1.0 REFERENCES

1.1 Section 23 and 24, Chapter IV, DHRD Handbook 2017;

1.2 Department of Budget and Management Budget Circular No. 2007-1 – Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators, dated April 23, 2007; and

1.3 Civil Service Commission Memorandum Circular No. 3, Series 2012, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

2.0 RATIONALE

The CSC PRIME-HRM aims to enhance public service by institutionalizing sound and systemic processes related to personnel actions, monitoring, and learning and development. In support to this end, BJMP recognizes the role of developmental interventions and its relevant procedures.

The Bureau of Jail Management and Penology recognizes that seminars and training are essential to skills development of personnel and organizational growth. Although information could be easily accessed with the use of technology, it is incomparable to the transfer of knowledge gained from an experienced source. This is attained when credible experts facilitate and monitor the delivery of learning and development interventions. The difference between an excellent training and a mediocre one lies in the instructors.

The source of experts affects the impact of the interventions on the personnel and the organization as a whole. Organic experts of the organization reinforce Bureau practice, while external experts provide varying views and novel ideas regarding the system. Considering the implications, balancing the pool of Subject Matter Experts gives both stability and flexibility in the field of human resource development.

3.0 OBJECTIVE

This circular prescribes the guidelines and procedures for the evaluation and selection of Subject Matter Experts (SME) from internal and external sources and Learning Service Providers (LSP) from the public and private sectors.

4.0 DEFINITION OF TERMS

4.1 Attitude – the way one feels about something or someone, or a particular feeling or opinion.
4.2 Classification – a systematic arrangement in groups or categories according to established criteria.

4.3 Experience – direct observation of or participation in events as a basis of knowledge.

4.4 Knowledge – the fact or condition of knowing something with familiarity gained through experience or association.

4.5 Learning Council – the body responsible in screening and evaluating applicants and members of the BJMP Pool of Instructors and BJMP Learning Service Providers.

4.6 Learning Service Provider (LSP) – a unit or an institution/organization that provides interventions that aim to capacitate BJMP personnel through direct provision or facilitation of training/seminar.

4.7 Skill – the ability to use one’s knowledge effectively and readily in execution or performance.

4.8 Subject Matter Expert (SME) – an authority on a particular topic or area based on professional or work experience. May come from BJMP personnel or external sources.

5.0 GENERAL PROCEDURES

5.1 The application process for SME has three (3) phases: (1) examination; (2) initial evaluation; (3) interview or mock presentation. The process shall only apply to experts who are or will be regular instructors of official BJMP Learning and Development Interventions. While for LSP, there are two (2) phases: (1) initial evaluation and (2) MOA signing. Applicants shall be certified upon successfully passing all phases.

5.2 DHRD/HRDD shall conduct a qualifying examination once every fourth (4th) week of August that is open to all interested in becoming a member of the BJMP Pool of Instructors. Examination result shall be posted in the DHRD official website. Passers are eligible for the next phase of the evaluation process.

5.3 Agencies/organizations may apply as an official BJMP Learning Service Provider any time of the year by filling-out an application form and submitting the required documents.

5.4 Applicant shall submit the documentary requirements to the Directorate for Human Resource Development (DHRD) or its regional counterparts (HRDD).
5.5 The Learning Council screening staff shall assess the completeness and validity of submitted documents. They shall initially assess the applicant’s qualifications based on set criteria.

5.6 Applicants who qualify for an interview or mock presentation shall be informed through formal communication stating the date, time, and venue of the activity. In contrast, applicants who fail shall be notified through mail with his/her raw initial evaluation score. For LSP, applicants shall be informed of their classification and other requirements to be certified.

5.7 The Learning Council shall facilitate the interview or the mock presentation. For evaluation purposes, it will follow a structured format using predetermined questions or a standard course template.

5.8 The Learning Council shall tally the points of the applicant to determine their classification. The Council shall recommend the certification of the applicant to the Chief, BJMP/Regional Director through a resolution to include submitted documents and other references.

5.9 Upon approval of the application, DHRD shall enter the applicant to the BJMP Pool of Instructors posted at the DHRD official website. Personnel listed shall be an SME on the indicated subject/s and may be requested to conduct learning and development interventions on the same.

5.10 For LSP applicants, approval of application by the Chief, BJMP or Regional Director shall not automatically certify the provider. A Memorandum of Agreement (MOA) must be signed between the Bureau as the first party and the LSP as the second party before the latter may be certified and officially entered as a BJMP Learning Service Provider.

5.11 SME and LSP performance shall be rated and evaluated using standard DHRD forms. The consolidated average rating for the year shall be the basis for action/s regarding SME and LSP.

6.0 SPECIFIC PROCEDURES

6.1 EXAMINATION

6.1.1 REGISTRATION

Interested persons may register online for examination. Registration period is until July 31 of every year. DHRD shall consolidate the list of applicants and publish the names and examination code at the DHRD website. Date, time, venue, and other instructions regarding the examination shall likewise be posted at the website.
6.1.2 EXAMINATION

DHRD/HRDD shall conduct the examination nationwide through various satellite testing centers to be determined by the respective HRDD of the regions. Regions without applicants need not facilitate the activity.

Test shall be good for four (4) hours covering grammar, vocabulary, reading comprehension, logic, critical thinking and general knowledge. DHRD/HRDD personnel shall serve as proctors during the examination. Rules and procedures regarding the examination shall be discussed thirty (30) minutes prior.

6.1.3 POSTING OF SUCCESSFUL EXAMINERS

Results shall be posted at the DHRD official website at least one (1) month after the date of examination. Passers are qualified for the second phase of the process and shall submit pertinent documents to DHRD/HRDD for initial evaluation. DHRD/HRDD shall maintain a database of passers for reference. Once an applicant passes, he/she may apply as an SME at any time or year desired. Examination result has no expiration.

