I. REFERENCES

a) Republic Act No. 6963 dated 4 September 1990 re: An Act Granting Special Financial Assistance and Benefits to the Family or Beneficiary of any Police or Military Personnel or Fireman Killed or Permanently Incapacitated While in the Performance of his Duty or by Reason of his Office or Position and for other Purposes;

b) DILG Memorandum Circular No. 95-63, dated May 3, 1995 re: Rules and Regulation Governing the BJMP/BFP Scholarship Program;

c) BJMP Scholarship Program Committee Resolution No. 2008-01, approved by the Secretary, DILG on 18 July 2008;

d) BJMP Memorandum dated 12 February 2009 re: Guidelines on the Screening and Selection of BJMP Scholars for School Year 2009-2010;

e) Clarification Concerning Special Financial Assistance (SFA) and Line of Duty (LOD) Related Benefits dated 06 March 2013;

f) Legal Opinion re: Grant of the Special Financial Assistance (SFA) Fund to SJO2 Arnel G Dalan; and

g) Legal Opinion re: Clarification Concerning Special Financial Assistance Pursuant to R.A 6963, Otherwise Known as An Act Granting Financial Assistance and Benefits to the Family or Beneficiary of any Police or Military Personnel or Fireman Killed or Permanently Incapacitated While in the Performance of Duty or By Reason of His Office or Position and for other Purposes.

II. RATIONALE

A career in jail service offers the opportunity to be a part of a dynamic responsibility on the safety of the community. Hence, in recognition of the wielded effort and bravery of our personnel and in support to their families, the surviving children of the personnel who were killed in jail operations or were permanently incapacitated while in the performance of duties or by reason of their office or position, should be given the opportunity to avail the scholarship and/or student financial assistance program offered by the Bureau.

The scholarship program of the Jail Bureau is anchored on the provisions of Republic Act No. 6963, which grants scholarship benefits up to college to surviving children of jail officers killed or permanently incapacitated while in the performance of duty or by reason of his office or position. The existing benefits of the BJMP Scholarship Program is inclusive only of tuition and miscellaneous fees in the elementary, high school and college levels. Thus, educational expenses which are equally essential in pursuing education are not covered. Furthermore, pertinent provisions of R.A No. 10533, entitled, “An act Enhancing the Philippine Basic System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefore and for Other Purposes” or the K-12 Program, which restructures the existing curriculums have to be included in the provisions of the said policy.
There is a necessity to adjust the benefits of the BJMP Scholars with the present financial status vis-a-vis the number of existing scholars and the increasing costs of tuition, miscellaneous fees and, other school expenses, to include the additional curriculums under the K-12 program. Thus, the proposed revision of the existing scholarship guidelines to address these issues by issuing this Memorandum Circular.

III. DEFINITION OF TERMS – Except as otherwise provided, the following terms shall have the following import as used in this Circular:

Deceased - Jail officer whose death was adjudicated by the Board as killed in jail operation or killed in the performance of his/her official duty or by reason of his office or position.

Elementary Education (Grades 1 to 6) – refers to the six (6) years second stage of compulsory basic education. The entrant age to this level is typically six (6) years old.

Jail Operation (JO) - shall refer to jail duties related to public safety which shall include administrative operation, custodial operation, escorting operation, law enforcement operation, PDL welfare and development operation, intelligence operation, investigation operation, prosecution operation, PDL disciplinary operation, personnel disciplinary operation, greyhound operation, civic operation, disaster relief or rescue operation, VIP security operation, escapee retrieval operation, crisis management operation, jail visitation/inspection operation, logistical operation, press relations operation and undergoing training sanctioned by the Bureau. Provided that assistance to police or military operations shall be considered jail operations within the coverage of R.A. No. 6963.

Killed in Jail Operation (KIJO) – shall refer to jail officers who were killed in the actual performance of jail operation regardless of who their killer was.

Killed while in the Performance of Duty - shall be interpreted to mean killed in jail operations (KIJO).

Killed by Reason of his/her Office or Position - shall refer to jail officers who were killed in connection with the present or previous performance of jail operation.

Kindergarten – means one (1) year of preparatory education for children at least five (5) years old as a pre-requisite for Grade 1.

