I. REFERENCES

a. Implementing Rules of Executive Order 292 series of 1987 on the Civil Service Law, Rule VIII Section 14;
b. CSC Memorandum Circular No. 10 s. 1989
c. CSC Memorandum Circular No. 43, s. 1993
e. CSC Resolution Nos. 1400376 and 1400377 enhancing the CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) dated March 5, 2014;
f. CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators; and

II. INTRODUCTION

The services of able and skilled personnel in the Jail Bureau is indispensable in its noble goal to be the country’s foremost catalyst for the transformation and rehabilitation of Persons Deprived of Liberty (PDL) that are under its custody. The development of personnel redounds to the development of the organization. Hence, whenever an employee gains new experiences, exposures, skills or training, the organization benefits in one way or the other.

In line with this basic principle, the Jail Bureau hereto provides an avenue for its personnel to attain excellence in their qualifications by rationalizing its rules on career development programs. It is indispensable to establish sound internal systems and procedures and to strengthen the existing guidelines and policies of the Jail Bureau. Hence, the creation of an effective Human Resource Development Council (HRDC), and

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establishing its policy guidelines and procedures become imperative, in accordance with existing Civil Service Commission’s (CSC) rules and regulations.

III. COVERAGE

This Memorandum Circular shall cover all uniformed and non-uniformed personnel of the Jail Bureau.

IV. OPERATIONAL DEFINITION OF TERMS

DPRM - refers to the Directorate for Personnel and Records Management.

DHRD- refers to Directorate for Human Resource Development.

JOR - refers to Jail Officer Ranks of the Jail Bureau.

JNOR - refers to Jail Non-Officer Ranks of the Jail Bureau.

HRDC – refers to the Human Resource Development Council

Official time – means that an employee is allowed to attend local and foreign scholarships, field observation, study tours or research to be conducted abroad, secondments to international bodies or government agencies stationed abroad, internship program to international bodies and other career development programs identified by the management on working days, yet he/she is entitled to all benefits including salary, allowances, incentives and leave credits.

Re-entry Action Plan – a document outlining how the education or skills acquired will be used to develop programs in the Jail Bureau upon return to the Philippines. For purposes of this policy, all personnel who attend local and foreign scholarships, field observation, study tours or research to be conducted abroad, secondments to international bodies or government agencies stationed abroad, internship program to international bodies and other career development programs exceeding 20 working days shall be required to submit a Re-entry Action Plan.
After-activity Report – a summary of activities performed over a given period of time. For purposes of this policy, all jail personnel attending local and foreign scholarships, field observations, study tours or research to be conducted abroad, secondments to international bodies or government agencies stationed abroad, internship program to international bodies and other career development programs not exceeding 20 working days shall be required to have an after-activity report.

IV. OBJECTIVES

This directive aims to provide uniform guidelines and procedures in the avails of trainings/seminars/conferences and rendition of reports to attain the following objectives:

1. To ensure that personnel meet the demands and requirements of their present and future positions;
2. To provide opportunities for career and professional growth; and
3. To further enhance a professionalized jail personnel by allowing them to attend seminars, conferences and training on official time.

V. GENERAL GUIDELINES

1. There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency.

2. There shall be an equitable distribution of scholarships and training and development opportunities among jail personnel and employees across the National Headquarters, regional offices and jails.

3. All invitations to local and foreign-assisted scholarships, study grants, trainings, seminars, workshops, conferences and conventions sent to the different offices of the Jail Bureau must be forwarded to the HRDC for appropriate action. Personal invitations to jail personnel to such activities must be referred to the HRDC for pre-screening purposes.
4. All applicants should get the recommendation of their respective Directors of Directorates and Chiefs of Offices or endorsed by the Regional Directors.

5. The availment of all human resource development programs shall be based on the applicant’s needs and career path. Priority shall, however be given to applicants (1) who have not availed of any scholarship, study grant, training, seminar, workshop, conference or convention for the last two (2) years whose functions are relevant to such program.

6. The completeness and confidentiality of records related to screening and deliberations shall be maintained and may be released only by the HRDC Secretariat upon approval of the HRDC Chairperson.

7. All invitations to local scholarships, foreign academic scholarships, foreign trainings, short-term courses conducted abroad and other career development programs, such as study tours, internship and other agency-sponsored research to be done in other country as well as other development undertakings shall pass through the HRDC for deliberation. Participation to ministerial meetings and conferences, fora and symposia related to the international commitments of the Jail Bureau or the DILG shall no longer undergo the deliberation but must be supported by a Resolution.

8. The applicant with direct application or requested by the inviting organization shall be endorsed by the HRDC to the Chief, BJMP.

