I. LEGAL BASIS

1) BJMP Manual;
2) Two-day Non-Officers Rank Welfare and Development Forum on 04 July 2002;
3) DILG Memorandum Circular No. 97-264 dated 22 October 1997; and
4) DILG Memorandum Circular No. 96-39 dated March 1996.

II. OVERVIEW/RATIONALE

In the military, a Sergeant Major carries out policies and standard of the performance, sometimes training, appearance and conduct of Non-Officers Rank (NOR). He /She advises and initiates recommendations to the commanding officer in matters pertaining to the NOR support channel. A Sergeant Major is an appointment, not a rank. It is normally held by the most senior NOR of the unit. These appointments are made at several levels. The title normally consists of the unit (e.g. “company”) followed by “Sergeant Major”, and abbreviated by the initials (e.g. Company Sergeant Major). The Sergeant Major of a unit is normally directly responsible to the commanding officer of all matters pertaining to dress, deportment, discipline, conduct, performance, standards and morale of the NORs of that unit. Sergeant Majors are normally addressed as “Sir” or “Ma’am” by subordinates, and by “Mr” or “Ms” or “Ms” (Surname) by superiors.

On 07 March 1996, the DILG through Memorandum Circular No. 96-39 created the position of Fire/Jail Sergeant Major (F/JSM) at all levels of command of the Fire and Jail Bureaus in order to upgrade the morale, welfare, discipline and professionalism of non-officers rank of the BFP and the BJMP, and also assist in the improvement of management activities therein.

On 22 October 1997, the DILG through Memorandum Circular No. 97-264 amended MC #96-39. It states that considering the civilian character of the BJMP and BFP, the title Sergeant Major connotes a militaristic tone; hence, the title “Fire/Jail Sergeant Major” is amended to read as “Executive Senior Fire/Jail Officer” respectively.

The BJMP Manual Revised 2007 took into account the Office of National Executive Senior Jail Officer as part of the Management Support Staff of the National Headquarters.

1) National Executive Senior Jail Officer (NESJO);
2) Regional Executive Senior Jail Officer (RESJO);
3) Provincial Executive Senior Jail Officer (PESJO); and
4) Unit Executive Senior Jail Officer (UESJO)

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In most cases, Jail Non-Officer Ranks (JNORs) are the front liners of the Jail Bureau, the senior officers only supervisory. In the achievement of its mandate, JNORs do the primordial role in the offices and units in the field. Lacking maturity and amplified by the growing complexities of life, these JNORs sometimes become the prey of frauds and illegal transactions, malversation, infidelity, bribery and other irregularities.

It is the policy of the state to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

But in spite of the statutes providing criminal administrative penalties for public employees committing irregularities, many personnel were already punished with suspension for smuggling cigarettes and liquors in jail which are considered contraband. But many are still engrossed to continue with the trade.

It is therefore in the nick of time to redefine and add fuel to fire the Executive Senior Jail Officers (ESJOs) to attain their mandates and the purpose of their creation to specifically minister to and address the morale, welfare, discipline and professionalism of JNORs.

III. CARDINAL OBJECTIVE OF THE EXECUTIVE SENIOR JAIL OFFICER (ESJO)

The ESJO shall essentially assist and advise the Chief, BJMP, Regional Director, Provincial Administrator, or Warden as the case maybe, on matters pertaining to the promotion and advancement of the morale, welfare, discipline and professionalism of BJMP Non-Officer Ranks.

IV. ORGANIZATION

The offices of Executive Senior Jail Officers (ESJOs) are organized as follows:

1) National Executive Senior Jail Officers (NESJO), who shall be designated by the Chief, BJMP through the recommendation of the National Human Resource Merit Promotion and Selection Board (NHRMPSB) from the pool of regional ESJOs and shall hold office at the National Headquarters. In any case that the Regional Executive Senior Jail Officers waived their preferences, the Office of the NESJO may be opened to all interested and qualified SJO4 with Jail Officer Candidate Course (JOCC) Training.
2.) Regional Executive Senior Jail Officer (RESJO), who shall be designated by the Regional Director through the recommendation of the Regional Human Resource Merit Promotion and Selection Board (RHRMPSB) from the pool of Provincial and Unit ESJOS. In any case that the Provincial and UESJOs waived their preferences, the RESJO position may be opened to all interested and qualified SJO4 with JOCC training. He shall hold office at the Regional Office as Support Staff.

3.) Provincial Executive Senior Jail Officer (PESJO), who shall be designated by the Provincial Jail Administration from the pool of Unit ESJOS in the province. In any case that the UESJOs waived their preferences, the position of PESJOs may be opened to all interested and qualified SJO4 with JOCC Training. He shall hold office at the Office of the Provincial Jail Administration who shall be given multi-tasks such as assignment or designation in nearby jails in order to maximize the potentials of personnel in the area.

4) Unit Executive Senior Jail Officer (UESJO), who shall be designated in every District, City or Municipal Jail nationwide by the respective wardens. Preference shall be given to the most senior non-officer rank of the unit. He may be given additional assignment by the warden but considering his proximity and propensity with NORs in the field, he shall be given by the warden a wider range or latitude in the implementation of the objectives of this circular. UESJOs that shall be made a personal staff of the warden shall always be present during Personnel Information and Education, conferences and meetings in the unit. He is to be designated as Officer Primary Responsible (OPR) during said activities.