Permanently Incapacitated - shall refer to jail officers who are incapacitated by a permanent physical or mental health problem while in the performance of jail operation or the resulting incapacity is connected with their present or previous performance of jail operation. Provided, that permanent incapacity acquired by providing assistance to police or military operations shall be considered permanent incapacity within the coverage of R.A No. 6963.
Program Director - refers to the person responsible for developing and maintaining degree-granting programs and/or other educational services.

Secondary Education (Grades 7 to 12) - refers to the third stage of compulsory basic education consisting of four (4) years junior high school education and two (2) years of senior high school education. Entrance age to the junior and senior high school levels are typically twelve (12) and sixteen (16) years old, respectively.

Scholar/s - refers to the surviving child or children of jail officers killed or permanently incapacitated in jail operations or by reason of his office or position who were granted the scholarship and student financial assistance offered by the Bureau.

School Level - shall refer to the following:

1. Kindergarten
2. Grades 1 to 6 (Elementary Education)
3. Grades 7 to 12 (Secondary Education)
4. Vocational
5. College Level

Vocational - refers to the enrollment in Technical Education and Skills Development Authority (TESDA) Courses.

IV. OBJECTIVES – this Circular aims to:

1. Provide educational assistance to the surviving children of jail officers who were killed in jail operation and/or permanently incapacitated member of the Bureau while in the performance of their duties and responsibilities or by reason of their office or position.

2. Prescribe the guidelines governing the effective implementation of the BJMP scholarship benefits and provide the procedures to avail the benefits under its grant.

3. Establish the correlative obligation of the BJMP to the scholars and vice-versa.

V. POLICIES AND GUIDELINES

1. QUALIFIED DEPENDENTS

In order to be eligible for the BJMP Scholarship Program, an applicant must be:

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a. Surviving children below 18 years of age of the jail officer/s killed or permanently incapacitated in jail operations or by reason of his/her office or position as passed upon by the Adjudication Board and recommended by the Scholarship Committee.

b. An eligible beneficiary may not avail of the scholarship benefits if he/she is already a recipient of other scholarship grant/s except scholarship granted by the school where he/she is enrolled due to scholastic achievements.

2. DOCUMENTARY REQUIREMENTS

Qualified applicants shall submit to the BJMP National Headquarters (Attention: Morale and Welfare Division, DPRM) the following documents, to wit:

a. Duly accomplished application forms;

b. Resolution by the Adjudication Board and Scholarship Committee that the jail officer was killed in jail operation or permanently incapacitated while in the performance of duty or by reason of his/her office or position as certified by the attending physician;

c. Spot Report with attached Death Certificate of the deceased jail officer or report by the attending physician certifying permanent incapacity;

d. Original copy or authenticated copy of Birth Certificate of the surviving child/children of the deceased or permanently incapacitated jail officer;

e. Proof of highest educational attainment of the applicant, such as, Form 138, Transcript of Records and enrollment receipts, if applicable; and

f. Two (2) copies of latest 2x2 pictures.

3. COMPOSITION OF BJMP SCHOLARSHIP COMMITTEE

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Deputy Chief for Administration of the Jail Bureau</th>
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<tr>
<td>Vice Chairperson</td>
<td>Chief of Directorial Staff of the Jail Bureau</td>
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<td>Members</td>
<td>Director for Personnel and Records Management</td>
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<td>Director for Comptrollership</td>
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<td>Chief, Finance Service Office</td>
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<td>Chief, Legal Service Office</td>
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Member/Recorder - Chief, Morale and Welfare Division, DPRM

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Director for Personnel and Records Management

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4. SCREENING AND SELECTION PROCESS

a. The Scholarship Committee shall maintain its primary function of administering the BJMP Scholarship Program with the Chairperson as the Program Director.

b. The Scholarship Committee shall be responsible in the screening and selection of applicants who may be admitted to the scholarship program. For this purpose, it may establish its internal rules for the selection and screening process of applicants, which may include, but not limited to the conduct of examinations or interview as deemed necessary under the circumstances.

c. It shall also monitor and evaluate the effectiveness of the program and recommend to the Chief, BJMP on policy revisions or actions that may further develop the program implementation.

5. ANNOUNCEMENT OF APPROVED APPLICATIONS

After deliberation by the Scholarship Committee, a resolution shall be prepared to document its action on the applications. A notice as to the action on the application shall be sent by the Committee to every applicant.

