I. LEGAL BASES

1. DILG Department Order No. 2010-244 dividing the Directorate for Human Resource and Records Management into two (2) distinct directorates, creating Directorate for Human Resource Development;

2. Civil Service Commission Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Learning and Development Pillar; and


II. OVERVIEW/RATIONALE

The Bureau of Jail Management and Penology (BJMP) is a government agency that conforms to CSC rules and regulations regarding personnel actions. Under CSC PRIME-HRM, agencies are encouraged to enhance procedures and mechanisms to ensure that all human resource actions: recruitment and selection, learning and development, performance management, and rewards and recognition, are objective and merit based.

The DHRD as the training arm of the agency, is responsible in ensuring that Bureau standards adhere to CSC PRIME-HRM requirements. The recent online self-assessment results identified points for improvement in the procedures and policies of the agency specifically in learning and development interventions. The human resource activities or interventions primarily lack established formal procedures in designing trainings/seminars.

The process stated herein aims to establish the procedure in designing official learning and development interventions for BJMP personnel. Said procedure shall institutionalize standards in human resource activities for effective and efficient development, implementation, monitoring, and evaluation.
III. PURPOSE

The purpose of this procedure is to establish a standard in designing learning and development interventions for Bureau’s personnel.

IV. SCOPE

This SOP shall apply to all learning and development interventions to be offered by BJMP.

V. PROCEDURE

Directorates and/or offices shall propose the creation of any learning and development intervention pertaining to any position within their organizational structure or formal function of any of its designations. Such intervention shall indicate the specific knowledge, skills, and/or experience to be developed and to which particular office(s)/position(s)/function(s) they are applicable. Regional or field offices shall submit to concerned Directorate(s) their respective proposal for proper assessment and endorsement to DHRD.

Proposal(s) for designing learning and development interventions shall include, but are not limited to the following information together with valid reference(s):

1. Learning objectives/goals (knowledge, skills, experience);
2. Specific topics that will cover the identified learning objectives/goals;
3. Program of Instruction (schedule of topics, duration of each instruction with learning strategies and materials to be used);
4. Evaluation method(s) per learning objective/goal;
5. Reference materials;
6. Learning Service Provider (LSP)/ Subject Matter Expert(s) (SME)/ Instructors per topic;
7. If applicable, TOR/ MOA/ MOU or any contract with external LSP/ SME;
8. Number of participants, requisites or qualifications for the learning and development intervention (rank/ position/ knowledge/ skill/ experience, if applicable); and
9. Budgetary and/or logistical requirements.

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Jail Chief Superintendent  
Deputy Chief for Administration / QMR

Approved By:  
DEOGRA C S. TAPIAN, CESE  
Jail Director  
Chief, BJMP
Proposed intervention with complete information and references shall be submitted to DHRD for deliberation. DHRD shall either accept, subject to revision or further study, or deny the same, citing justification(s). If denied, proponents may revise proposal considering justification(s) cited by DHRD.

If accepted, proponents of the intervention shall be notified to officially present their proposal for deliberation on a scheduled meeting specifically for the matter. During the deliberation, all aspects of the proposed intervention shall be evaluated. Proponents shall consider comments and suggestions of DHRD in revising their proposed intervention. After deliberating on all aspect of the proposal, DHRD shall recommend the approval of the intervention and shall forward the same, through concerned offices and the Command Group, for approval of the Chief, BJMP.

Learning and development intervention approved by the Chief, BJMP shall be recorded by DHRD and formally included in the list of official Learning and Development Interventions of BJMP. The final and approved version of the proposal shall be the Standard Learning Package for the said L and D intervention. Only official L and D interventions may be programmed and included in the Operation Plan and Budget (OPB) for appropriation of funds.

Any office may submit to DHRD for endorsement or DHRD, on its own, may endorse for the revision or discontinuation of any L and D intervention, together with justification and supporting documents (i.e. evaluation reports); provided that said intervention has been implemented at least twice and has been subject to two (2) Training Impact Evaluation procedures. DHRD shall follow the same procedure in deliberating interventions for revision(s) or discontinuance. All actions regarding L and D interventions shall be formally endorsed by DHRD, thru the Command Group, for approval of the Chief, BJMP.

