1.0 REFERENCES

A. Executive Order No. 292 dated July 25, 1987 otherwise known as the "Administrative Code of 1987"; and

B. Civil Service Commission (CSC) Resolution No. 101262 promulgated on June 22, 2010 re: Revised Guidelines in the Conduct of CSC Team Building Activities.

2.0 BACKGROUND/RATIONALE

Section 31, Chapter 5, Subtitle A, Title I of Executive Order No. 292 otherwise known as the "Administrative Code of 1987" provides that, "each department or agency shall prepare a career and personnel development plan which shall include provisions, among others, for employees' health, welfare, counseling, recreation and similar services." Moreover, Section 1, Rule VII of the Omnibus Rules Implementing Book V of E.O. No. 292 provides that, "every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of every department or agency."

Considering that participation in team building activities help build a professional culture that is not only competent and efficient but also one where there is a maximum cooperation, interaction and socialization among officials and employees, the Bureau of Jail Management and Penology (BJMP) envisions to provide opportunities for its personnel to undertake staff development activities. It may be solely focused on developing and enhancing the skills, attitude and knowledge, or centered in building and strengthening relationships, reinforcing values, creating and institutionalizing work culture, developing social awareness, fostering support and cooperation, and promoting group cohesiveness and effectiveness for organizational productivity. This is consistent with the objective of the State to strengthen the delivery of basic services to the citizenry through the institutionalization of highly efficient and competent jail services as reflected in Section 2 of R.A. No. 9263.

3.0 OBJECTIVES

The objectives of this Memorandum Circular are as follows:

a. To afford every BJMP personnel an opportunity to undertake staff development activity that will enhance teamwork and improve team performance;

b. To ensure cost-effective measures in undertaking team building activities; and
c. To provide more relevant, responsive and rational set of parameters in the conduct of team building activities.

4.0 DEFINITION OF TERMS

For purposes of this Memorandum Circular:

A. Human Resource Issue (HRI) shall refer to a concern, challenge or problem involving the personnel that affect workplace harmony and productivity requiring team communication and clarification, problem solving or troubleshooting through the conduct of team building activity.

B. Recreation shall refer to means of refreshing strength and spirit after work including restoring health.

C. Relaxation shall refer to a physiological and emotional state characterized by reduced activity, particularly reduced heartbeat, perspiration, respiration and general muscular activity.

D. Social Awareness shall refer to recognition of aesthetic values and special love or concern for nature and the environment.

E. Team Building Activity (TBA) shall refer to a process consisting of a series of activities or group exercises designed to promote group cohesion, effectiveness and productivity in performing and achieving common goals.

5.0 GUIDELINES

A. General Guidelines

1. TBA may be conducted in not more than two (2) working days in a given year, inclusive of travel time. However, the Office of the Chief, BJMP (OCBJMP), Office of the Deputy Chief for Administration of the Jail Bureau (ODCA), Office of the Deputy Chief for Operation of the Jail Bureau (ODCO), Office of the Chief of Directorial Staff of the Jail Bureau (OCDS), concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station may be allowed to conduct the activity for more than two (2) days, provided, that the excess number of days fall on a Saturday, Sunday or Holiday. Should they decide to hold a one-day TBA, they may be allowed to conduct another one-day TBA on a different date in the same year.

2. TBA may be conducted in any month of the year, provided, however, that the schedule of the TBA will not conflict with scheduled important activities of the BJMP. In such a case, the Chief, BJMP shall have the discretion to disapprove the request for the conduct of TBA.

3. In the conduct of TBA, government vehicles shall not be utilized in any manner. Likewise, BJMP prescribed uniforms shall not be worn. In case security may be needed, designated members of the security team must be in civilian attire.

4. The budget necessary in the conduct of TBA shall be borne by the participating personnel. No travel expenses shall be refunded by any participating personnel.
from the BJMP. Further, participation of family members shall be absolutely prohibited.

