

FUNCTIONAL CHART

Office of the Administrator

Acts as Head of the Agency and Executive Officer of the Administration.

Office of the Deputy Administrator

Assists the Administrator and performs such duties as may be assigned by the Administrator.

Administrative Division

Provides general support services namely: management of disbursement and collection, public information dissemination through quadric media, records management, screening of applicants for hiring and promotion through psychological testing and evaluation, and capability enhancement of personnel.

Regional Parole and Probation Offices

Exercises supervision and control over all Provincial/City Parole and Probation Offices within their jurisdiction, and performs such duties as may be assigned by the Administrator.

Case Management and Records Division

Provides assistance to field offices to improve investigation and supervision procedures, caseload recording and casework services, and manages case documents of clients.

Financial and Management Division

Provides the administration with advice and assistance in budgeting and sound financial management.

Community Services Division

Strengthens community involvement in the rehabilitation of clients, and generates and mobilizes resources.

Provincial/City Parole and Probation Offices

Undertakes the investigation of petitioners for probation and applicants for Parole/ Executive Clemency referred by courts/Board of Pardons and Parole, supervises and rehabilitates probationers/ parolees/pardonees/first time minor drug offenders, and performs such other duties as may be assigned by the Regional Director.

Legal Division

Provides legal opinion/ advise/ counsel to the Administration.

Planning Division

Develops the Agency's thrusts, strategies and priority Programs/Activities/Projects, and monitors and evaluates performance.

Technical Services Division

Evaluates and manages reports on application for Parole/ Executive Clemency, and functions as the service arm of the Agency to the Board of Pardons and Parole.