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## **MANDATE**

The Bureau of Jail management and Penology (BJMP) was created on January 2, 1991 pursuant to Republic Act 6975, replacing its forerunner, the Office of the Jail Management and Penology of the defunct Philippine Constabulary/Integrated National Police. The BJMP has jurisdiction over all district, city and municipal jails. It is a line bureau of the Department of the Interior and Local Government (DILG). As such, it shall ensure the establishment of a secured, clean, adequately equipped and sanitary facilities, provisions of quality services for the custody, safekeeping and development of district, city and municipal inmates, any fugitive from justice, or person detained, awaiting or undergoing investigation or is mandated to direct, supervise and control the administration and operation of all district, city and municipal jails nationwide with prolonged tasks of safekeeping and development of persons deprived of liberty.

## **VISION**

The BJMP envisions itself as a dynamic institution highly regarded for its sustained humane safekeeping and development of inmates.

## **MISSION**

The Bureau aims to enhance public safety by providing humane safekeeping and development of inmates in all district, city and municipal jails.

## **FUNCTIONS**

In line with its mission, the Jail Bureau endeavours to perform the following functions:

- a. to enhance and upgrade organizational capability on a regular basis, thus making all BJMP personnel updated on all advancements in law enforcement eventually resulting in greater crime solution efficiency and decreased inmate population;
- b. to implement strong security measures for the control of inmates;
- c. to provide for the basic needs of inmates;
- d. to conduct activities for the rehabilitation and development of inmates;
- e. to improve jail facilities; and,
- f. to promote the general welfare and development of personnel.

## **OBJECTIVES**

- a. To improve the living conditions of inmates in accordance with the accepted standards set by the United Nations;
- b. To enhance the safekeeping and development of inmates in preparation for their eventual reintegration onto the mainstream of society upon their release.
- c. To professionalize jail services.

## **CORE VALUES**

- |                             |                             |
|-----------------------------|-----------------------------|
| a. Commitment               | d. Self-Discipline          |
| b. Respect for Human Rights | e. Expedient implementation |
| c. Efficiency/Competence    |                             |

## OVERVIEW

As one of the five pillars of the Criminal Justice System, the BJMP was created to address growing concern of jail management and penology problem. Primarily, its clients are detainees accused before a court who are temporarily confined in such jails while undergoing investigation, waiting final judgement and those who are serving sentence promulgated by the court 3 years and below. As provided for under R.A. No. 6975, the Jail Bureau is mandated to take operational and administrative control over all city, district and municipal jails.

The Bureau has four major areas of rehabilitation program, namely: Livelihood Projects, Educational and Vocational Training, Recreation and Sports, and Religious/ Spiritual Activities. These were continuously implemented to eliminate the offenders' pattern of criminal behaviour and to reform them to become law-abiding and productive citizens.

Although the workplace of the Jail Bureau is confined inside the portals of jail to safeguard inmates, nonetheless, the Bureau has an inherent function of informing the public of jail operations and other matters concerning the corrections pillar of the Philippines. Coincidentally, being a new and growing Bureau, BJMP aims to keep the public abreast of information regarding jail management and penology.

## **BRIEF HISTORY**

On January 2, 1991, the Bureau of Jail Management and Penology was created thru Republic Act 6975 as a Line Bureau under the Department of Interior and Local Government. The Jail Bureau is the upgraded version of its forerunner, the Office of Jail Management and Penology of the defunct PC/INP last headed by Brig. Gen. Arsenio E. Concepcion. As mandated by law, the Bureau of Jail Management and Penology (BJMP) shall operate under the reorganized Department of the Interior and Local Government (DILG). Starting from scratch with 500 personnel in 1991 the BJMP weaned from its mother PC/INP as a mere component to become a full-fledge bureau. Dir. Charles S. Mondejar took his oath of office on July 1, 1991 as the first Chief, BJMP.

