

# MARIKINA CITY JAIL FEMALE DORMITORY

6/F Justice Hall Bldg., Sta. Elena, Marikina City  
DEPARTMENT HEAD/OIC: SINSP MILCAH T. ENCARNACION, DMD, RN  
Tel. No.: 646-6483



## SERVICES OFFERED:

### Commitment of Inmate (No fees to be collected)

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1.	Committing Officer submits Commitment Order, updated Medical Certificate and the inmate to be committed to verify the documents.	Records Officer	6th floor. Justice Hall Bldg, Sta. Elena Marikina City	10 minutes
2.	Physical examination and health evaluation of the inmate to be committed.	Nurse	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	10 minutes
3.	Receives the inmate for commitment and records in the logbook.	Desk Officer	6th floor, Justice Hall Bldg, sta. Elena Marikina City	5 minutes
4.	Searching of inmate/s body and personal belongings and assignment of bunks.	Custodial Officers	6th floor, Justice Hall Bldg, sta. Elena Marikina City	5 minutes
5.	Briefing of rules and regulations of the jail to the newly committed inmate/s.	Paralegal Office	6th floor, Justice Hall Bldg, sta. Elena Marikina City	20-30 minutes

## Requirements:

Commitment Order issued by the court  
Medical Certificate  
Turned-form  
Information  
Certificate of Detention

## Release of inmate

	Client Step	Office /Person Responsible	Location of office	Processing time
1	Submission of Release Order by the Court Officer.	Records Officer	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 minutes
2	Verification of inmate's records from RTC, MTC, PNP Warrant Section and Jail's Records for any pending case/s.	Records Office	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	30 mins

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3	Issuance of Certificate of Discharge if cleared from any pending case/s.	Warden, Officer of the Day	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	15 mins
4	Recording at the Logbook of released inmate.	Desk Officer	6th Flr. Justice Hall Bdg, Sta Elena, Mkna City	5 mins

**Requirements:**

Release Order with the Criminal Case number appearing in the records file of subject inmate  
 Corresponding information sheet for comparison receipt issued by Treasury for the Office for the Certificate of Discharge

**Visitation Privilege (No fees to be collected )**

(Tuesday-Friday = 1 pm to 5 pm )(Sat & Sun = 8 am, 12nn: 1pm-5pm)

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Pesentation of valid ID, secure Visitor's Tag and sign in at the Visitor's Logbook.	Gater	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 minutes
2	Searching of body and personal belongings	Searcher	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5-10 minutes
3	Visitation of inmate	Custodial Officer	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	Maximum of 4 hours per day
4	Surrender visitor's tag upon exit	Gater	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 minutes

**Requirements:**

Valid ID or community tax certificate

**Escort Duty (no fees to be collected)**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Checks the Court Order and schedule of hearing or check up at the hospital.	Chief Escort	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 minutes
2	Bring inmate to Court for hearing .	Escort Personnel	Depends on the designated Court for hearing.	Depends on the length of hearing
3	Bring inmate to other institution (hospital, Mental, etc).	Escort Personnel	Depends on the institution for check up.	Depends on the distance & duration of check up.

4	Return to Jail after hearing or check up	Escort Personnel	6th Flr. Justice Hall Bdg, Sta Elena, Mkna City	Depends on the length of hearing or check up
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**Requirements:**

- Court Order
- Office Order
- Letter Order
- Duty Detail

**Issuance of Certificate of Detention**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Log in or fill up the visitor’s logbook at the gate floor and in the information desk.	Gater	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 mins
2	Proceed to the Records Section and secure payment slip.	Records Officer	6th Flr. Justice Hall Bdg, Sta Elena, Mkna City	2 mins
3	Proceed to the Marikina City Treasurer’s Office and present the payment slip and pay the fee	City Treasurer’s Office	Marikina City Hall Mkna City	5 mins
4	Proceed to the jail’s Records Section and present the OR and receive the Certificate of Detention	Records JNCO	6th Flr. Justice Hall Bdg, Sta Elena, Mkna City	3 mins

**Requirements:**

- Inmates of this Jail
- Lawful Order

**Accreditation of jail ministry (No fees to be collected)**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Present valid ID, sign in at the visitors logbook and secure visitor’s tag.	Gater	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	2 minutes
2	Submit letter request addressed to the Warden thru the C.IWD.	C , IWDO	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5 minutes
3	The letter will be read for approval or disapproval depending on the availability of schedule and purpose of the jail ministry.	Warden C, IWDO	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	10 minutes
4	Signing of Memorandum of Agreement.	Warden C , IWDO	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	1 hour

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5	Client can now start with the requested jail ministry in accordance with the agreed schedule.	C , IWDO	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	Maximum of 1 hour per schedule
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**Requirements:**

Letter Request/letter or Intent

**Livelihood Training (no fees to be collected)**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Present valid ID, sign in at the Visitors Logbook and secure Visitor's tag.	Gater	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5 days
2	Submit letter request addressed to the Warden thru the C.IWD.	C, IWDO	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5 days
3	The letter will be read for approval or disapproval.	Warden C, IWDO		
4	If the request is approved a signing of Memorandum of Agreement is scheduled.	Warden C, IWDO		
5	Client can now start with the requested livelihood and skills training.	C, IWDO		

**Requirements:**

Letter Request/Letter of Intent

**Medical Consultation (no fees to be collected)**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Inform the Nurse on Duty, then refer to the Jail Doctor for schedule	Nurse	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	3 minutes
2	Proceed to the clinic as scheduled by the jail doctor	Medical Officer Nurse	Marikina City Hall Marikina City	Depends on the procedure to be performed
3	Review the documents and give proper medications as prescribed, or make endorsement of those inmates who needs referral to other institution.	Nurse	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5 minutes

**Requirements:**

Inmates of this jail

**Dental Consultation (no fees to be collected)**

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Inform the nurse on duty , the refer to the jail dentist for schedule	Nurse	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	3 minutes
2	Proceed to the clinic as schedule by the jail dentist	Dentist	Marikina City Hall Marikina City	Depends on the procedure to be performed
3	Review the documents and given proper medications as prescribed, or make endorsement of those inmates who needs referral to other institution.	Nurse	6th floor. Justice Hall Bldg , Sta. Elena Marikina City	5 minutes

**Requirements:**

Inmates of this jail

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For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.