I. REFERENCES

A. CSC Memorandum Circular No. 21 s, 2002 re: Policies on Detail;
B. PNP Memorandum Circular No. 2012-015 dated 26 November 2012 re: Revised Guidelines and Procedures in the Availment of Protection Agents and Issuance of Special Duty Detail Order (SDDO);
D. Memorandum dated 23 April 2013 re: Detail of Personnel with Former Chiefs of the BJMP and to Regional Directors as Security Driver;
E. Memorandum Circular No. 2014-007 dated 05 August 2014 re: Guidelines in the Assignment of BJMP Personnel as Aide-de-Camp and Security/Liaison Officer;
F. Guidelines on the Detail of BJMP Personnel with Former Chiefs of the BJMP;
G. Memorandum Circular No. 2015-006 dated 13 November 2015 re: Policy Guidelines in the Assignment of BFP Personnel as Aide-de-Camp and Security/Liaison Officer;

II. RATIONALE

Being the Chief/OIC of the Jail Bureau is a very sensitive position which requires the highest sense of responsibility. Had they not shown utmost dedication and exemplified standard of labor during their tenure as Chief of the Jail Bureau or even in an Officer-in-Charge Capacity, the Bureau could not have reached its status today. Showing of politeness in one's attitude and behavior towards a former Chief or Head of the agency, an OIC for instance, and as a gesture of gratitude for his/her remarkable contributions to the Bureau, is too small to be compared to the amount of hard work and sacrifices which he/she had given in the interest of jail service.

For this reason, it is but fair and just that they (Former Chiefs/OIC, BJMP) be given the privilege of having a BJMP personnel to serve as their driver and security officer.

III. DEFINITION OF TERMS – As used in this guideline, unless the context indicates otherwise, the following terms shall have the following import:

DETAIL – temporary movement of an employee to a former chief/OIC of the Jail Bureau which does not involve a reduction in rank, status or salary, nor the issuance of an appointment.
SECURITY OFFICER – a person responsible in enforcing procedures or measures taken to ensure the safety of a VIP especially while en-route.
DRIVING OFFICER - a person responsible providing transportation from one location to another and ensures the VIP's safety and comfort while simultaneously keeping track of navigation, traffic and timing.
DISCIPLINING AUTHORITY – refers to the person or body duly authorized to impose the appropriate administrative penalty provided for by law or rules.

MOTHER UNIT – refers to the office/unit of the Bureau of Jail Management and Penology originally exercising administrative supervision over the employee prior to his/her detail.

IV. OBJECTIVES – this policy aims to:

A. provide standards in the granting of detail of BJMP personnel with former Chiefs/OIC, BJMP;

B. provide for the specific tasks, duties and responsibilities of BJMP personnel while on detail with former Chiefs/OIC, BJMP; and

C. set the procedure in the recall and termination of detail of personnel with former Chiefs/OIC, BJMP.

V. SCOPE


VI. PROCEDURE

A. All requests from the former Chiefs/OIC of the Jail Bureau for detail shall be made in writing addressed to the Chief, BJMP with the corresponding justifications and supporting documents (such as but not limited to certificate of training in V.I.P, C.Q.B and the like, clearances, SAO, Legal, No Money or Property Accountability).

B. The former Chief/OIC of the Jail Bureau who wishes to have a detailed BJMP personnel must secure the consent of the personnel he/she wishes to be detailed to him/her. However, if the request is initiated by the personnel himself/herself, it must be accompanied by an accommodation from the former Chief/OIC, BJMP from which he/she intends to be detailed to.

C. Upon receipt of the request, the Chief, BJMP may, motu proprio, approve or disapprove the request, or he may direct the DPRM to determine the qualification of the personnel being requested or who opts to be detailed.
D. In its evaluation, the DPRM must ensure that the personnel being requested for detail possesses the necessary training such as but not limited to, VIP Security, CQB, STAR Course, and the like.

E. If upon evaluation, the DPRM determines that the personnel who requested to be detailed fails to meet the qualifications necessary for the specific function, then he/she (DPRM) shall inform the Chief, BJMP of her/his evaluation. The Chief of the Jail Bureau shall then inform the former Chief/OIC of the Jail Bureau or the requesting personnel, that he/she or the personnel requested for detail, as the case may be, is not suited for the job.

F. The DPRM will submit to the Chief, BJMP a list of personnel qualified to be detailed, from which the former Chief/OIC, BJMP may choose.

