1.0 REFERENCES


B. Civil Service Commission (CSC) Memorandum Circular No. 21, s. 2004 approved on September 14, 2004 re: Amendment to Section 68 of CSC MC No. 14, s. 1999 relative to the Guidelines on Study Leave;

C. CSC Memorandum Circular No. 14, s. 1999 promulgated on August 23, 1999 re: Additional Provisions and Amendments to CSC Memorandum Circular No. 41, s. 1998;

D. CSC Memorandum Circular No. 41, s. 1998 approved on December 24, 1998 re: Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292);

E. Memorandum from NESTOR F. QUINSAJ JR., Undersecretary for Public Safety, DILG dated November 12, 2018 addressed to the Chief, BFP and Chief, BJMP bearing the subject Amendment to Circular No. 2018-18 re: Delegation of Authority – Interior Sector; and


2.0 BACKGROUND/RATIONALE

Civil Service Commission (CSC) Memorandum Circular No. 21, s. 2004 which was approved on September 14, 2004, particularly Item V thereof, mandates that an agency shall formulate its own internal rules of procedure for an equitable and rational availing of the study leave for its own officials and employees. This delegated power, however, is subject to the condition that said internal rules of procedure to be formulated by an agency should conform to the general guidelines provided in the said Memorandum Circular.
3.0 OBJECTIVE

This Memorandum Circular aims to regulate the grant of study leave to all BJMP personnel consistent with the thrust of the CSC to make the bureaucracy more dynamic and responsive. Specifically, it prescribes internal procedures on study leave based on the general guidelines promulgated by the CSC geared towards the development of competent and efficient personnel aligned with the strengthening of the delivery of basic services to the citizenry as mandated by Republic Act No. 9263.

4.0 DEFINITION OF TERMS

For purposes of this Memorandum Circular:

A. **Actual Service** shall refer to the period of continuous service since the appointment of the BJMP personnel concerned, including the period or periods covered by any previously approved leave with pay.

B. **Leave of Absence** is a right granted to BJMP personnel not to report for work with or without pay as may be provided by law and as prescribed by Rule XVI of CSC Memorandum Circular No. 41, s. 1998.

C. **Study Leave** is a time-off from work with pay granted to qualified BJMP personnel to help them prepare for their bar or board examinations or complete their master’s degree.

D. **Vacation Leave Credits** shall refer to leave credits earned on the basis of one (1) day credit for every twenty-four (24) days of actual service or a fraction thereof computed in accordance with Section 27 of CSC Memorandum Circular No. 14, s. 1999.

5.0 GUIDELINES

A. General Guidelines

1. BJMP personnel may apply for study leave to prepare for their bar or board examinations, or complete their master’s degree.

2. Study leave for the purpose of preparing for the bar or board examination shall not exceed six (6) months. For completion of master’s degree, the study leave shall not exceed four (4) months.

3. Application for study leave may be for a number of months less than the maximum herein allowed. However, a fraction of a month shall be considered one (1) month for purposes of determining the service obligation of the personnel.

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4. Personnel who have previously availed study leave privilege shall only be qualified to avail subsequent study leave after five (5) years from the expiration or termination of the contract.

5. The study leave shall be covered by a contract between the agency head or authorized representative and the employee concerned (See Annex A). It shall be witnessed by at least two (2) BJMP personnel.

6. In case they need more time to complete their studies, they may apply for an extension up to the maximum number of months allowed. The application for extension shall be submitted before the expiration of the Study Leave Contract and shall likewise be covered by a contract. For this purpose, the request for extension in writing and the notarized Study Leave Contract shall suffice. However, when the application for extension is submitted after the expiration of the contract, the personnel shall be required to submit complete requirements.

7. No extension shall be allowed if the personnel has availed the maximum period of study leave. When they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits. If there are no more vacation leave credits, then the extension beyond the allowable maximum study leave shall be without pay.