6.2 APPLICATION

SME is the definitive source of knowledge, technique, or expertise in a subject. Sources of BJMP SME are jail officers, government accredited personalities, or duly accredited speakers/lecturers/professors. Applicants shall submit a fully accomplished DHRD SME Application form and applicable documentary requirements based on affiliation.

Learning Service Providers (LSP) are entities certified by competent bodies to conduct learning and development activities in specific areas or topics. A government-affiliated LSP is automatically considered by the Bureau to provide services, while private LSP must be accredited/certified by competent bodies to be considered by the agency.

6.2.1 DOCUMENTARY REQUIREMENTS

The applicant shall submit one (1) set of the following documents in a sliding folder together with a fully accomplished DHRD SME Application form for personnel or personalities or DHRD LSP Application form for organizations. To be considered, evidentiary documents must be relevant to the subject matter applied.
6.2.1.1 BJMP PERSONNEL

6.2.1.1.1 Letter of Intent addressed to the Director, DHRD or C, HRDD;
6.2.1.1.2 Endorsement Letter from unit head allowing personnel to apply;
6.2.1.1.3 Updated Personal Data Sheet;
6.2.1.1.4 Service Record;
6.2.1.1.5 Authenticated Diploma;
6.2.1.1.6 Authenticated Transcript of Records;
6.2.1.1.7 Authenticated Certificate of Eligibility or Board Rating, if applicable;
6.2.1.1.8 Training or seminar certificates; and
6.2.1.1.9 Awards or recognitions (General Orders or certificates).

6.2.1.2 ACCREDITED PERSONALITIES

6.2.1.2.1 Letter of Intent addressed to the Director, DHRD or C, HRDD;
6.2.1.2.2 Recommendation letter from unit or agency head;
6.2.1.2.3 Updated Curriculum Vitae;
6.2.1.2.4 Certificate of Employment indicating therein years of service and positions held;
6.2.1.2.5 Authenticated Diploma;
6.2.1.2.6 Authenticated Transcript of Records;
6.2.1.2.7 Authenticated Certificate of Eligibility or Board Rating, if applicable;
6.2.1.2.8 Training or seminar certificates; and
6.2.1.2.9 Awards or recognitions (documentation or certificates).

6.2.1.3 LEARNING SERVICE PROVIDER

6.2.1.3.1 Letter of Intent signed by the head of organization addressed to the Director, DHRD;
6.2.1.3.2 Authenticated certificate of accreditation as a Learning Service Provider, indicating the date of first accreditation to present;
6.2.1.3.3 Copy of certificates of award received by the organization, indicating the name of the award-giving body, date, and award title/category; and
6.2.1.3.4 A list of learning and development interventions to be annually offered to BJMP personnel with tentative date, venue, and seminar fee.
6.2.2 SELECTION CRITERIA

The Learning Council shall review and validate the submitted documents. Upon verification, screening staff shall evaluate the applicants based on the criteria below.

6.2.2.1 SUBJECT MATTER EXPERT

6.2.2.1.1 KNOWLEDGE – 25 POINTS

The Council shall rate the knowledge of SME by the cumulative hours of learning and development interventions he/she underwent in total. For purposes of evaluation, only relevant courses and interventions with supporting documents such as valid certificates or diploma shall be considered.

Certificates of training or seminars are the official supporting document for learning and development interventions, while the diploma from an accredited school of learning shall be the primary reference for the highest educational attainment.

<table>
<thead>
<tr>
<th>HIGHEST EDUCATIONAL ATTAINMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Degree or higher</td>
<td>25</td>
</tr>
<tr>
<td>LLB, MD</td>
<td>25</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>20</td>
</tr>
<tr>
<td>Technical Course</td>
<td>15</td>
</tr>
</tbody>
</table>

*Computation is Point(s) x 60%

<table>
<thead>
<tr>
<th>RELEVANT LEARNING AND DEVELOPMENT INTERVENTION</th>
<th>POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Hour of Instruction</td>
<td>1</td>
</tr>
</tbody>
</table>

*Maximum points 25; Computation is Point(s) x 40%

6.2.2.1.2 EXPERIENCE – 30 POINTS

The Council shall measure experience based on the time spent applying or practicing the relevant knowledge. Rating will depend on the length of service or application of expertise in designations or positions. Hence, Service Records or Certificate of Employment shall be the primary documents for this criterion. The Council shall only consider the period spent on positions relevant to the subject matter applied.

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MEMORANDUM CIRCULAR

LEARNING AND DEVELOPMENT

EVALUATION AND SELECTION OF SUBJECT MATTER EXPERTS AND LEARNING SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>PERIOD (MONTHS)</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 - 60</td>
<td>30</td>
</tr>
<tr>
<td>37 - 48</td>
<td>25</td>
</tr>
<tr>
<td>25 - 36</td>
<td>20</td>
</tr>
<tr>
<td>13 - 24</td>
<td>15</td>
</tr>
<tr>
<td>1 - 12</td>
<td>10</td>
</tr>
<tr>
<td>Less than a month</td>
<td>5</td>
</tr>
</tbody>
</table>

6.2.2.1.3 SKILL – 30 POINTS

The Council shall rate skill based on licenses, recognition, awards, and certifications earned or received from duly recognized learning institutions or organizations authorized to issue the same.

The Council shall consider only one (1) document that is relevant to the subject matter per category.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARD (international body)</td>
<td>9</td>
</tr>
<tr>
<td>AWARD (national body, NHQ)</td>
<td>6</td>
</tr>
<tr>
<td>AWARD (local body, Regional)</td>
<td>3</td>
</tr>
<tr>
<td>BAR/PRC LICENSE</td>
<td>8</td>
</tr>
<tr>
<td>CERTIFICATE</td>
<td>4</td>
</tr>
</tbody>
</table>

6.2.2.1.4 ATTITUDE – 15 POINTS

The Council shall rate the attitude of the applicant during the interview or mock presentation.