## **STRENGTHENING LINKAGES WITH THE COMMUNITY**

The Bureau of Jail Management and Penology is implementing a project that continuously strengthens its link to the community. The project aims to improve jail services nationwide and to give awareness to the public on how the Bureau is working for the good of its clientele. The “I-dial kay Dial” is the initial project of J/DIRECTOR ROSENDO MORO DIAL, CESO III which was launched on April 1, 2008. Two cell phone numbers were provided to receive complaints of abuses, maltreatment, exploitation, extortion, negligence and other anomalies committed by our jail personnel. Suggestions are also treated accordingly for the improvement of jail management. Information which will be treated with utmost confidentiality can be sent through text or call at 0917-464-1538 and 0928-330-9799. Director Dial warns personnel especially those who are

involved in different dubious transactions to refrain from doing such so that they will not lose their job. He also encourages the public especially those who are visiting our jails not to hesitate in sending their complaints against unscrupulous jail personnel.

With the change of BJMP Administration on 01 April 2012, under the leadership of J/CSUPT DIONY D MAMARIL, CES (E), Chief, BJMP, said public service was renamed “e-text/e-tawag kay Hepe” which can now be sent through text or call at numbers 0939-2752427 (Smart), 0933-3841574 (Sun) and 0915-3111580 (Globe).

From “EText Kay Hepe” comes the, “E-tap mo si Sir Taps” which aims to improve jail services nationwide and to give awareness to the public on how the Bureau is working for the good of its clientele and personnel.

At BJMP-CAR, two (4) cell phone numbers were provided to receive complaints of human rights violations, abuses, maltreatment, exploitation, extortion, negligence and other anomalies committed by our jail personnel and for reporting of good practices and good deeds of personnel. Suggestions are also treated accordingly for the improvement of jail management and operation in which all information are treated with outmost confidentiality which can be sent through text or call at 0939-2752427(Smart), 0933-3841574 (Sun), 0915-3111580(Globe).

## **TRAINING INSTITUTE**

The National Jail Management and Penology Training Institute (NJMPTI) formerly known as Jail National Training Institute (JNTI) take charge of the training needs of the Bureau nationwide. A civilian agency and a constitutive unit of the Philippine

Public Safety College (PPSC) is responsible in the academic responsibility over personnel of BJMP and takes full advantage of having the education and training of its clientele as its singular preoccupation thereby infusing the system with the multiple benefits of specialization to include a highly competent faculty, state-of-the-art methodologies, technology and well-designed curricular offerings and programs.

The Directorate for Human Resource Development is in charge for specialized or tactical trainings of the BJMP, such as **Special Tactics and Response (STAR)**.

## **OTHERS**

A career with the BJMP offers: opportunity to play an active role in the Public Safety Community; variety of work and assignments; job satisfaction; and pride in being part of a dynamic growing professional organization. There has been a better time to join the Jail Bureau. You may visit the website <http://www.bjmp.gov.ph> or you may personally visit the Directorate for Personnel and Records Management (DPRM) of the BJMP National headquarters or the PBJMP Regional Office-Cordillera Administrative Region (BJMP-CAR) which will provide the most current in-depth information concerning open positions, published vacancies, job requirements, salaries and benefits.

## **BJMPRO-CAR FRONTLINE PUBLIC SERVICES**

### **Primary Frontline Public Services**

- Issuance of Service Records
- Request for Clearance to Conduct Activity
  - a) Interview
  - b) Gather data/research
  - c) On-the-job-training
  - d) Take photo or video
  - e) Conduct of Interfaith/Religious Activities
- Request for Conduct of Medical/Dental Services
- Filing of Complaint and Action Centre
- Queries/Verification if a person is detained in any jail within the Region



