

Frontline Service : Request for the Conduct of Jail Visitation

Clients : Individuals, CSOs, NGOs, Government Agencies, and Other Organizations

Requirements : Accomplished Jail Visitation Request Form (The form can be obtained at RHRC Regional Office or can be downloaded at RHRC website www.rhrc.armm.gov.ph) /Letter of Request

Schedule of Availability of Service :

Monday to Friday, 8:00 AM to 5:00 PM, No Noon Break

During Ramadhan, 7:30 AM to 3:30 PM, No Noon Break

Total/ Maximum Duration of Process : 2 working days and 5 hours

How to Avail of the Service :

No.	Client Step	Agency Action	Office/ Person Responsible	Location of Office	Maximum Duration of Step
1.	Submit the duly accomplished Jail Visitation Request Form/send letter of request	Receive/evaluate request	Investigator on Duty	Provincial Office	30 minutes
		Prepare administrative/ logistical requirements	Administrative Officer	Provincial Office	4 hours
2.	Coordinate with Investigating team	Conduct jail visitation	Investigating team leader	Provincial Office	1 day
		Prepare and submit report	Investigating team leader	Provincial Office	1 day
3.	Receive information regarding the result of the jail visit	Inform client the result of the jail visit	Investigating team leader	Provincial Office	30 minutes