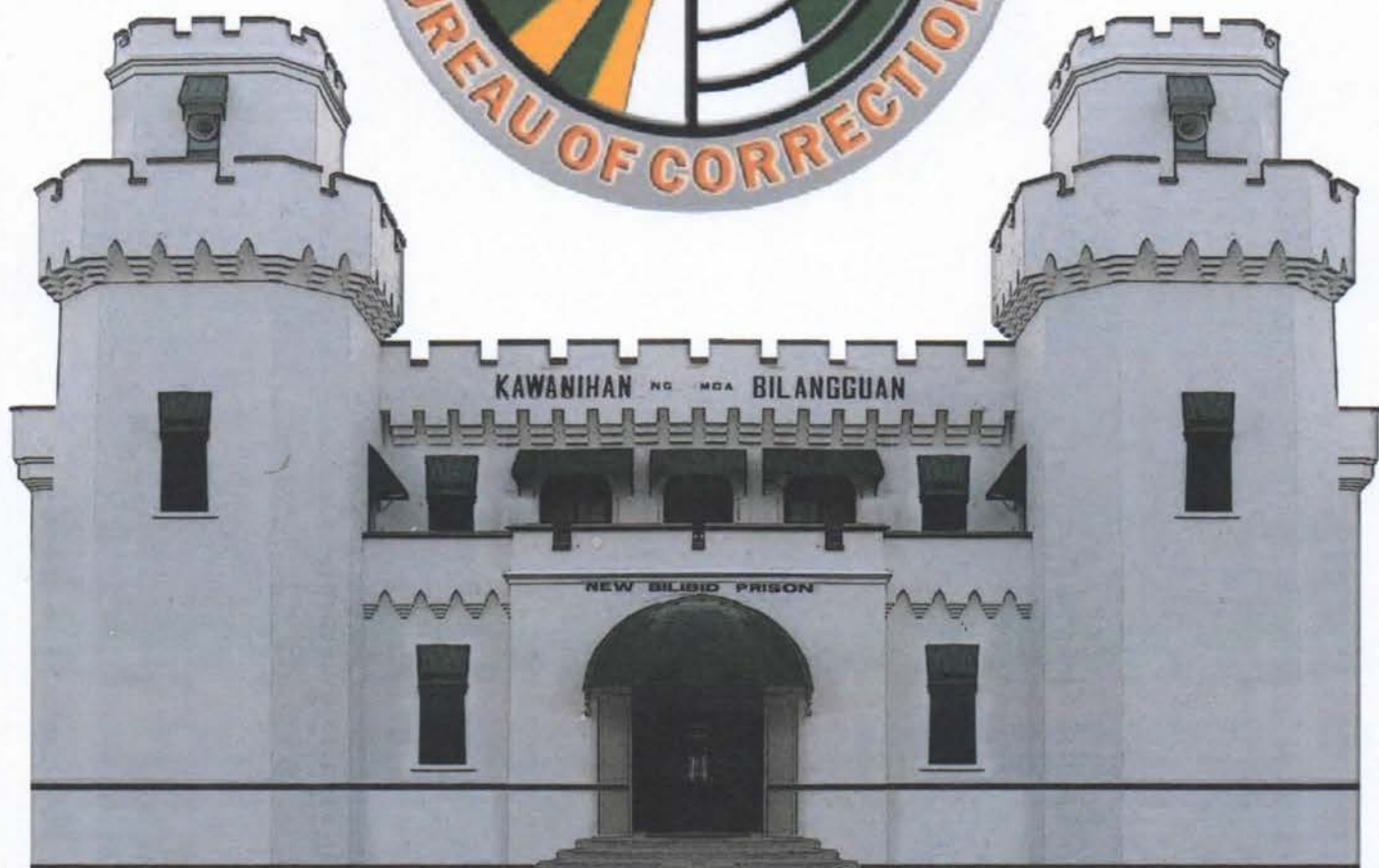
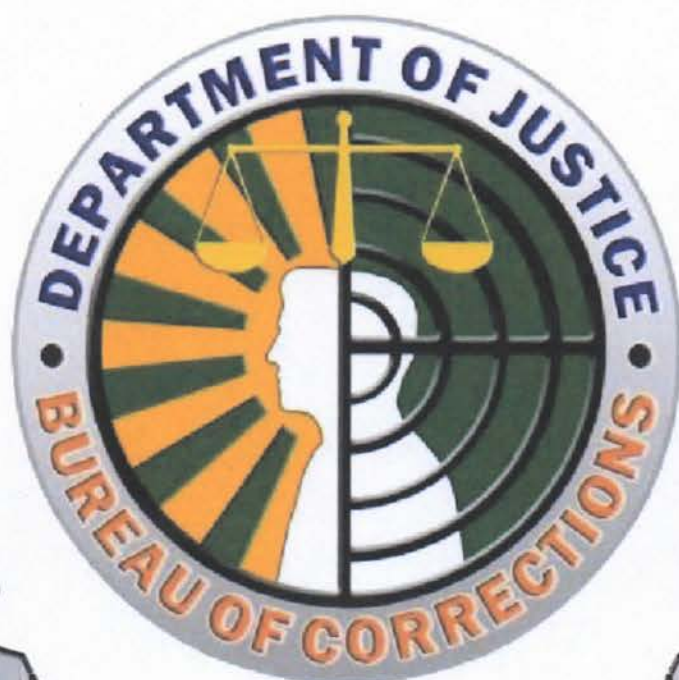


# THE BUREAU OF CORRECTIONS

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## OPERATING MANUAL



## **BUREAU OF CORRECTIONS**

### **OPERATING MANUAL**

WHEREAS, under Section 36, Chapter 6, Book IV of Executive Order No. 292, "The Administrative Code of 1987", the head of a bureau or office is authorized to issue rules and regulations to secure the harmonious and efficient administration of his bureau or office and to carry into full effect the laws relating to matters within his jurisdiction;

WHEREAS, there is a need to integrate existing laws, rules and regulations that govern the safekeeping and treatment of inmates confined in national penal establishment;

NOW, THEREFORE, pursuant to the provisions of existing laws, the following Operating Manual is hereby adopted for the guidance and observance of the custodial and other personnel of the Bureau of Corrections:

## BOOK I

### PART – I. GENERAL PROVISIONS

SECTION 1. *Purpose of confinement* – A person is committed to prison –

- a. to segregate him from society; and
- b. to rehabilitate him so that upon his return to society he shall be a responsible and law-abiding citizen.

SECTION 2. *Basic Principles* – The rules on the admission, custody and treatment of inmates –

- a. seek to promote discipline and to secure the reformation and safe custody of inmates.
- b. shall be applied impartially, without discrimination on grounds of race, color, sex, language, religion or other opinion, national or social origin, property, birth or other status.
- c. shall be enforced with firmness but tempered with understanding.

SECTION 3. *Definition of terms* – As used herein, unless the context otherwise requires

- a. "Prison" refers to a penal establishment under the control of the Bureau of Corrections and shall include the New Bilibid Prison, the Correctional Institution for Women, the Leyte Regional Prison and the Davao , San Ramon, Sablayan and Ihawig Prison and Penal Farms;
- b. "Competent authority" shall refer to the Supreme Court, Court of Appeals, Regional Trial Court, Metropolitan Trial Court, Municipal Circuit Trial Court, Sandiganbayan, Military Courts, House of Representatives, Senate, Commission on Elections, Bureau of Immigration and the Board of Pardons and Parole;
- c. "Inmate" refers to a national prisoner or one sentenced by a court to serve a maximum term of imprisonment of more than three (3) years or to a fine of more than one thousand pesos (P1,000); or regardless of the length of the sentence imposed by the court, to one sentenced fro violation of the customs law or other laws within the jurisdiction of the Bureau of Customs or enforceable by it, or for violation of immigration and elections laws; or to one sentenced to serve two (2) or more prison sentences in the aggregate exceeding the period of three (3) years, whether or not he has appealed. It shall also include a person committed to the Bureau by a court or competent authority for safekeeping or similar purpose. Unless otherwise indicated, "inmate" shall refer to a "detainee".
- d. "Detainee" is a person who is confined in prison pending preliminary investigation, trial or appeal; or upon legal process issued by competent authority;

- e. "Death Convict" refers to an inmate in whose death penalty imposed by a Regional Trial Court is affirmed by the Supreme Court *en banc*,
- f. "Bureau" refers to the Bureau of Corrections;
- g. "Director" refers to the Director of the Bureau;
- h. "Department" refers to the Department of Justice;
- i. "Secretary" refers to the Secretary of Justice;
- j. "Superintendent" refers to the one in charge of a prison;
- k. "Guard" refers to a member of the custodial force of a prison;
- l. "Board" refers to the Board of pardons and Parole;
- m. "Carpeta" refers to the institutional record of an inmate which consists of his mittimus/commitment order, the prosecutor's information and the decision of the trial court, including that of the appellate court, if any;
- n. "Prison Record" refers to information concerning an inmate's personal circumstances, the offense he committed, the sentence imposed, the criminal case numbers in the trial and appellate courts, the date he commenced service for sentence, the date he was received for confinement, the date of expiration of his sentence, the number of previous convictions, if any, and his behavior or conduct while in prison.

**SECTION 4. Status of Inmate as affected by appeal.** – Pending an appeal, the status of an inmate shall not be changed. Whenever upon appeal, the sentence of an inmate is reduced to a maximum term of imprisonment of less than three (3) years or to a fine that does not exceed one thousand pesos (P1,000), the inmate shall be transferred to the custody of the Bureau of Jail Management and Penology or to the Provincial Government concerned for service of sentence. In such case, the maintenance of the convict shall be transferred to the appropriate jail institution from the date of judgment of the higher court and shall not be retroactive.

**SECTION 5. Status of an inmate as affected by parole, allowance of good behavior, etc.** – The provisions of law relative to parole, conditional pardon and the diminution of sentences for good behavior shall not construed to change the status of an inmate or to affect the liability for his maintenance.

## **PART II. ADMISSION AND CONFINEMENT OF INMATES**

### **CHAPTER 1. RECEPTION AND DIAGNOSTIC CENTER**

**SECTION 1. Reception and Diagnostic Center ; functions.** – There shall be a Reception and Diagnostic Center in every prison which shall receive, study and classify inmates and detainees committed to the Bureau.