DHRD shall keep all documents and minutes pertaining to this procedure.
VI. PROCESS FLOW

**START**

Directorate/Office proposes creation of a learning and development intervention

- Submits documents, complete and properly tabbed, to DHRD

DHRD assesses proposal format and requirements

- If incomplete or improperly formatted, DHRD shall return proposal within 24 hours.

DHRD deliberates on the proposal

- DHRD shall schedule a meeting within 3 days upon submission of proposal

Chief, BJMP either approve or disapprove, with justification(s), proposal

- If disapproved, DHRD shall return proposal to proponent for revision(s) based on cited reason(s)

DHRD recommend approval of proposal

- DHRD recommendation routed through concerned offices and the Command Group for approval of Chief, BJMP

Proponent(s) presents proposal to DHRD for deliberation

- All aspect of the proposal shall be evaluated; recommendations of DHRD shall be considered in the final version of proposal

Upon approval, DHRD shall include proposal to the list of official L&D interventions of the Bureau

- Only official Bureau L&D interventions may be programmed in the OPB for appropriation of fund

Approved version shall be the Standard Learning Package for the intervention

DHRD or any office, thru DHRD, may endorse the revision or discontinuation of any L&D intervention

**END**

VII. REPEALING CLAUSE

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

IX. EFFECTIVITY

This SOP shall take effect fifteen (15) days after the approval of the Chief, BJMP

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

Annex A. Learning and Development Intervention Proposal Form

**(DHRD NHQ Heading)**

## Learning and Development Intervention Proposal Form

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
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<tbody>
<tr>
<td>CATEGORY</td>
</tr>
<tr>
<td><em>based on approved BJMP Conceptual, Organizational, Functional Framework</em></td>
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</table>

<table>
<thead>
<tr>
<th>DURATION</th>
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</thead>
<tbody>
<tr>
<td>PARTICIPANTS</td>
</tr>
<tr>
<td><em>target participants/qualifications</em></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td><em>documents for submission</em></td>
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</table>

<table>
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<tr>
<th>BUDGET</th>
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</table>

<table>
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<tr>
<th>OBJECTIVES</th>
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<table>
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<tr>
<th>SME/INSTRUCTOR(S)</th>
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</table>

<table>
<thead>
<tr>
<th>PROPOSER</th>
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<tbody>
<tr>
<td><em>Name/Office and Signature</em></td>
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</table>

<table>
<thead>
<tr>
<th>RECEIVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>DHRD personnel (Name/Signature/Date)</em></td>
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</table>

<table>
<thead>
<tr>
<th>ACTION</th>
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</thead>
<tbody>
<tr>
<td>□ ACCEPT □ DENY □ REVISION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMARKS</th>
</tr>
</thead>
</table>

---

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Jail Director  
Chief, BJMP

"Changing Lives, Building a Safer Nation"
LEARNING AND DEVELOPMENT INTERVENTION
A Proposal for the Conduct of

(L and D intervention title)

by

(Proponent/Office(s))

Notes:
Proposal must be properly filed with folder and tabbing.
If there is more than two (2) proponent/office, only indicate the main proponent followed by et al. Approval date shall be affixed by DHRD.

*Notes are not included in the document but are mere guides for the drafter; remove notes prior to printing.

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Approved By:
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Chief, BNP

"Changing Lives, Building a Safer Nation"
Introduction

Notes:
Introduction contains the overview on the reasons or bases in proposing the intervention and objectives to be attained. Include opening, body, and closing paragraph in this part.