6.2.2.2 LEARNING SERVICE PROVIDER

6.2.2.2.1 YEARS AS AN ACCREDITED LSP – 40 POINTS

The Council shall rate the LSP based on its cumulative years as an accredited LSP. It shall base the period on the date indicated in the submitted document.

<table>
<thead>
<tr>
<th>TOTAL YEARS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 and above</td>
<td>40</td>
</tr>
<tr>
<td>11 - 15</td>
<td>30</td>
</tr>
<tr>
<td>7 - 10</td>
<td>20</td>
</tr>
<tr>
<td>4 - 6</td>
<td>10</td>
</tr>
<tr>
<td>1 - 3</td>
<td>5</td>
</tr>
</tbody>
</table>

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6.2.2.2 AWARDS AND RECOGNITION – 40 POINTS

The Council shall rate the accolade of the organization as an LSP based on the documentary evidence submitted. Only one (1) award per category shall be considered.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Government/Private Organization Accreditation</td>
<td>9</td>
</tr>
<tr>
<td>International Government/Private Organization Award</td>
<td>9</td>
</tr>
<tr>
<td>National Government/Private Organization Accreditation</td>
<td>7</td>
</tr>
<tr>
<td>National Government/Private Organization Award</td>
<td>7</td>
</tr>
<tr>
<td>Local Government/Private Organization Accreditation</td>
<td>4</td>
</tr>
<tr>
<td>Local Government/Private Organization Award</td>
<td>4</td>
</tr>
</tbody>
</table>

6.2.2.2.3 INTERVENTIONS – 20 POINTS

Interventions shall be rated based on the number of relevant training or seminars to be offered for BJMP personnel. One (1) point shall be given for every relevant intervention with the total points not exceeding twenty (20), which is the maximum point for this criterion.

6.3 EVALUATION

6.3.1 SUBJECT MATTER EXPERT

6.3.1.1 INITIAL ASSESSMENT

An applicant who garners at least seventy (70) points on the initial evaluation shall qualify for an interview, while an applicant who earns at least eighty-five (85) points shall conduct a mock lecture to the Council. Any applicant who scores below seventy (70) shall not be qualified as an SME.

DHRD shall notify applicants on the result of the initial evaluation, to include additional instructions, if necessary. DHRD shall return the folder and pertinent documents of unqualified applicants. Personnel may reapply after at least six (6) months from the date of the last application.

The screening staff shall complete the initial evaluation within five (5) working days upon receipt of application.

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6.3.1.2 INTERVIEW OR MOCK PRESENTATION

6.3.1.2.1 INTERVIEW

DHRD/HRDD shall notify qualified applicants at least five (5) days before schedule through a memorandum on the date, venue and other instructions related to the interview. Date may be moved in case of any conflict in schedule of the applicant or majority of the members of the Council. In such cases, appropriate notice must be sent to concerned parties at least one (1) day prior to the interview.

The Learning Council shall conduct the interview using the structured interview format. Questions shall be predetermined and standardized to consistently measure the aptitude and attitude of all applicants.

During the interview, the applicant shall wear their proper uniform and address the Council formally. The Council shall ask the applicant predetermined questions and rate his/her response based on a set of parameters. Final rating of the applicant shall be the average score from all the Council members. Rating of interview shall reflect under the attitude criterion.

After the interview, the Council shall consolidate all information regarding the applicant and finalize their recommendation through a resolution for approval of the Chief, BJMP/Regional Director within five (5) working days after conduct of interview.

6.3.1.2.2 MOCK PRESENTATION

DHRD/HRDD shall notify qualified applicants at least five (5) days before schedule through a memorandum or formal letter on the date, venue and other instructions related to the mock presentation. The applicant shall provide the Council an advance copy of the Standard Learning Package (SLP) of his/her presentation and the instructor's guide at least three (3) working days before the set date of the presentation. Date may be moved in case of any conflict in schedule of the applicant or majority of the members of the Council. In such cases, appropriate notice must be sent to concerned parties at least one (1) day prior to the presentation.

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During the presentation, the applicant shall wear proper uniform or business attire and address the Council formally. The applicant shall proceed to conduct a mock lecture/presentation to the Council. The presentation shall have a minimum of twenty (20) minutes and maximum of thirty (30) minutes. The Council may end the presentation at any time after it has thoroughly assessed the applicant on all criteria. The Council shall rate the applicant based on set criteria. Final rating of the applicant shall be the average score from all the Council members. Rating of the presentation shall reflect under the attitude criterion.

After the mock presentation, the Council shall consolidate all information regarding the applicant and finalize their recommendation through a resolution for approval of the Chief, BJMP/Regional Director within three (3) working days after conduct of presentation.

6.3.2 LEARNING SERVICE PROVIDER

Any applicant who scores below seventy (70) shall not be qualified as an LSP. An applicant who garners seventy-five (75) points after the initial evaluation shall only qualify as a Resource Provider. DHRD/HRDD shall notify the providers through a formal letter of their classification and inform them of an opportunity for their affiliated SME to apply for certification with the Bureau. In such case, they shall be treated in the same way as external SME and follow the applicable procedures in this policy.

DHRD shall notify applicants on the result of the initial evaluation, to include additional instructions, if necessary. DHRD shall return the folder and pertinent documents of unqualified applicants. Providers may reapply after at least six (6) months from the date of the last application.

The Screening staff shall complete the initial evaluation within five (5) working days upon receipt of application.

6.4 CLASSIFICATION

Applicants shall be classified based on total points earned during the evaluation phase. Scope of responsibilities of applicants, if certified, shall be based on their final classification.

