



Public of the Philippines
PROVINCE OF QUIRINO
 Provincial Capitol, Cabarroguis



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Office of the Provincial Warden

ADMINISTRATIVE SERVICES: (Provision of Escorting Services)

Step	Client	Provider	Duration	Requirement/s	Fees	Person Responsible	Location/ Contact Number
1	Forward request order	Received letter request	2 minutes	None	None	Romeo R Rumbaoa Mario R Dela Cruz Oscar N Antonio	Reception Area Office of the Provincial Warden, Capitol Hills, Cabarroguis, Quirino
2		Forward request letter to administrative office	2 minutes	None	None	Request Admin Designate/Mirasol T Rosete-Assistant Provincial Warden	Admin Section- Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
3		Process Certificate of Detention/ Good Moral	2 minutes	None	None	Request Admin Designate/Mirasol T Rosete-Assistant Provincial Warden	Admin Section- Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
4		Approval	2 minutes	None	None	P/Supt. Pedro V. Castillo (Ret.) – Provincial Warden	Office of the Provincial Warden, Capitol Hills, Cabarroguis, Quirino

5		Release Of Certificate of Detention	2 minutes	None	None	Admin Designate/Mirasol T Rosete-Assistant Provincial Warden	Admin Section- Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
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ESCORTING SERVICES: Provision of Escorting

Step	Client	Provider	Duration	Requirements	Fees	Person Responsible	Location Contact Number
1	Forward Court Orders and Subpoena's /Notifications	Received Court Order and Subpoena/ Notification	2 minutes	None	None	Admins Designate – Mirasol T Rosete – Assistant Provincial Warden	Admin Section – Provincial Warden Office, Capitol Hills , Cabarroguis, Quirino
2		Schedule the transport	2 minutes	None	None	Admins Designate – Mirasol T Rosete – Assistant Provincial Warden	Admin Section – Provincial Warden Office, Capitol Hills , Cabarroguis, Quirino
3		Details Escort Prison Guard's	3 minutes	None	None	All Prison Guard's I	Escorting services area – Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
4		Process travel order and mission order	5 minutes	Mission Order	None	Admins Designate – Mirasol T Rosete –	Admin Section – Provincial Warden Office, Capitol Hills

						Assistant Provincial Warden	, Cabarroguis, Quirino
5		Approval	2 minutes	None	None	P/Supt. Pedro V. Castillo (Ret.) – Provincial Warden	Provincial Warden Office, Capitol Hills , Cabarroguis, Quirino

ADMINISTRATIVE SERVICES: Acceptance of Inmate/s

Step	Client	Provider	Duration	Requirement/s	Fees	Person Responsible	Location/ Contact Number
1	Forward commitment order	Received Commitment order/s	2 minutes	None	None	Admin Designate – Mirasol T Rosete – Assistant Provincial Warden	Admin Section - Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
2		Process Acceptance Receipt	5 minutes	Transmittal from committing authority	None	Admin Designate – Mirasol T Rosete – Assistant Provincial Warden	Admin Section - Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino
3		Approval	2 minutes	None	None	P/Supt. Pedro V. Castillo (Ret.) – Provincial Warden	Provincial Warden Office, Capitol Hills, Cabarroguis, Quirino