8. The extension beyond the maximum period of study leave, which is either chargeable against vacation leave credits or without pay, shall no longer be covered by a contract and the personnel will not incur service obligation.

9. Application for study leave shall be submitted to the Office of the Chief, BJMP, through the Directorate for Personnel and Records Management (DPRM) not later than thirty (30) days from the effectiveness date of the study leave.

10. Personnel applying for study leave must meet the following requirements:

   a. Must have a bachelor’s degree that requires the passing of the bar or a board licensure examination for the practice of profession;

   b. Personnel should only complete a master’s degree, not to enroll or start a master’s degree;

   c. The profession or field of study to be pursued must be relevant to the mandate of the BJMP, or to the duties and responsibilities of the concerned personnel, as determined by the Chief, BJMP, through the DPRM;

   d. Must have rendered at least two (2) years of government service with at least Very Satisfactory performance for the last two (2) rating periods immediately preceding the date of application;

   e. Must have no pending administrative or criminal charges;

   f. Must not have any current foreign or local scholarship grant;

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g. Must have fulfilled the service obligation of any previous training, scholarship or study leave grant; and

h. Must have a permanent appointment. However, considering that the purpose of granting a study leave is to develop a pool of competent and efficient personnel, those with coterminous appointment, in case there be any, may be allowed to avail of the study leave provided that they:

1) meet the requirements under item (a) to (g) above;

2) would be able to fulfill the required service obligation; and

3) are not related to the Chief, BJMP within the fourth (4th) degree of affinity or consanguinity.

11. Personnel whose remaining years in the BJMP service is less than two (2) years shall be disqualified in availing study leave.

12. The service obligation shall be served only in the BJMP. The period of service that must be rendered by personnel shall be determined as follows:

<table>
<thead>
<tr>
<th>Period of Grant</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) month</td>
<td>Six (6) months</td>
</tr>
<tr>
<td>Two (2) to three (3) months</td>
<td>One (1) year</td>
</tr>
<tr>
<td>More than three (3) months to six (6) months</td>
<td>Two (2) years</td>
</tr>
</tbody>
</table>

13. In cases of failure to render the service obligation required in the contract, in whole or in part, due to separation from the BJMP service on causes within one's control, such as but not limited to, resignation, optional retirement or transfer, including separation through one's own fault such as but not limited to dismissal or being dropped from the rolls, the personnel shall refund in lump sum the gross amount of salary, allowances and other benefits received while on study leave based on the following formula:

\[
R = \frac{(SOR - SOS)}{SOR} \times TCR
\]

Where:
- \( R \) = Refund
- \( TCR \) = Total Compensation Received (gross salary, allowances and other benefits received while on study leave)
- \( SOS \) = Service Obligation Served
- \( SOR \) = Service Obligation Required

14. There shall be no refund of the gross amount of salary, allowances and other benefits received while on study leave when the separation from BJMP service was due to disability or death.

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15. The beneficiaries of the study leave shall immediately inform the Office of the Chief, BJMP in writing, through the Directorate for Human Resource Development (DHMRD), of their failure to take the bar or board examination, or to complete their master’s degree for which they were granted the study leave. They shall likewise refund the total compensation received during the study leave within one (1) year from the expiration of the Study Privilege Contract through salary deduction. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of study leave.

16. In case of failure to fulfill the purpose of the study leave, the personnel shall immediately report for work and submit a Report for Duty to the Office of the Chief, BJMP, through the DHMRD. Upon reporting for work, the Study Privilege Contract shall be deemed terminated. The DHMRD shall furnish the DPRM with a copy of the Report for Duty which shall be attached to the contract in the 201 File of the personnel.

17. Personnel who were granted study leave but failed to take the bar or board examination, or were not able to complete their master’s degree due to their own fault and who were not able to refund the total compensation received during the study leave shall be barred from availing study leave until the refund is settled within one (1) year from the expiration or termination of the Study Privilege Contract. The personnel do not incur service obligation in this case.