Table of Contents

SECTION I. LEARNING OBJECTIVES ................................................. 4
SECTION II. TOPICS, ORDER, AND DURATION ............................ 5
SECTION III. INSTRUCTIONAL STRATEGIES, ACTIVITIES
               AND MATERIALS ....................................................... 6
SECTION IV. PROGRAM OF INSTRUCTION .................................... 7
SECTION V. SPECIFIC INSTRUCTIONS ....................................... 8
SECTION VI. BUDGETARY AND LOGISTICAL REQUIREMENTS .......... 9
SECTION VII. ANNEXES ............................................................... 10

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JSSUPT BRENDAN G FULGENCIO
Director, DHRD

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DEOGRAICAS C TAPAYAN, CESE
Jail Director
Chief, BUMP

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Section I. Learning Objectives

Notes:

Learning objectives are the goals that the activity aims to achieve. It must be relevant and related to an office position/designation and/or formal office function of personnel. The objectives must be interrelated and within a single general subject matter (eg. communications, logistics, intelligence, etc.). Consider the following in determining the objectives of the activity:

a. Bureau issue(s)/problem(s)/concern(s) needed to be addressed;

b. Innovation(s)/change(s) to be introduced;

c. Participants of the activity and their position and functions; and

d. Specific knowledge, skills, experience and/or attitude to be developed.

1. 

2. 

3. 

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Director, DHRD

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Jail Chief Superintendent
Deputy Chief for Administration / QMR

Approved By:

DEGRACIAS C TAPIHAN, CESE
Jail Director General
Chief, DHRD

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Section II. Topics, Order, and Duration

Notes:

This Section indicates the particular topics that will cover all the identified learning objectives in Section I. A topic may cover various objectives and vice-versa. Topics are arranged in the order of delivery (from introductory topics to main topics). Topics may also be divided into sub-topics depending on its complexity or length.

Duration of each topic and/or sub-topic shall be indicated in **hours**. Time should be sufficient to cover all topics and activities to attain objective(s).

Furthermore, indicate **specific** position(s) and/or function(s) the topic is applicable to (eg. administration div/sec/unit, escorts PDLs from and to hospital/court for hearing/other places covered by court order.) All topic must be relevant to any position and/or designation within the Bureau.

<table>
<thead>
<tr>
<th>OBJECTIVE(s)</th>
<th>TOPIC(s)</th>
<th>DURATION</th>
<th>POSITION/FUNCTION(s)</th>
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<tr>
<td>Objective 1</td>
<td>Topic(s)</td>
<td>Hours</td>
<td>Any official position and/or Any official function of personnel</td>
</tr>
<tr>
<td></td>
<td>Sub-topic(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective 2</td>
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</tbody>
</table>
Section III. Instructional Strategies, Activities and Materials

Notes:

Based on the listed topics and sub-topics, indicate the instructional strategies and activities that will be used in its delivery as well as the materials needed or references.

Sample learning strategies and activities are:
- cases, readings, interactive discussions, simulations, debates, homework problems, essays, research, reflection papers, hands-on demonstrations, guest speakers, lecture, discussion board, presentations, think-pair-share.

A variety of learning activities and instructional strategies are needed to communicate the basic concepts and develop higher order thinking from participants.

Materials are the references that support the topic contents. List the specific books, articles, videos, etc. to be used for the topic; multiple reference materials may support each topic. Provide a separate list of all materials included as annex.

The evaluation/assessment method is the means of grading the activity and output to measure whether desired objectives/outcomes were attained (eg. quiz, exam, practical exercise, report paper, etc.) SME/instructor shall determine Rubric/grading system for strategy implemented.

<table>
<thead>
<tr>
<th>Learning and Development Intervention (TITLE)</th>
</tr>
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<tbody>
<tr>
<td><strong>TOPIC</strong></td>
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<tr>
<td>Topic 1</td>
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<tr>
<td>Topic 2</td>
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</table>

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Chief, BIMD

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Section IV. Program of Instruction

Notes:
Align all the information provided from Section I-III and present in table form. POI shall include either specific name of subject matter expert(s) and/or learning service provider(s). If external LSP is recommended, a valid MOA/MOU with said LSP should be included. The qualifications and/or requisites for the L&D intervention should be indicated in this part. Also, the total duration of the L&D intervention, based on the individual topics identified, should be indicated.

*Fully accomplished POI should be comprehensive and complete.

