



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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Diliman, Quezon City

OFFICE OF THE SECRETARY

June 1, 2010

Date: 01 June 2010
Director: [Signature]

CIRCULAR
NUMBER 2010-07

SUBJECT: **DELEGATION OF AUTHORITY FOR THE BUREAU OF JAIL MANAGEMENT AND
PENOLOGY AND THE BUREAU OF FIRE PROTECTION**

1. Pursuant to the provisions of Republic Act No. 9263, as amended, the following shall be observed in the designation to positions in both Bureaus:

| POSITION/DESIGNATION | RECOMMENDING AUTHORITY | DESIGNATING AUTHORITY |
|---|--|--|
| Regional Division/Section Chiefs | Regional Selection and Placement Board | Regional Director, BJMP |
| Jail Provincial Administrator | Regional Selection and Placement Board | Regional Director, BJMP |
| District, City, Municipal Warden/Wardress | Regional Selection and Placement Board | Regional Director, BJMP with confirmation of the Chief, BJMP |
| RCS/ARDO/ARDA | Regional Selection and Placement Board | Regional Director, BJMP with confirmation of the Chief, BJMP |
| Chief, Support Units, NHQ | National Selection and Placement Board | Chief, BJMP |
| Regional Director | National Selection and Placement Board | Chief, BJMP with confirmation of the SILG thru USPS |
| Director of Directorate | National Selection and Placement Board | Chief, BJMP with confirmation of the SILG thru USPS |
| Chief of Directorial Staff | Chief, BJMP | SILG |
| Deputy Chief for Operations | Chief, BJMP | SILG |
| Deputy Chief for Administration | Chief, BJMP | SILG |
| Chief, BJMP | SILG | President |

| POSITION/DESIGNATION | RECOMMENDING AUTHORITY | DESIGNATING AUTHORITY |
|---|--|--|
| Municipal/City Fire Station Personnel | | Municipal/City Marshal |
| Provincial/District Fire Station personnel | | Provincial/District Fire Marshal |
| Municipal Fire Marshal City Fire Marshal | Regional Selection and Placement Board | Regional Director, BFP with the confirmation of the Chief, BFP |
| Regional Division/Section Chiefs | Regional Selection and Placement Board | Regional Director, BFP |
| Provincial/District Fire Marshal | Regional Selection and Placement Board | Regional Director, BFP with the confirmation of the Chief, BFP |
| Fire Regional Internal Affairs Services | | Regional Director, BFP |
| RCS/ARDO/ARDA | Regional Selection and Placement Board | Regional Director, BFP with confirmation of the Chief, BFP |
| Chief, Support Units, NHQ | National Selection and Placement Board | Chief, BFP |
| Regional Director | National Selection and Placement Board | Chief, BFP with confirmation of SILG thru USPS |
| Director of Directorate | National Selection and Placement Board | Chief, BFP with confirmation of SILG thru USPS |
| Chief of Directorial Staff | Chief, BFP | SILG |
| Deputy Chief for Operations | Chief, BFP | SILG |
| Deputy Chief for Administration | Chief, BFP | SILG |
| Chief, BFP | SILG | President |

2. The following Officers of the Bureau of Jail Management and Penology and the Bureau of Fire Protection are hereby authorized to approve/sign all Orders, Memoranda, Circulars, Letters and other Issuances on behalf of the undersigned pertaining to the following transactions/concerns, copies of which are to be furnished this Office.

Jail Chief/Fire Chief

A. Personnel Matters

1. Appointment of Non-Uniformed Personnel and of Uniformed Personnel from JO1/FO1 to Jail/Fire Superintendent and exercise of disciplinary authority over them in accordance with their Bureau's Administrative Disciplinary Machinery and/or Uniform Rules on Administrative Cases in the Civil Service Commission;

2. Designation of Disbursing Officers, Legal Officers, Hearing Officers, Paralegal Officers, Chaplains, Accountants/Bookkeepers and National Supply Accountable Officers as recommended by their respective unit chiefs/heads at the National Headquarters.
3. Approval of local travel of bureau NHQ Command Group, Director of Directorates, Chiefs of Support Units, Regional Director, Regional Director for Administration, Regional Director for Operations, and the Regional Chief of Staff not exceeding thirty (30) working days;
4. Approval of sick, vacation, maternity and other leaves of absence of NHQ Non-Uniformed Personnel and Uniformed Personnel with rank of JO1/FO1 to Jail/Fire Superintendent with or without pay, for a period not exceeding one year including commutation of leaves;
5. Approval of transfer/reassignment or detail of Uniformed and Non-Uniformed Personnel from JO1/FO1 to Jail/Fire Superintendent.