6. BENEFITS

a. A qualified beneficiary granted with scholarship is entitled to the following benefits:

   a.1. Tuition and miscellaneous fees in an amount not to exceed:

      a.1.1. P 15,000.00 per school year in Kindergarten
      a.1.2. P 15,000.00 per school year in Elementary
      a.1.3. P 20,000.00 per school year in High School
      a.1.4. P 17,000.00 per semester in Vocational Course
      a.1.5. Maximum of P 20,000.00 per semester in College

   b.1. A monthly stipend for every scholar in an amount not to exceed:

      b.1.1. P 500.00 per month in every school year for Kindergarten and Elementary
      b.1.2. P 1,000.00 per month in every school year for High School
      b.1.3. P 1,500.00 per month in every semester for College
c.1. Book allowance will be provided in an amount not to exceed:

   c.1.1. P 3,000.00 in every school year in Kindergarten
   c.1.2. P 3,000.00 in every school year in Elementary
   c.1.3. P 3,000.00 in every school year in Secondary
   c.1.4. P 3,000.00 in every semester in College

   d.1. Scholars with honors shall be entitled to cash incentives as follows:

   d.1.1 Elementary

       d.1.1.1. 5,000.00 for Valedictorian or 1st Honor
       d.1.1.2. 3,000.00 for Salutatorian or 2nd Honor
       d.1.1.3. 2,000.00 for 3rd honor

   d.1.2. Secondary

       d.1.2.1. 5,000.00 for Valedictorian or 1st Honor
       d.1.2.2. 3,000.00 for Salutatorian or 2nd Honor
       d.1.2.3. 2,000.00 for 3rd Honor

   d.1.3. College

       d.1.3.1. 5,000.00 for Summa Cum Laude
       d.1.3.2. 3,000.00 for Magna Cum Laude
       d.1.3.3. 2,000.00 for Cum Laude

7. RESTRICTIONS/CONDITIONS

   a. Academic Requirements

       a.1. A scholar shall be required to carry full load in every regular
           semester of the baccalaureate or vocational course he/she is taking as
           prescribed in the approved curriculum of the school concerned or all
           subjects in every school year in case of high school, elementary or
           kindergarten. Underloading or overloading of units in the college level may
           be allowed for justifiable reasons and subject to the approval of the School
           Registrar and the Chief, BJMP, upon favorable recommendation of the
           Scholarship Committee.

       b.1. Splitting of subjects purposely to extend the last semester of the
           course is not allowed unless the extension is for meritorious reason as
           certified by the Dean or Registrar of the school.

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c.1. Cross-enrollment of subject not offered by the school where scholar is currently enrolled may be allowed to meet the full-load requirement, subject to the limitation on the authorized maximum amount for tuition and miscellaneous fees per semester stated in No. 6 para 6 (a). Cross enrollment to retake failed subject is at the expense of the scholar.

d.1. The scholar shall continue to enjoy the benefits of the program as long as he/she satisfactorily passes the course of instruction based on the approved standards of the school. In case of failing grade of more than two (2) in any of the subjects in a given semester or school year, the benefits shall be suspended and shall resume only after the grantee passes satisfactorily the subject failed or repeat the entire school year at his/her own expense.

e.1. At the end of every semester/school year, the report of scholastic ratings/grades shall be submitted by the scholar to the Scholarship Committee.

b. Shifting of Course

b.1. A scholar may shift course upon application and subject to prior approval of the Chief, BJMP upon recommendation of the Scholarship Committee. However, previously approved scholarship term for the first course shall not be extended, in which case, period thereafter shall be at the expense of the scholar.

b.2. Application for the shifting of course must be filed not later than the first semester of the second year of the course. Any application thereafter shall be denied.

b.3. Shifting of course may be allowed subject to the following conditions:

- only once during the term of the scholarship grant;
- subject deficiency for the new courses intended to be enrolled must not be more than six (6) units; and
- in no case shall the approved course extend the scholarship term previously approved.
c. Transfer to Another School

   c.1. Transfer from one school to another of the same course as approved by the Committee may be allowed under the following circumstances or conditions:

   - transfer of residence of parents or guardians;
   - school location is declared by proper authorities to be a trouble or crime-prone area;
   - transfer will not result in extension of scholastic term; and
   - credited subjects by the new school must be at least 80% of the units earned from the old school, otherwise, taking of additional subjects shall be at the expense of the scholar.

   c.2. A student who intends to transfer to another school must secure prior approval from the Chief, BJMP upon recommendation of the Scholarship Committee.

