1.0. REFERENCES

1.1 DHRD Memorandum re Reiteration of Policies on Proper and Humane Handling of JO1 trainees dated June 28, 2019;

1.2 DHRD Memorandum re Conduct of Jail Officer 1 Trainee Orientation at Regions dated July 10, 2018; and

1.3 DHRD Memorandum re Utilization of JO1 trainees to Render Specific Duties in Jail Facilities dated October 15, 2018.

1.4 DHRD Memorandum re Prohibition of BJMP Personnel from Directly or Indirectly Having Financial or Material Interest in Any Transaction Involving JO1 Trainees dated August 07, 2019.

2.0. RATIONALE

Current innovations and development of the Bureau of Jail Management and Penology (BJMP) resulted in the increased number of JO1 trainees due for training. To maximize the utilization of JO1 trainees and to enhance the safety and security of BJMP offices and facilities, their strategic deployment must be institutionalized.

3.0. OBJECTIVES

The BJMP aims to enhance work effectiveness and to prepare its human resource for actual responsibilities. The newly appointed JO1 may be directed to perform duties at the National Headquarters, regional offices and jail facilities prior to their training with the following objectives:

3.1. To maximize the hours of stay of JO1 trainees in productive learning activities;

3.2. To provide trainees with practical experience on the application of theories, ideas, and concepts of jail management and services;

3.3. To expose trainees to the work environment of BJMP and the special demands that the profession entails; and
3.4. To enhance organizational capability.

4.0. DEFINITION OF TERMS

Buddy—shall refer to a JO1 trainee assigned by a supervisor to accompany a fellow trainee. Assigned buddies should be of the same gender.

Classified documents - Information and material where the unauthorized disclosure of which, may affect the national security that is enforced and observed in all departments, bureaus, offices, and agencies of the government in all national, provincial, municipal and city levels, or in the other case would be prejudicial to the interest or prestige of the nation or any government activity, or would cause administrative embarrassment or unwarranted injury to the Bureau, an individual, or would be of advantage to any prohibited group or foreign nation, as the case may be.

Designation – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated at any time at the pleasure of the appointing authority. Designation may involve the performance of the duties of another position on a concurrent or on full-time basis.

Function – is a task given by an authorized official of the Bureau to personnel to perform activities required in unit or designation.

Head of Office – for purposes of this policy shall mean the designated chiefs of division, office, or any unit under the BJMP organizational structure.

Infraction – for purposes of this policy shall mean a violation of an administrative policy, rules, procedures, or directive of the head of offices, BJMP Jail Warden or any of his authorized representative.

Intervention - the act or means of sanction, employment, interference, or giving of relief with the outcome or course to a particular condition or process as to prevent harm, improve functioning, or develop a performance.

Mentor Officer – an assigned personnel who is tasked to oversee, teach, guide, and advice the deployed JO1 trainees.

Misdemeanor – for purposes of this policy shall mean an act or omission punishable by ordinance, special law, or the Revised Penal Code.
Organic Personnel - shall mean personnel of the BJMP who has undergone and completed a required basic mandatory training equivalent to his or her rank of entry.

Physical Fitness Test - is an examination and assessment designed to measure physical strength, agility, and endurance.

Trainee – for purposes of this policy, shall mean newly-appointed personnel to the rank of Jail Officer 1 who have not yet undergone JBRC training.

201 File - is a set of documents maintained by the Bureau for members of the BJMP that contains documents and information in reference to the personnel’s service record, background information, educational history, awards and recognitions, and other important papers of a personnel.

5.0. PROCEDURE/GUIDELINES

5.1. GENERAL GUIDELINES

All JO1 trainees waiting for their schedule of training may be assigned in the National Headquarters, Regional Offices and jail facilities under the following mandatory guidelines:

5.1.1. JO1 trainees shall undergo orientation using the Program of Instruction (POI) from DHRD within one (1) month after appointment. (see Annex “A”)

5.1.2. JO1 trainees shall undergo orientation on jail-related functions to be performed in the jail facilities prior to their deployment, and they shall be assigned using the “buddy system”. DHRD/HRDD shall confer a certificate to trainees who successfully completed the orientation. (see Annex “B”)

5.1.3. Prior to deployment, DHRD/HRDD shall conduct Physical Fitness Test (PFT) to JO1 trainees. Trainees are expected to maintain or improve their physical strength and shall report to DHRD/HRDD every month for Physical Fitness Test (PFT). Those who fail to pass the PFT may be recalled to the DHRD or regional office for appropriate intervention.

5.1.4. The deployment plan of trainees shall be based on the needed manpower complement of the offices or jail facilities. Trainees shall, "Changing Lives, Building A Safer Nation."
present to the receiving unit/facility a copy of their 201 File upon reporting.

5.1.5. JO1 trainees shall perform official duties from Tuesday to Sunday from 0800H – 1700H only and shall not be allowed to stay in the office or jail facility after their tour of duty. Trainees may participate in activities such as tree planting activities, clean up drive, and other similar endeavors.