**SECTION 2. Quarantine** – Upon admission in the Reception and Diagnostic Center , an inmate shall be placed in quarantine for at least five (5) days during which he shall be

- a. given physical examination to determine any physical illness or handicap or mental ailment and to segregate those suspected of having an infectious or contagious disease. If found sick, the inmate shall be immediately confined in the prison hospital;
- b. oriented with prison rules; and
- c. interviewed by a counselor, social worker or other program staff officers. The interview shall be conducted in private.

**SECTION 3. *Assignment of inmate*** – After the quarantine period, the inmate shall remain in the Reception and Diagnostic Center for a period not exceeding fifty-five (55) days where he shall undergo psychiatric, psychological, sociological, vocational, educational and religious and other examinations. The results of said examinations shall be the basis for the inmate's individualized treatment program. Thereafter, he shall be assigned to a prison facility as may be recommended by the Chief of the Reception and Diagnostic Center .

**SECTION 4. *Inmate Record*** – The Reception and Diagnostic Center shall keep a complete record of an inmate which shall include the inmate's personal circumstances; a brief personal, social and occupational history; the result of the intake interview; and initial security classification.

## **CHAPTER 2. ADMISSION OF INMATES**

**SECTION 1. *Admission*** – An inmate shall be admitted in the Reception and Diagnostic Center of a prison upon presentation of the following documents:

- a. *Mittimus/Commitment Order* of the court;
- b. *Information and Court decision in the case*;
- c. Certificate of Detention , if any and
- d. Certification that the case is not on appeal.
- e. A female inmate shall be received only at the CIW.

**SECTION 2. *Form of mittimus/commitment order*** - The *mittimus/commitment order* shall be under the signature of the judge and shall bear the seal of the court attested by the clerk of court thereof.

**SECTION 3. – *Registration Book*** – A prison shall keep a bound registration book wherein all commitments shall be recorded chronologically. The register shall contain the following entries:

- a. Name of inmate;
- b. Reason for commitment and the authority therefore;
- c. Sentence;
- d. Date and hour of admission; and
- e. Date and hour of discharge or transfer and basis therefore.

**SECTION 4. Admission -process** – After registration, the inmate shall be photographed, front and side view, fingerprinted and assigned a permanent prison number. The male inmate shall then be given a regulation haircut and his beard/mustache, if any, shall be shaven off.

**SECTION 5. Hairpieces** - An inmate may not wear a wig or artificial hairpiece, unless medical authorization to do so is approved by the Superintendent.

**SECTION 6. Place for admission** – The admission of an inmate shall be made in an area that is physically separated from the general prison population.

**SECTION 7. Body search if inmate; personal effects** - Upon admission, the inmate shall be searched thoroughly. He shall be allowed to retain in his possessions only such articles as are authorized hereunder. A list of all articles taken from the inmate shall be entered in the inmate's record and receipted for by the guard in charge thereof. All articles taken from the inmate shall be returned to him upon his discharge unless previously disposed of at the inmate's request or ordered condemned by the Superintendent after a lapse of two (2) years.

If the inmate brings in any drug or medicine, the medical officer on duty shall decide on its disposition.

**SECTION 8. Confiscation of contraband** – Narcotics and all other prohibited drugs or substances, the possession and /or use of which are punishable under our laws, all types of weapons, substances or chemicals that may cause injury to persons, and items or articles which an inmate is not allowed to possess under prison rules shall be considered contraband items and confiscated.

**SECTION 9. Issuance of uniforms etc** – The newly-admitted inmate shall be issued two (2) regulation uniform/suits and two (2) t-shirts. Whenever practicable, he shall also be issued the following items:

- a. One (1) blanket;
- b. One (1) mat;
- c. One (1) pillow with pillow case;
- d. One (1) mosquito net;
- e. One (1) set, mess kit; and
- f. One (1) pair, slippers.

The inmate shall be held responsible and accountable for the items issued to him.

**SECTION 10. Personal effects of inmate** – In addition to the articles supplied by the prison, the inmate may bring clothes and other items essential to his well-being, provided the quantity, nature and dimension thereof will not interfere with the safety and living conditions of the other inmates. The Superintendent may allow the inmate to bring

electrical equipment like television sets, radio cassettes, video players, electric fans and similar items provided the same is for common use with other inmates.

In no case shall an inmate be allowed to bring in luxurious items such as air conditioners, carpets, sofas, beds, sleeping mattresses, washing machines and the like.

**SECTION 11. *Wearing of jewelry*** – An inmate may not wear jewelry items. He may, however allowed to wear an inexpensive watch and the like.

### **CHAPTER 3. CLASSIFICATION OF INMATES**

**SECTION 1. *Classification Board*** - Every prison shall have a Classification Board that shall classify inmates in accordance with this Chapter. The Board shall be composed of the following:

Chairman .....	Superintendent
Vice-chairman .....	Chief, Reception and Diagnostic Center
Members ... ..	Medical Officer; Chief, Education Section; Chief, Agro-Industries Section
Secretary .....	Chief Overseer

**SECTION 2. *Inmates; how classified*** - Inmates shall be classified as to security status and as to entitlement to prison privileges.

**SECTION 3. *Classification of inmates as to security risk*** – An inmate shall be assigned to any of the following groups:

- a. Maximum security – This shall include highly dangerous or high security risk inmates as determined by the Classification Board who require a high degree of control and supervision. Under this category are –
  - i. those sentenced to death;
  - ii. those whose minimum sentence is twenty (20) years imprisonment;
  - iii. remand inmates or detainees whose sentence is twenty (20) years and above and those whose sentences are under review by the Supreme Court or the Court of Appeals;
  - iv. those with pending cases;
  - iv. recidivists, habitual delinquents and escapees;
  - v. those confined at the Reception and Diagnostic Center ;
  - vi. those under disciplinary punishment or safekeeping; and
  - vii. those who are criminally insane or those with severe personality or emotional disorders that make them dangerous to fellow inmates or the prison staff

- b. Medium Security – This shall include those who cannot be trusted in less-secured areas and those whose conduct or behavior require minimum supervision. Under this category are –
- i. those whose minimum sentence is less than twenty (20) years imprisonment;
  - ii. remand inmates or detainees whose sentences are below twenty (20) years;
  - iii. those who are eighteen (18) years of age and below, regardless of the case and sentence;
  - iv. those who have two (2) or more records of escapes. They can be classified as medium security inmates if they have served eight (8) years since they were recommitted. Those with one (1) record of escape must serve five (5) years; and
  - v. first offenders sentenced to life imprisonment. They may be classified as medium security inmates if they have served five (5) years in a maximum security prison or less, upon recommendation of the Superintendent. Those who were detained in a city and/or provincial jail shall not be entitled to said classification.
- c. Minimum Security – This shall include those who can be reasonably trusted to serve their sentence under less restricted conditions. Under this category are –
- i. those with severe physical handicap as certified by the chief medical officer of the prison;
  - ii. those who are sixty-five (65) years old and above, without pending case and whose convictions are not on appeal;
  - iii. those who have served one-half (1/2) of their minimum sentence or one-third (1/3) of their maximum sentence, excluding Good Conduct Time Allowance (GCTA) as provided in Chapter 4, Part III hereof; and
  - iv. those who have only six months more to serve before the expiration of their maximum sentence.

**SECTION 4.** *Color of uniform as to security classification* - The color of the uniform of an inmate shall be based on his security classification, as follows:

- a. Maximum security – tangerine
- b. Medium security – blue
- c. Minimum security – brown
- d. Detainee – gray



**SECTION 5.** *Classification of inmates as to entitlement to privileges* - Inmates shall be classified as follows to determine their entitlement to prison privileges:

- a. Detainee;
- b. Third Class inmate – one who has either been previously committed for three (3) or more times as a sentenced inmate, except those imprisoned for non-payment of a fine and those who had been reduced from a higher class;
- c. Second Class inmate – a newly arrived inmate demoted from first class; or one promoted from the third class;
- d. First Class inmate – one whose known character and credit for work while in detention earned assignment to this class upon commencement of sentence; or one who has been promoted from the second class;
- e. Colonist.

**SECTION 6.** *Colonist* – The Director may, upon the recommendation of the Classification Board, classify an inmate who has the following qualifications as a colonist:

- a. be at least a first class inmate and has served one (1) year immediately preceding the completion of the period specified in the following qualifications;
- b. has served imprisonment with good conduct for a period equivalent to one fifth (1/5) of the maximum term of his prison sentence, or seven (7) years in the case of a life sentence.

**SECTION 7.** *Privileges of a colonist* – A colonist shall have the following privileges:

- a. credit of an additional GCTA of five (5) days for each calendar month while he retains said classification aside from the regular GCTA authorized under Article 97 of the Revised Penal Code;
- b. automatic reduction of the life sentence imposed on the colonist to a sentence of thirty (30 ) years;
- c. subject to the approval of the Director, to have his wife and children, or the woman he desires to marry, live with him in the prison and penal farm. Transportation expenses of the family going to and the discharge of the colonist from the prison and penal farm shall be for the account of the government. The family may avail of all prison facilities such as hospital, church and school free of charge. All the members of the family of a colonist shall subject to the rule governing the prison and penal farm;
- d. as a special reward to a deserving colonist, the issuance of a reasonable amount of clothing and ordinary household supplies from the government commissary in addition to free subsistence; and
- e. to wear civilian clothes on such special occasions as may be designated by the Superintendent.

**SECTION 8.** *Inmates who are spouses* – Husband and wife inmates may be allowed to serve their sentence together in a prison and penal farm as soon as both are classified as colonists.

**SECTION 9.** *Revocation of colonist status* - The grant of colonist status may, for cause, be revoked at anytime by the Superintendent with the approval of the Director.

#### **CHAPTER 4. CONFINEMENT AND ACCOMODATIONS OF INMATE**

**SECTION 1.** *Place of confinement* – An inmate shall only be confined in a place declared by the President of the Philippines by Executive Order to be a place of confinement of national inmates or by specific direction of the court, provided that amale inmate shall be committed directly to and shall be confined in a prison nearest his actual place of residence. A prison may also be used as a place of detention for other classes of inmates or for temporary safekeeping of any person detained upon legal process.

**SECTION 2.** *Security compounds* – A prison shall, whenever possible, have separate prison compounds for the segregation of inmates according to their security classification. Each compound shall be under a Superintendent who is assisted by an Assistant Superintendent.