   c.3. The BJMP reserves the right to transfer any student to the most appropriate school, preferably within the region where the grantee/scholar resides, and if not possible, within the nearest region where the course/s is/are available.

d. Dropping of Subjects

   d.1. Dropping of subjects must be with the approval of the School Registrar, copy furnished the Chief, BJMP and the Scholarship Committee.

   d.2. Dropping of subjects may be allowed, provided:

   - dropping not to exceed two (2) subjects;
   - it will not prolong the approved term for the scholarship grant;
   - dropped subjects must be taken in the summer classes following the semester at the grantee/scholar’s expense; and

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"Changing Lives, Building a Safer Nation"
MEMORANDUM CIRCULAR

SCHOLARSHIP PROGRAM

Revised Guidelines and Procedures on the Grant of Scholarship Benefits for Surviving Children of Jail Officers Killed or Permanently Incapacitated While in the Performance of Duty or By Reason of his/her Office or Position

- dropping of subjects is upon circumstances beyond the control of the scholar.

  e. Completion

  e.1. Failing grades of more than two (2) subjects in a given semester or non-completion of academic requirement in a given school year is a deficiency that shall cause the suspension of benefits.

  e.2. Compliance with the deficiency is to be made during summer classes following the given semester/year. Benefits of the grant are to resume only after completion of the deficiency.

  e.3. Non-completion of deficiency within the prescribed period shall be a ground for the termination of the scholarship grant.

  f. Deferment

  f.1. Voluntary suspension of the scholarship grant through written request for deferment under meritorious or justifiable ground may be allowed subject to approval of the Chief, BJMP upon recommendation of the Scholarship Committee.

  f.2. Voluntary suspension of scholarship may be allowed by reason of:

  • poor health or serious illness as certified by a physician;

  • psychological/emotional condition as certified by the Guidance Counselor, Office of the Student Affairs of the concerned school;

  • death of father or mother or person upon whom the scholar is wholly dependent for support; and

  • other analogous causes considered meritorious by the Program Director or Chief, BJMP and the Scholarship Committee to be treated on a case to case basis.

  f.3. Request for deferment not to exceed one semester in one year.

  f.4. Scholarship grant not availed by the scholar within a year except for meritorious or justifiable reason shall be forfeited.

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f.5. Reinstatement in the scholarship program shall be upon application supported by a certification by proper authority for physical or psychological condition or a declaration by the scholar that he/she is fit and/or able to continue/resume with studies. Compliance with the deficiency in subjects within the prescribed period will reinstate the benefits suspended.

f.6. In the event of deferment, monthly stipend shall automatically be suspended. Any amount received after effectivity of the deferment shall be refunded to the BJMP. No request for deferment in the course of the semester shall be allowed.

8. PROCEDURE IN THE RELEASE OF BENEFITS

1. Upon the approval by the Committee of the application, the scholar may enroll, subject to pre-enrollment requisites the school may prescribe, to the school of his/her choice.

2. Enrollment expenses shall initially be paid by the guardians of the scholar subject to reimbursement by the BJMP upon presentation of the following documents:
   a. enrollment form;
   b. school assessment; and
   c. official receipt.

3. The afore-cited documents are to be submitted to the BJMP thru the MWD within 30 days after payment.

4. BJMP reserves the right to validate authenticity of the documents submitted or verify from the school concerned on the status of enrollment.

5. Incomplete documents shall not be processed for reimbursement until completion of the required documents.

9. INSTRUCTIONS

The Directorate for PRM thru the Morale Welfare Division (MWD) shall facilitate the processing of scholarship application and all Regional Directors of the Jail Bureau are hereby directed to disseminate these guidelines and to actively encourage all the qualified dependents of our jail officers who were killed or were permanently incapacitated while in the performance of duty or by reason of his/her office or position to submit their applications to avail the benefits of the program.
The Directorate for Program Development shall devise a tool or mechanism that will monitor the program implementation and shall motu proprio cause its review upon coordination with the Scholarship Committee, as deemed necessary.

Scholarship Committee may cause the conduct of school visit to monitor and validate school performance or home visit to verify actual condition of the scholar.

VI. SEPARABILITY CLAUSE

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

VII. REPEALING CLAUSE

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

VIII. EFFECTIVITY

This Circular shall take effect after fifteen (15) days from filing a copy thereof 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”