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6.4.1 SUBJECT MATTER EXPERT

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Instructor</td>
<td>91-100</td>
</tr>
<tr>
<td>Module Instructor</td>
<td>81-90</td>
</tr>
<tr>
<td>Subject Instructor</td>
<td>76-80</td>
</tr>
<tr>
<td>Resource Speaker</td>
<td>70-75</td>
</tr>
</tbody>
</table>

### 6.4.1.1 COURSE INSTRUCTOR

Course Instructors are certified to conduct a complete course on his/her expertise. He/she may serve as Course Director on Bureau training relevant to his/her qualifications. He/she should have at least one (1) year of formal training/education on each subject under the modules of the course and at least one (1) year experience applying said subjects (e.g. designated in position/s where the subject is applied).

### 6.4.1.2 MODULE INSTRUCTOR

Module Instructors are certified to conduct a module on his/her expertise. He/she may serve as Assistant Course Director on Bureau training relevant to his/her qualifications. He/she should have at least one (1) year of formal training/education on subjects under the module and at least one (1) year experience applying said subjects (e.g. designated in position/s where the subject is applied).

### 6.4.1.3 SUBJECT INSTRUCTOR

Subject Instructors are certified to conduct a comprehensive lecture on a subject of his/her expertise. He/she may serve as training staff on Bureau training relevant to his/her qualifications. He/she should have at least one (1) year of formal training/education on the subject and at least one (1) year experience applying said subject (e.g. designated in position/s where the subject is applied).

### 6.4.1.4 RESOURCE SPEAKER

Resource Speakers are certified to conduct a lecture on a specific topic, lesser in scope and application than a subject. For purposes of this policy, a topic does not require more than one (1) year of training/education to learn and effectively apply. He/she should have undergone formal training/education on the topic and at least one (1) year experience applying said topic.

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6.4.2 LEARNING SERVICE PROVIDER

Providers of any classification may endorse affiliated instructors to BJMP. They shall be treated as external SME and undergo the same application procedures stated in this policy.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Provider</td>
<td>91-100</td>
</tr>
<tr>
<td>Regional Provider</td>
<td>81-90</td>
</tr>
<tr>
<td>Jail Provider</td>
<td>76-80</td>
</tr>
<tr>
<td>Resource Provider</td>
<td>70-75</td>
</tr>
</tbody>
</table>

6.4.2.1 NATIONAL PROVIDER

National Providers are certified to conduct learning and development interventions to all BJMP personnel and/or units nationwide.

6.4.2.2 REGIONAL PROVIDER

Regional Providers are certified to conduct learning and development interventions for BJMP personnel and/or units in a specific region/s. They are restricted to certain locality due to the limited capacity and resources of the LSP.

6.4.2.3 JAIL PROVIDER

Jail Providers are certified to conduct learning and development interventions for BJMP personnel and/or units in specific facilities. They are restricted to certain facilities due to the limited capacity and resources of the LSP as well as the scope of their offered interventions.

6.4.2.4 RESOURCE PROVIDER

Resource Providers are certified to provide resource speakers for BJMP learning and development interventions. They are restricted in providing guest speakers for BJMP sponsored interventions due to the limited capacity of the LSP to conduct independent learning and development interventions and the scope of their expertise. Under this policy, provided speakers

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shall be treated as external SME and provisions applicable to
the latter shall similarly apply to the former. LSP classified as a
resource provider need not sign any MOA with the Bureau.

6.5 APPROVAL AND REGISTRATION

Learning Council Resolutions shall be forwarded to the Chief, BJMP or the
Regional Director of the Jail Bureau, as the case may be, through the Command
Group for information. The Chief, BJMP or Regional Director shall either approve
or disapprove the recommendation of the applicant. If disapproved, the Chief,
BJMP or Regional Director shall state the reason/s through formal
communication addressed to the Director, DHRD or Chief, HRDD.

Only the Chief, BJMP may approve the certification of Course Instructor for SME
and National Provider for LSP. To this end, Regional HRDD shall endorse to
DHRD any applicant who qualifies for the said classifications to include a copy of
all supporting documents.

6.5.1 SUBJECT MATTER EXPERT

Once approved, DHRD/HRDD shall notify the applicant through a
memorandum or formal letter for external SME and include him/her in the
BJMP Pool of Instructors. The list shall indicate pertinent details of the
instructor to include their classification and expertise. The list shall be
regularly updated for reference of requesting parties/units.

6.5.2 LEARNING SERVICE PROVIDER

Once approved, DHRD/HRDD shall notify the applicant through a formal
letter and require the provider to sign a Memorandum of Agreement
(MOA) with BJMP. Once complied with, DHRD/HRDD shall enter the LSP
in the list of BJMP Learning Service Providers. The list shall indicate the
pertinent details of the provider to include their classification and list of
offered interventions. The list shall be regularly updated for reference of
requesting parties/units.

Since a government LSP is automatically considered, they need not enter
into a MOA with BJMP. However, rating of offered interventions by
government providers shall be subjected to the same evaluation and
appraisal procedures. No certification shall be issued to government LSP
and they or their offered intervention/s may be automatically removed from
the list in accordance with a formal recommendation and subsequent
approval by the Chief, BJMP or Regional Director.

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6.6 PERFORMANCE MONITORING, EVALUATION, AND APPRAISAL

6.6.1 PERFORMANCE MONITORING

6.6.1.1 SUBJECT MATTER EXPERT

Personnel or external SME may be invited to conduct training or seminars on their expertise giving priority to internal and local SME. Said invitation shall be addressed to the DHRD/HRDD for processing. Invitations must be submitted at least ten (10) working days before the engagement.

