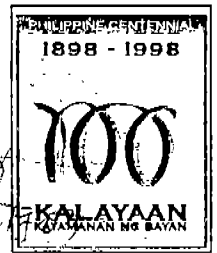


REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
 10th Floor, Francisco Gold Condominium II Bldg.
 Edsa cor. Mapagmahal St., Diliman, Quezon City



OFFICE OF THE SECRETARY

December 12, 2003

MEMORANDUM CIRCULAR
NUMBER 2003-232

TO : THE CHIEF, Bureau of Jail Management & Penology
 All Assistant Regional Directors for Jail Management
 and Penology
 All Provincial Governors
 All District, City and Municipal Jail Wardens

SUBJECT : Designation of Permanent Records Officers, and the
 Adoption and Utilization of a Standard Carpeta/ Prison
 Jacket of Prisoners Convicted by Final Judgment, and
 Detention Prisoners

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In order to address the problems of records keeping and management as well as ensure uniformity of inmates' prison records, you are hereby enjoined to comply with the following:

1. Designation of a permanent records officer or records keeper who shall obtain, keep and maintain up-to-date record of all prisoners convicted by final judgment and detention prisoners. It is advised that the permanent records officer to be designated are the jail personnel who participated in the four (4) day records management seminar conducted by the Corrections Pillar of the Napolcom Technical Committee on Crime Prevention and Criminal Justice (TCCPCJ).
2. Adoption and utilization of a standard carpeta/prison jacket which shall contain, among others, the prisoner's personal circumstances, criminal offense committed, court's decision, commitment order, certificate of preventive imprisonment, if any, and in the case of national prisoners confined in provincial, district, city or municipal jails, a certification by the jail warden stating why the prisoner has not been transferred to the national penitentiary, for the conduct of evaluation of the application for pre-parole or executive clemency.

For strict compliance.

Attested by:

ATTY. ALAN ROULLO YAP
 Head Executive Assistant

Jose D. Lina, Jr.
JOSE D. LINA, JR.
 Secretary, DILG

Encls.: Carpeta
 MOA

*data inees
 Dec 12, 2003
 2:00 PM*