I. REFERENCES

A. DPRM Memorandum dated 02 July 2008 re: Assistance to Victims of Calamity and Other Natural Disasters;
B. DPRM Memorandum dated 17 January 2018 re: Submission of Supporting Documents for Assistance to Personnel Affected by Typhoons Urduja and Vinta;
C. DILG Memorandum Circular No. 2012-73; Utilization of Local Disaster Risk Reduction and Management Fund; and
D. BJMP Standard Operating Procedure No. 2008-06; The BJMP Provident Trust Fund.

II. RATIONALE

The recent incidents of typhoons, floods, landslides, other natural calamities and man-made disasters have struck many of our fellow citizens, some of whom are colleagues in the jail service. It is unfortunate that these disasters and calamities have resulted in grave sufferings, waste of property and even loss of lives. Not only are these events gruesome and dreadful, they are also disheartening.

Thus, as a response to the silent plea of those whose fate has met such misfortune, the following guidelines on the grant of financial assistance to the personnel who were affected by natural calamities and man-made disasters are hereby promulgated.

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

DISASTER – a serious disruption of the functioning of a community or a society involving widespread human, material, economic and environmental losses and impacts, which exceeds the ability of the affected community to cope using its own resources.

RESPONSE – any concerted effort of two (2) or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence need of those personnel affected and in the restoration of essential facilities.

STATE OF CALAMITY – a condition involving mass casualty and/or major damages to property, disruption of means of livelihood, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazards.

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Approved By:
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Chief, BJMP

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EMERGENCY — unforeseen or sudden occurrence, especially in dangerous situation that demands immediate action.

HAZARD — a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health complications, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.

DISASTER RESPONSE TEAM — a unit responsible in the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health complications, ensure public safety and meet the basic subsistence needs of the personnel affected.

IV. OBJECTIVES — this policy aims to:

A. Provide clear guidelines on the grant of financial assistance for personnel who were affected by natural calamities and disasters.
B. Lay down procedures to avail of financial assistance.

V. SCOPE — this circular shall be applicable to all personnel of the Jail Bureau and personnel’s immediate family member staying with the personnel who are victims of calamities and natural or man-made disasters.

VI. POLICIES AND GUIDELINES

A. For the effective implementation of this circular, there shall be a Committee created for the purpose which shall be known as the National Disaster Response Committee (NDRC) whose primary function shall be the following:

a. Monitor and identify personnel who are victims of calamities or disasters.
b. Coordinate with other agencies and instrumentalities created to provide assistance/support to victims of calamities or disasters.
c. Evaluate the extent of damage which the personnel has suffered and recommend the amount of disaster relief/support/assistance necessary for the personnel’s recovery.
d. Supervise the distribution of goods, donations, and other disaster reliefs and assist the personnel during post-disaster recovery.
e. Source out and manage funds to be given to personnel affected by calamities/disaster.

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MEMORANDUM CIRCULAR

FINANCIAL ASSISTANCE TO VICTIMS OF NATURAL CALAMITIES AND MAN-MADE DISASTERS

GUIDELINES/PROCEDURES ON THE GRANT OF FINANCIAL ASSISTANCE TO PERSONNEL AFFECTED BY NATURAL CALAMITIES AND MAN-MADE DISASTERS

B. The National Disaster Response Committee shall be composed of the following:

- Chairperson - Chief of Directorial Staff of the Jail Bureau
- Vice-chairperson - Director for PRM
- Members - Directors of Directorates
  - NESJO
  - President/CEO BJMP Provident Fund
- Secretariat - Chief, Morale and Welfare Division, DPRM

C. For expediency and effective response, Regional Offices shall likewise create a Committee to be known as the Regional Disaster Response Committee (RDRC) whose function is to assist the NDRC in the implementation of the program. The RDRC shall be composed of the following:

- Chairperson - Regional Chief of Directorial Staff (RCDS)
- Vice-chairperson - Chief, PRMD
- Members - Division Chiefs
  - RESJO
- Secretariat - Chief, Morale and Welfare

D. As far as practicable, immediately after the onslaught of calamity/disaster the Regional Director of the Jail Bureau shall direct the RDRC to convene for the purpose of identifying personnel who may have suffered from the calamity/disaster.

E. After the calamity/disaster, the RDRC shall conduct on-site/occular visitation to personnel who suffered from the calamity and shall initially evaluate and document the extent of damage suffered by each personnel.

F. The Chief, Morale and Welfare of the region shall collate all data gathered and shall prepare an initial report and resolution for submission to the National Headquarters as the NDRC's basis in recommending the grant of disaster relief.