**SECTION 3.** *Separate facilities* – Where facilities permit, there shall be separate dormitories to house inmates under the following categories:

- a. Finally sentenced inmates;
- b. Death convicts;
- c. Inmates who, by reason of their criminal record, are likely to exercise a negative influence on other inmates;
- d. Detainees;
- e. Youth offenders or those below eighteen years of age;
- f. First Offenders;
- g. Habitual Delinquents, recidivists, escapees;
- h. Infirm, aged, invalids and other finally convicted inmates whose physical condition seriously impairs their mobility;
- i. Those suffering from mental disease or abnormality, including sexual deviates;
- j. Female offenders;
- k. Drug dependents;
- l. Foreign Nationals; and
- m. Members of cultural minorities.

#### **SECTION 4. *Prison accommodations standards***

- a. All accommodations for the use of inmates shall meet requirements of sanitation and hygiene with emphasis on adequate ventilation, living space and lighting.
- b. Bathrooms and washing areas shall be provided in every prison facility.
- c. All areas regularly used by inmates shall be properly maintained and kept clean at all times.
- d. Beds and clothing shall be neatly made up in a uniform manner at all times. Beds and buildings occupied by inmates shall be thoroughly disinfected at least one a month.
- e. Cleanliness shall be maintained at all times in all dormitories or cells specially toilet and baths.
- f. As often as it is necessary, an inmate shall send his dirty clothes to the laundry.
- g. Every Sunday and Holiday, if weather permits, inmates will expose their clothes, beds, bedding and so forth in the sunshine in an area designated for the purpose. Cleanliness of the premises of the dormitories and their surroundings shall be strictly enforced. Littering is prohibited.
- h. Inmates shall be served meals three (3) times a day. Breakfast shall be served not more than fourteen (14) hours after the previous day's dinner.

**SECTION 5. *Youth camps*** – The Bureau shall maintain agricultural and forestry camps where youth offenders may serve their sentence in lieu of confinement in a prison.

#### **CHAPTER 5. TRANSFER OF INMATES**

**SECTION 1. *Transfer of inmate to another prison*** – An inmate may be transferred by the Director upon the recommendation of the Superintendent concerned to another prison facility to bring said inmate closer to his family or as part of his rehabilitation program.

**SECTION 2. *Transfer of insane inmates*** – An inmate who has been confirmed to be mentally abnormal or insane may be transferred to a mental hospital with the approval of the Director.

**SECTION 3. *Transfer of inmate to a stockade of the Armed Forces of the Philippines (AFP)*** – The confinement of an inmate may be transferred to an AFP stockade provided the inmate is certified as minimum security risk and does not belong to any of the following categories:

- a. Inmate serving a life term or sentenced to death;
- b. Inmate with a previous record of escape;
- c. Recidivist;
- d. Inmate serving sentence for a crime involving moral turpitude;

- e. Female inmate;
- f. Inmate who had previously been transferred to an AFP stockade and was returned to prison for cause;
- g. Inmate who is more than fifty (50) years old or who can no longer perform manual work;
- h. Inmate who is a permanent resident of a place within a radius of one hundred (100) kilometers from the stockade where he is being transferred; or
- i. Inmate with a pending case or who is a witness in any pending criminal case.

**SECTION 4.** *Transfer of inmate not eligible to be a colonist to a prison and penal farm* – Upon the recommendation of the Classification Board, the Director may also transfer to a prison and penal farm an inmate who, although not eligible for classification as a colonist, is:

- a. physically and psychologically fit to absorb the rehabilitative program in the colony, or
- b. that such inmate is the therapeutically indicated.

**SECTION 5.** *Transfer to a provincial jail and vice versa* – The President of the Philippines may direct, as the occasion may require, the transfer of inmates from a national prison to a provincial jail, or vice versa. The expense for such transfers shall be borne by the Bureau except the cost of escort service which shall be provided by the Philippine National Police.

**SECTION 6.** *Mental and physical examination of inmate to be transferred* – The inmate shall be given a mental and physical examination prior to his transfer.

## **CHAPTER 6. OUTSIDE MOVEMENT OF INMATES**

**SECTION 1.** *Movement of inmate outside confinement facility* – The Superintendent of a prison may authorize an inmate to be taken out of prison in the following instances:

- a. to appear in court or other government agency as directed by competent authority;
- b. for medical examination/treatment or hospitalization in an outside clinic or hospital; or
- c. to view the remains of a deceased relative.

**SECTION 2.** *Approval by Secretary of outside movement* – The prior approval of the Secretary shall be required for the outside movement of an NBP or CIW inmate as provided in paragraphs b. and c. above.

**SECTION 3.** *Outside movement of death convict* – A death convict shall not be allowed to leave his place of confinement except for the urgent treatment or diagnosis of a life-threatening or serious ailment, if the diagnosis is cannot be done or the treatment provided in the prison hospital.

**SECTION 4. *Basis of Court appearance*** – The court appearance of an inmate shall be based on a subpoena issued by the court as endorsed by the Director.

**SECTION 5. *Court appearance of life term or death convict*** – No inmate sentenced to death or life imprisonment confined in the NBP shall be brought outside said prison for appearance or attendance in any court except when the Supreme Court authorizes the presiding judge of the court, upon proper application, to effect the said transfer of said inmate. The NBP Superintendent shall request the judge in Metro Manila and in the provinces of Rizal, Bulacan, Cavite and Laguna who requires the appearance or attendance in any judicial proceeding of an NBP death convict or life term to conduct such proceeding within the premises of the said prison.

**SECTION 6. *Application to view the remains of deceased relative; supporting documents*** – A minimum or medium security inmate may, upon written application, be allowed by the Superintendent to view the remains of the following relatives upon written application and submission of the original or certified true copies of the death certificate, the burial permit and the documents specified hereunder:

- a. Wife or husband (marriage certificate)
- b. Child (birth certificate of child and marriage certificate of the inmate);
- c. Brother/sister (birth certificate of brother/sister and birth certificate of the inmate);
- d. Father/mother (birth certificate of the inmate);
- e. Grandchild (birth certificate of grandchild and of the latter's parent who may be son or daughter of the inmate);
- f. Grandparent (birth certificate of the inmate and of his/her parent who is the son/daughter of the deceased grandparent).

**SECTION 7. *When to file application*** – The application to view the remains of the deceased relative and all its supporting documents shall be filed with the Superintendent at least two (2) days before the enjoyment of the privilege sought.

In the case of an NBP or CIW inmate, the application and its supporting documents, together with the prison record of the inmate and the favorable recommendation of the Superintendent thereof and the Director, shall be forwarded to the Secretary for final action at least one (1) working day before the privilege is to be enjoyed.

**SECTION 8. *Duration of privilege*** - The inmate may be allowed more or less three (3) hours to view the deceased relative in the place where the remains lie in state but shall not be allowed to pass any other place in transit, or to join the funeral cortege.

**SECTION 9. *Distance of travel*** – The privilege may be enjoyed only if the deceased relative is in a place within a radius of thirty (30) kilometers by road from the prison. Where the distance is more than thirty (30) kilometers, the privilege may be extended if the inmate can leave and return to his place of confinement during the daylight hours of the same day.

## PART III. RIGHTS AND PRIVILEGES OF AN INMATE

### CHAPTER 1. RIGHTS OF AN INMATE

**SECTION 1.** *Rights of an inmate* – An inmate shall have the following basic rights:

- a. to receive compensation for labor he performs;
- b. to be credited with time allowances for good conduct and loyalty;
- c. to send and receive mail matter;
- d. to practice his religion or observe his faith;
- e. to receive authorized visitors;
- f. to ventilate his grievances through proper channels; and
- g. to receive death benefits and pecuniary aid for injuries.

**SECTION 2.** *Privileges of an inmate* - The following privileges shall be extended to an inmate:

- a. Attend or participate in any entertainment or athletic activity within the prison reservation;
- b. Read books in the library;
- c. Smoke cigar and cigarettes, except in prohibited places;
- d. Participate in civic, religious and other activities authorized by prison authorities; and
- e. Receive gifts and prepared food from visitors subject to inspection.

**SECTION 3.** *Rights of a detainee* – A detainee aside may, aside from the rights and privileges enjoyed by a finally convicted inmate, wear civilian clothes and to grow his hair in customary style.

### CHAPTER 2. PRISON LABOR

**SECTION 1.** *Prison labor of finally convicted inmate* – A finally convicted able-bodied inmate may be required to work at least eight (8) hours a day, except on Sundays and legal holidays, in and about the prison, public buildings, grounds, roads, and other public works of the national government. In the interest of the service, however, they may be required to work on excepted days.

**SECTION 2.** *Prison labor of a detainee* – A detainee may not be required to work in prison. However, he may be made to police his cell and perform such other labor as may be deemed necessary for hygienic or sanitary reasons.

**SECTION 3.** *Agreement of detainee to abide by rules imposed on finally convicted inmates* – Upon his admission, the detainee shall be informed that he may be credited in the service of his prison sentence with the full time during which he may have undergone preventive imprisonment if he agrees in writing to abide by the same disciplinary rules imposed on convicted previously twice or more times of any crime.

If the detainee agrees, he shall be asked to manifest agreement in writing.

**SECTION 4.** *Certification of Superintendent if detainee refuses to abide by rules imposed on finally convicted inmates.* – If the detainee does not agree to abide by the same disciplinary rules as a finally convicted inmate, the Superintendent shall issue a certification under oath to effect that the detainee was apprised of his right to be credited in the service of his prison sentence with the full time during which he may have undergone preventive imprisonment and that the inmate refused to abide by the rules imposed upon convicted inmates.

In such case, the detainee shall be credited in the service of his sentence with four-fifths (4/5) of the time during which he has undergone preventive imprisonment.

**SECTION 5.** *Agreement or Certification as part of prison record* – The Agreement or certification mentioned above shall form part of the prison record of the detainee.

**SECTION 6.** *Female inmate* – A female inmate shall only be assigned to work on jobs suitable to her age and physical condition. She shall be supervised only by women officers.

**SECTION 7.** *Old inmate* – An inmate over sixty (60) years of age may be excused from mandatory labor.

**SECTION 8.** *Place of work assignment* – Only medium and minimum security inmates may be assigned to work in agricultural field projects within a prison reservation. Maximum-security inmates shall not be allowed to work outside the maximum security compound.

