

	<b>MONITORING TOOL FOR PNP, NBI, PDEA, AFP DETENTION FACILITIES (FEMALE/MIXED POD)</b>	<b>DOCUMENT CONTROL NO.:</b> <b>CHR-</b> Revision No. 000 Revision Date: ____ June 2023
	<b>Visitorial Division, Prevention Cluster</b> Owner	

**MONITORING OF THE HUMAN RIGHTS SITUATION OF  
PERSONS DEPRIVED OF LIBERTY IN \_\_\_\_\_  
CONDUCTED ON \_\_\_\_\_**

**CHR Region \_\_\_\_\_**

**I. Profile of the Facility**

1. Address of the Facility: \_\_\_\_\_
2. Contact Information (*telephone/mobile number/s and email address*):  
\_\_\_\_\_
3. Name and designation of the Head of Facility:  
\_\_\_\_\_
4. Ideal Capacity: \_\_\_\_\_
5. Actual Number of Persons Deprived of their Liberty (PDL)  
Male/Boys \_\_\_\_\_  
Female/Girls \_\_\_\_\_  
TOTAL \_\_\_\_\_  
Of the total number of PDL population, how many identified  
themselves as belonging to the LGBTQ+ community? \_\_\_\_\_
6. Number of facility personnel  
Custodial Personnel \_\_\_\_\_  
Non-Custodial \_\_\_\_\_  
TOTAL \_\_\_\_\_

**II. Special Categories of Persons Deprived of Liberty**

Category	Number of PDLs			TOTAL	Remarks
	Male	Female	LGBTQ +		
Older Persons (60 years old and above)					
Minors (below 18 years of age)					
Terminally ill					
Persons with Disability					
Persons with Mental Health Conditions					
Pregnant Women					
Victims of Gender Based Violence					
Indigenous People					

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Alleged Political Prisoner					
Tagged as Terrorist Individuals as defined under RA 11479					

III. Findings/Observations







**Instructions:** Fill out the tables under this section by checking the level of compliance to international standards. Write in the remarks section additional relevant information pertaining to the facility’s compliance to the standards.

Below is the guide for rating your facility’s compliance.

- **Not Complied** if the standard is not met at all,
- **Partially Complied** if the standard is not completely met,
- **Fully Complied** if the standard is completely met.
- If the standard is not applicable, put **"N/A"** in the space under Not Complied.

-  Requires photo documentation to substantiate the facility's compliance with the standard.
-  Requires members of the visitation team to observe the facility processes and surroundings to determine compliance with the standard.
-  Review, if possible secure, relevant document/s as proof of facility's compliance with the standard.

1. Accommodation

Minimum International Standard	Not complied	Fully Complied
All accommodation and in particular all sleeping accommodation meet all requirements of health. 		
Cells have windows large enough to allow entry of natural light and fresh air. 		
Artificial light and ventilation are provided. 		
The sanitary installations are adequate. 		
Adequate bathing and shower installations are provided. 		
All parts of the facility regularly used by the PDL are properly maintained and kept clean at all times. 		



Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


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2. File Management

Minimum International Standard	Not complied	Fully Complied
A standardized PDL file management system is in place. 		
Every PDL committed in the facility must have been issued a Warrant Arrest, unless lawfully arrested without a warrant. 		
PDL records are kept confidential and available only to those whose professional responsibilities require access to such records.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.


3. Physical Environment

Minimum International Standard	Not complied	Fully Complied
Facility design complies with the accessibility law. 		

Emergency and safety protocols are in place to mitigate risks and ensure safe evacuation of PDL in case of a disaster or emergency. 		
Facility is not located in areas where there is known health or other hazards or risks. 		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. Clothing and Bedding

Minimum International Standard	Not complied	Fully Complied
PDL are allowed to wear his/her own clothing. 		
PDL are allowed to wash and change their clothes as often as necessary.		
PDL removed outside the facility for an authorized purpose are allowed to wear his/her own clothing.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



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**5. Separation of Categories**

Minimum International Standard	Not complied	Fully Complied
Men are detained separately from the women.		
Minor PDL are kept separate from adults.		
PDL with highly communicable or infectious diseases are isolated / kept separate.		
Untried PDL are kept separate from convicted PDL.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Personal Hygiene**

Minimum International Standard	Not complied	Fully Complied
PDL are provided with water throughout the day.		

PDLs are provided with toiletries as are necessary for health and cleanliness.