18. The application for study leave shall be in a properly tabbed folder accomplished in three (3) copies, one (1) copy for the regional office, one (1) copy for the National Headquarters and one (1) copy for the Department of the Interior and Local Government (DILG). In the case of personnel assigned in the National Headquarters, they shall only be required to submit two (2) copies. However, when the personnel are applying study leave for less than two (2) months, those assigned in the Regional Offices, Jail Provincial Administrators Offices or Jail Units shall submit two (2) copies only and personnel assigned in the National Headquarters shall submit one (1) copy only. Each folder shall contain the following:

a. Application for study leave in writing addressed to the Chief, BJMP, through the DPRM;

b. Certified true copy of latest appointment;

c. Original Personal Data Sheet (PDS);

d. Certified true copy of Transcript of Records (TOR) and Diploma;

e. Original Service Record issued by the concerned Personnel and Records Management Division (PRMD) or the DPRM in case of personnel assigned in the National Headquarters;

f. Certificate of Statement of Actual Duties and Responsibilities.

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g. Certified true copy of SPMS Performance Commitment and Review (OPCR/UPCR/IPCR) Form for the two (2) rating periods immediately preceding the date of application;

h. Affidavit of No Pending Administrative and Criminal Case (See Annex B);

i. Certificate of No Pending Case issued by the National Hearing Officer;

j. Certification of No Pending Nomination for Scholarship Grant either foreign or local issued by the concerned Human Resource Development Division (HRDD) or the Directorate for Human Resource Development (DHRD) in case of personnel assigned in the National Headquarters (See Annex C);

k. Certification of No Outstanding Service Obligation either from training, scholarship or study leave grant issued by the concerned HRDD or DHRD in case of personnel assigned in the National Headquarters (See Annex D);

l. Accomplished CSC Form 6 (Application for Leave);

m. Certificate of Non-Property Accountability;

n. Certificate of Non-Money Accountability; and

o. Notarized Study Privilege Contract (See Annex A).

19. The approval of application for study leave not exceeding two (2) months shall be within the level of the Chief, BJMP. The application shall be deemed approved upon the signing of the Study Privilege Contract by the Chief, BJMP or his authorized representative who must be a Jail Officer Rank (JOR).

20. In cases of application for study leave exceeding two (2) months, the approval shall be within the level of the Secretary of the Interior and Local Government (SILG). Upon approval, the Study Privilege Contract shall be signed by the Chief, BJMP or his authorized representative who must be a JOR.

21. The approval of the application shall retroact to the effectivity date of the study leave as applied, unless otherwise provided.

22. Personnel who availed study leave for the purpose of preparing for the bar or board examination, or to complete a master's degree, shall be designated to positions and/or assigned to Offices where their expertise are needed.

23. The DPRM shall furnish the DHRD with a copy of all approved Study Privilege Contract submitted by personnel, which shall be the basis in monitoring compliance as regards the rendition of service obligation.

24. The DHRD shall furnish the Finance Service Office (FSO) with a copy of the approved Study Privilege Contract and Memorandum of Understanding.

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payments received, which shall be the basis in salary deductions for the payment of refund by personnel who failed to fulfill the purpose of the study leave.

B. Specific Guidelines

1. BJMP personnel desiring to avail study leave shall submit to the Office of the Regional Director of the Jail Bureau, through the PRMD, appropriate number of copies of application for study leave in properly tabbed folders.

2. The PRMD shall evaluate the application. When all the requirements are present and are in proper form, and the personnel possesses all the necessary qualifications pursuant to Item 5.0 (A) (10), the concerned PRMD shall prepare an endorsement to be signed by the Regional Director of the Jail Bureau. Otherwise, the attention of the personnel shall be called for submission of lacking requirements or inform them of their disqualification.

