

## 2. Commitment Procedure (Issuance of Certificate of Appearance)

The certificate of appearance is issued to committing officer (PNP officer's, BJMP officer's, CIDG officers,) as lawyer, service provider of other supporting document for and other line agencies requirement.

<b>Office or Division:</b>	PADO-PROVINCIAL REHABILITATION CENTER			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Commitment order from the committing court (1 Original)		1. Hall of Justice		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Upon entry deposit firearm to the main gate.	1. Advise PNP, BJMP, CIDG personnel to deposit their firearms at the main gate and advises to proceed the Receiving Desk Officer's at the admin office.	None	15 seconds	<i>Main Gate Security In Charge</i>
	1.1. Receiving Desk officer to receive the deposited firearms.	None	10 seconds	<i>Main Gate Security In Charge</i>
2. Hand in the commitment order and other supporting documents to the receiving officer.	Verify necessary documents such as Commitment Order, Information, Medical Certificate, and Certificate of detention.		7minutes	<i>PGIII Manuel Dela Cruz</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Received File copy and turn-over original copy per document to the committing court.	3. Submitting documents are receive		1 minute	<i>PGIII Manuel Dela Cruz</i>
4. Request Certificate of Appearance	4. Physical Examination of the newly committed inmate.		1 minute	<i>PGIII Villiamor Escobar Receiving Officer In Charges</i>
5. Request the Certificate of Appearance	5. Issue Certificate of appearance issued by the Escorting team sign by the Provincial Warden		15 minutes	<i>Health In charge</i>
	5.1. Jail Booking Procedures: <ul style="list-style-type: none"> <li>1. Taking of Personal Data</li> <li>2. Taking of Inmates Mug Shots</li> <li>3. Finger Printing</li> </ul>		10 minutes	<i>Admin in charge</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5. Request the Certificate of Appearance	5.2. Orient the newly committed PDL's on the jail rules/do's and don'ts and His/her rights and Privileges		5 minutes	<i>Desk Officer/ Cell Administrator</i>
	5.3. Haircut and Dorm assignment		10 minutes	<i>Desk Officer/ Cell Administrator</i>
<b>TOTAL:</b>		<b>None</b>	<b>48 minutes and 25 seconds</b>	