The accommodation of female PDL have facilities and materials required to meet women's specific hygiene needs.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Food and Drinking Water**

Minimum International Standard	Not complied	Fully Complied
PDL may, if they so desire, have their food procured at their own expense from the outside, either through the administration or through their family or friends.		
The facility provides food for PDL who have no means to buy their own.		
The food provided by the facility has nutritional value and is well prepared and served.		
Drinking water is available to every PDL whenever he/she needs it.		



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Dietary restrictions or religious culture of PDLs are considered in food preparation.

Additional question:

1. What is the budget for food for every PDL per day?

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Exercise, Sport and Recreation**

Minimum International Standard	Not complied	Fully Complied
Every PDL has at least one (1) hour of suitable exercise in the open air daily		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Health-care Services**

Minimum International Standard	Not complied	Fully Complied
PDL have access to necessary health-care services free of charge and without discrimination.		

Untried PDL shall be allowed to be visited and treated by his or her own doctor or dentist if there are reasonable grounds for the application and he/she is able to pay any expenses incurred.

The facility is able to provide continuity of treatment and care for infectious diseases including HIV and tuberculosis.

The facility has in place a health care service which consists of an interdisciplinary team with sufficient qualified personnel and sufficient expertise in psychology and psychiatry.

The services of a qualified dentist are available.

Individual medical files of all PDL are accurate, up-to-date and kept confidential. 📄

There is adequate and regular supply of medicine for common ailments of PDL. 📦

The facility ensures prompt access to medical attention in urgent cases. PDL are referred to a capable hospital for specialized treatment.

The facility examines the medical conditions of newly arrived PDL. 📄

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The facility conducts torture screening for newly-admitted PDL. 📄		
PDL suspected of having contagious diseases are provided adequate treatment.		
The physician or other qualified healthcare professional has regular access to sick PDL and those who complain of physical or mental health issues or injury.		
Pregnant PDL are provided the necessary prenatal and postnatal care and treatment.		
All medical examinations are undertaken in full confidentiality.		
PDL with mental disabilities are referred to specialized facilities.		
Gender-specific healthcare services at least equivalent to those available in the community are provided to female PDL.		

Additional questions:

1. How many in-house medical personnel or health care professionals does the facility have?

2. In a female facility, arrangements are made for children to be born in a hospital outside the facility?

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

10. Restrictions, discipline and sanctions

Minimum International Standard	Not complied	Fully Complied
The facility uses alternative dispute resolution mechanisms to prevent disciplinary offenses or to resolve conflicts.		
The facility administration ensures proportionality between the disciplinary sanction and the offence committed by the PDL. 📄		
Complete records of disciplinary proceedings are kept. 📄		
The facility administration, before imposing disciplinary sanctions, considers a PDL's mental illness or developmental disability		
A PDL is not employed in any disciplinary capacity.		



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PDL are informed of the nature of the accusation against them and are given time and facilities for the preparation of their defense. 📄		
PDL are allowed to defend themselves in person or through legal assistance, particularly in cases involving serious disciplinary charges. 📄		
PDL have an opportunity to seek judicial review of disciplinary sanctions imposed against them.		
Disciplinary sanctions or restrictive measures do not include the prohibition or prolonged restriction of family contact.		
Healthcare personnel do not have any role in the imposition of disciplinary sanctions or other restrictive measures.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**11. Searches of PDLs and cells**

Minimum International Standard	Not complied	Fully Complied
Searches are conducted in a manner that is respectful of the inherent dignity and privacy of the person being searched. 📄		
Intrusive searches, including strip and body cavity search, are undertaken only if absolutely necessary.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**12. Information to PDLs on facility's regulations, PDL rights and obligations**

Minimum International Standard	Not complied	Fully Complied
PDL are promptly informed about the reasons for his or her detention and about any charges against him or her.		
If PDL does not have a lawyer of his or her own choice, he/she shall be entitled to have a lawyer assigned to him/her by a judicial or		

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other authority and without payment if the PDL does not have sufficient means to pay.		
The facility orients newly arrived PDL on POD rules and regulations, as well as the rights and obligations of PDL. 📄		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Requests or complaints by the PDL

Minimum International Standard	Not complied	Fully Complied
Every PDL has the opportunity to make uncensored requests or complaints to the facility administration and to the judicial or competent authorities. 📄		
Allegations of torture or other cruel, inhuman or degrading treatment or punishment of PDL are dealt with immediately and result in a prompt and impartial investigation by an independent authority. 📄		

Additional question:


1. How does the facility ensure that the PDL is not exposed to any risk of retaliation, intimidation or negative consequences as a result of having submitted a request or complaint?