G. However, should the former Chief/OIC, BJMP insist on taking the personnel he/she requested, the Chief, BJMP shall likewise be informed in writing stating thereunder that the former Chief/OIC of the Jail Bureau vouched for the said personnel by reason of full trust and confidence.

H. Upon receipt of the letter that the former Chief/OIC, BJMP vouched for the personnel he/she requested because of trust and confidence, the Chief of the Jail Bureau shall direct the DPRM to issue order placing subject personnel on detail with the former Chief/OIC, BJMP.

VII. MISCELLANEOUS

A. Only former Chiefs/OIC, BJMP who have served at least three (3) months are granted the privilege to have one (1) security and one (1) driver detail.

B. All Jail Non-Officer Ranks are allowed to be placed on detail, provided that he/she has the trust and confidence of the former Chief/OIC and/or subject personnel must preferably have the necessary training as stated under paragraph VI subparagraph (4).

C. The detail of personnel under this guideline shall be allowed for a maximum period of one (1) year. Detail beyond one (1) year may be allowed provided it is with the consent of the detailed employee, the extension or renewal of which shall be discretionary upon the Chief, BJMP with due consideration of the civil service rules on detail.

D. All detailed personnel shall be under the administrative supervision of the Chief of the Headquarters Support Service Office. Thus, the Chief, HSSO shall be responsible in rating the detailed personnel's Individual Performance Commitment and Review (IPCR) form based on the Performance Assessment Indicator for Detail Personnel.

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(PAIDP) to be accomplished by the former Chief/OIC they were detailed to. (Attached as Annex A)

E. Likewise, the Chief, HSSO shall require the detailed personnel to submit their Performance Commitments every semester. Further, the Chief, HSSO must conduct personnel inventory for detailed personnel every six (6) months.

F. The conduct of personnel inventory for detailed personnel must be done at the BJMP National Headquarters. In no case that a detailed personnel be allowed to attend the personnel inventory without wearing the proper uniform and decorum.

G. The personnel on detail must report to the National Headquarters, Directorate for Personnel and Records Management a day before the termination of his/her detail.

H. Any personnel on detail who fails to report during the scheduled personnel inventory and a day before the lapse of his/her period of detail shall be dealt with accordingly.

I. In the exigency of service, the detail of a BJMP personnel to former Chiefs/OIC, BJMP may be recalled/terminated.

VIII. SEPARABILITY CLAUSE

In the event that any provision or part of this policy be declared unauthorized, unconstitutional or invalid by a competent authority, provisions not affected by such declaration shall remain valid and effective.

IX. REPEALING CLAUSE

All other issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

X. EFFECTIVITY

This Circular shall take effect fifteen (15) days following the filing of a copy hereof at the University of the Philippines Law Center in consonance with Section 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as “The Revised Administrative Code of 1987”.

Prepared By:

Reviewed By:

Approved By:

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Annex “A” Performance Assessment Indicator for Detail Personnel (PAIDP)

Performance Assessment Indicator for Detail Personnel (PAIDP)

Name: _____________________________
Person Assigned to: _______________________
Rating Period: _______/1st Semester _______/2nd Semester

Please check (✓) and provide your evaluation on the performance of the detailed personnel assigned under your supervision. Personnel will be rated as follows for this particular evaluation:

Scale | Adjectival | Description |
--- | --- | --- |
5 | Outstanding | Substantially exceeds job requirements |
4 | Very Satisfactory | Clearly exceeds job requirement |
3 | Satisfactory | Satisfactorily meets job requirement |
2 | Unsatisfactory | Barely meets job requirement |
1 | Poor | Below minimum job requirements |

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<th>Work Outputs</th>
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<th>3</th>
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<td>Demonstrates good attendance and punctuality.</td>
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<td>Establishes excellent professional competence in task execution.</td>
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<td>Performed duties as driver/escort to the former Chief/OIC of BJMP.</td>
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<td>Conduct surveillance, collect information and provide protection to ensure the security.</td>
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<td>Information and dissemination of communication to former chiefs/OIC of BJMP.</td>
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<td>Perform other duties as directed by higher authorities</td>
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Recommendations and Comments on the Performance of the Detail Personnel

This is to certify that the evaluation has been discussed and reviewed with me.

Ratee: _______________________
Date: _______________________

Immediate Supervisor: _______________________

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Prepared By: JCMPTU PTU P. MORENO JR, CSEE
Director for Personnel and Records Management

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Chief, BJMP

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