



**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
MULTI-PURPOSE COOPERATIVE**  
144 Mindanao Avenue, Quezon City

**COMPLIANCE WITH THE MANDATORY TRAINING REQUIREMENTS FOR BJMP-MPC BOARD OF DIRECTORS**

(Addendum to 2017 Revised Election Rules and Regulations for BJMP-MPC Board of Directors)

The following are hereby included as additional requirements for BJMP-MPC Board of Directors:

**Section 1. Compliance with the Mandatory Training Requirements-** All elected BJMP-MPC Board of Directors shall during their term comply with the mandatory training requirements and compliance thereof shall be monitored by the Election Committee as an indispensable requirement for running for a re-election or future election as member of the Board or any appointive position.


**Section 2. List of required trainings for Cooperative Officers/Board of Directors-** Board of Directors during their term shall endeavour to undergo appropriate trainings such as, but not limited to the following:

- Financial Management
- Policy Development
- Leadership and Values-Re-orientation
- Conflict Management
- Strategic Planning and Management
- Orientation on Labor and Other Related Laws
- Records Management (Financial/Non-Financial Transaction)
- Cooperative Standards
- Investment and Banking Procedures
- Basic Accounting for Non-Accountants
- Internal Control including Inventory System
- Audit Management
- Rules Formulation
- Human Resource Management
- Effective Communication Skills
- Entrepreneurship and Business Management Skills
- Basic Computer Literacy

**Section 3. Period of Compliance** – Board of Directors shall complete the required training within the first half of their term. Non-compliance with the training requirement during their term shall be a ground for disqualification for future election.

**Section 4. Enforcement** – The Cooperative shall ensure that all officers/members of the Board shall comply with the mandatory training during the first half of their term. Upon finding that an officer/member of the Board has not complied with the required training, the Authority shall notify in writing the cooperative to ensure that its officer comply with the required trainings within a specified period of time.

**Section 5. Effectivity-** This addendum takes effect immediately upon approval of the Board. The 2017 Revised Election Rules and Regulations and this Addendum shall be read and construed as one document and reference in any of the two documents shall be read and construed as reference to the 2017 Revised Rules and Regulations.

  
**ATTY. WENA FE DALAGAN**  
Jail Senior Inspector  
Chairperson, Election Committee