# Request for Issuance of Service Records

## Schedule of Availability of Service

8:00 AM – 5:00 PM; Monday to Friday; without noon break

**Who May Avail of the Service:** Any BJMP-CAR personnel and retirees and personnel who resigned from the Jail Service.

**What are the Requirements:** service record from other region and other government service.

**Duration:** 20 - 30 Minutes

**Fees:** None

## HOW TO AVAIL OF THE SERVICES

Step	Applicant/Client	Service Provider	Duration of Activity	Person In-Charge	Form
1	Log-in at the Public Assistance Desk for guidance	Verify identity of the person/personnel and proceed to the Office of the PRM	5-10 minutes	Duty JNCO	
3	Proceed to the PRM Division and log at the transaction logbook then proceed at the Records Section	Records Officer will check the requirements, if complete, the service records will then be prepared to be signed by the Chief, PRM Division.	10-15 minutes	JO3 Caroline C Chelnag/ JO1 Chester E Lumang-ay	
4	Release of service record	The client will then receive the issued service record in the logbook.	3-5 minutes	JO3 Caroline C Chelnag	
<b>END OF TRANSACTION</b>					

**Note: NO FEES TO BE COLLECTED IN ANY OF THE SERVICES**

# **Request Clearance to Conduct Activity**

- a) Interview
- b) Gather Data/ Research
- c) On-the-Job-Training
- d) Take Photo or Video

## **Schedule of Availability of Service**

8:00 AM – 5:00 PM; Monday to Friday; without noon break

## **Who May Avail of the Service?**

Any school or group of students who wants to avail for school compliance or requirement to:

- a. Interview
- b. Gather data/research
- c. On-the-Job Training (OJT)
- d. Take Photo or Video

## **What are the Requirements?**

1. Letter request from the Dean of the Department where the students are enrolled and countersigned by the school/University President.
2. Request should be formal, type written and addressed to the Regional Director.
3. Letter request should be sent to the Regional Office 15 days prior to the actual date of the activity to give ample time for the Regional Office to coordinate the activity to the jail concerned.

**Duration:** 15-20 days

**Fee :** None

## HOW TO AVAIL OF THE SERVICES

Step	Applicant/Client	Service Provider	Duration of Activity	Person In-Charge	Form
1	Client Prepare the letter-request signed by their dean and noted by the school/University President. Hands carry the letter to the Regional Office or mail the same.	Letter is received by the duty JNCO at the Public Assistance Desk then forwards it to Operations Division of the Regional Office.	1 - 3 days	JO2 Wind M Wansi/JO2 Rebecca V Liis	
2		The Chief of Operations Division recommends to the Regional Director the approval of request	1 - 2 days	J/SINSP EDWARD F FATANER	
3		The Operations JNCO will send letter/message to the client that the request has been granted/denied/modified	5 – 10 days	JO2 Wind M Wansi/JO2 Rebecca V Liis	
4	Client receives the reply to the letter.	Operations JNCO will send a memo/message to the jail concerned that the request has been granted/denied/modified	10 – 15 minutes	JO2 Wind M Wansi/JO2 Rebecca V Liis	
5	Client conducts the activity on the date and time approved subject to the conditions set therein	The Officer of the Day of the concerned jail receives the visitors/guest and assist them in their needs	Depends on the approved duration and schedule	JO2 Wind M Wansi/JO2 Rebecca V Liis	
END OF TRANSACTION					

**Note: NO FEES TO BE COLLECTED IN ANY OF THE SERVICES.**

# Request for Conduct of Interfaith/Religious Service

## Schedule of Availability of Service

8:00 AM – 5:00 PM; Monday to Friday; without noon break

**Who May Avail of the Service:** Leader/Representative of any religious group.

**What are the Requirements:** Formal letter request

**Duration:** 30 minutes – 2 hours

**Fee :** None

## INTERFAITH/ RELIGIOUS SERVICES

Step	Applicant/Client	Service Provider	Duration of Activity	Person In-Charge	Form
1	Log-in at the Public Assistance Desk to show the request, then required by the duty NCJO to sign on the visitors log book	Duty NCJO will Verify the identity of the Client then accept/receive the request letter and refer to the Office of the Regional Director or the Assistant Regional Director.	5-10 minutes	Duty JNCO	
2	Client will proceed at the Office of the RD or ARD	The RD or ARD will interview the Client and refer the request to the concerned jail for their comment or accommodation	20-30 minutes		