G. The RDRC thru its secretariat shall assist the victims of calamities/disasters in the completion of the documentary requirements to be submitted for the release of the disaster relief. The documentary requirements are the following:

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Chief, BJMP

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FOR DESTROYED SHELTER

a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Photographs of the destroyed shelter (long-range view, mid-range view and close-up view); and
e. Barangay Certification that the personnel's shelter has been destroyed.

IN CASE OF DEATH OF ALL PERSONNEL OF THE JAIL BUREAU AND PERSONNEL'S IMMEDIATE FAMILY MEMBER STAYING WITH THE PERSONNEL

a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Death Certificate;
e. Barangay Certification; and
f. Local Disaster Risk Reduction and Management Council/Police report on the incident.

IN CASE OF INJURY

a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Medical Certificate from the hospital/clinic where the Victim was confined for at least 3 days;
e. Barangay Certification; and
f. Local Disaster Risk Reduction and Management Council/Police report on the incident.

H. Upon evaluation of the completeness of the documents, the same will be submitted to the NDRC thru the Directorate for Personnel and Records Management (DPRM) attention: Morale and Welfare Division.

I. The Chief, Morale and Welfare Division upon receipt of the documents shall likewise re-evaluate the submitted documents and if the same are in order, he/she shall present the

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Reviewed By:

Approved By:

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same for deliberation of the NDRC. The NDRC's deliberation shall be called for the purpose of determining the amount of disaster relief/financial assistance that each victim shall receive.

J. After the NDRC has determined the amount of disaster relief/financial assistance, the fund will be made available and they (NDRC) shall inform the RDRC thru the Regional Director for the schedule of the actual awarding of the assistance.

K. It shall be the responsibility of the RDRC to inform all the beneficiaries and to prepare a program for the said awarding. It is encouraged that the awarding will be made simple but meaningful and that the presence of the Chief, BJMP or the Regional Director of the Jail Bureau on the said activity be ensured.

L. Copies of the receipt and other documentations during the said awarding shall be submitted for consolidation and record of the NDRC.

VII. MISCELLANEOUS

FUNDING SOURCE

1. In case of natural disasters and calamities, the Jail Bureau shall collate contribution and donation in cash and in kind from its uniformed and non-uniformed personnel.

2. All Regional Directors of the Jail Bureau are encouraged to conduct fund raising activities for the purpose of giving financial assistance to BJMP personnel who are victims of calamities/disasters. (e.g. shoot-fest, fun-bike, fun-run, raffle draws, and the like) provided however, that the NDRC shall be informed of the conduct of every fund raising activity.

3. The BJMP may likewise seek assistance from other lending institutions for the benefit of their members who are victims of calamities/disasters.

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".
Annex “A” Calamity and Disaster Financial Assistance Declaration Form

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
144 BJMP Bldg., Mindanews Avenue, Quezon City
Trunklines: (+632) 927-6235; 927-5505
Email Address: bjmp@bjmp.gov.ph Website: www.bjmp.gov.ph

CALAMITY AND DISASTER FINANCIAL ASSISTANCE DECLARATION FORM

This form is to be completed by the BJMP personnel who are affected by Natural Calamities and Man-made Disasters.

I, ______________, a bona fide member of the Bureau of Jail Management and Penology, in possession of my full senses and free will, do hereby solemnly affirm and declare as under that I am submitting the Calamity and Disaster Financial Assistance Declaration Form.

Documents

<table>
<thead>
<tr>
<th>FOR DESTROYED SHELTER</th>
<th>Put a (✓) mark on the corresponding documents attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Indorsement of the Regional Director of the Jail Bureau;</td>
<td></td>
</tr>
<tr>
<td>b. RDRC Resolution;</td>
<td></td>
</tr>
<tr>
<td>c. Photographs of the destroyed shelter (Long-range view, Mid-range view and Close-up view); and</td>
<td></td>
</tr>
<tr>
<td>d. Barangay Certification that the personnel’s shelter has been destroyed.</td>
<td></td>
</tr>
</tbody>
</table>

IN CASE OF DEATH

| a. Indorsement of the Regional Director of the Jail Bureau; |
| b. RDRC Resolution; |
| c. Death Certificate; |
| d. Barangay Certification; and |
| e. Local disaster risk reduction and management council/police report on the incident. |

IN CASE OF INJURY

| a. Indorsement of the Regional Director of the Jail Bureau; |
| b. RDRC Resolution; |
| c. Medical Certificate from the Hospital/Clinic where the Victim was confined for at least 3 days; |
| d. Barangay Certification; and |
| e. Local disaster risk reduction and management council/police report on the incident. |

I hereby declare that all the provided information in this declaration form and attached documents are complete, true and accurate to the best of my knowledge and that my application is subject to approval by the National Disaster Response Committee. I understand and acknowledge that if any of the information provided in this form is found false or inaccurate or if it is found that there is any intentional concealment of facts then I would become ineligible for Financial Assistance.