5. TBA shall be conducted within the Area of Responsibility (AOR) of the concerned office. However, for OCBJMP, ODCA, ODCO, OCDS, Directorates and Support Offices, TBA may be conducted outside the National Capital Region (NCR) but subject to certain conditions herein prescribed.

a. For OCBJMP, ODCA, ODCO, OCDS, Directorates and Support Offices, requests for the conduct of TBA shall be submitted to the Chief, BJMP, through the Directorate for Personnel and Records Management (DPRM), for approval. The OCBJMP shall furnish the DPRM of the approved TBA, for records purposes.

b. In the case of Regional Offices, approval shall be within the level of the Regional Director of the Jail Bureau, however, the Chief, BJMP through the DPRM shall be informed of the conduct of TBA, provided, that, the venue is within their area of responsibility only.

c. Jail Provincial Administrator’s Offices and Jail Stations intending to conduct TBA shall submit their request to the concerned Regional Director of the Jail Bureau, through the Personnel and Records Management Division (PRMD). In no case shall the venue be outside the region.

d. All request for the conduct of TBA shall be submitted a month prior to the scheduled date of the TBA.

6. The OCBJMP, ODCA, ODCO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station is encouraged to conduct ocular inspection on the intended venue prior to submission of request, if possible, to assure the safety of participating personnel. They have to exercise circumspect, prudence and judicious discretion in identifying the proposed venue of the TBA mindful of the public’s ethical perception and impression. The following guidelines shall be considered:

a. A place that offers the most reasonable rate and facilities for teambuilding activities or exercises;

b. The location need not be tourist-haven or the most popular place but it should be one that supports the objectives of the TBA;

c. If possible, the OCBJMP, ODCA, ODCO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station shall scope out different locations and identify one that may heighten social awareness; and

d. In no case shall the TBA be conducted in places of ill-repute or near gambling houses, dens and/or casinos.

7. The request shall be submitted together with a Team Building Design (TBD) which shall contain the following in the order presented:
a. **Title.** The TBD shall have a title which shall reflect the OCBJMP, ODCA, ODFO, OCDS, Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station intending to conduct TBA.

   *Ex. Legal Service Office (LSO) Team Building Activity*

b. **Theme.** Below the title shall be the theme of the TBA. It shall be the responsibility of the OCBJMP, ODCA, ODFO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station to come up with their own theme.

   *Ex. “Delivering Competent Jail Services Through Teamwork”*

c. **Objectives.** Roman numeral I shall be the objectives. It shall indicate the need or necessity to hold team building activities or exercises in promoting workplace harmony and organizational productivity. It shall reflect a statement of at least one (1) HRI that shall be addressed by the TBA.

   *Ex. The TBA will provide an avenue for discussing work issues and identifying group solutions to these concerns to help the personnel perform better. Specifically, it aims to understand the vision and mission of the LSO, clearly define the duties and responsibilities of each personnel, and set a standard of working relationships within the LSO.*

d. **Duration and Date of the TBA.** Roman numeral II shall be the duration and date of the activity which shall not be more than two (2) working days inclusive of travel time. However, the OCBJMP, ODCA, ODFO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station may be allowed to conduct the activity for more than two (2) days provided that the excess number of days fall on a Saturday, Sunday or Holiday. Should the OCBJMP, ODCA, ODFO, OCDS, Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station decide to hold a one-day TBA, it may be allowed to conduct another one-day TBA on a different date in the same year.

   *Ex. The TBA will be conducted for two (2) working days and we intend to conduct the same on May 23 and 24, 2019.*

e. **Venue and Security.** Roman numeral III shall be the venue and security. It shall state the venue where the TBA will be conducted including the place of billeting. It shall likewise contain a stipulation regarding the security of the participants during the duration of the TBA.