3. Upon signing of the endorsement, the PRMD shall immediately forward appropriate number of copies of the application to the Office of the Chief, BJMP, through the DPRM. It must reach the National Headquarters not later than thirty (30) days from the effectivity date of the study leave. One (1) copy of the application shall be retained in the regional office for records purposes.

4. In the case of personnel assigned in the National Headquarters, they shall submit to the Office of the Chief, BJMP, through the DPRM, appropriate number of copies of their application for study leave in properly tabbed folder. The application shall be accompanied by an endorsement from the Command Group, Director of Directorate or Chief of Office where the personnel is assigned.

5. Immediately upon receipt, the DPRM shall evaluate the application. When the application is complete and the personnel possesses all the qualifications herein provided, approval will be sought.

For applications two (2) months and below, the DPRM shall immediately recommend for its approval to the Chief, BJMP. The Chief, BJMP may sign the Study Privilege Contract or delegate in writing the signing to another personnel who must be a JOR. The delegation of authority in writing shall be attached to the contract. The application shall be deemed approved upon the signing of the Study Privilege Contract.

For applications exceeding two (2) months, the DPRM shall immediately prepare a request for its approval by the SILG to be signed by the Chief, BJMP. Upon signing, the request, together with one (1) application folder, shall be immediately forwarded to the DILG. Upon receipt of approval, the DPRM shall immediately inform the Chief, BJMP and consequently recommend the signing of the Study Privilege Contract. The Chief, BJMP may sign the Study Privilege Contract or delegate in writing the signing to another personnel who must be a JOR. The delegation of authority in writing shall be attached to the contract.

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In either case, the Chief, BJMP shall have the discretion to disapprove or recommend for disapproval, when, in his sound judgement, the grant of study leave privilege to a number of applicants in an Office or Jail Unit will cause undue disruption in the delivery of quality jail services.

In case the personnel does not possess all the qualifications herein prescribed, the DPRM shall immediately return the application to the concerned Office indicating therein the disqualifications. The DPRM or concerned PRMD shall have the responsibility to immediately inform the concerned personnel.

6. Upon signing of the Study Privilege Contract, the DPRM shall forward a certified true copy thereof, to the concerned Regional Office. The concerned PRMD shall retain a copy and immediately give the certified true copy to the beneficiary.

7. The DPRM shall attach the original copy of the Study Privilege Contract in the 201 File of the beneficiary. The PRMD shall also attach a certified true copy of the Study Privilege Contract in the 201 File of the beneficiary in the Regional Office.

8. Within fifteen (15) days from the expiration of the Study Privilege Contract, the beneficiary shall submit proof of completion to the DHRD, i.e., in preparation for the bar or board examinations, copy of filed petition, copy of application to take the examination or copy of the official list of examinees; for the completion of master’s degree, copy of filed enrollment form or official list of matriculated degree enrollees. The beneficiary may, however, submit other proof of completion aside from those mentioned.

9. Non-submission of proof of completion shall be interpreted to mean failure to take the bar or board examination, or to complete their master’s degree for which they were granted the study leave. The DHRD shall issue a Memorandum to Explain on the causes of their failure to take the bar or board examination, or to complete their master’s degree. The Memorandum shall likewise contain a directive that the total compensation received during the study leave shall be refunded within one (1) year from the expiration or termination of the Study Privilege Contract, through salary deduction.

10. The answer to the Memorandum to Explain shall be submitted to the Office of the Chief, BJMP, through the DHRD. The DHRD shall determine whether the cause of the failure is attributable to their own fault or not. If such failure is attributable to them, the DHRD shall put on record that the second failure attributable to the causes within the control of the beneficiaries shall bar them from future availing of the study leave. The DHRD shall furnish the DPRM with a copy of the Memorandum to Explain and its answer/explanation which shall be attached to the Study Privilege Contract in the 201 File of the beneficiaries.