B. Resources

1. Approve salaries/wages, allowances and overtime pay of Bureau personnel including claims of benefits under existing laws;
2. Approve requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the agency, in accordance with the approved supply procurement program in the amount not exceeding Ten Million Pesos (P10,000,000.00);
3. Negotiate and enter into contracts for services, civil works, or procurement of goods, supplies, materials and equipment to the agency involving an amount not exceeding Ten Million Pesos (P10,000,000.00);
4. Approve procurement of insurance, maintenance and repair of vehicles and equipment not exceeding Ten Million Pesos (P10,000,000.00);
5. Approve conduct of training, seminar, workshop or conference not exceeding Ten Million Pesos (P10,000,000.00);
6. Approve payment of goods and services entered into contract not exceeding Ten Million Pesos (P10,000,000.00);

C. Others

1. Implement laws, policies rules and regulations and agency programs within the responsibility of the agency;
2. Exercise the management functions of planning, organizing, staffing, directing, controlling and budgeting;
3. Prepare and submit budget proposals for the agency to the DILG, administer the budget of the agency, authorize disbursement of funds pursuant to approved financial and work programs, and administer the budget control machinery of the agency;
4. Exercise control and supervision over regional offices, provincial offices and field units and promote coordination among the regional offices;
5. Provide in-house security and housekeeping services for the National Headquarters;
6. Approve application of NHQ personnel for permission to teach, exercise a profession, or engage in business outside of office hours in accordance with standards and guidelines of the Civil Service Commission;
7. Approve attendance of personnel in conferences, seminars, and non-degree training programs within the Philippines;

8. Authorize the allocation of funds to all subordinate units/offices in the NHQ;
9. Perform other duties and functions as may be provided by law or delegated by the head of the Department or other proper authorities concerned.

Regional Directors

A. Personnel Matters

1. Appointment of Uniformed Personnel from JO1/FO1 To SJO4/SFO4;
2. Approval of leave of absence with or without pay for a period not exceeding sixty (60) working days including commutation of leaves;
3. Approval of maternity leave for a period not exceeding sixty (60) calendar days;
4. Approval of local travel of personnel not exceeding fifteen (15) working days;
5. Approval of reassignment or detail of Uniformed Personnel from JO1/FO1 to Jail/Fire Superintendent within his jurisdiction;
6. Recommend bonding application for Regional Accountable Officers.

B. Resources

1. Approve purchase of supplies, materials and equipment and procurement of services not exceeding Five Million Pesos (P5,000,000.00) for the BJMP and BFP;
2. Approve procurement of insurance, maintenance and repair of vehicles and equipment not exceeding Five Million Pesos (P5,000,000.00) for the BJMP and BFP;
3. Negotiate and enter into contracts for services, civil works, or procurement of goods, supplies, materials and equipment to the agency involving an amount not exceeding Five Million Pesos (P5,000,000.00) for the BJMP and BFP, provided that authority in excess may be further authorized by the head of the agency;
4. Approve contract of lease for regional, provincial, city/municipal offices not exceeding Five Million Pesos (P5,000,000.00) for the BJMP and BFP;
5. Approve conduct of training, seminar, workshop or conference not exceeding Five Million Pesos (P5,000,000.00) for the BJMP and BFP;
6. Approve subscription to publications

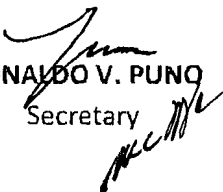
C. Others

1. Implement laws, policies, rules and regulations and agency programs within his jurisdictional responsibility;
2. Exercise the management functions of planning, organizing, staffing, directing, controlling and budgeting within the region;
3. Prepare and submit budget proposals for the regional office to the NHQ, administer the budget of the regional office, authorize disbursement of funds pursuant to approved financial and work programs, and administer the budget control machinery of the regional office;
4. Exercise control and supervision over provincial/city/municipal field units and promote coordination among the subordinate offices/units;
5. Provide in-house security and housekeeping services for the regional office;
6. Approve application of personnel for permission to teach, exercise a profession, or engage in business outside of office hours in accordance with standards and guidelines of the Civil Service Commission within the region;
7. Approve attendance of personnel in conferences, seminars, and non-degree training programs within the region;
8. Authorize the allocation of funds to all subordinate units/offices;
9. Performs such other functions as may be further delegated by the head of the agency or other proper authorities concerned.

3. The Chief, BJMP/BFP is further authorized to issue policy guidelines that will define the scope of authority of other key officials of the Bureau (i.e. DCA, DCO, CDS, Director of Directorates, etc.)

4. All previous issuances inconsistent herewith are hereby rescinded or modified accordingly.

5. For strict compliance.


RONALDO V. PUNO
Secretary

