allowed a deduction of twenty-five days for each month of good behavior during detention; and
- d. During the eleventh and successive years of his imprisonment, he shall be allowed a deduction to thirty days for each month of good behavior during detention.

**Section 3. Management, Screening and Evaluation Committee (MSEC).**–

- a. The Director of the BUCOR, Chief of the BJMP and Wardens of various provinces, cities, districts and municipalities are mandated to assess, evaluate and grant time deduction to a deserving prisoner, whether detained or convicted by final judgment, in the form of GCTA, STAL and TASTM as prescribed by these Rules through the creation of the MSEC.
- b. The composition of the MSEC shall be determined by the Director of the BUCOR, Chief of the BJMP or Wardens of Provincial and Sub-Provincial, District, City, and Municipal Jails, respectively. Membership shall not be less

than five (5) and shall include a Probation and Parole Officer, and if available, a psychologist and a social worker.

- c. The MSEC shall prepare minutes of every meeting to record each proceeding.

**Section 4. Procedures for the Grant of Good Conduct Time Allowance.**– The following procedures shall be followed in the grant of GCTA:

- a. The BUCOR, BJMP and Provincial Jails shall give special considerations to satisfactory behavior of a detention or convicted prisoner consisting of active involvement in rehabilitation programs, productive participation in authorized work activities or accomplishment of exemplary deeds. It is understood that in all instances, the detained or convicted prisoner must faithfully obey all prison/jail rules and regulations;
- b. The BUCOR, BJMP and Provincial Jails shall each create the MSEC or such appropriate number of MSECs tasked to manage, screen and evaluate the behavior or conduct of a detention or convicted prisoner;
- c. After due consideration of the behavior or conduct shown by a detained or convicted prisoner, the MSEC shall then recommend to the appropriate official the appropriate GCTA that may be credited in favor of said prisoner ranging from the minimum allowable credit to the maximum credit thereof;
- d. Acting on the recommendation of the MSEC, the appropriate official named in Section 1 of Rule VIII hereof shall either:
  - 1. **Approve** the recommendation and issue a certification granting GCTA to the prisoner of the particular period;
  - 2. **Disapprove** the recommendation if the prisoner recommended is not qualified to be granted the benefit or that errors or irregularities attended the evaluation of the prisoner; or
  - 3. **Return** the recommendation, without action, for corrections as regards the name, prison number or other clerical or inadvertent errors, or for further evaluation of the conduct or behavior of the prisoner concerned.
- e. The appropriate official concerned shall ensure that GCTAs are processed each month and that there is proper recording of a prisoner's good behavior in the jail or prison records.

**Section 5. Computer Template and Manual.** – The BUCOR, BJMP and Provincial Jails shall design and use a computer-generated or automated template to monitor the progress of detainees or prisoners convicted by final judgment capable of incorporating time allowances that may be granted to each of them. In addition, a written computation table or manual of preventive imprisonment or service of sentence incorporating time allowances shall be prepared and used as the primary official reference by the BUCOR, BJMP and Provincial Jails.

**Section 6. Time Allowance for Study, Teaching and Mentoring (TASTM).** – At any time during the period of imprisonment, an accused or prisoner convicted by final judgment shall be allowed, in addition to the benefits provided for under Section 2, Rule V, another deduction of fifteen (15) days, for each month of his time rendered for –

- a. Study
- b. Teaching; or
- c. Mentoring service

**Section 7. Procedures for the Grant of TASTM.** –

- a. The BUCOR, BJMP and Provincial Jails shall each keep a master list of detainees or prisoners convicted by final judgment, who have been allowed, subject to their respective detention or prison facility;
- b. The MSEC shall be tasked to monitor and certify whether said prisoner, for the period covered, has actually studied, taught or performed mentoring duties;
- c. If the prisoner is qualified, the MSEC shall recommend to the concerned officials the grant of TASTM who shall approve the same by issuing a corresponding certification.

