

# MARIKINA CITY JAIL MALE DORMITORY CUSTODIAL SERVICE UNIT

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## VISITATION SERVICES

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Visitor has to show his or her identification card in exchange of the Visitor's Tag and log in the visitors log book.	4th Floor Gater	4th Floor Justice Hall Bldg, Sta. Elena, Marikina City	2 minutes
2	Visitor now proceeds to the Search Area for frisking, search and other SOP's on jail visitation.	Male Searcher (For male visitor) Female Searcher (For female Visitor)	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5-10 minutes
3	Proceed to the Visiting Area.	Duty Officer or Duty Personnel	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	Depends on the visitor/s
4	Upon termination of visiting time proceed to the 4th Floor Gater and surrender the Visitor's Tag	Gate Supervisor, 5th Floor Gater and 4th Floor Gater	2 minutes	

### Requirements:

Valid identification card (ID) or Community Tax Certificate.

# MARIKINA CITY JAIL MALE DORMITORY COMMUNITY RELATION SERVICE/ OPERATION DIVISION

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## CLEARANCE TO CONDUCT MEDIA COVERAGE IN JAIL

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Clients will send a letter request for media coverage to the Regional Director attention to CRS Division.	CRS NOR	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	15-30 minutes
2	The Chief CRS Division recommends to the Regional Director for the approval of the request.	Chief CRS Division	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	5-10 working days
3	Clients receive the letter of approval.	Duty Officer or Duty Personnel	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	5-10 minutes
4	Client proceeds to the jail to conduct the activity on the date and time approved subject to the conditions set therein.	CRS NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	Depends on the activity or agreed time
5	The Officer of the Day receives the visitor/guest and assist them in their needs;  The Duty personnel will ensure the safety of the visitor		5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	

### Requirements:

Formal letter request addressed to the Regional Director attention to CRS Division  
- Letter request should be sent at least ten (10) days prior to the actual date to give ample time to our concerned personnel for the arrangement of schedule and preparation on the conduct of media coverage.

# MARIKINA CITY JAIL MALE DORMITORY OPERATION DIVISION

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## CLEARANCE TO CONDUCT ACTIVITY IN JAIL

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Clients prepare the letter request signed by their Dean and noted by the school President. Hands carry the letter to the Regional Director attention to CRS Division or mail the same.	CRS NOR	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	5-10 days
2	Letter is received at the CRS Division of the Regional Office and advises the client to expect a reply within ten (10) days.	Chief, CRS Division	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	15-30 minutes
3	The Chief of CRS Division recommends to the Regional Director the approval of request.	CRS Division and Regional Director	5/F Seneca Plaza (E. Rodriguez Sr. Ave.), Quezon City, Philippines	5-10 minutes
4	Clients received the letter of approval	CRS NOR	10 minutes	Depends on the activity or agreed time
5	Client proceeds to the jail to conduct the activity on the date and time approved subject to the conditions set therein		5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	Depends on the activity or agreed time
6	The Officer of the Day received the visitor/guest and assist them in their needs;	Officer of the Day/CRS NOR and Duty Personnel	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	

### Requirements:

1. Letter request from the Dean of the Department where the students are enrolled and countersigned by the school/University President.
2. Request should be formal, typewritten or computerized and addressed to the Regional Director attention to CRS Division.
3. Letter request should be sent to the Regional Office ten (10) days prior to the actual date of the activity to give ample time for the City Jail Warden to coordinate with the personnel or inmate concerned.