Active SME must serve as instructors when invited by units or other agencies or institutions unless justifiable reason/s prevent them from doing so such as conflicting schedule due to prior engagements or health reasons. In any case, invited SME must formally reject invitation through a memorandum or formal letter addressed to DHRD/HRDD and attach documents supporting stated justification. Confirmation or declination of request shall be finalized within three (3) working days from receipt of information by the SME.

To be in good standing, SME must have at least twenty-four (24) hours of teaching engagement per year provided that there is a demand for his/her expertise. Meanwhile, inactivity as an SME for two (2) consecutive years or three (3) cumulative years shall be a ground for cancellation of certification.

6.6.1.2 LEARNING SERVICE PROVIDER

BJMP may incorporate interventions by certified LSP in their annual programmed activities provided that there are no equivalent BJMP interventions available. Interventions from government providers shall be given priority over privately offered seminars.

Certified LSP shall abide by the provisions of signed MOA throughout its validity. Agreement shall be renewed yearly based on impact of LSP offered interventions. If within a year no intervention was availed by BJMP, MOA of concerned LSP need not be renewed and shall remain valid as long as LSP abide by their obligations under the agreement.

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6.6.2 EVALUATION

SME and LSP interventions shall be evaluated using DHRD evaluation forms. Annual Rating of expert and providers shall be the average of all ratings for the entire year.

If an SME or LSP earns a rating of Needs Improvement (NI) in any of the evaluation criteria on any engagement or activity, DHRD/HRDD shall immediately notify the concerned through a memorandum or formal letter for corrective actions. An After Activity Report on action taken regarding the matter shall be submitted by the concerned to DHRD/HRDD within five (5) working days upon receipt of notice. For purposes of identification, the following shall be the descriptive interpretation of evaluation ratings, to wit:

<table>
<thead>
<tr>
<th>RATING</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Outstanding</td>
</tr>
<tr>
<td>4 - 4.9</td>
<td>Very Satisfactory</td>
</tr>
<tr>
<td>3.5 - 3.9</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3 - 3.4</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>2.9 and below</td>
<td>Poor</td>
</tr>
</tbody>
</table>

6.6.3 PERFORMANCE APPRAISAL

All SME and LSP shall be rated annually based on their respective average ratings. An SME or LSP with at least a Very Satisfactory (VS) average rating shall be recommended to the PRAISE Committee for conferment of applicable awards provided that they meet the minimum requirement of at least twenty-four (24) hours of teaching engagement for SME and at least three (3) availed interventions for LSP.

If an SME or LSP earns an outstanding annual average rating for two (2) consecutive or three (3) cumulative years, they shall be entitled for a classification upgrade, whichever is applicable. During said process, SME or LSP shall undergo the same evaluation process. However, in case the SME or LSP performs lower than their current classification, they shall not be downgraded but merely retain their current classification. This process is only open to SME or LSP classified as a Module Instructor/Regional Provider or lower.

Any notice for corrective action received by SME or LSP shall be acted upon within five (5) working days. Failure to comply shall result in a poor overall rating for the year regardless of actual performance. Corrective action shall be validated upon earning a Satisfactory evaluation rating or higher on the next engagement. In case no validation engagement is conducted before the end of the year, NI rating shall not be considered for the current year instead it shall be carried over to the next annual rating.

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Two (2) consecutive or three (3) cumulative Poor overall rating shall result in the cancellation of certification. Initial cancellation does not bar the SME or LSP from reapplying. However, succeeding cancellation of certification for the same or synonymous reason/s shall permanently bar the SME or LSP from reapplying.

6.6.4 CANCELLATION OF CERTIFICATION

6.6.4.1 SUBJECT MATTER EXPERT

The Learning Council may cancel the certification of an SME who fails to meet the standards set forth by this policy or upon being found guilty of any misconduct after being enrolled in the BJMP Pool of Instructors. DHRD/HRDD shall inform the concerned on the cancellation through a memorandum or formal letter within twenty-four (24) hours of the decision.

Said decision may be appealed to the Chief, BJMP or Regional Director within fifteen (15) days upon receipt of notice. Failure to file an appeal within the period given shall render the decision final. Filing of an appeal does not stay the cancellation of the certification. The decision of the Chief, BJMP or Regional Director is final.

Once final, DHRD shall remove the SME from the BJMP Pool of Instructors. Furthermore, cancellation of certification shall also invalidate qualifying examination score. In such case, SME need to retake and pass the qualifying examination to reapply.

6.6.4.2 LEARNING SERVICE PROVIDER

The Learning Council may cancel the certification of an LSP that fails to meet the standards set forth by this policy or by failing to fulfill their obligation under the MOA. DHRD/HRDD shall inform the concerned on the cancellation through a formal letter within three (3) working days from the finality of the decision.

Said decision may be appealed to the Chief, BJMP or Regional Director within fifteen (15) days upon receipt of notice. Failure to file an appeal within the period given shall render the decision final. Filing of an appeal does not stay the cancellation of the certification. The decision of the Chief, BJMP or Regional Director is final.

Once final, DHRD shall remove the LSP from the BJMP Learning Service Providers.

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7.0 LEARNING COUNCIL

The Learning Council shall be composed of the following:

**National Headquarters**
Chairperson: Director of DHRD
Member: Chief, Training Division (Selection and Evaluation Officer)
Member: Chief, Monitoring and Evaluation Div. (Selection and Evaluation Officer)
Member: Administrative Staff (Screening Staff)

**Regional Offices**
Chairperson: Chief, HRDD
Member: Chief, Training Section (Selection and Evaluation Officer)
Member: Chief, Monitoring and Evaluation Section (Selection and Evaluation Officer)
Member: HRDD Staff (Screening Staff)

Chairperson – Facilitates the Council meeting and approves or disapproves applications based on initial evaluation results.