   *Ex. The TBA will be conducted in Casa Amore Caliraya Lake, Lumban-Caliraya-Cavinti Road, Cavinti, Calabarzon. All of the participants will be housed in Casa Amore Resort considering that it offers the most reasonable rates for teambuilding exercises. There will be an accounting after dinner to ensure that no participants are missing.*

f. **Participants.** Roman numeral IV shall pertain to participants. It shall state the number of personnel assigned in the OCBJMP, ODCA, ODFO, OCDS.

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Directorate, Support Office, Regional Office, Jail Provincial Administrator's Office or Jail Station and number of participants in the intended TBA. It shall state that the number of personnel who opted not to join the TBA shall be the skeletal force or duty personnel to attend to clients' needs or to be the duty sentinel during the conduct of TBA.

**Ex.** Of the ten (10) personnel assigned in the LSO, eight (8) will participate in the TBA. The two (2) personnel who opted not to join shall be the skeletal force to attend to clients' needs.

g. **Schedule of Activities.** Roman numeral V shall be the schedule of activities. It shall provide clear description of team building activities that are appropriate to the objectives sought to be achieved. Specifically, it shall reflect team building activities which shall be at least fifty percent (50%) of the total allotted time while the other fifty percent (50%) may be devoted for relaxation, recreation and social awareness.

**Ex.**

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>OBJECTIVES</th>
<th>ACTIVITY</th>
<th>METHODOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 - 9:00am</td>
<td></td>
<td>Travel Time</td>
<td></td>
</tr>
<tr>
<td>9:00 - 9:30am</td>
<td></td>
<td>Settling down</td>
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<tr>
<td>9:30 - 11:00am</td>
<td>Understand the vision and mission of the LSO</td>
<td>Group discussion on the vision and mission of the LSO</td>
<td>Reading and discussion on the LSO vision and mission</td>
</tr>
<tr>
<td>11:00 - 12:00nn</td>
<td>Defining the duties and responsibilities of each personnel</td>
<td>Role identification and discussion of duties and responsibilities of each personnel</td>
<td>Lecture, discussion and role playing</td>
</tr>
<tr>
<td>12:00 - 1:30pm</td>
<td></td>
<td>Lunch/Rest</td>
<td></td>
</tr>
<tr>
<td>1:30 - 3:30pm</td>
<td>Defining the duties and responsibilities of each personnel</td>
<td>Role identification and discussion of duties and responsibilities of each personnel</td>
<td>Lecture, discussion and role playing</td>
</tr>
<tr>
<td>3:30 - 5:00pm</td>
<td>Setting a standard of working relationships</td>
<td>Group discussion and games</td>
<td>Discussion and through games</td>
</tr>
<tr>
<td>5:00 - 6:00pm</td>
<td></td>
<td>Dinner</td>
<td></td>
</tr>
</tbody>
</table>

**DAY 2**

| 7:00 - 8:00am | Breakfast |
| 8:00 - 12:00nn | Enhance appreciation of the environment | Social awareness | Tour |
| 12:00 - 1:00pm | Lunch/Rest |
| 1:00 - 3:00pm | Refreshing strength | Recreation and relaxation | Self-reflection, etc. |
| 3:00 - 3:30pm | Call to Order (pack-up) |
| 3:30 - 7:00pm | Dinner/Travel Time |

8. In the case of jail stations, they shall likewise submit a Special Duty Detail consisting of two (2) teams of custodial force of the Jail Station. No adjacent jail stations shall be permitted to conduct TBA simultaneously. However, Male and
Female Dormitories located in one (1) compound may conduct TBA jointly or simultaneously.

9. The Regional Director of the Jail Bureau shall designate members of the STAR Team to augment the duty personnel in the jail station conducting TBA.

10. All personnel are encouraged to participate in their respective TBA. However, the OCBJMP, ODCA, ODCO, OCDS, concerned Director of the Directorate, Chief of Support Office, Regional Director, Jail Provincial Administrator or Jail Warden shall arrange for the skeletal force or duty personnel, in the case of jail stations, to attend to clients’ needs or to be the duty sentinel.

