

**[ BOC MEMORANDUM ORDER NO. 03, S. 1991, July 29, 1991 ]**

**PRISONERS WITH CO-ACCUSED**

This confirms instructions previously given pertaining to the procedure that shall be followed in completing the basic Prison Records of prisoners with co-accused.

The following guidelines are hereby reiterated:

1. Where there is only one set of basic documents accompanying the commitment of several convicted co-accused in the same case and this set is placed in the carpeta of the principal co-accused, a Certification to this effect by the Chief, IREC or his Receiving Officer shall be placed inside the carpeta of the other co-accused.
2. When any of the co-accused has served his minimum sentence and is eligible for parole, the Chief, Document Section shall see to it that copies of this set of basic documents shall be placed inside the carpeta of the prisoner concerned, for evaluation by the Board of Pardon and Parole.
3. As much as possible, the carpeta of all co-accused, particularly, if they have received similar sentences, shall be tied together when and if they are forwarded to the Board of Pardons and Parole.

For compliance.

Adopted: 29 July 1991

(SGD.) CLETO B. SEÑOREN  
*Director*



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