11. For beneficiaries who failed, for any reason, to take the bar or board examination or to complete their master’s degree for which they were granted the study leave, the DHRD shall prepare a Memorandum, to be signed by the Chief, BJMP, directing the Finance Service Office (FSO) to deduct the total compensation received during the study leave, from their salary.

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12. Upon the expiration of the contract, the beneficiaries shall immediately report for work and submit Report for Duty to the Office of the Chief, BJMP, through the DHRD. The DHRD shall furnish the DPRM with a copy of the Report for Duty which shall be attached to the contract in the 201 File of the personnel.

C. Monitoring

1. The DPRM shall be the Office Primarily Responsible (OPR) in monitoring compliance with the necessary requirements of the application and in evaluating the qualifications of the applicant.

2. The DHRD shall maintain a database on the list of personnel who have availed study leave. It shall be the Office Primarily Responsible (OPR) in monitoring compliance with the rendition of service obligation or payment of refund through coordination with the FSO.

3. The DHRD shall, before issuance of Certification of No Pending Nomination for Scholarship Grant, verify from its database whether the personnel have previously availed study leave privilege and determine whether five (5) years have elapsed since the expiration or termination of the contract. Otherwise, it shall inform the DPRM that the personnel are not qualified and consequently recommend the disapproval of the application.

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

Memorandum Circular No. 2008-02 dated May 15, 2008 prescribing the guidelines on study leave privilege and all other BJMP issuances inconsistent with the provisions of this Memorandum Circular shall be deemed modified or repealed 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”.

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9.0 ANNEXES

Annex A. Study Leave Privilege Contract
Annex B. Affidavit of No Pending Administrative and Criminal Case
Annex C. Certification of No Pending Nomination for Scholarship Grant
Annex D. Certification of No Outstanding Service Obligation
Annex E. Process Flow
Annex A. Study Leave Privilege Contract

STUDY LEAVE PRIVILEGE CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered into by and between:

The BUREAU OF JAIL MANAGEMENT AND PENOLOGY (BJMP), a government agency with office address at No. 144 Mindanao Avenue, Project 8, Quezon City represented by (Indicate complete rank and name of the Chief, BJMP), hereinafter referred to as “BJMP”;

- and -

(Indicate rank and name of beneficiary), presently assigned in (Indicate region, name and address of jail) and designated as (Indicate designation), hereinafter referred to as “BENEFICIARY”;

WITNESSETH THAT:

1. The BENEFICIARY shall:

   a. Avail of the study privilege to (Indicate either one: prepare for the bar or board examinations or complete master’s degree) for (Indicate number of months) during the period covering (Indicate the period or duration of the study leave applied);

   b. Serve the service obligation incurred as a consequence of this contract, in the Bureau of Jail Management and Penology and not in any other government agency;

   c. Refund, in lump sum, the gross amount of salary, allowances and other benefits received while on study leave in case of separation from the service due to any cause, such as but not limited to, resignation, optional retirement, transfer, dismissal or dropped from the rolls, except in cases of disability or death;

   d. Immediately inform the Office of the Chief, BJMP in writing, through the DHRD, of failure to fulfil the purpose of the study leave, immediately report for work and submit Report for Duty addressed to the Chief, BJMP, through the DHRD;

   e. Refund the total compensation received during the study leave within one (1) year from the expiration of the Study Privilege Contract or sooner, in case of failure to fulfil the purpose of the study leave, through salary deduction;

   f. Be disqualified from availing subsequent study leave until the refund is settled;

   g. Be barred from future availing of the study leave when the second failure to fulfil the purpose of the study leave is due to one’s own fault or control;

   h. Submit proof of completion of the study leave within fifteen (15) days from the expiration of the Study Privilege Contract; and

   i. Immediately report for work and submit Report for Duty addressed to the Chief, BJMP, through the DHRD, upon the expiration of the contract.

   j. Be considered absent without official leave (AWOL) for failure to report for work and submit Report for Duty upon the expiration of the contract.

   k. Upon passing the bar or board examination or completion of master’s degree, willingly accept designation requiring my expertise and willingly accept assignment in other offices of the BJMP.