**SECTION 9.** *Work programs* - Work programs shall be conducted in prison to promote good work habits and self-esteem among inmates and not as a means to exploit cheap prison labor as a punishment for deviant behavior.

### **CHAPTER 3. COMPENSATION CREDITS**

**SECTION 1.** *Inmate compensation* – Six (6) months after being permanently assigned to work in prison, an inmate may receive compensation credits at rates to be prescribed by the Director, provided:

- a. He maintains good conduct; and
- b. He shows interest and a definite degree of progress in the particular work assigned to him.

**SECTION 2.** *Compensation credits* – Compensation credits shall be allowed in the payment of those classified on workmanship as may be prescribed by the Director.

**SECTION 3.** *Keeping of work record of inmate* – A record shall be kept of inmates showing the workmanship classification of skilled and semi-skilled grades. The

credits accruing to each shall be made monthly in accordance with the approved recommendation of the committee named for this purpose. A copy of the committee's recommendation, duly approved by the Director or the Superintendent, shall be furnished the Commission on Audit for his information in connection with his duty supervising the proper accountability of the fund created, the credits to which shall be part of the inmate's Trust Fund.

**SECTION 4. *Compensation earned, how applied*** – The whole or part of the compensation credits earned by an inmate may be forfeited and applied to the payment of supplies and equipment lost or damaged resulting from the inmate's misconduct or willful negligence. One-half (1/2) of said earnings may be utilized by the inmate to purchase some of his needs. The remainder shall be withheld, to be paid to him upon release only. In exceptional cases, however, upon satisfactory showing of a necessity for withdrawal, the Director or the Superintendent may authorize the disbursement of any part of the amount retained.

**SECTION 5. *Trust fund*** – Compensation credits earned by the inmate as provided for in the preceding section and all monies received by him from any source shall be deposited in the Trust Fund provided for the purpose.

**SECTION 6. *Withdrawal of earnings*** – The inmate may, at any time, withdraw from his compensation earnings in an amount not exceeding one-half (1/2) of his total earnings. However, in cases of urgent need and at the discretion of the Superintendent, the whole of his earnings may be withdrawn. But he may, at any time, withdraw any part or all monies receive from other sources.

**SECTION 7. *Payment of trust deposit amount to released inmate*** – Upon the inmate's discharge from prison he shall be given the full balance of his deposit.

#### **CHAPTER 4. TIME ALLOWANCE FOR GOOD CONDUCT AND LOYALTY**

**SECTION 1. *Who may grant Good Conduct Time Allowance (GCTA)*** – The Director may grant a GCTA to an inmate who displays good behavior and who has no record of breach of discipline or violation of prison rules and regulations.

**SECTION 2. *Effects of GCTA*** – The Good conduct or behavior of an inmate shall entitle him to the following deduction from the period of his sentence:

- a. During the first two(2) years of his imprisonment, he shall be allowed a deduction of five (5) days for each month of good behavior;
- b. During the third to fifth year years, inclusive, of his imprisonment, he shall be allowed a deduction of eight (8) days for each month of good behavior;
- c. During the following years until the tenth year, inclusive, of his imprisonment, he shall be allowed a deduction of ten (10) days for each month of good behavior; and



- d. During the eleventh and successive years of his imprisonment, he shall be allowed a deduction of fifteen (15) days for each month of good behavior.

**SECTION 3.** *Computation of GCTA* – Calendar months and years are considered reference to sentences and time served, while thirty (30) days constitute a month in computing GCTA credits.

**SECTION 4.** *GCTA of a detainee* – A detainee shall only be granted GCTA if he voluntarily offers in writing to perform such labor as may be assigned to him. In such case, the credit he may receive shall be deducted from sentence as may be imposed upon him if he is convicted.

**SECTION 5.** *GCTA of a life term* – An inmate sentenced to life imprisonment shall not be granted GCTA while his sentence is on appeal.

**SECTION 6.** *Revocation of GCTA* – GCTA once granted shall not be revoked without just cause.

**SECTION 7.** *Restoration of GCTA* – The GCTA which an inmate is deprived of because of misconduct may be restored at the discretion of the Director upon the recommendation of the Superintendent.

**SECTION 8.** *Special time allowance for loyalty* – A deduction of one-fifth (1/5) of the period of his sentence shall be granted to an inmate who, after evading the service of his sentence on the occasion of a disorder resulting from a conflagration, earthquake, explosion, or similar catastrophe, or during a mutiny on which he has not participated, gives himself up voluntarily to the authorities within forty-eight (48) hours following the issuance of a proclamation announcing the passing away of such a calamity.

## **CHAPTER 5. INMATE COMMUNICATION**

**SECTION 1.** *Right to communicate* – An inmate shall have the right to communicate or correspond with persons and organizations and to send and receive letters, packages, books, periodicals and other materials that can be lawfully sent by mail.

**SECTION 2.** *Censorship of mail matter* - All letters sent or received by an inmate, as well as magazines, books, periodicals, and all reading matters, shall be subject to censorship to prevent the entry of contraband and the entry or exit of information that may adversely affect the security of the prison.

**SECTION 3.** *Guidelines on censorship of mail matter* - The sending and receiving of mail by all inmates shall be governed by the following guidelines:

- a. Inmate mail shall be secured until such time that the censors are ready to examine them.
- b. Inmate mail shall be opened and searched by qualified, trained and authorized personnel.
- c. Greeting cards shall be carefully examined and fillers of any kind found therein shall be collected for laboratory examination.
- d. Photographs shall be marked on the reverse side and replaced in the envelope.
- e. In censoring mail, prison slang, unusual nicknames and sentences with double meaning shall be carefully studied and deciphered.
- f. Letters passed by censors shall bear the censor's stamp at the top of each page and on the envelope. The letter shall be replaced in the same envelope and resealed.
- g. The contents of an inmate's mail shall be confidential and shall not be discussed with other prison personnel.

**SECTION 4.** *What may be censored* – All letters containing statements concerning the security or reputation of the prison like escape attempts, smuggling/trafficking of contraband or statements that may affect prison rules and policies, shall be censored out. Any item or correspondence or enclosure that does not conform with regulations or are detrimental to the security, good order and discipline of the prison shall be confiscated and submitted to the Superintendent for disposition.

**SECTION 5.** *Collection and delivery of mail* – The mail officer shall collect and deliver mail matters on a daily basis, Monday through Friday. An inmate shall be advised to claim his if he fails to claim his letter within twenty-four (24) hours after it is received in prison.

**SECTION 6.** *Expenses for special delivery of mail* – Inmates shall be allowed to send letters by registered, certified, stamped or special delivery at their expense.

**SECTION 7.** *Sending of money* – Inmates may receive or send money through the prison postal service under the supervision and assistance of designated prison officers. The mail officer shall issue a receipt in duplicate for the amount enclosed in the inmate's incoming letter and shall deposit in the Trust Fund described in Sec 6, Chapter 3 of these Rules. The original receipt signed by the mail officer shall be filed with the Trust Fund Officer and the duplicate copy thereof shall be given to the inmate.

**SECTION 8.** *Mail privilege of inmate under punishment* – Inmates under disciplinary punishment shall be allowed full mail privileges, unless his misconduct involves a serious violation of mail regulations.

**SECTION 9.** *Use of telephone* – All offenders who demonstrate good behavior shall earn one telephone call to an authorized individual every ninety (90) days. In such case, the telephone call shall be monitored and shall have a duration not exceeding five (5) minutes. When making the call, the inmate shall identify himself as an inmate.

**SECTION 10.** *Foreign inmates* – Inmates of a foreign nationality shall be allowed to communicate with the diplomatic and consular representative of the State of which he or she is a national.

**SECTION 11.** *Stateless inmates* – A national of a state without a diplomatic or consular representation in the country and a refugee or stateless person shall be allowed to communicate with the diplomatic authorities of the state which takes charge of his or her interests or any national or international tasked to protect such person.

## **CHAPTER 6. INMATE MANUSCRIPTS**

**SECTION 1.** *Definition of manuscript* – As used herein, "manuscript" means fiction, nonfiction, poetry, music and lyrics, drawings and cartoons, and other writing of a similar nature.

**SECTION 2.** *Manuscript preparation* – An inmate may mail a manuscript as general correspondence in accordance with existing rules. He may not, however, circulate his manuscript inside the prison.

**SECTION 3.** *Mailing of inmate manuscripts* – An inmate may mail a manuscript as general correspondence in accordance with existing rules. He may not, however, circulate his manuscript inside the prison.

**SECTION 4.** *Limitations on an inmate's accumulation of manuscript material* – The Superintendent may limit, for housekeeping, fire-prevention, or security reason, the amount of accumulated inmate manuscript material.

## **CHAPTER 7. EXERCISE OF RELIGIOUS BELIEFS AND PRACTICES**

**SECTION 1.** *Religious Freedom* – The religious beliefs and moral precepts of an inmate shall be respected.

**SECTION 2.** *Proselytizing* – No prison official shall proselytize inmates under his supervision or allow any inmate to do so without the consent of the inmate concerned. Reasonable opportunity and access shall be provided to inmates requesting information about the activities of any religion with whom they may not be actually affiliated.

**SECTION 3.** *Pastoral visits* – An accredited priest, minister or pastor may be allowed to hold regular service and to pay visits in private to inmates of his religion at such hours as may be prescribed by the Superintendent.

**SECTION 4.** *Worship services* – Attendance by an inmate of worship services and similar religious activities shall be on a voluntary basis.

**SECTION 5.** *Sponsor in a religious rite* – A prison official, employee or guard, or his wife and children, shall not act as a sponsor or otherwise actively participate in any

religious rite or activity involving an inmate or a member of the immediate family of an inmate.

**SECTION 6. *Privileged communication*** – All personal communications of an inmate to a chaplain or priest either as a formal act of religion or as a matter of conscience, shall be treated as a privileged communication. The chaplain or priest concerned shall not be required to disclose said communications.

**SECTION 7. *Dietary requirements*** – Inmates observing religious feasts or celebrations may be given raw rations or special diets in accordance with their beliefs. The cost hereof shall be limited to the recommended daily per capita.

## **CHAPTER 8. MARRIAGE OF INMATES AND DETAINEES**

**SECTION 1. *Request to marry*** – An inmate or detainee who wants to get married shall submit a written request therefor with the Superintendent. The Superintendent shall approve an inmate's request to marry except where a legal restriction to a marriage exists, or where the proposed marriage presents a threat to the security or good order of the prison, or to the protection of the public.