Signature over Printed Name

Date:

Assessed By:

Date:

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Prepared By:

Reviewed By:

Approved By:

JCSUPT PAULINO H MORENO JR, CSEE
Director for Personnel and Records Management

JCSUPT ALLAN S IRAL, CESE
Deputy Chief for Administration of the Jail Bureau/ QMR

JDIR DEBORRICA C. TAPAYAN, CESE
Chief, BJMP

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Annex "B" Flowchart of Communication for Financial Assistance to Victims of Calamities and Man-Made Disasters

1. Regional Director of the Jail Bureau shall direct the RDRC to convene for the purpose of identifying the affected personnel immediately after the calamity/disaster.

2. RDRC shall conduct on-site/occular visitation to personnel who suffered from the calamity and shall initially evaluate and document the extent of damage suffered by each personnel.

REGIONAL PRMD
The Chief, Morale and Welfare of the region shall collate all data gathered and shall prepare an initial report and resolution for submission to the National Headquarters as the NDRC's basis in recommending the grant of disaster relief.

PERSONNEL AFFECTED BY NATURAL CALAMITIES AND MAN-MADE DISASTERS
Prepares the required documents such as but not limited to the following:

FOR DESTROYED SHELTER
a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Photographs of the destroyed shelter (long-range view, mid-range view and close-up view); and

Prepared By:

Reviewed By:

Approved By:

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CONT....

IN CASE OF DEATH OF ALL PERSONNEL OF THE JAIL BUREAU AND PERSONNEL'S IMMEDIATE FAMILY MEMBER STAYING WITH THE PERSONNEL

a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Death Certificate;
e. Barangay Certification; and
f. Local Disaster Risk Reduction and Management Council/Police report on the incident.

IN CASE OF INJURY

a. Calamity and Disaster Financial Assistance Declaration Form;
b. Indorsement of the Regional Director of the Jail Bureau;
c. RDRC Resolution;
d. Medical Certificate from the hospital/clinic where the Victim was confined for at least 3 days;
e. Barangay Certification; and
f. Local Disaster Risk Reduction and Management Council/Police report on the incident.

REGIONAL PRMD

1. Accepts the required documents;
2. Verify and checks the submitted documents;
3. Prepares an endorsement to be signed by the respective regional directors for submission to the NHQ-DPRM.

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Chief, BJMP

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MEMORANDUM CIRCULAR
FINANCIAL ASSISTANCE TO VICTIMS OF NATURAL CALAMITIES AND MAN-MADE DISASTERS

Guidelines/Procedures on the Grant of Financial Assistance to Personnel Affected by Natural Calamities and Man-made Disasters

DPRM
1. Accepts the required documents;
2. Verifies and checks the submitted documents;

NDRC DELIBERATION
Determination of the amount of disaster relief/financial assistance each victim shall receive

DPRM
Forwards the evaluated documents to Finance Service Officer for Cash Allocation

FINANCE SERVICE OFFICE
Prepares necessary documents for the release of the benefits for the victims of natural calamities/manmade disasters

Prepared By:
Joey B. Minter Jr
Research, Policies and Standards JNOR

Reviewed By:
JCSupt Paulino H. Moreno Jr., CSEE
Director for Personnel and Records Management

Approved By:
JCSupt Allan Siral, CSEE
Deputy Chief for Administration of the Jail Bureau/ QMR

Chief, BIMP

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NDRC
Inform the RDRC thru the Regional Director of the Jail Bureau for the schedule of the actual awarding of the assistance.

RDRC
1. It shall be the responsibility of the RDRC to inform all the beneficiaries and to prepare a program for the said awarding.
2. It is encouraged that the awarding will be made simple but meaningful and that the presence of the Chief, BJMP or the Regional Director of the Jail Bureau on the said activity be ensured.

Claimant/Payee/Creditor
1. Signs DV and Registry Book upon receipt of check
2. Copies of the receipt and other documentations shall be submitted for consolidation and record of the NDRC

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Reviewed By:

Approved By:

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