

APPLICANT'S GUIDE

BJMP RECRUITMENT PROCESS

STEP I

“EVALUATION OF CREDENTIALS”

Proceed to the Directorate for Human Resource & Records Management (DHRRM) and present to the authorized personnel the following documents placed in a folder properly **TABBED** and **LABELED**:

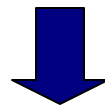
- A. Duly Accomplished Personal Data Sheet (revised 2005)
- B. Original Transcript of Records
- C. Original College Diploma
- D. Birth Certificate issued by NSO
- E. Original Certificate of Eligibility or Board Rating
- F. Valid Clearances (i.e. NBI, Police, Barangay, MTC, RTC, & Prosecutor's Ofc)
- G. Valid Community Tax Certificate
- H. Certificate/s of Previous & Present Employment
- I. Certificate/s of Seminars/Trainings Completed
- J. Marriage Certificate (if married)

To facilitate the conduct of evaluation of credentials, submit separately the following:

- Duly accomplished PDS
- Latest colored passport size picture
- Photocopy of certificate of eligibility or board rating

Evaluation of credentials are conducted every **Monday, Wednesday and Friday** from **8:00 AM to 12:00 NN** only.

If found qualified, an applicant shall be endorsed to the **Health Service Unit (HSU)** for the conduct of Neuro-Psychiatric (NP) evaluation.



STEP II

“NEURO-PSYCHIATRIC EVALUATION”

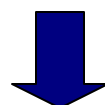
On the examination date, (schedule of NP examination shall be posted by the HSU) bring the following:

- Latest colored passport size picture
- Valid identification card
- Pencil with eraser
- Black ballpen

Examination results are determined after **1 to 2 weeks** and are released by the HSU thru the DHRRM. Applicants who fail may re-take the exam after **six (6) months** have elapsed from the time of the last NP exam.

An applicant who passed the NP exam must report at the HSU on the scheduled date for the conduct of the **NP interview**.

An applicant who passed both the NP exam and interview shall again be endorsed to the HSU for medical and dental evaluations.



STEP III

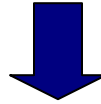
“MEDICAL AND DENTAL EVALUATIONS”

Proceed to HSU for the conduct of **physical, medical and dental examinations** and thereafter **secure referrals** for the required laboratory tests.

Submit **ORIGINAL** results of laboratory tests to the HSU.

An applicant who has a health or dental condition that **CANNOT** be corrected or remedied shall be **REMOVED** from the selection process and informed accordingly.

An applicant who passed the medical and dental evaluations shall be certified fit for training and subsequently endorsed to DHRRM.



STEP IV

“SUBMISSION OF REQUIRED DOCUMENTS”

Submit **THREE (3)** folders properly **TABBED** and **LABELED** containing the following:

Copy for BJMP:

- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Original copy of Birth Certificate issued by NSO
- E. Original Clearances (NBI, Police, Brgy, MTC, RTC, & Prosecutor's Ofc)
- F. Certificate of Eligibility or Board Rating
- G. Medical Certificate issued by HSU
- H. Photocopy of Laboratory Results submitted to HSU
- I. Duly accomplished Statement of Assets & Liabilities and Net Worth (3 copies)
- J. Marriage Certificate (if Married)

Copy for Civil Service Commission (CSC):

- A. Personal Data Sheet (3 copies)
- B. Transcript of Records
- C. College Diploma
- D. Birth Certificate
- E. Clearances (NBI, Police, Brgy, MTC, RTC, & Prosecutor's Ofc)
- F. Certificate of Eligibility or Board Rating
- G. Medical Certificate issued by HSU
- H. Marriage Certificate (if married)

Copy for Jail National Training Institute (JNTI):

- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Birth Certificate
- E. Clearances (NBI, Police, Brgy, MTC, RTC, & Prosecutor's Ofc)
- F. Certificate of Eligibility or Board Rating
- G. Medical Certificate issued by HSU
- H. Marriage Certificate (if married)

Sign the **Certificate of Undertaking**, which signifies your concurrence to accept any designation that will be given to you as a Jail Officer 1 in the BJMP regardless of your educational background.