# MARIKINA CITY JAIL MALE DORMITORY PARALEGAL SERVICES

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## CLEARANCE TO CONDUCT PARALEGAL ACTIVITIES IN JAIL

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Client submits formal request in writing addressed to the City Jail Warden. Client may hand carry or send letter by mail or fax.	Gate Supervisor	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Hand carried request follow the usual procedure observed at the gate. Gate Supervisor or 4th Floor Gater will refer the client to the Chief, Paralegal Section or Paralegal Officer. For mailed or faxed letter request, once received it will be acted upon and response will be sent to the client.	Gate Supervisor  Chief, Paralegal Section/ Paralegal Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3-5 days
3	Chief, Paralegal or the Paralegal Officer will assess the request that it is not in conflict with other groups and forward favorably the letter to the City Jail Warden	Chief, Paralegal Section/ Paralegal Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5 minutes
4	If the Warden approves, the Chief, Paralegal/Paralegal Officer and the client prepare the Memorandum of Agreement or Understanding	Chief, Paralegal Section/ Paralegal Officer and City Jail Warden	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	30 minutes
5	Client proceeds to the City Jail Warden's Office Client is oriented by the Chief, Paralegal Section or the Paralegal Officer on jail rules and regulations and assist the client and Warden in the signing of MOU or MOA	Warden/ Chief, Paralegal Section/ Paralegal Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	1 hour
6	Chief, Paralegal Section or the Paralegal Officer will furnish the Officer of the Day and the Gate Officer for Client's schedule. Client can now conduct paralegal activities	Chief, Paralegal Section/ Paralegal Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	Depends on the activity or agreed time

### Requirements:

1. For Students: recommendation letter from the Dean of the school noted by the University President.
2. For individual or cause oriented groups: letter request, clearly stating their purpose and schedule.

# MARIKINA CITY JAIL MALE DORMITORY INMATES WELFARE AND DEVELOPMENT SERVICE UNIT

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## ISSUANCE OF APPROVAL/CLEARANCE TO SERVICE PROVIDERS

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Present valid identification card (ID) at the 4th Floor Gate Officer and fill up entries of the log book and inform the Gate Supervisor of the purpose.	Gate Supervisor	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Client submit letter request in writing addressed to the City Jail Warden thru Chief, IWD	Chief, IWD or IWD NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5 minutes
3	If the Client and the Chief IWD arrived with a final agreement, a Memorandum of Agreement/ Understanding is prepared.	Chief, IWD or IWD NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	10 minutes
4	Client thru the recommendation of the Chief, IWD now proceed to the Warden's Office for the formal signing of the MOA or MOU.	City Jail Warden/ Chief, IWD	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	15 minutes
5	Client can now start with the request for jail ministry according to MOA/MOU. Chief, IWD issue identification cards to the client/s and brief client/s with the existing jail rules and regulations.	Chief, IWD	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	30 minutes

### Requirements:

Request letter.

## LIVELIHOOD SERVICES

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Present valid identification card (ID) at the 4th Floor Gate Officer and fill up entries of the log book and inform the Gate Supervisor of the purpose.	Gate Supervisor	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Client submit letter request in writing addressed to the City Jail Warden thru Chief, IWD	City Jail Warden/ Chief, IWD or IWD NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5 minutes
3	The City Jail Warden coordinates with the Chief, IWD if the schedule is available and/or recommends modification on the request.	Chief, IWD or IWD NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	10 minutes

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4	If the Client and the Chief IWD arrived with a final agreement, the schedule will be set		5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5-10 minutes
5	Client agrees to the agreement and can now start with the request for jail ministry.	Chief, IWD or IWD NOR	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	30 minutes

**Requirements:**

Request letter.

# MARIKINA CITY JAIL MALE DORMITORY RECORDS SERVICE UNIT

5/F Justice Hall Bldg., Sta. Elena, Marikina City  
CITY JAIL WARDEN, J/CINSP GREGORIO C. ACACIO  
Tel No. 646-6483

## 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 or CRS.	4th Floor Gater	4th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Proceed to the Records Section and secure payment slip	Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	2 minutes
3	Proceed to the City Treasurer's Office and present the payment slip	Records Officer	Treasurer's Office	5 minutes
4	Pay the fee	City Hall personnel	Treasurer's Office cashier	5 minutes
5	Proceed to the jail's Records Section and present the OR	Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
6	Receive the Certificate of Detention	Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	2 minutes

### Requirements:

Request letter.