5.1.6. JO1 trainees are prohibited to join in sportsfest, fun run, marathon, and other high-impact activities that may cause any physical injury.

5.1.7. When reporting for duty, JO1 trainees shall wear their prescribed uniform without badge and rank insignia or the prescribed attire for the activity.

5.1.8. There shall be a mentor officer to be assigned by the head of office or jail warden to monitor the performance of JO1 trainees.

5.1.9. All trainees can be utilized to perform welfare development related duties and jail administrative duties pertaining to records management and handling of document procedures under the supervision of a mentor officer and any authorized organic personnel assigned by the jail warden. Furthermore, they shall not be allowed to process, handle, or be entrusted with any classified documents or information.

5.1.10. JO1 trainees can also be utilized to perform gate and searching duties under the supervision of a mentor officer and organic personnel assigned in a particular gate or searching area. However, they are strictly prohibited to be utilized in escorting duties and in other custodial functions.

5.1.11. The function of trainees in the jail assignment shall mean assistance only to the main duty of the assigned organic personnel of a particular post.

5.1.12. Trainees shall be treated as regular personnel and shall not be allowed to perform any unofficial or non-job related instructions. They shall likewise be covered by the 2017 Comprehensive BJMP

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Administrative Disciplinary Machinery and the laws, rules and regulations of the Civil Service Commission (CSC) regarding human resource actions.

5.1.13. In case of any untoward incident(s) in jail facility, JO1 trainees shall not be utilized to perform dangerous functions under OPLANs.

5.1.14. In case of any mistreatment and/or maltreatment, trainees shall be immediately pulled out of the office or facility by DHRD/HRDD for appropriate action.

5.1.15. Trainees may be rotated to other offices or jail facility after the lapse of one (1) rating period (SPMS). Once assigned in a jail facility, trainees shall report directly to the Head of Office or Jail Warden who shall exercise overall supervision on trainees until the termination of their assignment in the office or facility.

5.1.16. Upon termination of assignment in the office or facility, trainees shall submit a report on their learning experiences to DHRD/HRDD as part of their compliance.

5.2. ROLES AND RESPONSIBILITY

The following shall be adopted by NHQ and Regional Offices:

5.2.1. DHRD/HRDD may assign trainees in different offices while waiting for formal training. Head of receiving office shall issue an office order that stipulates duties and responsibilities of trainees assigned in his/her AOR.

5.2.2. Regional offices shall coordinate with the Director, DHRD for authority to deploy JO1 trainees to jail facilities for duty. The Human Resource Development Division (HRDD) shall forward the following documents to DHRD, to wit:

5.2.2.1. Request to assign JO1 trainees in the jail facilities;

5.2.2.2. After Activity Report on the completion of POI orientation;
5.2.2.3. After Activity Report on the conduct of orientation by the Regional Operations Division;

5.2.2.4. After Activity Report on the conduct of orientation by the Regional Welfare and Development Division;

5.2.2.5. Detailed post assignment of trainees in the jail facility; and

5.2.2.6. Copy of proposed deployment and job description of JO1 trainees.

5.2.3. Upon approval of the request, the Personnel and Records Management Division (PRMD) shall issue appropriate orders relative to the deployment of JO1 trainees.

5.2.4. HRDD shall conduct an orientation to jail wardens regarding Handling and Treatment of JO1 trainees of policies to wit:

5.2.4.1. DHRD Memorandum re Proper Addressing of JO1 trainees dated February 06, 2019.

5.2.4.2. DHRD Memorandum re Disallowing "Reception" of Trainees in Regional Offices and Jail Units dated February 26, 2019.

5.2.4.3. DHRD Memorandum re Conduct of Jail Officer 1 Trainee Orientation at Regional Offices dated July 1, 2018.

5.2.4.4. DHRD Memorandum re Treatment and Handling of Jail Officer 1 Trainees dated October 02, 2018.

5.2.4.4. DHRD Memorandum re Prohibition of BJMP Personnel from Directly or Indirectly Having Financial or Material Interest in Any Transaction Involving JO1 Trainees dated August 07, 2019.

5.2.4.5. DHRD Memorandum re Utilization of JO1 trainees to Render Specific Duties in Jail Facilities dated October 15, 2018.

5.2.4.6. DHRD Memorandum re Reiteration of Policies on Proper and Humane Handling of JO1 trainees dated June 28, 2019.

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5.2.5. Upon turnover of trainees to the office or jail facility, the head of unit or Jail Warden shall:

5.2.5.1. Conduct an orientation to JO1 trainees relative to official functions or jail operations;

5.2.5.2. Conduct an orientation to personnel regarding treatment and supervision of JO1 trainees in accordance with DHRD policies, rules and regulations on the matter;

5.2.5.3. Designate mentor officers and issue appropriate order covering the same.

5.2.5.4. Supervise the mentor officer in the conduct of orientation to JO1 trainees regarding their specific duties and functions;

5.2.5.5. Submit a written report to the DHRD/HRDD in case of any misdemeanor or infraction committed by a trainee; and

5.2.5.6. Submit a copy of the trainee SPMS to DHRD/HRDD at the end of every rating period or termination of their deployment.