Learning and Development Intervention (TITLE)- Program of Instruction
Qualification(s) and/or disqualification(s) of participants: (target participants) eg. must be assigned at any intelligence position, rank requirement, age, etc.

Requisite(s): eg. must have undergone any basic intelligence course offered by a duly accredited learning institution; must possess the following... (knowledge, skills, attitude, exp.)

Total Duration: (Hours-Days) eg. 240 hours – 30 days

*Information indicated in this table should be comprehensive and detailed to ensure the effective and efficient conduct of the activity

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>TOPIC</th>
<th>STRATEGY</th>
<th>MATERIALS</th>
<th>EVALUATION</th>
<th>SME/LSP</th>
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<tr>
<td>Day 1</td>
<td>Topic 1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>eg.</td>
<td>Topic 2</td>
<td></td>
<td>as indicated in Section II and Section III</td>
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<td></td>
</tr>
<tr>
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<td>10:00-12:00 am</td>
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<tr>
<td>Day 2</td>
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<tr>
<td>Day 3</td>
<td></td>
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</tbody>
</table>

Prepared By:
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"Changing Lives, Building a Safer Nation"
Section V. Specific Instructions

Notes:

This section indicates the instructions/procedures involved in the conduct of the L&D intervention with the following sub-sections:

A. Selection;
B. Rules and Regulations;
C. Termination from Training;
D. Grading and Awards; and
E. Organizational Structure of Training Staff (if necessary).

Selection and qualifying exam/procedure, if necessary, for the activity must be consistent with the qualifications, requisites, and objectives stated in the previous sections. It also includes documents that participants need to submit for the activity.

Rules and regulations to be observed throughout the duration of the activity must be specific and clear. Personnel authorized to enforce such regulations must also be indicated. If necessary, organizational structure of the training staff indicating therein the position, function, and qualification must be included.

Procedure and grounds for the termination from training of participants must be clearly stated.

Grading system of the L&D intervention shall be based on the activities and evaluation methods indicated in the POI. Other criteria included herein must be evidenced-based and objective, indicating how such criteria will be measured/computed.
Section VI. Budgetary and Logistical Requirements

Notes:

This section shall indicate all the necessary funds and materials for the L&D intervention. Price quotation must be current and supported by historical data and/or other valid sources.

Item indicates the object being quoted or priced. It should be specific and cover only one (1) object.

Specification indicates features of the item that are needed in relation to its purpose during the activity. It is a guide in procuring the item or in disbursing the amount.

Price is the amount per unit of the item. Unit is the quantity of item needed.

Total is computed as \( \text{PRICE} \times \text{UNIT} \).

*Items not included in this section shall not be appropriated budget. Do not leave any field blank, indicate N/A if necessary.*

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATION</th>
<th>PRICE</th>
<th>UNIT</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1.</td>
<td>e.g. Laptop</td>
<td>(if applicable)</td>
<td>P 30,000.00</td>
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<td>3.</td>
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OVERALL TOTAL

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Section VII. Annexes

Notes:

All references and documents supporting the proposal must be included in this section. Be guided by the following sub-sections:

A. Reference materials/justifications for learning objectives (report, incident, TNA findings);
B. Conceptual framework of L&D intervention;
C. Reference materials of topics (all topics must be supported by appropriate references);
D. Reference materials of learning strategies (origin, conduct and effect/impact);
E. Reference materials of evaluation methods employed per learning strategy (origin, rubric/grading system, procedure, and significance of results);
F. Résumé/PDS/CV of all SME; Profile of LSP with valid MOA/MOU, if applicable; and
G. Reference of quotation for the budgetary and logistical requirements.

*Tab annexes and cross-reference with pertinent section for easy identification and reference of DHRD.
Technical Working Group for the Proposal of (L&D intervention):

(sgd)
Name
Rank
Position

(sgd)
Name
Rank
Position

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OIC, Admin Division, DHRD

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Director, DHRD

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Jail Chief Superintendent
Deputy Chief for Administration / QMR

Approved By:
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Jail Director
Chief, BJMP

"Changing Lives, Building a Safer Nation"