Selection and Evaluation Officers – Conduct interviews, assess mock presentations of applicants, and recommend the approval or denial of applications.

Screening Staff – checks the credentials of the aspirant lecturers, verifies veracity of submitted documents and conducts initial evaluation on submitted documents.

8.0 TRANSITORY PROVISIONS

8.1 Upon approval of the policy, identified SME of the Bureau shall be required to undergo the process stated herein. Date of examination(s) shall be announced through a memorandum.

8.2 For the first year of implementation, DHRD/HRDD shall conduct the qualifying examination twice to ensure that all existing SME are accommodated. Experts who fail to pass the examination will retain their status as an SME provided that they re-take the same.

8.3 Existing SME who fail to pass the examination within the first year of policy implementation shall be allowed to retain their status as an expert but shall be given the lowest classification rating and shall be restricted to lecture on currently identified subject or topic.

8.4 He/she is allowed to upgrade to a higher classification only upon successfully passing the qualifying examination.

"Changing Lives, Building a Safer Nation"
9.0 PROCESS FLOW

START

Applicants shall register for the qualifying examination online

Registration period shall be until July 31 of every year

Learning Council shall recommend approval of application via resolution

Resolution shall indicate classification of applicant

Chief, BJMP/RD shall approve or disapprove the recommendation

If disapproved, the Chief, BJMP/RD shall cite the reasons.

Passers shall qualify for the next phase of application

Applicants shall submit pertinent documents to DHRD/HRDD for initial evaluation

SME applicant shall be invited for an interview or mock presentation. Notice shall be sent at least 5 days prior

LSP applicant shall be requested to enter into a MOA with the Bureau

DHRD/HRDD enters the SME to the BJMP Pool of Instructors

LSP shall be entered in the BJMP Learning Service Providers

DHRD/HRDD receives application of SME/LSP

Screening staff verifies authenticity of submitted documents and evaluates the same within 5 days

DHRD/HRDD notifies applicant of result of initial evaluation

DHRD/HRDD shall return the documents of those who failed to pass the initial evaluation

Performance monitoring, evaluation and appraisal procedures by DHRD/HRDD

Procedures shall be regularly performed by DHRD/HRDD

END

"Changing Lives, Building a Safer Nation"
10.0 MONITORING CLAUSE

DHRD and its regional counterparts shall monitor the implementation of the policy and shall regularly review all files and/or forms used in the process. Documents used and produced in the evaluation and selection process shall be archived and maintained by DHRD/HRDD for reference.

11.0 REPEALING CLAUSE

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

12.0 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.

13.0 EFFECTIVITY CLAUSE

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

14.0 ANNEXES

Annex A Subject Matter Expert Application Form
Annex B Learning Service Provider Application Form
Annex C Sample Memorandum of Agreement
Annex A. Subject Matter Expert Application Form

(BJMP Header)

SME Application Form

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Rank</td>
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<tr>
<td>Last</td>
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<td>First</td>
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<td>M.I.</td>
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<td>Date:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Street Address</td>
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<td>Apartment/Unit #</td>
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<tr>
<td>City</td>
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<td>Employee Number</td>
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<td>State</td>
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<td>ZIP Code</td>
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<tr>
<td>Mobile Number:</td>
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<tr>
<td>Email Address:</td>
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<tr>
<td>Tax Identification No</td>
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</table>

Position Applied for: __________________________

Major field of Study: __________________________

Civil Service Eligibility: ______________________

What is the area of your expertise? (Tick appropriate choice)

- Personnel and Human Resources
- Organizational Development
- Operations Management
- Sales and Marketing
- Broadcast Journalism
- General IT
- Electrical and Electronic Engineering
- Intelligence
- Records
- Admin
- Financial Services
- Livelihood Services
- Religious Evangelism and Sports
- Rehabilitation and Reformation
- Administration and management
- Program Management
- Customer Relations
- Communication
- Computers and Technology
- Patrol Operations
- Military
- Safety and Security
- Logistics
- Accounting
- Health Services
- Educational Services
- Guidance and Counseling Services
- Marketing
- Entrepreneurship
- Paralegal
- Software Engineering
- Biotechnology
- Writing
- Marketing
- Programming
- Engineering
- Graphic Art and Design
- Technician
- Account Management
- Store Management

"Changing Lives, Building a Safer Nation"
Skilling Experience, Awards and Recognition

1. Have you ever conducted any trainings or seminars as facilitator, instructor or resource speaker? (YES, NO) if yes please specify;
   (Note: Enumerate all trainings and seminars conducted)
   
   A.
   a.) Title: ________________________________________________________________  
   b.) Date: ________________________________________________________________  
   c.) Address: ____________________________________________________________  
   d.) Number of Hours: ____________________________________________________  
   
   B.
   a.) Title: ________________________________________________________________  
   b.) Date: ________________________________________________________________  
   c.) Address: ____________________________________________________________  
   d.) Number of Hours: ____________________________________________________  

2. What is your total experience (in years, month) as Instructor, Resource Speaker or Facilitator?  
   a.) Number of Years/month: _____________________________________________  

3. Research: Describe any research you have completed or in which you are currently involved. Indicate whether you are the principal proponent, lead researcher, or a team member.
   a.) Title: ________________________________________________________________  
   b.) Date: ________________________________________________________________  

4. Have you received any awards, recognition or accreditation from International Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   
   Award/Date: _____________________________________________________________  
   Recognition: _____________________________________________________________  
   Accreditation: ___________________________________________________________  

5. Have you received any awards, recognition or accreditation from National Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   
   Award/Date: _____________________________________________________________  
   Recognition: _____________________________________________________________  
   Accreditation: ___________________________________________________________  