## **RULE VI SPECIAL TIME ALLOWANCE FOR LOYALTY (STAL)**

**Section 1. Special Time Allowance for Loyalty.** –

- a. A deduction of one-fifth (1/5) of the period of his sentence shall be granted to any prisoner who, having evaded his preventive imprisonment or the service of his sentence under the circumstances mentioned in Article 158 of the Revised Penal Code, gives himself up to the authorities within forty-eight (48) hours

following the issuance of a proclamation announcing the passing away of the calamity or catastrophe referred to in said article.

- b. A deduction of the two-fifths (2/5) of the period of his sentence shall be granted in case said prisoner chose to stay in the place of his confinement notwithstanding the existence of a calamity or catastrophe enumerated in Article 158 of the Revised Penal Code.

*Provided*, that he has not committed other offense or any act in violation of the law or the Act.

## RULE VII PARTIAL EXTINCTION OF CRIMINAL LIABILITY

***Section 1. Partial Extinction of Criminal Liability.*** – Criminal liability is extinguished partially:

- a. By conditional pardon;
- b. By commutation of sentence; and
- c. For good conduct allowances which the culprit may earn while he is undergoing preventive imprisonment or serving sentence.

## RULE VIII OFFICIALS AUTHORIZED TO GRANT TIME ALLOWANCES

***Section 1. Who Grants Time Allowances.*** – Whenever lawfully justified, the following officials shall grant allowances for good conduct:

- a. Director of the Bureau of Corrections;
- b. Chief of the Bureau of Jail Management and Penology; and/or
- c. Warden of a Provincial, District, City or Municipal Jail.

***Section 2. Irrevocability of Time Allowances.***—Allowances such as GCTA, TASTM and STAL, once granted by the authorized official, shall not be revoked.

## **RULE IX OPERATIONS MANUAL**

**Section 1. Manual.** – The BUCOR, the BJMP and the Provincial Jails shall provide and each have their own new manual to guide them in the effective implementation and carry out the mandate of Republic Act No. 10592 and these Rules.

## **RULE X FINAL PROVISIONS**

**Section 1. Penal Clause.** – Faithful compliance with the provisions of Republic Act No. 10592 and these Rules is mandated. The penalty of one (1) year imprisonment, a fine of One Hundred Thousand Pesos (P100,000.00) and perpetual disqualification to hold office shall be imposed against any public officer or employee who violates the provisions of this Rule.

**Section 2. Separability Clause.** – If any provision of these Rules shall be declared invalid or unconstitutional, the remaining provisions not otherwise affected shall remain valid and subsisting.