**SECTION 2. *Eligibility to marry*** – The request of an inmate or a detainee to marry shall be approved provided the inmate or detainee is eligible to marry and is mentally competent; and the intended spouse has verified, in writing, an intention to marry the inmate or detainee.

**SECTION 3. *Marriage expenses*** – All expenses of the marriage, e.g., marriage license, shall be paid by the inmate or detainee, the intended spouse, the family of the inmate or detainee, or other appropriate source approved by the Superintendent. The Superintendent shall not use Bureau funds for an inmate marriage.

**SECTION 4. *Request to marry of a detainee*** – A request to marry which is filed by a detainee shall include an assessment of the legal effects of the marriage on his pending criminal case.

**SECTION 5. *Marriage ceremony, where solemnized*** – The marriage ceremony of an inmate or detainee shall be solemnized in prison.

**SECTION 6. *Solemnizing official*** – Unless otherwise requested by the inmate or detainee, the marriage ceremony shall be performed by a chaplain of the Bureau.

**SECTION 7. *Presence of media*** – The Superintendent shall require that a marriage ceremony at the prison be a private ceremony conducted without media publicity.

**SECTION 8.** *Prohibition against prison official acting as sponsor* – A prison official, employee or guard, his wife or children, shall not act as a sponsor or witness in the wedding of an inmate.

## **CHAPTER 9. VISITING RIGHTS**

**SECTION 1.** *Visiting rights* – An inmate shall have the right to be visited by his family and reputable friends at regular intervals.

**SECTION 2.** *Visitors list* – The Superintendent shall compile and maintain a list of persons named by the interview who may visit the latter. The list may include the members of the inmate's immediate family such as his parents, step parents, foster parents, brothers and sisters, wife or husband and children. Upon the request of the inmate, the list may include his grandparents, aunts, uncles, in-laws and cousins. Other visitors may, after investigation, be included in the list if the inmate will benefit from such contact.

**SECTION 3.** *Visiting days and hours* – An inmate may be visited from Sundays to Thursdays from 9:00 am to 3:00 pm visitors shall not be allowed to stay overnight in prison. There shall be no visits on Fridays and Saturdays.

**SECTION 4.** *Limitation on visiting rights* – The Director may limit the length or frequency of prison visits as well as the number of visitors to avoid overcrowding. Exceptions may be granted after taking into account special circumstances, such as the distance of travel of the visitor and the frequency of the visits received by the inmate.

**SECTION 5.** *Visiting room* – Whenever practicable, a prison shall have a visiting room which shall be as comfortable and as pleasant as possible and equipped to meet the needs of visitors, including children.

**SECTION 6.** *Privacy of visits* – Prison guards shall supervise the visiting area in an obtrusive manner. They shall not eavesdrop on conversation or otherwise interfere with the privacy of the inmate and his visitor.

**SECTION 7.** *Conjugal visits* – A male inmate may enjoy conjugal visits from his spouse in prisons where there are facilities therefore under such conditions as may be prescribed by the Director.

**SECTION 8.** *Visit of legal counsel* – An inmate may be visited by his legal counsel of record at reasonable hours of the day or night.

**SECTION 9.** *Violation of visiting rules* – Any circumvention or violation of visiting rules by the inmate or his visitor shall result in the suspension or deprivation of visiting privileges and the initiation of disciplinary action against the erring inmate.

## CHAPTER 10. VOLUNTEER COMMUNITY SERVICE PROJECTS

**SECTION 1.** *Volunteer community service projects, concept* – The Director may, upon the recommendation of the Superintendent, authorize an inmate to participate in a volunteer community service project. As used herein, a volunteer community service project is one that is sponsored and developed by a local government unit or by a nonprofit charitable organization; and is designed to provide for the public good in keeping with the overall goals of the community, such as community-wide beautification or public safety. The sponsoring organization shall certify to the Bureau that its community service project will not displace regular employees, supplant employment opportunities ordinarily available within the sponsoring organization, or impair contracts from services.

**SECTION 2.** *Nature of volunteer community service projects* – A volunteer community service project is not a work assignment. An inmate who chooses to participate therein does so voluntarily, and may not receive compensation for participation in the project.

**SECTION 3.** *Request to participate in community activity* – An inmate may volunteer to participate in community service project by submitting a written request to the Superintendent. The inmate must have a minimum security classification and be otherwise eligible for the conditions of the project. The decision of the Superintendent to approve or disapprove an inmate's request shall be final.

## CHAPTER 11. INMATE GRIEVANCE

**SECTION 1.** *Inmate complaint center* – To extend prompt, efficient and timely services to the inmates, there shall be an Inmate Complaints, Information and Assistance Center in each prison compound which shall be directly under the office of the Superintendent. The Center shall act on all written complaints that are not palpably frivolous, as well as requests for information and assistance of inmates, within seventy-two (72) hours from receipt thereof.

**SECTION 2.** *Inmate Council* – There shall be an Inmate Council composed of finally convicted inmates in every prison which shall serve as an advisory body to the Superintendent. The Superintendent shall provide a set of qualifications, rules and regulations for membership in the Council.

**SECTION 3.** *Role of inmate-representatives in the Inmate Council* – The inmate-representatives of the Inmate Council shall meet with the Superintendent or his representative to discuss issues and matters affecting the prison population. The inmate-representative shall not be entitled to special privileges and shall not have any authority over other inmates or participate in the imposition of disciplinary measures, or otherwise interfere with prison administrative functions.

## CHAPTER 12. PECUNIARY AID TO INMATES

**SECTION 1.** *Pecuniary aid to inmates killed or injured in the performance of duty* - Pecuniary aid shall be paid to an inmate who is killed, injured or disabled while preventing a prison riot, or jailbreak, or while in the performance of duties required of him in any prison industry and not due to his negligence.

**SECTION 2.** *Amount of pecuniary aid* - The amount of pecuniary aid shall be fixed by the director and approved by the Secretary.

**SECTION 3.** *When pecuniary aid is given* - The pecuniary aid shall be given to the injured or disabled inmate at the time of his release or anytime during his confinement if he so desires. If the inmate dies as a result of the injury sustained by him, or from any other cause prior to his release, payment shall be made to his legal heirs, provided they are not the offended parties or those caused the imprisonment.

## PART IV. DISCIPLINE AND PUNISHMENT OF INMATES

### CHAPTER 1. DISCIPLINE OF INMATES

**SECTION 1.** *Disciplinary controls, purpose.* - Efforts shall be made to instill in the minds of all inmates the concept that self-discipline is an essential characteristic of a well-adjusted person.

**SECTION 2.** *Guidelines on disciplinary control.* - Disciplinary controls on inmates shall be firm to ensure safety and good order in prison. Breaches of discipline shall be handled objectively, and sanctions shall be executed with firmness and justice.

**SECTION 3.** *Due process accorded to an inmate.* - Every breach of discipline shall be reported to proper prison authorities. The erring inmate shall be given due process before he is punished. Ignorance of prison rules shall not be countenanced or considered an excuse for its non-observance.

**SECTION 4.** *Prohibited acts.* - The following acts shall subject an inmate to disciplinary action:

- a. Participating in illegal sexual acts or placing himself in situations or behavior that will encourage the commission of illegal sexual acts;
- b. Openly or publicly displaying photographs, pictures, drawings, or other pictorial representations of persons engaged in sexual acts, actual or simulated, masturbation, excretory functions or lewd or obscene exhibitions of the genitals;
- c. Possessing articles which pose a threat to prison security or to the safety and well-being of the inmates and staff;
- d. Giving gifts, selling or engaging in barter with prison personnel;
- e. Maligning or insulting any religious belief or group;

- f. Rendering personal services to or requiring personal services from fellow inmate;
- g. Gambling;
- h. Exchanging his uniform with another inmate or wearing a uniform other than those officially issued to him;
- i. Using profane, vulgar or obscene language or making loud or unusual noise of any kind;
- j. Loitering in the prison compound or reservation;
- k. Giving a gift or providing material or other assistance to fellow inmates or to the prison administration in general;
- l. Engaging in any private work for the benefit of a prison officer or employee;
- m. Controlling the activities of other inmates except in organizations or groups recognized by prison authorities;
- n. Tattooing himself or allowing himself to be tattooed on any part of his body. The removal or alteration of tattoos may only be performed by a prison medical officer upon prior approval by the Superintendent;
- o. Disobeying legal orders of prison authorities promptly and courteously;
- p. Threatening, orally or in writing, the life of any employee or prison official;
- q. Possessing any communication device like cellular telephone, pager or radio transceiver;
- r. Constructing, renovating or repairing, with personal funds, a prison building or structure;
- s. Making frivolous or groundless complaints; and
- t. In general, displaying any behavior which might lead to disorder or violence, or such other actions that may endanger the facility, the outside community or others.

**SECTION 5.** *Business activity of inmate.* – An inmate shall not engage in business activities or profession except when authorized to do so in writing by the Director or the Superintendent. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. For this purpose, a business activity shall be used to mean any revenue-generating or profit-making endeavor.

## **CHAPTER 2. PUNISHMENT**

**SECTION 1.** *Board of Discipline; composition.* – The Director shall establish a Board of Discipline in each prison to hear cases involving an inmate who violates prison rules. It shall be presided over by the Assistant Superintendent.

**SECTION 2.** *Procedure in disciplinary cases.* – The procedure in handling disciplinary cases shall be as follows:

- a. The written complaint or report of an aggrieved inmate or any inmate or prison personnel having knowledge of any breach of discipline by an inmate shall be filed with the office of the Superintendent. The complaint or report



shall be signed by the complainant and shall describe the violation and the names of possible witnesses.

- b. If the Superintendent, after initial investigation, finds that the complaint or report is baseless, he shall order its dismissal. Otherwise, he shall endorse the case to the Board of Discipline for hearing.
- c. The Board of Discipline shall hold sessions as often as necessary. It shall decide cases referred to it within five (5) working days after the termination of hearings.
- d. The hearing shall be summary in nature and shall not be bound by the technical rules of evidence.
- e. The inmate charged with the offense shall be allowed to present evidence in the hearing.
- f. The decision of the Board of Discipline shall be subject to review and approval by the Superintendent.
- g. A decision approved by the Superintendent shall be final.