6. Have you received any awards, recognition or accreditation from Local Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   
   Award/Date: _____________________________________________________________  
   Recognition: _____________________________________________________________  
   Accreditation: ___________________________________________________________  

Teaching Information

Types of teacher training undertaken  
- Secondary  
- Primary  
- Subjects qualified to teach: ________________________________________________  

Do you have Qualified Teacher Status?  
- YES  
- NO  
- If yes, indicate qualification/s: _____________________________________________  

Have you successfully completed?  
- YES  
- NO  

"Changing Lives, Building a Safer Nation"
Post Education and Training

Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates. If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

POST GRADUATE STUDIES

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Full-Time or Part-time</th>
<th>Qualifications</th>
<th>Dates attended From</th>
<th>Dates attended To</th>
<th>Highest level/ units earned (if not graduated)</th>
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TEACHING EXPERIENCE

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<th>Qualifications</th>
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Learning and Development (L&D) Interventions/Training Programs Attended

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

<table>
<thead>
<tr>
<th>TITLE OF L&amp;D INTERVENTIONS/TRAINING</th>
<th>ATTENDANCE (mm/dd/yyyy)</th>
<th>Number of Hours</th>
<th>Type of L&amp;D (Managerial/ Supervisory/ Technical/etc)</th>
<th>CONDUCTED/ SPONSORED BY (Write in full)</th>
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"Changing Lives, Building a Safer Nation"
Documentary Requirements

The applicant shall submit one (1) set of the following documents in a sliding folder together with a fully accomplished DHRD SME Application form for personnel or personalities or DHRD LSP Application form for organizations. To be considered, evidentiary documents must be relevant to the subject matter applied.

1. BJMP PERSONNEL

   a) Letter of Intent addressed to the Director, DHRD or C, HRDD;
   b) Endorsement Letter from unit head allowing personnel to apply;
   c) Updated Personal Data Sheet;
   d) Service Record;
   e) Authenticated Diploma;
   f) Authenticated Transcript of Records;
   g) Authenticated Certificate of Eligibility or Board Rating, if applicable;
   h) Training or seminar certificates; and
   i) Awards or recognitions (General Orders or certificates).

2. ACCREDITED PERSONALITIES

   a) Letter of Intent addressed to the Director, DHRD or C, HRDD;
   b) Recommendation letter from unit or agency head;
   c) Updated Curriculum Vitae;
   d) Certificate of Employment indicating therein years of service and positions held;
   e) Authenticated Diploma;
   f) Authenticated Transcript of Records;
   g) Authenticated Certificate of Eligibility or Board Rating, if applicable;
   h) Training or seminar certificates; and
   i) Awards or recognitions (documentation or certificates).

References

Please nominate two references, thereof will be asked for information on disciplinary issues, sickness absence, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

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"Changing Lives, Building a Safer Nation"
Previous Employment (connected to the field applied for)

Company: ___________________________ Phone: ___________________________
Address: ___________________________ Supervisor: _______________________
Job Title: ___________________________ Starting Salary: ______________________
Ending Salary: _____________________
Responsibilities: ____________________

From: ____________ To: ____________ Reason for Leaving: ______________________

May we contact your previous supervisor for a reference? [ ] YES [ ] NO

__________________________

Company: ___________________________ Phone: ___________________________
Address: ___________________________ Supervisor: _______________________
Job Title: ___________________________ Starting Salary: ______________________
Ending Salary: _____________________
Responsibilities: ____________________

From: ____________ To: ____________ Reason for Leaving: ______________________

May we contact your previous supervisor for a reference? [ ] YES [ ] NO

__________________________

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: ___________________________ Date: ___________________________

"Changing Lives, Building a Safer Nation"
Annex B. Learning Service Provider Application Form

(BJMP Header)

Learning Service Provider (LSP) Application Form

General Details

1. Name of Learning Service Provider: ________________________________
2. Address of Registered Office: _______________________________________
3. Contact Number: ________________________________
4. Email Address: _________________________________________________
5. Training Types: _________________________________________________
   Self-Owned ___________________________ Franchisee _________________

6. Type of Training Provider (please tick as applicable)
   Company □ Society □
   Firm □ Trust □
   Trust □ Proprietorsip □
   Government □ Others (Please Specify) _______________________________
   Institute ________________________________

Contact Person

7. Name of CEO/MD/Head: __________________________________________
8. Email of CEO/MD/Head: _________________________________________
9. Contact Number: _________________________________________________
10. Name of the Authorized Signatory: ________________________________
11. Email of the Authorized Signatory: _________________________________
12. Mobile Number/Landline No. of the Authorized Signatory: 

Skilling Experience

13. Total experience (in years) in Skill Development and Trainings: 

14. Setup/Affiliated? (Attach Proof) Central Govt.________ State Govt. ________
    Others (please specify) ________

15. Participated/participating in any Government scheme on skill development? YES ________ NO ________

16. Please provide details of Trainees certified to train:

17. Please provide details of Recognition in any skill segment:

Awards and Recognition

19. Did your organization receive any awards, recognition or accreditation from International Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   Award/Date: _____________________________________________________
   Recognition: ____________________________________________________
   Accreditation: ___________________________________________________

20. Did your organization receive any awards, recognition or accreditation from National Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   Award/Date: _____________________________________________________
   Recognition: ____________________________________________________
   Accreditation: ___________________________________________________

21. Did your organization receive any awards, recognition or accreditation from Local Government/Private Organization? if yes please specify (Indicate Titles and Dates)
   Award/Date: _____________________________________________________
   Recognition: ____________________________________________________
   Accreditation: ___________________________________________________

"Changing Lives, Building a Safer Nation"
Team Strength

13. Please Provide no of trainers under each
   Trainers on rolls Freelancing trainers

14. No. Of Trainers certified

Documentary Requirements

The applicant shall submit one (1) set of the following documents in a sliding folder together with a fully accomplished DHRD SME Application form for personnel or personalities or DHRD LSP Application form for organizations. To be considered, evidentiary documents must be relevant to the subject matter applied.