2. The BJMP shall:

   a. Relieve the beneficiary from performing official duties and responsibilities during the duration of the study privilege,
b. Pay the beneficiary salary, allowances and other benefits that may be allowed by law;

c. Effect the refund, in lump sum, of salaries, allowances and other benefits received by the beneficiary in case of separation from the service for whatever cause, except in cases of disability or death;

d. Effect the refund of the total compensation received by the beneficiary during the study leave within one (1) year from the expiration of the Study Privilege Contract, in case of failure to fulfill the purpose of the study leave, through salary deduction;

e. Disqualify the beneficiary from availing subsequent study leave privileges until the refund is settled;

f. Bar the beneficiary from future availment of the study leave when the second failure to fulfill the purpose of the study leave is due to the beneficiary’s own fault or control;

g. Consider the beneficiary absent without official leave (AWOL) for failure to report for work and submit Report for Duty upon the expiration of the contract; and

h. Credit as actual service of the beneficiary the time devoted to the fulfilled study privilege, hence, the services served shall be deemed continuous.

i. Consider personnel who availed study leave for the purpose of taking the bar or board examination, or completion of their master’s degree, for designation in positions and assignment in BJMP offices, where their expertise is needed.

IN WITNESS WHEREOF, we have, hereunder, set our hands this ________________________, at ______________________, Philippines.

(Indicate the name of the Chief, BJMP)  (Indicate the name of the beneficiary)
(Indicate the rank of the Chief, BJMP)  (Indicate the rank of the beneficiary)
Chief, BJMP

Witnesses:

(Indicate name of witness)
(Indicate rank of witness)
(Indicate designation of witness)

Republic of the Philippines  )

                     ) S.S.

ACKNOWLEDGEMENT

BEFORE ME, this ________________________, at ______________________, Philippines,

personally appeared:

Name  Type of ID and No.  Date and Place of Issue

(Indicate name of Chief, BJMP or authorized representative)

(Indicate name of beneficiary)
known to me to be the same persons who executed the foregoing STUDY LEAVE PRIVILEGE CONTRACT and they acknowledged to me that the same is their free act and deed.

This contract consisting of ______ pages including this page in which the acknowledgement is written, has been signed on the left margin of each and every page thereof by the parties and their witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand this __________________, at __________________, Philippines.

Doc. No. ______
Page No. ______
Book No. ______
Series of ______
Annex B. Affidavit of No Pending Administrative and Criminal Case

Republic of the Philippines  
____________________  ) S.S

AFFIDAVIT OF NO PENDING ADMINISTRATIVE AND CRIMINAL CASE

1. (Indicate rank and name of applicant), of legal age, (Indicate marital status), Filipino, and a resident of (Indicate residence address), after having been duly sworn to an oath in accordance with law hereby depose and state that:

1. I am currently employed in the Bureau of Jail Management and Penology (BJMP) and presently assigned at (Indicate name and address of assignment);

2. I have no pending case, administrative or criminal, before any judicial or quasi-judicial bodies of the government most especially the BJMP;

3. I am executing this affidavit to attest to the truth of the foregoing declarations and to support my application for study leave.

IN WITNESS WHEREOF, I have hereunto set my hand this ______________________, in ______________________, Philippines.

(Indicate rank and name of applicant)
Affiant

SUBSCRIBED AND SWORN TO before me this ______________________, in ______________________, Philippines. Affiant exhibited to me his BJMP Identification Card bearing number ___________ issued on ________________ at BJMP National Headquarters, Quezon City, Philippines.