**SECTION 3.** *Protection of inmate from institutional abuse.* – An inmate shall be treated with respect and fairness by prison employees. He shall be protected against the following:

- a. The imposition of any cruel, unusual or degrading act as a form of disciplinary punishment;
- b. Corporal punishment;
- c. The use of physical force by correctional officers, except in cases where the latter act in self-defense, to protect another person from imminent physical attack, or to prevent a riot or escape;
- d. Deprivation of clothing, bed and bedding, light, ventilation, exercise, food or hygienic facilities; and
- e. Forced labor.

**SECTION 4.** *Imposable punishment.* – The Board of Discipline shall be authorized to impose any of the following disciplinary measures on an errant inmate:

- a. Caution or reprimand.
- b. Cancellation of recreation, education, entertainment and visiting privileges.
- c. Deprivation of GCTA for a specific period.
- d. Change of security status to the next higher category e.g., from medium to maximum.

**SECTION 5.** *Confinement in disciplinary cell.* – If the above corrective measures prove to be ineffective, an obstinate inmate may be punished by confinement in a disciplinary cell from one (1) to two (2) months depending upon the gravity of the offense committed.

This punishment shall only be meted out if the prison medical officer, after examination, certifies that the inmate is fit to undergo the same or will not adversely affect his physical or mental health.

**SECTION 6. *Mitigation punishment.*** – For the first disciplinary offense, and if the inmate's conduct justifies it, the Superintendent may mitigate, suspend or modify the penalty imposed on an inmate.

**SECTION 7. *Release From disciplinary cell.*** – The prison medical officer shall visit periodically the inmate in the disciplinary cell and shall advise the Superintendent if the punishment should be terminated on grounds of physical or mental health.

**SECTION 8. *Use of instruments of restraint.*** – Instruments of restraint, such as handcuffs and strait jackets, shall not be applied as punishment. They shall only be used –

- a. To prevent an escape during an inmate's transfer or movement; or
- b. To prevent an inmate from harming himself or others, or from destroying public or private property.

**SECTION 9. *Limitation on punishment to be imposed on female inmate.*** – A female inmate shall not be subjected to disciplinary measures which might adversely affect her unborn or nursing child.

**SECTION 10. *Disciplinary punishment to form part of record of an inmate.*** – The penalty imposed by the Board of Discipline shall form part of the carpeta and prison record of an inmate.

### **CHAPTER 3. INMATE INTERVIEW**

**SECTION 1. *Request for inmate interview.*** - A representative of the news media may file a written request with the Superintendent for a personal interview of an inmate. The request shall be filed at least three(3) days before the proposed interview.

**SECTION 2. *Notification and consent of inmate to be interviewed.*** – The Superintendent shall notify the inmate sought to be interviewed of the request, and shall obtain from said inmate a written consent for the interview.

**SECTION 3. *Prerequisite to approval of request.*** – As a prerequisite to approving a request for the interview of an inmate, the media representative or news organization shall give the prison administration the opportunity to respond to comments made by the inmate in the interview and to release information to the news media relative to the inmate's comments.

**SECTION 4. *Action on request for interview.*** – The Superintendent shall act on the request for interview within twenty-four(24) hours from receipt thereof, provided that a request to interview an NBP or CIW inmate shall require the favorable recommendation of the Director and the approval of the Secretary.

**SECTION 5. *Denial of request for interview.*** – The Superintendent may deny the request for interview in any of the following instances:

- a. The media representative, or news organization making the request does not agree to abide by the conditions prescribed under these Rules or by the Superintendent for the conduct of the interview.
- b. The inmate is physically or mentally unable to participate. This must be supported by the prison medical officer's statement(a psychologist may be used to verify mental incapacity).
- c. The inmate is below eighteen(18) years old and written consent has not been obtained from the inmate's parent or guardian.
- d. The inmate is the accused or is otherwise involved in a pending criminal case.
- e. The interview, in the opinion of the Superintendent, will endanger the health or safety of the interviewer, or would probably cause serious unrest or disturb the good order of the prison.

**SECTION 6. *Interviews, where and when held.*** – The interviews of an inmate shall be conducted during normal visiting hours in a place to be designated by the Superintendent.

**SECTION 7. *Limitations on Media.*** – The Superintendent may limit the number of audio, video and film equipment or the number of media personnel entering the prison if he finds that their entry will create a disruption inside the prison.

**SECTION 8. *Filming of interview.*** – If photographs or film or video footage will be taken during the interview, the inmate concerned shall be in proper uniform and no frontal shots of the inmate or interior shots of prison buildings and dormitories shall be taken.

**SECTION 9. *Waiver of liability.*** – Before an interview, the interviewer shall execute a waiver exempting prison authorities from any liability arising from death or any injury sustained while inside the prison.

**SECTION 10. *Non-payment of inmate who is interviewed.*** – The inmate who is interviewed may not receive monetary compensation or anything of value for media interviews which he may give.

**SECTION 11. *Interview of death convict.*** – Television, radio and other media interviews of a death convict is prohibited.

## **PART V. REHABILITATION AND TREATMENT OF INMATES**

### **CHAPTER 1. PRELIMINARY PROVISIONS:**

**SECTION 1.** *Conduct of rehabilitation and treatment programs.* – The Bureau shall undertake rehabilitation programs to help an inmate lead a responsible, law abiding and productive life upon release. Efforts shall be made to ensure an optimum balance between the security of the prison and the effectiveness of treatment programs. Inmate and public safety, and the requirements for effective custody, shall, however, take precedence over all other activities at all times and shall not be compromised.

**SECTION 2.** *Rehabilitation and treatment programs.* – Rehabilitation and treatment programs shall focus on providing services that will encourage and enhance the inmate's self-respect, self-confidence, personal dignity and sense of responsibility.

**SECTION 3.** *Guidance for rehabilitation and treatment programs.* – The following guidelines shall be observed in the establishment of rehabilitation and treatment programs for inmates –

- a. Corrective and rehabilitation services shall include religious guidance; psychotherapy; socialization; health and sanitation; vocational training; mental, physical and sports development; and value formation and education.
- b. Programs and activities for offenders with special needs shall be placed under the supervision of a social welfare officer in coordination with other correctional officers with special skills and specialized training.
- c. A regular calendar of activities shall be observed.
- d. The Superintendent shall be periodically informed being implemented.
- e. There shall be a special wing for neuro-psychiatric patients in a prison hospital to be placed under the special supervision of a medical officer. The latter shall submit a weekly report on the patients therein and may recommend the necessary transfer of a mental patient to a better-equipped government hospital.

### **CHAPTER 2. INMATE SERVICES**

**SECTION 1.** *Inmate services.* - As part of the prison rehabilitation and treatment program, the inmate shall be guaranteed access to health, educational, religious, and related rehabilitation services.

**SECTION 2.** *Health services.* – Health care and services shall be given to inmates similar to those available in the free community and subject to prison regulations. A prison shall have at least one qualified medical doctor and a dentist.

**SECTION 3:** *Medical consultation and visiting hours.* – Medical consultation and visiting hours shall be established by the Superintendent in consultation with the medical staff.

**SECTION 4.** *Basic guidelines on medical consultations.* - the following guidelines shall be observed whenever an inmate visits a prison hospital/clinic for consultation and/or treatment-

- a. The inmate shall be in proper uniform during consultations.
- b. He shall be attended to on a "first-come, first-served" basis.
- c. The number of inmates allowed at the hospital/clinic for consultation/treatment shall depend on the number of available doctors.
- d. An inmate shall be subjected to a body search upon entering and leaving the prison/clinic.
- e. In emergency cases, only the medical staff and the patient shall be allowed inside the emergency room.
- f. An inmate shall not loiter in the hospital/clinic or leave the same without permission from the medical staff.
- g. Visitors of inmates shall not be allowed to stay inside the hospital/clinic to attend to the sick inmate without the permission of the prison medical staff.
- h. Children below twelve (12) years of age shall not be allowed to stay inside a hospital ward or treatment room.
- i. Patients in the hospital shall not be required to stand for checking.

**SECTION 5.** *Pregnant CIW inmates.* - In the CIW, there shall be special accommodations for pregnant women. Whenever practicable, however, arrangements shall be made for children to be born in a hospital outside the prison.

**SECTION 6.** *Infant born to a CIW inmate.* - An infant born while the mother is serving sentence in the CIW may be allowed to stay with the mother for a period not exceeding one (1) year. After the lapse of said period, if the mother of the inmate fails to place the child in a home of her own, the Superintendent shall make arrangements with the Department of Social Welfare and Development or any other social welfare agency for the infant's care. As far as practicable, the CIW shall have a nursery staffed by qualified personnel.

**SECTION 7.** *Recommendation for release of seriously-ill inmate.* - The prison medical officer shall visit all sick inmates daily and attend to those who complain of any ailment. He shall render a report to the Superintendent whenever he considers that an inmate's mental or physical health has been or will be injuriously affected by continued imprisonment or any condition of confinement.

**SECTION 8.** *Notification of kin of sick or dead inmate.* - Whenever an inmate is critically ill or dies, the prison medical officer shall report the matter to the Superintendent who in turn shall notify the inmate's family by the fastest means of communication available.

**SECTION 9. *Meals in hospital/clinic.*** – Meals shall be served in a prison hospital/clinic at the same time that food is served to the other inmates, unless directed otherwise by the prison medical officer. Inmates assigned to work in the hospital/clinic shall be provided with food rations coming from the General Kitchen.

**SECTION 10. *Referral of inmate for outside medical consultation/treatment.*** – An inmate who needs medical treatment or examination that cannot be provided in the prison hospital may be referred to a hospital/clinic outside the prison for the needed examination, treatment or hospitalization. The expenses for the outside medical referral shall be borne by the inmate. During said referral, the inmate shall be accompanied by a member of the prison's medical staff.

**SECTION 11. *Medical certification.*** - The outside medical examination, treatment or hospitalization of an inmate shall be supported by a certification of the prison medical officer or if there is none, by a government physician, which shall specify the exact ailment of the inmate, the treatment or examination required, the duration of the hospitalization that may be required, and shall certify that the ailment cannot be properly attended to in the prison hospital, Provided, that in the case of an NBP or CIW inmate, the request for outside medical referral shall be forwarded by the Director to the Secretary for approval at least one (1) day before the proposed referral.