LEARNING SERVICE PROVIDER

a. Letter of Intent signed by the head of organization addressed to the Director, DHRD;
b. Authenticated certificate of accreditation as a Learning Service Provider, indicating the date of first accreditation to present;
c. Copy of certificates of award received by the organization, indicating the name of the award-giving body, date, and award title/category; and
d. A list of learning and development interventions to be annually offered to BJMP personnel with tentative date, venue, and seminar fee.

(Sign and stamp)

Name:

Designation:

Contact Number:

"Changing Lives, Building a Safer Nation"
Annex C. Sample Memorandum of Agreement

(BJMP Header)

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is entered into by and between:

The BUREAU OF JAIL MANAGEMENT AND PENOLOGY, with office address at 144 Mindanao Avenue, Project 8, Quezon City, represented by the Chief, BJMP, JAIL DIRECTOR ALLAN S IRAL, CESE, hereinafter referred to as the BJMP,

and

______________________________, a Learning Service Provider (LSP) with residential/office address at ____________________, represented by ____________________, hereinafter referred to as the LSP.

WITNESSETH, that:

WHEREAS, the CSC PRIME-HRM aims to enhance public service by institutionalizing sound and systematic processes related to learning and development of personnel;

WHEREAS, the BJMP seeks to develop its human resource with excellence and high sense of professionalism in the pursuit of its mandate by exploring new and dynamic ways to enhance its services and initiatives;

WHEREAS, the BJMP recognizes that seminars and training are essential to developing personnel's skills and organizational growth through the transfer of the knowledge gained from an experienced source;

WHEREAS, the use of external experts' knowledge, skills and services to enhance the development of jail officers as effective public servants is an effective alternative to Bureau facilitated interventions;

WHEREAS, only interventions of certified LSP shall be entertained for dissemination and availed by the BJMP to ensure the quality of the activity;

NOW THEREFORE, in consideration of the foregoing and their mutual covenants hereinafter set forth, BJMP and the LSP hereto agree, as they have agreed and stipulate the following:

A. The Bureau of Jail Management and Penology (BJMP) SHALL;

"Changing Lives, Building a Safer Nation"
1. Prescribe the guidelines and procedures for the evaluation and selection of Learning Service Providers (LSP);

2. Award the LSP with a formal Certification as a BJMP Learning Service Provider and orient the provider of the guidelines prevailing their classification;

3. As much as practicable, consider the incorporation of interventions by certified LSP in the annual programmed activities of BJMP provided that there are no equivalent BJMP interventions available and the objectives of the intervention is necessary for the development of BJMP personnel;

4. Monitor and evaluate the impact of availed interventions from the LSP;

5. Notify the LSP regarding the evaluation results or findings of their conducted interventions or coordinate any communication to the LSP for their information and appropriate action.

B. The LSP SHALL;

1. Furnish the BJMP not later than __________ of every year a list of learning and development interventions to be offered for the next calendar year;

2. Prioritize BJMP participants in any of the offered programs provided that BJMP participants had timely processed their registration for the program;

3. Act upon communications received from BJMP, especially regarding evaluation results or findings of conducted interventions.

C. Under this Agreement the following terms and conditions are likewise included;

1. The BJMP may cancel the certification of an LSP if it fails to meet the provisions set forth under the MOA.

2. A formal notice of cancellation of certification of an LSP shall be sent within twenty-four (24) hours of termination.

3. Enrolment of the LSP as an official provider of the BJMP does not give the provider the right to demand the availment of their interventions.

4. The payment for the availment of the intervention shall be the amount stated in the publication or invitation of the LSP unless changes on the fee are made by the provider and subsequently agreed upon by both parties.

5. The parties may not waive their liability in any incident, damage, or loss that transpires during the conduct of an intervention availed of by the BJMP and conducted by the LSP.

"Changing Lives, Building a Safer Nation"
6. That both parties shall exert all efforts necessary to achieve the objectives of this undertaking. For this purpose, parties shall execute and deliver such instruments and documents that may be reasonably requested by the other party in order to carry out the intent and accomplish the purpose of this Agreement and the transaction covered hereby.

7. That neither of the parties shall be liable in any way for the failure to observe or perform any provision of this Agreement if such failure shall be caused by any law, rule or regulation of any constituted public authority or shall be due to any force majeure event or any cause beyond the control of the party in default.

D. Duration:

This Agreement shall take effect immediately upon signing hereof and shall continue for a period of one (1) year thereafter. Unless otherwise advised in writing by either party, this Agreement shall be renewable for the same period under the same terms and conditions in accordance with the BJMP policy on the matter. Any intervention currently ongoing upon the lapse of the one (1) year MOA validity or upon notice of termination by either party shall still be covered by the previously effective Agreement. Notwithstanding the foregoing, the BJMP or the LSP reserves the right to terminate this Agreement, subject to a fifteen (15) day prior written notice to the other party.

E. Miscellaneous:

This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

A party shall not assign any of its rights and obligations under this Agreement.

In case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement. In such event, parties to this Agreement shall consult each other as to the manner by which their original intention can be fulfilled as closely as possible and they will amend this this Agreement accordingly.

"Changing Lives, Building a Safer Nation"
IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures this 30 NOV 2019 in the BJMP National Headquarters 144 Mindanao Avenue, Project 8, Quezon City, Philippines.

For the:  
Bureau of Jail Management and Penology

For the:  
Learning Service Provider

ALLAN S IRAL, CESE  
Jail Director  
Chief, BJMP

SIGNED IN THE PRESENCE OF:

"Changing Lives, Building a Safer Nation"