5.2.6. The Mentor Officer shall:

5.2.6.1. Be an immediate supervisor in the assigned task of trainees;

5.2.6.2. Evaluate the performance of JO1 trainees;

5.2.6.3. Oversee, teach, guide, advice, and provide constructive feedback to the performance of JO1 trainees;

5.2.6.4. Strictly monitor the attendance of JO1 trainees; and

5.2.6.5. Regularly report to the head of unit or Jail Warden regarding behavior and attendance of JO1 trainees.
6.0 FLOW CHART

START

HRDD shall coordinate with the concerned offices for the orientation of PO1 to JO1 trainees.

HRDD shall issue a certificate of completion of orientation to trainees.

HRDD shall coordinate with the Head of offices and jail Wardens to create a deployment plan.

The RO shall request to the DHRD for the deployment of JO1 trainees

END

Trainees shall submit a report on their learning experiences to HRDD

Jail warden shall submit SPMS to the HRDD upon termination of their assignment or at the end of every rating period.

Head of offices and Jail warden shall conduct an orientation relative to jail operations and other official duties.

PRMO shall issue appropriate orders prior to the deployment of JO1 trainees

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7.0 SEPARABILITY CLAUSE

If, for any reason, any part or provision of this policy is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

8.0 REPELLING CLAUSE

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

9.0 MONITORING CLAUSE

DHRD and Regional counterpart shall monitor and evaluate this policy. DHRD shall review submitted reports and documentation pertaining to the implementation of this policy by regional HRDD. Any changes to this policy shall be processed in accordance with the BJMP-DPD-MC-57: Standard Operating Procedure on Policy Development Cycle.

10.0 EFFECTIVITY

This Memorandum Circular (MC) shall take effect fifteen (15) days from filing thereof in 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.”

Approved and signed this ______ day of ____________ 2019 at BJMP National Headquarters, 144 Mindanao Avenue, Quezon City.
## 10.0 ANNEXES

Annex A. Program of Instruction (POI)

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>SCOPE</th>
<th>LECTURE TIME</th>
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<tbody>
<tr>
<td><strong>GENERAL INFORMATION</strong>&lt;br&gt;Public Safety Service</td>
<td>INTRODUCTION TO PUBLIC SAFETY SERVICE&lt;br&gt;- RA 6975 (Public Safety Concepts, Services and Practices)&lt;br&gt;- RA 9263 (BFP and BJMP Professionalization Act of 2004)&lt;br&gt;- BJMP Organizational Structure&lt;br&gt;• National Headquarters&lt;br&gt;• Regional Offices&lt;br&gt;• Jail Provincial Administrator&lt;br&gt;• District, City, Municipal Jail</td>
<td>8 hours</td>
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<td>PHILIPPINE CRIMINAL JUSTICE SYSTEM&lt;br&gt;- Overview on the Structure of Philippine Criminal Justice System&lt;br&gt;- The Philippine Correctional System</td>
<td>4 hours</td>
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<td>JAIL PROFESSIONALISM&lt;br&gt;- RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)&lt;br&gt;- Decorum and the Mandatory Compliance of JO1 trainees&lt;br&gt;- Proper Wearing of Uniform&lt;br&gt;- Core Values &amp; Competencies</td>
<td>8 hours</td>
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<td>BJMP ADMINISTRATIVE DISCIPLINARY MACHINERY&lt;br&gt;2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (CSC ORAOHRA) REVISED JULY 2018</td>
<td>4 hours</td>
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<td><strong>HUMAN RIGHTS</strong></td>
<td>UN MINIMUM STANDARD IN THE TREATMENT OF OFFENDERS</td>
<td>4 hours</td>
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<td>UN MINIMUM STANDARD IN THE TREATMENT OF WOMEN OFFENDERS</td>
<td>2 hours</td>
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<td>RA 7436 – RIGHTS OF PERSONS UNDER CUSTODIAL INVESTIGATION, DETAINTEE AS APPLICABLE TO BJMP</td>
<td>2 hours</td>
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<tr>
<td><strong>JAIL OPERATIONS</strong></td>
<td>CUSTODY&lt;br&gt;- Do’s and Don'ts in the Custody, Security, and Control of Inmates</td>
<td>8 hours</td>
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<tr>
<td></td>
<td>CONTROL&lt;br&gt;- Guard Mounting/ 11 General Orders&lt;br&gt;- Greyhound Operation&lt;br&gt;- Jail Searches&lt;br&gt;- Mechanical Restraints</td>
<td>16 hours</td>
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Annex B. CERTIFICATION

CERTIFICATION

This is to certify that the following Jail Officer 1 Trainees for CY ___ of this Region has satisfactorily completed the Standard Program of Instruction (POI) for the Orientation of JO1 trainees.

<table>
<thead>
<tr>
<th>Names</th>
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***nothing follows***

Prepared by: 
Chief, HRDD

Noted by: 
ARD for Administration

Regional Director of the Jail Bureau

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