11. In emergency cases such as force majeure or fortuitous events, the OCBJMP, ODCA, ODCO, OCDS, concerned Director of the Directorate, Chief of Support Office, Regional Director, Jail Provincial Administrator and Jail Warden or their deputies/assistants shall report the matter within twenty-four (24) hours to the Office of the Chief, BJMP. However, when personnel choose to extend their stay in the venue or go to another place after the TBA, the BJMP shall have no liability because this is not covered by an appropriate Order.

12. The OCBJMP, ODCA, ODCO, OCDS, concerned Directorate and Support Office shall submit an After Activity Report (AAR) to the Office of the Chief, BJMP, through the DPRM. Regional Offices, Jail Provincial Administrator’s Offices or Jail Stations shall submit their AAR to the Office of the Regional Director of the Jail Bureau, through the PRMD. The AAR shall be submitted within twenty-four (24) hours after the conduct of the TBA, when the day ensuing the culmination of the TBA is not Saturday, Sunday or Holiday, otherwise, the AAR shall be submitted the next working day.

13. Non-compliance with the requirements herein set forth shall be a ground for the disapproval of the request for TBA.

B. Specific Guidelines

1. The OCBJMP, ODCA, ODCO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station shall submit request for the conduct of TBA which shall indicate the names of personnel who will participate in the TBA as reference in the issuance of appropriate Order.

2. The DPRM or the PRMD, as the case may be, shall evaluate the request for TBA based on the requirements herein prescribed. Upon findings of substantial compliance, the request together with its attachments shall be endorsed for the approval of the Chief, BJMP or the concerned Regional Director of the Jail Bureau.

3. The Chief, BJMP or Regional Director of the Jail Bureau, as the case may be, shall exercise their sound discretion and either approve or disapprove the request. In case of disapproval, the reasons shall be stated therein.

4. When approved, the DPRM or PRMD shall issue an appropriate Order for the conduct of TBA. The PRMD shall likewise issue an appropriate Order detailing members of the STAR Team in the concerned jail station. In case of disapproval, the DPRM or PRMD shall inform the OCBJMP, ODCA, ODCO, OCDS, concerned
MEMORANDUM CIRCULAR

TOPIC:
TEAM BUILDING ACTIVITY

SUB-TOPIC:
GUIDELINES IN THE CONDUCT OF TEAM BUILDING ACTIVITIES

Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station of the disapproval by returning the request for TBA.

5. In case of approval and issuance of an Order, the OCBJMP, ODCA, ODCO, OCDS, concerned Directorate, Support Office, Regional Office, Jail Provincial Administrator’s Office or Jail Station shall proceed with the conduct of the TBA. In case of disapproval, a request may be submitted anew with special consideration on the reasons for disapproval of the prior request.

C. Monitoring

1. The DPRM or the PRMD, as the case may be, shall maintain a record of team building activities indicating the office or jail station, date of TBA, place conducted and name of participants for monitoring purposes and ensure that the TBA is conducted for the intended purpose. Further, the DPRM or the PRMD shall keep a folder of the request for TBA and its attachments including AAR, for each and every office or jail station and see to it that TBA is availed once a year only.

6.0 SEPARABILITY CLAUSE

If any provision or part hereof is held invalid or unconstitutional, the remainder or the provision not otherwise affected shall remain valid and subsisting.

7.0 REPEALING CLAUSE

BJMP-DPRM-MC-21 which took effect on August 30, 2016 re: Team Building Activity, including all other existing BJMP issuances which are inconsistent herewith are hereby repealed or modified accordingly.

8.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from filing thereof with the Office of the National Administrative Register (ONAR), University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292 otherwise known as the “Administrative Code of 1987”.

Prepared by:
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Approved by:

Noted by:
JOINS MICHAEL ANGELO M. CACERES
Chief, Legal Service Office

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ADMINISTRATIVE RULES AND REGULATIONS

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