**SECTION 12. *Referral to government hospital.*** – Unless absolutely necessary, an inmate shall be referred to a government clinic, hospital or institution for the required examination, treatment or hospitalization. If the referral is made to private institution, the expenses incident thereto shall be borne by the inmate.

**SECTION 13. *Outside referral for dental work.*** - Except in emergency cases, no dental work for an inmate shall be done outside the prison, and in cases of restoration work, expenses shall be borne by the inmate.

**SECTION 14. *Donations of human organ; form of donation.*** – The Director may authorize an inmate to donate to a licensed physician, surgeon, known scientist or any medical or scientific institution, including eye banks, and other similar institutions, any organ, part or parts of his body and to utilize the same for medical, surgical or scientific purposes, or for the utilization for medical, surgical, or scientific purposes, of said organ, or body part or parts which, for a legitimate reason, would be detached from the body of the grantor, subject to the following conditions:

- a. the organ or body part or parts being donated shall be detached after the death of the inmate;
- b. the authorization to detach or use the organ or body part or parts shall be in writing; specify the person or institution granted the authorization, the organ, part or parts to be detached, the specific use or uses of the organ or body part or parts to be employed; and shall be by the inmate and attested by two disinterested witness.
- c. the donation is approved by the proper court.

**SECTION 15.** *Disposition of cadaver of deceased inmate.* - Unless claimed by his family, the body of an inmate who dies in prison may be turned over to an institution of learning or any scientific research center designated by the Secretary, for the purpose of study and investigation, provided that such institution shall provide a decent burial of the remains. Otherwise, the Bureau shall order the burial of the body of the inmate at government expense, granting permission to the members of the family and friends of the inmate to be present thereat. If the body is claimed by the family, all expenses incident to the burial shall be at the expense of the family.

**SECTION 16.** *Burial of convict.* - In no case shall the burial of a convict be held with pomp.

**SECTION 17.** *Adult education.* - All illiterate inmates shall attend adult education classes. Literate inmates may attend classes corresponding to their educational level.

**SECTION 18.** *Educational programs for inmates.* - A prison may offer any or all of the following educational programs:

- a. Elementary education;
- b. Secondary education program to prepare students to successfully pass the required tertiary level qualification examination and to receive a regular high school diploma. A student will have completed the program when all the credits required for a regular high school diploma from an accredited institution have been earned;
- c. College education; and
- d. Vocational training.

**SECTION 19.** *Certificate of completion.* - The inmate shall be issued a certificate / diploma upon successful completion of an educational program or course. The certificate shall form part of his prison record.

**SECTION 20.** *Recreational and cultural activities.* - Recreational and cultural activities shall provide in all prisons for the benefit of the mental and physical health of the inmate.

### **CHAPTER 3. INMATE ORGANIZATIONS**

**SECTION 1.** *Purpose and scope.* - The Bureau shall allow inmates to participate in approved inmate organizations for recreational, social, civic, and benevolent purposes.

**SECTION 2.** *Application for recognition of an inmate organization.* - An inmate may file a written request for recognition of a proposed inmate organization to the Superintendent.

**SECTION 3. *Approval of an inmate organization.*** - The Superintendent may approve an inmate organization if he finds that –

- a. the organization has a constitution and bylaws duly approved by its members; the constitution and bylaws must include the organization's purpose and objectives, the duties and responsibilities of its officer(s), and the requirements for activities reporting and operational review; and
- b. the organization does not operate in opposition to the security, good order, or discipline of the prison.

**SECTION 4. *Supervision of inmate organization.*** - The Assistant Superintendent shall be responsible for monitoring the activities of the prison's inmate organizations.

**SECTION 5. *Dues.*** - The inmate organization may not collect dues from its members.

**SECTION 6. *Organizational activities.*** - An officer of the inmate organization must submit a written request for approval of an activity to the Superintendent. Activities include, but are not limited to, meetings, guest speakers, sports competitions, banquets, or community programs. Activities may not include fund-raising projects. The request must specifically include:

- a. Name of the organization;
- b. Nature or purpose of the activity;
- c. Date, time, and estimated duration of the activity;
- d. Estimated cost, if any;
- e. Information concerning guest participation; and
- f. Other pertinent information requested by the Superintendent.

**SECTION 7. *Approval of activity.*** – The Superintendent may approve an activity of an inmate organization if the same:

- a. does not conflict with scheduled inmate work or program activities;
- b. has confirmation of staff supervision;
- c. can be appropriately funded when applicable; and
- d. does not conflict with security, good order, or discipline of the prison.

**SECTION 8. *Use of government funds for activity.*** - When an activity of an inmate organization requires the expenditure of government funds, the Superintendent ordinarily shall require reimbursement from non-inmate participants, including civilian guest or members.

**SECTION 9. *Records of inmate organization.*** - Each inmate organization shall be responsible for maintaining accurate records of its activities.

**SECTION 10. *Suspension of activities of inmate organization.*** - The activities of an inmate organization may be suspended temporarily by the Superintendent due to non-compliance with Bureau rules and/or policies. The inmate organization concerned



shall be notified in writing of the proposed suspension sanction and shall have the opportunity to respond to the Superintendent. Continued con-compliance with Bureau rules and/or policies shall result in an increase in the severity of the suspension sanction, and may include withdrawal of the approval granted to the organization.

**SECTION 11.** *Withdrawal of approval of an inmate organization.* - The Superintendent may withdraw approval of an inmate organization for reasons of the security, good order, and discipline of the prison, or for serious or continuous violation of prison rules and /or policies.

**SECTION 12.** *Funding of activities.* - The bureau may fund approval activities of inmate organizations or organization requests for purchase of equipment or services for all inmates subject to the availability of funds.

## **PART VI. RELEASE OF INMATE**

**SECTION 1.** *Basis for release of an inmate.* - An inmate maybe released from prison:

- a. upon the expiration of his sentence;
- b. by order of the court or of competent authority; or
- c. after being granted parole, pardon or amnesty

**SECTION 2.** *Who may authorize release.* - The following are authorized to order or approve the release of inmates:

- a. the Supreme Court or lower courts, in cases of acquittal or grant of bail;
- b. the President of the Philippines, in cases of executive clemency or amnesty;
- c. the Board of Pardons and Parole, in parole cases; and
- d. the Director, upon the expiration of sentence of the inmate .

**SECTION 3.** *Approval by Director of release.* - An inmate shall only be released by the Superintendent with the approval of the Director.

**SECTION 4.** *Verification of identity of inmate to be released.* - Before an inmate is released, he shall be properly identified. His fingerprints and other identification marks shall be verified with those which were taken when he was admitted in prison, and change in his distinguishing marks since said admission.

**SECTION 5.** *Documentary basis for release.* - An inmate shall not be released on the basis of authority relayed through telegram or telephone. Inmates to be released by reason of acquittal, dismissal of the case, the filing of bond or payment of indemnity shall only be released upon receipt by the Superintendent of a written order bearing the seal of the court and duly signed by the clerk of court or by the judge thereof. The release order shall bear the full name of the inmate, the crime charged, the number of the case, and such other details as will enable the releasing officer to properly identify the inmate to be released.

**SECTION 6. *Prompt release of inmate.*** - An inmate shall be released without delay. However, before releasing an inmate who is suffering from a communicable disease or mental derangement, and who cannot defray the expenses of his treatment, the Superintendent shall take the necessary steps to arrange for the follow-up treatment of the inmate in an appropriate government institution.

**SECTION 7. *Release of foreign national.*** - The Director shall notify the Commissioner of Immigration of the release of an inmate who is a foreign national. At least thirty(30) days before the approximate date of release, the Director shall furnish the Commissioner of Immigration with certified copies of the Court decision in the case of the alien inmate, a synopsis of his prison record, and the expected date of release.

**SECTION 8. *Release of inmate with pending case.*** - If the inmate to be released has a pending criminal case, the Director shall inform the court where the case is pending of the inmate's discharge from prison at least thirty (30) days before the actual date of release. In the proper case, the Director shall turn over the inmate to the proper court where the inmate has a pending criminal case for disposition.

**SECTION 9. *Prohibited release of inmates before and after election.*** - The Director shall not order or allow an inmate to leave prison sixty (60) days before and thirty after an election except for valid or legal reasons.

**SECTION 10. *Separation and Placement Center.*** - An inmate shall, thirty (30) days before his scheduled date of release, be transferred to the Separation and Placement Center to prepare him for re-entry into free society, provided he is not under punishment or an escape risk, and is cleared of his government property accountability.

**SECTION 11. *Pre-release seminar.*** - All inmates eligible for release shall undergo a one-day seminar in preparation for his life outside prison.

**SECTION 12. *Assistance to inmate to be released.*** - Upon release of the inmate, he shall be supplied by the Bureau with transportation to his home, including a gratuity to cover the probable cost of subsistence en route, and if necessary, a suit of clothes.

**SECTION 13. *Transmittal of carpeta and prison records.*** - In executive clemency and parole cases, the Director shall forward the carpeta and prison record of an inmate to the Board within the following periods:

- a. for commutation of sentence - at least one(1) month before the expiration of one-third(1/3) of the minimum period of the inmate's indeterminate sentence and in special cases, at least one(1) month before the periods specified by the Board.
- b. For conditional pardon - at least one (1) month before the expiration of one-half (1/2) of the minimum period of the inmate's indeterminate sentence and in special cases, at least one(1) month before the periods as the board may specify.

- c. For parole – at least one (1) month before the expiry date of his minimum sentence.

## **BOOK II : CODE OF ORDERS**

### **PART 1. ORGANIZATION OF BUREAU, RESPONSIBILITIES AND DUTIES OF CORRECTIONS OFFICIAL**

**SECTION 1.** *Director and Assistant Director of the Bureau.* – The bureau is headed by the Director of Corrections who is assisted by two (2) Assistant Directors, one Administration and Rehabilitation and one for Prisons and Security. The Director and Assistant Directors of the Bureau shall be appointed by the President of the Philippines upon recommendation of the Secretary.

**SECTION 2.** *Functions of Director.* – The Director shall have the following functions:

- a. Act as adviser of the Secretary on matters relating to the formulation and execution of penal policies, plans, programs, and projects;
- b. Administer and execute the laws relating to prisons and its inmates and enforce the rules and regulations governing the operations and management of prisons;
- c. Exercise administrative supervision of prisons;
- d. Recommend to the board of pardons and parole inmates who are qualified for the grant of parole, pardon and other forms of executive clemency;
- e. Exercise supervision and control over the constituent units and personnel of the Bureau; and
- f. Issue directives and instructions in accordance with laws, rules and regulations that will effectively and efficiently govern the activities of the Bureau and its personnel.