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Contact with the outside world

Minimum International Standard	Not complied	Fully Complied
PDL are allowed, under necessary supervision, to communicate in writing or using electronic/digital means with their family and friends. 📄		
PDL are allowed, under necessary supervision, to receive visits from family and friends at regular intervals. 👁		
Search and entry procedures for visitors are not degrading. Body cavity searches are avoided and not applied to children. 👁		
PDL are provided with adequate opportunity, time and facilities to be visited by and to		



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communicate with a legal counsel or a legal aid provider. 📷		
PDL who are foreign nationals are provided reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong.		
PDL are kept informed regularly of the more important items of news.		

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Notification of Death, Illness and Transfer

Minimum International Standard	Not complied	Fully Complied
The family is informed of the death, serious illness, serious injury, or removal for medical treatment of the PDL. 📄		
PDL are informed at the earliest possible time of the death or serious illness or injury of any immediate family member.		
PDL are provided with the opportunity to attend the funeral of the deceased member of a family or visit a relative with critical illness. 📄		

The family is informed of the planned transfer of the PDL to another institution.		
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Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Exercise of Religion

Minimum International Standard	Not complied	Fully Complied
A qualified representative of a religious organization is allowed to hold regular services and to pay pastoral visits to PDLs at proper times.		
Every PDL is allowed to satisfy the needs of his/her religious life by attending the services provided in the facility.		
PDL can choose not to participate in religious services or freely decline any religious education, counselling or indoctrination.		

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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17. Retention of PDL’s Property

Minimum International Standard	Not complied	Fully Complied
All money, valuables, clothing and other effects belonging to a PDL which he/she is not allowed to retain on his/her admission are placed in safe custody and kept in good condition. An inventory thereof is signed by the PDL. 📷 📄		
On the release of the PDL, all such articles and money are returned to him/her except if he/she has been authorized to spend money or send any such property out of the facility. 📄		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

18. Investigation on Custodial Death, Disappearance, Serious Injury, Torture or other Cruel, Inhuman or Degrading Treatment or Punishment (CIDTP) of CDL.

Minimum International Standard	Not complied	Fully Complied
The facility has a mechanism/protocol in place to manage cases of torture against PDL. 📄		
The head of the facility reports, without delay, to a judicial or other competent authority (e.g. CHR), any custodial death, disappearance, serious injury, act of torture or other CIDTP. 📄		
Health care professionals document any signs of torture and other CIDTP and report such cases to the competent authority. 📄		
The facility returns the body of a deceased PDL to his/her next of kin, as soon as possible, at the latest upon completion of the investigation. 📄		
The facility facilitates a culturally appropriate funeral if there is no other responsible party willing or able to do so, and shall keep a full record of the matter. 📄		

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Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Removal and Transport of PDL

Minimum International Standard	Not complied	Fully Complied
When removed from the facility, a PDL is exposed to public view as little as possible.		
Proper safeguards are adopted to protect a PDL from insult, curiosity, and publicity in any form.		
The transport of PDL is carried out at the expense of the facility.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Institutional Personnel

Minimum International Standard	Not complied	Fully Complied
Personnel are appointed on a full-time basis and have civil service status with security of tenure.		
There is continuous provision of in-service training courses to maintain and improve the knowledge and professional capacity of the facility personnel.		
The head of the facility is adequately qualified for his/her task by character, administrative ability, suitable training and experience.		
Personnel are trained on psychosocial needs of PDL, as well as social care and assistance, including early detection of mental health issues.		
All staff assigned to work with female PDL received training relating to the gender-specific needs and human rights of women prisoners.		

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


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21. Others (Please state other significant findings or observations)


V. Good Practices, if any  
(Cite the good practices or initiatives of the facility that are worth replicating by other facilities)


VI. Incidences reported / monitored (perpetrated by facility personnel or PDL)

	Number of cases reported		Remarks (causes/updates)
	During the year of visit	During previous year	
Death/s in custody			
Torture incident/s			
Riots			
Escape			
Suicide			
Gender-based violence			
A PDL is detained without Warrant of Arrest beyond the period of 14 calendar days under Section 29 of RA 11479			

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**List of Key Informants/Interviewee**

Name	Designation	Office/Division/Unit

**Inspection/Interview conducted by:**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_