V. QUALIFICATIONS OF AN EXECUTIVE SENIOR JAIL OFFICER (ESJO)

Selection and designation of ESJO shall be based on the following qualifications:

1) Must have a rank of Senior Jail Officer 4 with Jail Officer Candidate Course (JOCC) training. In the event that there will be no qualified SJO4 in the region for lack of mandatory JOCC training, he/she maybe designated as RESJO until he completed the training or replaced by an interested and qualified SJO4. Units in the field without SJO4, the most senior non-officer rank maybe designated as UESJO;

2.) Must possess leadership skills or aptitude. He must have the ability to motivate JNORs toward a common goal;

3) Must be of good moral character and with no pending administrative or criminal case; and,
4) Must be a graduate of baccalaureate degree.

VI. PRIVILEGES OF ESJOs

ESJOs are entitled but not limited to the following rights and privileges;

1) Funding and support for travelling expenses, trainings, supplies and materials to be taken from the budgetary allocation of the appropriate levels of command. In this regard, appropriate Directorates, Heads of Offices and Regional Directors are directed to include in their budgetary allocations the aforesaid support for the NESJO down to the UESJOs;

2) NESJO and RESJOs as representative of JNORs shall be designated as members in special bodies such as the Selection and Placement Board, Bids and Awards Committee, Uniform Committee, and the like, if laws, rules and regulations would warrant;

3) In the line with budgetary support, ESJOs shall be provided with offices, sufficient and spacious, to accommodate the functions of his office;

4) NESJO and RESJOs shall be entitled to wear the bush coat attire for officers whereas PESJOs and UESJOs may herein after be required to wear the same bush coat attire as the need arises in big jails subject to the recommendation of the NESJO to the Chief, BJMP; and,

5) To be addressed as “Sir” or “Ma’am” by subordinates, and as NESJO, RESJO, PESJO or UESJO as the case maybe, by officers.

VII. DUTIES AND RESPONSIBILITIES OF ESJOs

All ESJOs are mandated to fulfill the following duties and responsibilities, to wit:

A. NESJO (National Executive Senior Jail Officer) shall upon guidance of the Chief, BJMP;

1.) Conducts researches, studies and surveys and thereafter makes appropriate recommendations to the Chief, BJMP on programs and projects aimed at enhancing morale, welfare, discipline and professionalism of JNORs;

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2.) Represents JNORs in staff conferences, special meetings and management conferences at the NHQ;

3.) Monitors various levels of command in upgrading the competence of JNORs and makes corresponding recommendations;

4.) Conducts visitation on various levels of command through periodic jail information and education drives, field visits and dialogues, gathers the problems and concerns of JNORs and assesses their state of morale, discipline and professionalism;

5.) Conducts activities that will enhance or boost the morale, welfare, discipline and professionalism;

6.) Acts as spokesperson of all JNORs BJMP wide;

7.) Performs such other functions as the Chief, BJMP may direct.

Likewise, ESJOs shall observe the following personal conduct in the discharge and execution of official duties;

a. Act as role model or someone worth imitating for JNORs;

b. Perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill;

c. Act with justness and sincerity and shall not discriminate against anyone; and,

d. Extend prompt, courteous and adequate service.

VIII. OTHER INSTRUCTIONS

The designation and movement of ESJOs shall strictly conform to the following:

1.) ESJOs have a term of office of not more than three (3) years unless extended by the appointing authority in the exigency of the service or when no replacement has been chosen to replace the incumbent;
2.) Promotion to the rank of Inspector automatically vacates the position of the ESJO in which case, the vacancy shall be filled within the period of fifteen (15) days;

3.) Should there be any criminal or administrative case in line of duty filed against the ESJO during his incumbency, the same shall not ipso facto relieve him from his office. In which case, the ESJO concerned shall be forced to take a leave of absence and an Officer-in-Charge shall be designated in his place. If the result of any proceeding is favorable to him, then the ESJO concerned shall immediately reassume his former office. Should the result be unfavorable to him, the concerned ESJO shall be replaced in accordance with this circular;

4.) The following are legal and just causes for the relief and replacement of ESJOs;
   a. Imprisonment involving crime of moral turpitude;
   b. Imposition of administrative penalties under the BJMP Administrative Disciplinary Machinery and other existing laws;
   c. Retirement or resignation;
   d. Failure to undergo JOCC training; and,
   e. Inefficiency and incompetence in the performance of official duties.

5.) During the mandatory schooling of EJSOs, an Officer-in-Charge maybe designated whose designation shall terminate upon the return of the incumbent;

6.) No ESJO shall be unjustly or unduly removed except for the causes stated under this circular.

IX. FINAL PROVISION

It shall be the responsibility of the Director, Directorate for Personnel and Records Management to implement this circular as far as the NESJO is concerned. Regional Directors in the regions shall be responsible in the implementation of this circular as far as RESJO, PESJO, and UESJO are concerned.
X. REPEALING CLAUSE

All BJMP issuances/directives that are inconsistent with the provisions of this circular are hereby repealed and/or modified accordingly.

XI. EFFECTIVITY

This amended circular shall take effect immediately.