STEP V

“AGILITY TEST”

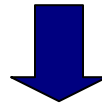
Report in athletic attire and perform the standards required for each of the **FIVE (5)** events indicated below:

EXERCISE	MALE	FEMALE	TIME FRAME
PUSH-UP	35	25	1 min
SIT-UP	35	25	1 min
SQUAT THRUST	35	25	1 min
JUMPING JACK	150	100	2 min
STANDING BROAD JUMP	6.0 ft	5.5 ft	(2 attempts)

An applicant who failed to meet the above standards shall be given a chance to repeat the failed events in another scheduled date.

Agility Tests are conducted every **Tuesday** and **Thursday** from **8:00 AM to 12 NN** only.

An applicant who satisfactorily complies with the above standards shall be scheduled and lined up for interview by the **National Recruitment and Selection Board (NRSB)**.



STEP VI

“PANEL INTERVIEW”

Prepare **SIX (6)** folders properly **TABBED** and **LABELED** containing the following documents:

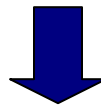
- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Birth Certificate
- E. Certificate of Eligibility or Board Rating
- F. Clearances (NBI, Police, Brgy, MTC, RTC, & Prosecutor's Ofc)
- G. Marriage Certificate (if married)
- H. Certificate/s of Previous & Present Employment
- I. Certificate/s of Seminars/Trainings Completed

Applicant must report for interview in **BUSINESS ATTIRE**. He/She shall be rated according to the following criteria:

CRITERION	PERCENTAGE
Clarity in Presenting Ideas/Spontaneity	30
Critical Thinking / Maturity of Judgment	30
Grooming/General Appearance/Bearing	20
Potential	20
TOTAL	100 %

Applicant passes the panel interview if a general average rating of **75 % or above** has been obtained.

NRSB shall have a **FINAL DELIBERATION** on the list of applicants that will be recommended to the Chief, BJMP for appointment as JO1.



STEP VII

“OATH TAKING”

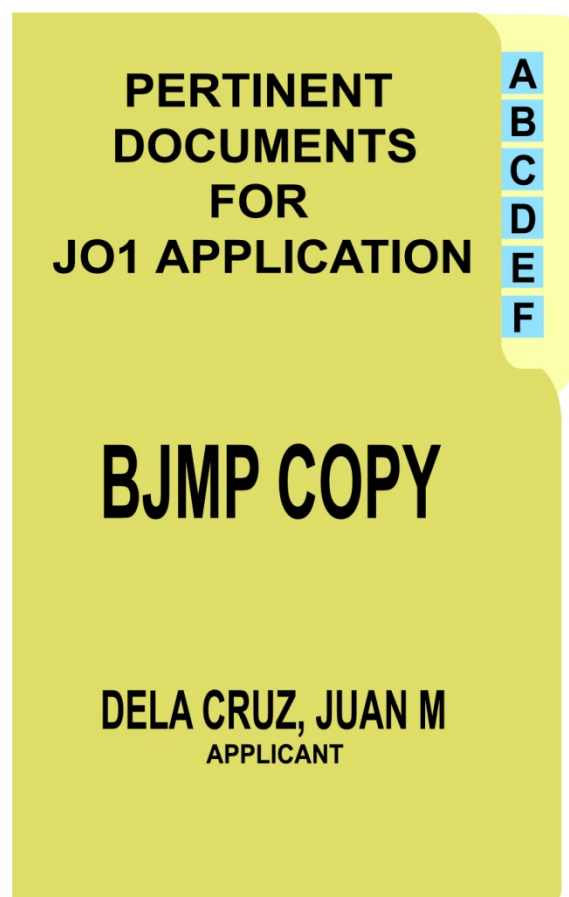
Report at the DHRRM in blue maong pants, white round neck shirt, black garrison belt with silver buckle, white pair of shoes and socks and with proper haircut.

Bring two (2) P15.00 documentary stamps and valid Community Tax Certificate for the Oath of Office form.

Oath-taking ceremony shall proceed upon the approval and availability of the Appointing Authority.

- END -

Sample Folder:



REMINDERS:

1. Always secure a Visitor's ID Pass at the BJMP OGS Area before you transact any business at the NHQ.
2. Always observe courtesy especially in following up the status of your application.
3. Always report on time.
4. Transact your business with authorized DHRRM personnel only.
5. For complaints, comments or suggestions, or to report any individual or personnel of the Bureau who extort money in exchange for a favorable action on one's application, proceed to the Directorate for Intelligence and Investigation (3rd Floor, BJMP NHQ) or to the Office of the Chief, BJMP.