Doc No. ___________
Page No. ___________
Book No. ___________
Series No. ___________
Annex C. Certification of No Pending Nomination for Scholarship Grant

(BJMPRO Heading or BJMP-NHQ Heading)

(Indicate issuing office) (Indicate date of issuance)

CERTIFICATION OF NO PENDING NOMINATION FOR SCHOLARSHIP GRANT

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT as per records available on file with this office, (Indicate rank and name of applicant) presently assigned at (Indicate name and address of assignment) has NO PENDING NOMINATION FOR SCHOLARSHIP GRANT either local or foreign.

This certification is issued to the above named personnel for whatever legal purpose it may serve.

(Indicate name of authorized official)
(Indicate rank)
(Indicate designation)
Annex D. Certification of No Outstanding Service Obligation

(Indicate issuing office)  (Indicate date of issuance)

CERTIFICATION OF NO OUTSTANDING SERVICE OBLIGATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT as per records available on file with this office, (Indicate rank and name of applicant) presently assigned at (Indicate name and address of assignment) has NO OUTSTANDING SERVICE OBLIGATION either from training, scholarship or study leave grant.

This certification is issued to the above named personnel for whatever legal purpose it may serve.

(Indicate name of authorized official)  (Indicate rank)  (Indicate designation)
Annex E. Process Flow

START
Personnel from regional office submits application for study leave in properly tabbed folder with appropriate number of copies to the Office of the Regional Director of the Jail Bureau, through the PRMD.

The PRMD shall evaluate the application taking into consideration the completeness of attachments and the qualification and disqualification of the personnel.

Are the requirements complete and the personnel possess all the qualification and none of the disqualification?

The PRMD shall immediately call the attention of the personnel for submission of lacking requirements or inform them of their disqualification.

NO

YES

The PRMD shall prepare an endorsement to be signed by the Regional Director of the Jail Bureau.

The DPRM shall assess the application.

The DPRM shall immediately return the application to the concerned office indicating therein the reasons.

Are the requirements complete and the personnel possess all the qualification and none of the disqualification?

NO

YES

The PRMD shall immediately forward appropriate number of copies of the application to the Office of the Chief, BJMP, through the DPRM.

The Regional Director of the Jail Bureau signs the endorsement.

The DPRM assigned in NHQ shall submit appropriate number of application folders. The application shall be endorsed by the Head of Office where he is assigned.

For application not exceeding two (2) months, the DPRM shall immediately recommend for its approval to the Chief, BJMP. For application exceeding two (2) months, the DPRM shall immediately prepare a request for its approval by the SILG to be signed by the Chief, BJMP.

Was the application approved?

NO

YES

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

NOV 28 2019
RECEIVED
TIME: 
The Chief, BJMP or his duly authorized representative signs the Study Privilege Contract.

The DPRM shall forward a certified true copy of the signed contract to the concerned office.

The PRMD shall retain a copy and immediately give the certified true copy to the beneficiary.

The DPRM shall attach a certified true copy of the contract in the 201 File of the beneficiary.

The DPRM shall attach the original copy of the Study Privilege Contract in the 201 File of the beneficiary and furnish the DHRD with a certified true copy.

END

Did the beneficiary submit proof of completion to the DHRD?

YES

Within fifteen (15) days from the expiration of the Study Privilege Contract, the beneficiary shall submit proof of completion to the DHRD.

The beneficiary goes on study leave. Upon expiration of contract, report for work and submit Report for Duty to DHRD.

The DHRD shall issue a Memorandum to Explain on the causes of failure to take the bar or board examination, or to complete their master's degree.

NO

The beneficiary submits answer or explanation to the DHRD.

The DHRD determines the cause of the failure to take the bar or board examination, or to complete master's degree.

The DHRD prepares a Memorandum, to be signed by the Chief, BJMP, directing the FSO to deduct the total compensation received by the beneficiary during the study leave.

The DHRD shall:
- Furnish the FSO with a copy of approved Study Privilege Contract and Memorandum directing the refund of payments received. The FSO implements the directive.
- Monitor compliance with the service obligation or refund of payments received.