3	Regional Director's Approval	A letter will then be prepared whether it was approved or disapproved by the Regional Director	10-15 minutes		
4	Release of Clearance	The client will then log out with the result of the transaction.	3-5 minutes		
<b>END OF TRANSACTION</b>					

# **Filing of Complaint and Action Centre**

## **Schedule of Availability of Service:**

8:00 AM - 5:00 PM; Monday to Friday; without noon break

## **Who may avail of the Service? :**

Any interested party who should have any complaint or grievance against any BJMP personnel may file appropriate charge.

## **What are the Requirements? :**

For formal Charge-

1. Written Charge/Verbal Complaint/Affidavit
2. Addressed to the Regional Director where subject personnel is assigned or directly to the Chief, BJMP

For Informal Charge-

Thru text in “E-tap mo si Sir Taps” program

0939-2752427(Smart)

RD-09198909670

0933-3841574 (Sun)

0915-3111580(Globe).

**Duration:** 1 to 3 months

**Fee:** None

## HOW TO AVAIL OF THE SERVICES

Step	Applicant/Client	Service Provider	Duration of Activity	Person In-Charge	Form
1	Client can file formal or informal charge. If clients opt to file a formal charge, he/she has to appear in person at the Office of the RIPD for evaluation and concurrence.	Duty Officer verifies identification card and client register at the visitor's logbook. Issue visitors pass and usher the client to the Investigation and Prosecution Division.	5 - 10 Minutes	Duty JNCO	
2	Client proceeds to investigation Division and submit his written charge and furnish the office with all the necessary evidence.	Duty Investigating Officer will conduct preliminary interview and require the complainant and his/her witness submit sworn in affidavits and other pieces of evidence to support claim.	1 - 3 hours	J/INSP BARTOLOME B TRESMANIO	
		The Investigating Officer requests the complainant and the respondent BJMP Personnel for Confrontation and Possible settlement of any misunderstanding or complaint.	3 - 7 days		
3	Client waits for the resolution of the Investigating officer	Investigating Officer will study the documents, affidavits and pieces of evidence submitted by the complainant. If found meritorious or there is probable cause, then appropriate charge/s will be filed against the erring personnel.	2 to 3 weeks	J/SINSP JEROME D BULAYUNGAN	

4	Client can file informal charge by call or text using the given cell phone numbers	The Regional Director or the Chief, BJMP will act on the matter and forward the same to the office for formal investigation.	2 to 3 weeks	J/INSP BARTOLOME B TRESMANIO	
END OF TRANSACTION					

**Note: NO FEES TO BE COLLECTED IN ANY OF THE SERVICES**



**CLIENT FEEDBACK FORM**

Name (Pangalan):\_\_\_\_\_

Address (Tirahan):\_\_\_\_\_

Contact Number (Telepono/Cellphone):\_\_\_\_\_

Comments/Feedback on our services(Komento tungkol sa aming serbisyo):

\_\_\_\_\_  
\_\_\_\_\_

Complaint/s/Problem/s encountered during your transaction in our office (Reklamo o problema tungkol sa naranasan sa mga kaukulang transaksyon na ginawa mo ditto sa aming opisina):

\_\_\_\_\_  
\_\_\_\_\_

When did it happen? / Kailan nangyari?

\_\_\_\_\_

Would you like our written reply on our action taken with regards to your complaints? (Nais niyo po bang sagutin kayp sa Pamamagitan ng

Sulat kung ano ang aming nagging aksiyon hinggil sa iyong reklamo?)

Yes(Oo)\_\_\_\_\_ No(Hindi)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature

Date(Petsa)