**SECTION 3.** *Functions of Assistant Director.* - The Assistant Director shall have the following functions:

- a. Assist the Director in the formulation and implementation of the Bureau's objectives and policies;
- b. Coordinate and ensure the economical, efficient and effective administration of the programs and projects of the Bureau;
- c. Assume the duties of the Director in the latter's absence; and
- d. Performs such other function as may be assigned by the Director.

**SECTION 4.** *Organizational structure of Bureau.* – The Bureau shall carry out its functions through the following prisons and administrative divisions:

- a. Prisons:
  - i. New Bilibid Prison(NBP), Muntinlupa City
  - ii. Correctional Institution for Women , Mandaluyong City
  - iii. Leyte Regional Prison , Abuyog, Leyte
  - iv. Davao Prison and Penal Farm, Panabo, Davao del Norte
  - v. San Ramon Prison and Penal Farm, Zamboanga City

- vi. Sablayan Prison and Penal Farm, Sablayan, Mindoro Occidental
- vii. Iwahig Prison and Penal Farm, Puerto Princesa City, Palawan
- b. Staff Offices:
  - i. Administrative Division
  - ii. Management Division
  - iii. General Services Division
  - iv. Accounting Division
  - v. Supply Division
  - vi. Budget and Finance Division
  - vii. Medical Coordinator's Office
  - viii. Legal Office
  - ix. Reception and Diagnostic Center

**SECTION 5. *Medical officer of a prison and penal/regional prison.*** – There shall be a prison medical officer who shall inspect/supervise the following:

- a. quantity, quality, preparation and serving of food rations of inmates;
- b. hygiene and cleanliness of the prison and its surroundings;
- c. sanitation, lighting and ventilation of the prison; and
- d. observance of the rules concerning physical education and sports.

**SECTION 6. *Social worker.*** – A prison shall have a licensed social worker who shall conduct social case studies and referral services and engage in volunteer resource development activities. He shall assist in the implementation of rehabilitation programs of inmates and shall maintain updated information on the results of the treatment program being implemented for individual inmates.

**SECTION 7. *Chaplaincy service.*** – There shall be a prison chaplaincy service which shall promote religious education, worship services, guidance and counseling as well as the organization of religious volunteer groups. The service shall, as far as practicable, ensure compliance with the specific requirements such as dietary restrictions, medical treatment, work assignment and other ethical beliefs and practices of a particular religion or faith.

**SECTION 8. *Duties of chaplains.*** – All chaplains, regardless of faith orientation, shall minister as an effective pastoral team to an entire inmate population. They shall, among others, have the following duties and responsibilities:

- a. Provide individual and personal counseling;
- b. Lead worship and prayer gatherings of his or her own faith traditions;
- c. Supervise religious inmate services and meetings; and
- d. Respond to identified spiritual and religious needs of inmates.

**SECTION 9. *Recognition of religious group.*** – A religious group which has a sufficient number of members as determined by the Superintendent shall be allowed to have a qualified, appointed representative to the chaplaincy. Qualified religious

representatives shall be encouraged and to hold pastoral visits and services in the prisons.

**SECTION 10. *Release of information*** – The superintendent shall promptly make announcements to media of unusual, newsworthy incidents such as escapes and institution emergencies. Upon request, he may provide the following information about an inmate:

- a. Name;
- b. Prison number;
- c. Place of confinement;
- d. Age;
- e. Conviction and sentencing data: this includes the offense(s) for which convicted, the court where convicted, the date of sentencing, the length of sentence(s), the date of expiration of sentence, and previous convictions.

**SECTION 11. *Press pools***. – The superintendent may establish a press pool whenever the frequency of requests for interviews reaches a volume that warrants limitations. In such a case, the Superintendent shall notify all media representatives who have requested interviews or visits that have not been conducted. Selected media representatives may be admitted to prison as a pool to conduct the interviews under the specific guidelines established by the Superintendent.

**SECTION 12. *Composition of press pool***. – The members of the press pool shall be selected by their peers and shall consist of not more than two (2) representatives from each of the following groups:

- a. The national and international news services;
- b. The television and radio networks and outlets; and
- c. The news magazines and newspapers.

If no interest is expressed by one or more of these groups, no representative from such group need be selected.

All news materials generated by a press pool shall be made available to media without right of first publication or broadcast.

## **PART II : DUTIES OF MEMBERS OF CUSTODIAL FORCE**

**SECTION 1.** *Correctional objectives.* – in the performance of their duties, prison officers and guards shall observe the following objectives:

- a. The social re-orientation of the inmates for successful participation in modern community life after release; and
- b. Their vocational rehabilitation in order that they may exist as self-sustaining members of the community where they may reside, whatever limiting factors their status as ex-inmates may be.

**SECTION 2.** *Duties of custodial officers.* – To carry out the objectives mentioned above, custodial officials and guards shall perform the following duties:

- a. Superintendent
  - i. He is charged with the supervision of the entire prison.
  - ii. He shall strictly enforce all laws and rules and regulations relating to prisons.
  - iii. He shall be responsible to the Director for the management of the prison, the safe custody of inmates, the proper care of all prison buildings and other properties, and the economical and proper expenditure and use of prison funds and materials.
  - iv. He shall utilize the labor of all the inmates to serve the best interest of the public service. He shall promote the useful employment and industrial training of inmates.
  - v. He shall report promptly in writing to the Director any escape, or any attempt or preparation to escape, the discovery or confiscation of dangerous tools from an inmate, fires, accidents, or any important occurrence.
  - vi. He shall observe the conduct of the prison officers and guards and require faithful execution of their duties.
  - vii. He shall immediately report to the Director any irregularity or misconduct of a prison official or guard and if warranted, investigate and proceed administratively against an errant official or guard in accordance with Civil Service law, rules and regulations.
  - viii. He shall look after the health and well-being of prison officers and guards.
  - ix. He shall reside in the quarters assigned to him and shall not stay out overnight unless the Assistant Superintendent is present.
  - x. He shall receive all reports and complaints of prison officials, guards and inmates and forward the same without delay to the Director with his comments and recommendations.
  - xi. He shall maintain all times control over the inmates, and to permit no disobedience. He shall comport himself so as to maintain a positive

influence over them, which, whenever the occasion may require, he shall exert by his personal presence.

- xii. He shall see to it that all inmates are treated with strict impartiality.
- xiii. He shall allow visits to inmates in accordance with prison rules and regulations and general orders and shall ensure that proper entries concerning the visitors are made in the prescribed book.
- xiv. He shall give all necessary directions for the reception and release of inmates.
- xv. He shall pay attention to the illumination ventilation, drainage, water supply and sanitary condition of the prison and take such measures as maybe necessary for their being maintained in perfect order.

b. The Assistant Superintendent

- i. He is the officer next in authority to the Superintendent and shall be responsible to the Superintendent for the discipline and cleanliness of his division.
- ii. He shall discharge the duties of the Superintendent during the absence of the latter.
- iii. He shall see to it that prison regulations and orders are carried out and that due order and discipline are enforced.
- iv. He shall act as Chairman of the Board of Officers in the hearing of administrative cases against prison employees and guards.
- v. He shall ensure that guards are properly dressed and armed before going to their posts.
- vi. He shall give constant attention to the security of the prison.
- vii. He shall see to it that subordinate officials and guards perform their respective duties and that they are acquainted with the special order pertaining to each post.
- viii. He shall detail any officer or guard on a post to perform any other duty which may be required from time to time.
- ix. He shall supervise the search for contraband and assure himself that the prison is secure.
- x. He shall visit all inmates under observation or locked up for punishment at least twice a day and make sure that any special instruction in regard to said inmates is carried out fully.
- xi. He shall investigate any report or complaint made by a keeper or a guard or an inmate and report the matter immediately to the Superintendent.
- xii. He shall inform the Superintendent of all matters relating to the prison if he has dealt with them himself. Nothing shall considered as trivial.
- xiii. He shall instruct, when necessary, all custodial officers and guards in any post on their duties.
- xiv. He shall be the medium of communication between the custodial officers and guards and the Superintendent and shall bring the attention of the Medical Officer to any inmate whom he consider to be sick or of unsound mind.

c. Chief Overseer:

- i. He shall supervise keepers in their respective departments, and inspect all prison wards and cells under his supervision, ascertaining and requiring of the keepers, at all times, to comply strictly with their assigned duties. He shall promptly report in writing to the Superintendent any observed delinquency or instance of neglect on the part of the keeper.
- ii. He shall keep a record of inmates assigned to the different departments, showing the brigade or cell in which each is confined, the shop or place where the inmate is working, the date of entrance into prison for confinement, the sentence, the date of sentence, the crime and such other information as he may be directed by the Superintendent to secure.
- iii. He shall see to it that the morning and evening counts of inmates by the keepers are promptly and correctly made.
- iv. He shall see to it that all keepers, upon their entrance into the prison for duty, are in the prescribed uniform.
- v. He shall keep a record of the assignment of inmates in confinement.
- vi. He shall record all breaches of discipline committed by inmate.
- vii. In the NBP, he shall select qualified inmates for assignment to a prison and penal farm or regional prison as the Superintendent may direct.
- viii. He shall supervise the requisition and issue of clothing or equipment to inmates.
- ix. He shall attend to the basic needs of the inmates.
- x. He shall supervise the work of the Mailing Section and the censorship of letters and other mail matters of inmates.

d. Commander of the Guards:

- i. He shall be in charge of the prison custodial force and execute orders and instructions of the Director and the Superintendent.
- ii. He shall train and instruct new guards on their duties, and shall be responsible for the discipline and behavior of the guards under him.
- iii. He shall supervise the duty assignments of personnel under him and shall act as the secretary of the Board of Officers in hearing administrative cases against any prison employee or guard.
- iv. The protection, peace and order of the prison compound and of the prison reservation shall be his concern.
- v. He shall help conduct preliminary investigations and make reports of all untoward incidents inside the prison reservation, and perform such other assignments that may be given to him by the Superintendent.
- vi. He shall act as prison ordinance officer and shall be held responsible for the safekeeping and maintenance of all firearms, and ammunition in the prison armory.
- vii. He shall look into the welfare of the guards as a whole.