9. Scholarships, training, seminars, conventions and conferences applied for whether sponsored by and/or funded by the BJMP or by other government and non-government institutions, should not prejudice the existing official functions, duties and responsibilities of the employee-applicant.

10. All personnel which are granted scholarship or availed of training, seminar, convention or conference abroad shall be required to prepare their After-Activity Report and/or Re-entry Action Plan (REAP) and to be submitted at the Directorate for Human Resource Development of the National Headquarters not later than five (5) days upon
return, except if the same is treated confidential by the Chief, BJMP for security reasons. See attached template of REAP.

9. Attendance to local training, seminars, conventions and conferences may be availed by the employee not more than three (3) times a year, except when by reason of his/her official functions, he/she is designated as representative or focal person and other meritorious cases.

10. The top three (3) most qualified applicants shall be chosen for endorsement to the Chief, BJMP by the HRDC.

11. The Chief, BJMP shall choose and approve the attendance of a personnel for any career development grant taking into consideration the recommendations of the HRDC through a resolution. He shall also choose the alternate of the successful applicant, in case of unforeseeable events.

12. This policy, however, does not apply to mandatory training courses offered by the Philippine Public Safety College (PPSC), National Jail Management Penology and Training Institute (NJMPTI) and those trainings and seminars conducted or sponsored by the BJMP and the DILG.

VI. PROCEDURE

All uniformed and non-uniformed personnel of the Jail Bureau may avail of the opportunities and attendance to training, seminars, conventions and conferences both local and abroad in order to develop and enrich their personal and technical capabilities, and to improve their performance on their respective office duties and responsibilities, relevant to the attainment of the mandate, vision and mission of the Jail Bureau, subject to the following:

1. To avail of any human resource development program, applicants must:

   (1) have obtained a performance rating of at least Very Satisfactory (VS) for the last two consecutive rating periods;

   (2) be physically and mentally fit;

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(3) have no pending criminal or administrative case;
(4) have rendered the service obligation of any previous service contract;
and,
(5) have no approved application from any other local or foreign scholarship.

2. The attendance of personnel in authorized human resource development programs shall be on official time.

3. Scholarships and study leaves shall be covered by a service contract to be executed between the beneficiary and the Chief, BJMP or his authorized representative.

4. All invitations and information for scholarship, training and attendance to conventions and seminars must be properly disseminated to the Directorates and posted in the bulletin boards by the Directorate for Human Resource Development.

5. All applications in the national level must be addressed to the following:

Director for Human Resource Development
Secretariat, Human Resource Development Council
Bureau of Jail Management and Penology-NHQ
144 BJMP Building, Mindanao Avenue, Quezon City

6. The Chairperson, HRDC shall convene the council two (2) months before the intended start date of scholarship grant seminar, convention or conference for screening and shortlisting of applicants or immediately upon receipt of the invitation. The top three (3) high ranking applicants shall be chosen for endorsement to the Chief, BJMP.

7. A Resolution shall be prepared by the Secretariat for signature of the members of the HRDC and forwarded to the Chief, BJMP.

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8. The grantee shall then prepare and submit all necessary documents and submit the same to the DHRD, Administrative Division which shall coordinate with the DPRM for the issuance of appropriate order, among others.

9. In the event that the highest ranking applicant fails to comply all the requirements of the Jail Bureau or any unforeseeable event which will hinder him/her to avail the grant, the next highest-ranking applicant shall replace him/her as alternate.

10. After the scholarship, training, seminars, conventions or conferences, the grantee shall be required to render an After-Activity Report and/or his/her Re-entry Action Plan, among other requirements to the Directorate for Human Resource Development of the National Headquarters not later than five (5) days upon return.

11. Failure to report back to work immediately upon completing the seminar/training/conference, without justifiable reason, shall be considered absent without official leave (AWOL).

VII. FUNCTION OF THE HRDC AND SECRETARIAT

The HRDC shall perform the following functions:

a. Establish own internal procedures and strategies. Membership in HRDC shall be considered part of the member’s regular duties.

b. Ensure the implementation of the policy guidelines for training and scholarship programs, and participation of Jail Officer Ranks, Jail Non-Officer Ranks and Non-Uniformed Personnel in seminars, workshops, fora and other developmental activities.

c. Screen qualified nominees based on the HRD Plan, Policy Guidelines and set of criteria for scholarship grants, trainings, seminars, workshops and other related activities.

d. Evaluate and deliberate on the qualifications of candidates/nominees to:
   d.1 Local scholarships
   d.2 Foreign scholarships
MEMORANDUM CIRCULAR

HUMAN RESOURCE DEVELOPMENT COUNCIL

SUB TOPIC
RENAME THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) TO HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC) AND ESTABLISHING ITS POLICIES, GUIDELINES AND PROCEDURES

d.3 Field observation, study tours or research to be conducted abroad;
d.4 Secondments to international bodies or government agencies stationed abroad
d.5 Internship program to international bodies
d.6 Other career development programs identified by the management
e. Recommend to the Chief, BJMP the most qualified nominees and recipients in accordance with screening results, except, if concerned personnel had been directly identified by the host/sponsored agency.
f. Resolve or facilitate resolution of relevant issues raised by any significant party.