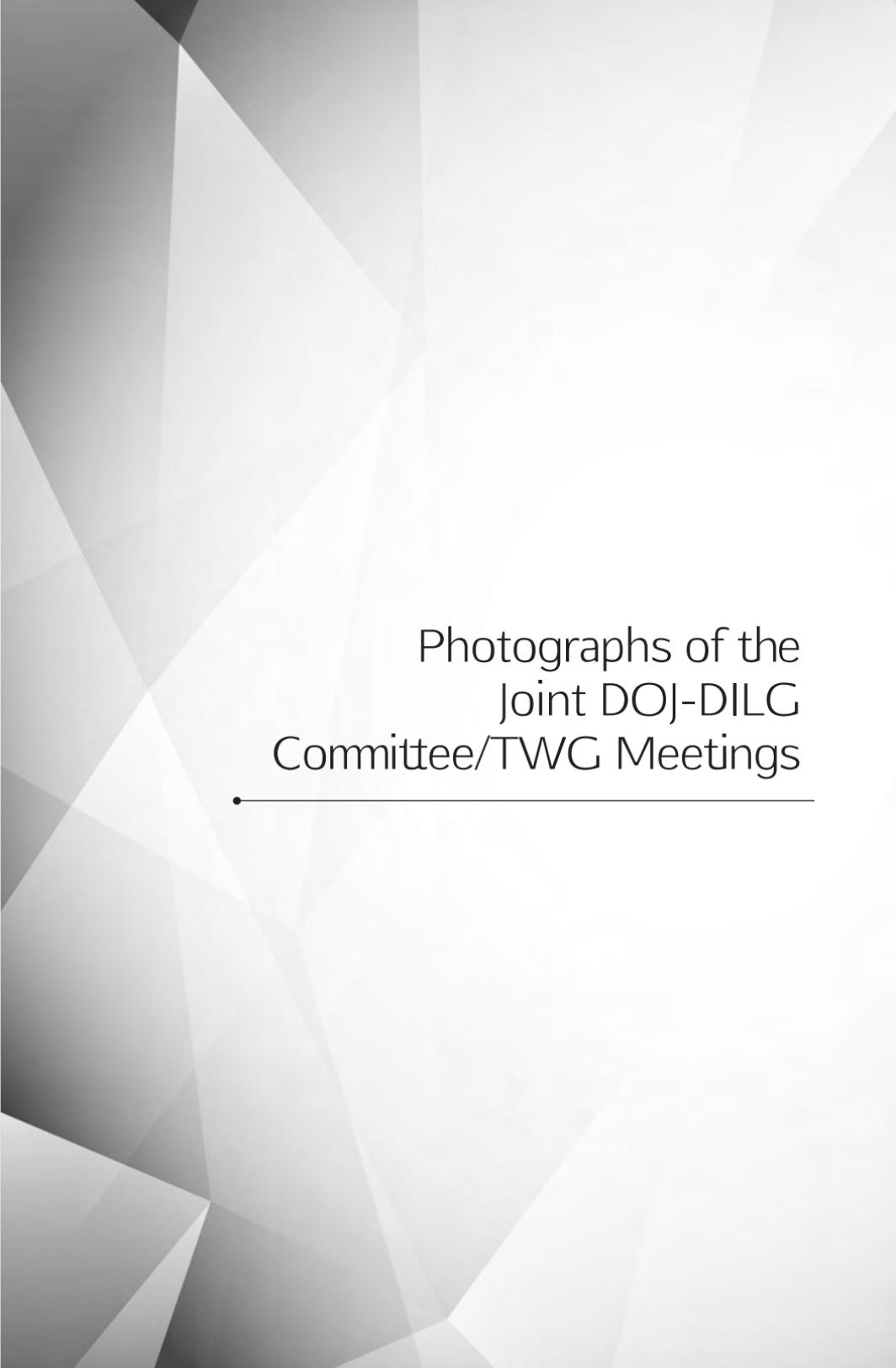
**Section 3. Repealing Clause.** – All policies, issuances, rules and regulations inconsistent with these Rules are hereby modified or repealed accordingly.

**Section 4. Effectivity Clause.** – These Rules shall take effect fifteen (15) days after the date of its publication in a newspaper of general circulation in the Philippines.









Photographs of the  
Joint DOJ-DILG  
Committee/TWVG Meetings

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## Joint DOJ-DILG Committee Meeting

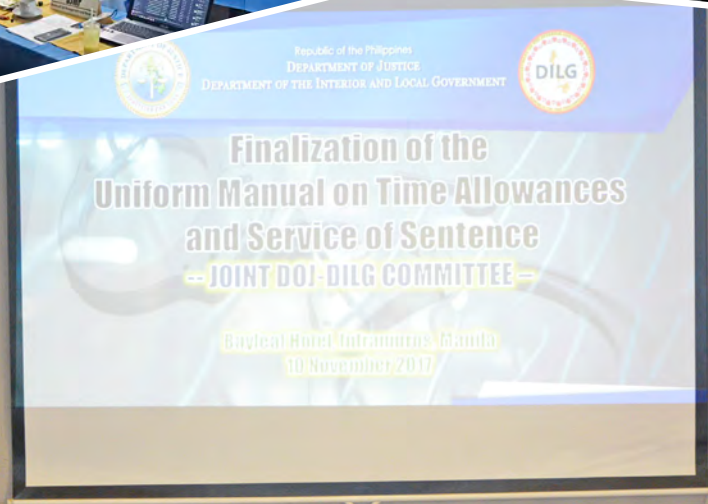
The Bayleaf - Intramuros, Manila  
10 November 2017

















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