## COMMITMENT OF INMATE

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Committing Officer will present valid ID at the Gate Officer and fill up entries of the logbook located at the information desk. Leave firearm if any, with the Gate Supervisor.	4th Floor Gater/ Gate Supervisor/ CRS	4th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Committing Officer proceeds to the Desk Officer on duty and present the documents together with the inmate/s in tow usually in handcuff and to the Health Service Unit and Records Service Unit.	Desk Officer/ Duty Nurse/ Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5-10 minutes

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3	Desk Officer Examines the documents presented, if in order, DO accompanies the Committing Officer to the Health Service Unit for physical examination and evaluation conducted by the Duty Nurse and to the Records Service Unit to hand in the documents and the corresponding inmate for commitment.	Desk Officer, Duty Nurse, Records Personnel	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5-10 minutes
4	Records Officer receives the documents presented and assigns the inmate to a cell, conduct searching procedures on inmate's personal belonging/s and turn over to the Custodial Service	Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5 minutes
5	Paralegal Officer conduct briefing on jail rules and regulations to the new inmate/s.	Paralegal Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	20-30 minutes

### Requirements:

Mandatory:

1. Commitment Order duly issued by the court.

Necessary:

1. Medical Certificate
2. Turn-over Form
3. Information ( with complete name including the middle name)
4. Certificate of Detention
5. Certification of pending warrant (cases of inmate) if possible

NOTE: NO FEE, CHARGE OR PAYMENT FOR THE SERVICE/S

## RELEASE OF AN INMATE

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Court Officer presents valid ID at the gate and fills up in the logbook at the information desk.	Gate Supervisor	4th Floor Justice Hall Bldg, Sta. Elena, Marikina City	3 minutes
2	Court Officer proceeds to the Records Office and hand in the release order issued by the Presiding Judge. Records Officer examines the documents as to authenticity, examines and review the inmate's record on file for any pending case.	Records Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	2 minutes
3	Record Officer conduct verification/ clearance to the OCC-RTC and OCC MeTC and Warrant Section	Records Officer	DOJ Offices	35 minutes
4	If an inmate has no other pending case/s based on file, a certificate of discharge is issued and signed by the Records Officer and the Warden before he will be blotted by the Desk Officer.	Records Officer/ Warden	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	30 minutes



5	Duty Nurse will examine the released inmate for TB Screening	Duty Nurse	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5 minutes
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**Requirements:**

1. Release Order with the Criminal Case Number appearing in the records file of subject inmate.
2. Corresponding Information Sheet for comparison.
3. Receipt issued by Treasury Office for the Certificate of Discharge

**ESCORTING OF INMATES**

	Client Step	Office/ Person Responsible	Location of Office	Processing Time
1	Escort inmates to and from the court hearing with proper handcuff. Desk Officer will ask the inmate of his full name for verification. Escort personnel will sign in the logbook before and after proceeding to the court.	Escort Officer and Desk Officer	5th Floor Justice Hall Bldg, Sta. Elena, Marikina City	5-10 days
2	After court hearing, Desk Officer will ask each inmate if their hearing were postponed (indicate the reason- no judge, no fiscal, no PAO, no witness(es) or pushed through and when is the scheduled next hearing.	Desk Officer	3rd floor/ 4th floor of the same bldg.	2-3 hours
3	Inmates to be brought to other institution (hospital, mental) with court order. Sign in the Logbook before and after escorting inmates.	Escort Personnel and Duty Nurse	National Center for Mental Health & nearest government hospital	3-4 hours
4	Inmates to be brought in an emergency case. Sign in the Desk Officer Logbook before and after escorting.	Escort Personnel and Duty Nurse	nearest government hospital	Depends on the progress of inmate or physicians advice

**Requirements:**

Court Order issued by their respective branch of court law.

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