There shall be a Secretariat that will assist the Council in the performance of its functions.

Specifically the HRDC **Secretariat** shall:

a. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee to scholarship/trainings etc.
b. Raise issues encountered for resolution of the HRDC if needed.
c. Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies.
d. Ensure wide and timely circulation to the extent possible of notices/invitations for personnel development such as but not limited to scholarships, trainings, seminars, conferences and study tour opportunities.
e. Clarify information regarding invitations to scholarships, training programs, and other related travels abroad.
f. Update the pool of potential candidates taking into account the career development plan for each official/employee.
g. Prepare response to written queries of nominees to the status of their application.
h. Assist the HRDC during criteria setting and deliberation.
i. Assist the nominee by:

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**APPROVED BY:**

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Jail Director

DATE: __________________________

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MEMORANDUM CIRCULAR

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i. Providing departure briefing and technical assistance to scholars/grantees, whenever necessary.

ii. Coordinating and establishing network with agencies concerned for availingment and efficient implementation of scholarships, training and other career development programs.

iii. Maintaining and safeguarding the sanctity and confidentiality of records and deliberations and others relative thereto. Documents shall be made available only upon approval of the Chairperson, HRDC or Chief, BJMP.

iv. Establishing a database of officials and staff who have availed of local and foreign scholarship/training as well as regular scholarship opportunities.

v. Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports.

j. Secure hard and electronic copies of country papers or post travel reports of all scholars/grantees and all participants to scholarships/trainings including ministerial meetings, whether local or foreign for reference.

k. For ease of doing business, there shall be a National Human Resource Development Council (NHRDC) which shall screen, deliberate and process all official and personal invitations of jail personnel in the National Headquarters and a Regional Human Resource Development Council (RHRDC) which shall screen, deliberate and process all official and personal invitations to jail personnel in their respective areas of responsibility. The screening and deliberation of applications must be completed within five (5) working days from the deadline of submission of application.

No request for issuance of Authority to Travel on official time shall be processed for any career development program without the effective endorsement of the NHRDC to the Chief, BJMP or RHRDC to the Regional Directors.
VIII. COMPOSITION OF THE HRDC IN THE NHQ AND REGIONAL OFFICE

The BJMP Human Resource Development Council is hereby created with the following composition, to wit:

A. National Headquarters

Chairperson - Deputy Chief for Administration
Vice Chairperson - Chief of Directorial Staff
Members - Director for Human Resource Development
Director for Personnel and Records Management
Director for Operations
Director for Inmate Welfare and Development
National Executive Senior Jail Officer (NESJO)
One (1) Representative, Non-Uniformed Personnel

Secretariat - Chief, Administrative Division, DHRD
Chief, Administrative Division, DPRM

B. Regional Office

Chairperson - Assistant Regional Director for Administration
Vice Chairperson - Regional Chief of Staff
Members - Chief, Human Resource Development Division
Chief, Personnel and Records Management Division
Chief, Operations Division
Chief, Inmate Welfare and Development Division
Regional Executive Senior Jail Officer (RESJO)

Secretariat - Chief, Administrative Section, HRDD
Chief, Administrative Section, PRMD

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APPROVED BY:

DATE:

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IX. GUIDELINES ON STUDY LEAVE


X. COMMON PROVISIONS ON LOCAL AND FOREIGN SCHOLARSHIPS

The following shall apply to both local and and foreign scholarships:

Effects of Administrative Case

A. When the scholars are formally charged prior to enrollment with an administrative offense where the penalty is suspension or dismissal, they shall be automatically disqualified to avail themselves of the grant.

B. When a formal charge is filed after enrollment, the scholars shall be allowed to continue their studies, unless the charge is for a grave offense and the evidence of guilt is strong.

XI. SEPARABILITY CLAUSE

In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

XII. REPEALING CLAUSE

All issuances inconsistent with these guidelines shall be deemed superseded.

XIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless superseded by an appropriate issuance.