1.0 REFERENCES

a. 2007 BJMP Manual
b. BJMP-ISO Quality Manual; and
c. BJMP-DPD-SOP-013 or the SOP on Policy Development and Management.

2.0 RATIONALE

On November 21, 2016, the Standard Operating Procedure (SOP) on Policy Development and Management was implemented. It provided direction in ensuring "excellence in policy development." Accordingly, all policies issued were beneficial and helpful in the success of the overall mandate of the Jail Bureau, which is, Safekeeping and Development of Persons Deprived of Liberty (PDL).

While there is no hard-and-fast rule in policy development, it necessitates that it should be dynamic. Policy-making must be commonly and regularly reviewed to improve the process if not to adopt with the ever fast-phased development of bureaucracy. Such endeavor would be instrumental in sustaining the organization's equilibrium.

Thus, this revision provides a precise and specific step-by-step procedure on how a policy is crafted, implemented and monitored.

3.0 OBJECTIVES

- To establish a firm and strong foundation of all implemented policies;
- To provide a unified policy development process in the formulation implementation and monitoring of approved policies;
- To develop policies which are aligned with the strategic direction of the Jail Bureau; and
- To implement policies that could withstand the test of time.

4.0 DEFINITION OF TERMS

The following terms as used in this Circular shall denote the following, unless otherwise stipulated:

Prepared by:
MR. ARNEL V. CAJIGAL
Chief, Research and Development Div.
Directorate for Program Development

Reviewed by:
ALLAN S. IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/
Quality Management Representative

Approved by:
DEOGRACIAS C. TANAAN, CESE
Chief, BJMP

"Changing Lives, Building A Safer Nation"
Memorandum Circular - A written communication intended for circulation to a large number of persons with the same message. It may be in a form of a Policy, Standard Operating Procedure, Guidelines or Manual.

Guidelines - documents that seek to simplify set of processes with regard to an established habit or practice. It is never compulsory compared to protocols or policies. However, they are still an important part of the entire process. The use of a set of guidelines can impact the entire system in a positive fashion. Guidelines ‘guide’ these groups to ensure that their processes are carried out well aside from being simplified.

Policy – an intentional map of actions that serves to guide an organization or group in decision making or in attaining positive results. They are more compulsory than guidelines. Being mandatory, policies are more synonymous to protocols or rules and are similar to the executive orders or decrees mandated by the head of the state. However, policies must not be construed as completely similar to rules or laws because the latter limits certain behaviors (a characteristic obviously not present in policies). Policies are enforceable and would require the people to follow them whereas guidelines are best if followed by the people even if they are not required to be followed.

Standard Operating Procedure (SOP) - a set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

Manual - a handbook of comprehensive and step-by-step guide that details what is given and what is required

Policy Development – involves identifying need, gathering information, drafting, consulting and review.

Policy Owner – Directorates and Offices of the National Headquarters where the proposed policy originated.

Consultative Meeting – a gathering of the Policy Owner and group of stakeholders or interested parties convening for the purpose of discussing, evaluating and assessing the salient features of a proposed policy involving jail management.

Prepared by: ARNEL V. CAJIGAL
Chief, Research and Development Div.
Directorate for Program Development

Reviewed by: ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration
of the Jail Bureau/
Quality Management Representative

Approved by: DEGRACIAS C. APAYAN, CESE
Jail Director
Chief, BMP

“Changing Lives, Building A Safer Nation”
Interested parties or Stakeholders – one who is involved in or affected by a course of action.

SWOT Analysis – is a framework for understanding the strength and weaknesses and for identifying both the opportunities open and how to manage and eliminate threats. It can be used for a strategy formulation.

Risk Register – is a risk management tool and a repository for all risks identified and includes additional information about each risk, particularly nature of risk, reference and owner, and mitigation measures.

Document Update Notice (DUN) – it is the information that updates a previous data.

5.0 PROCEDURE:

5.1 Policy Formulation:

5.1.1 Policies may be developed in anticipation of a need or in response to a need.

5.1.2 After identifying the need, a policy is formulated by accomplishing SWOT Analysis (Form-1), Design and Development (Form-2) and Risk Register (Form-3).

5.1.3 From the accomplished forms, proposed policies shall be crafted.

5.1.4 For purposes of uniformity, all proposed policies shall embody the following Titles in chronological order:

1.0 References
2.0 Rationale
3.0 Objectives
4.0 Definition of Terms
5.0 Procedure/Details/Guidelines Proper
6.0 Separability Clause
7.0 Repealing Clause
8.0 Effectivity
9.0 Annexes

Prepared by: MR. ARNEL V. CAJIGAL
Chief, Research and Development Div.
Directorate for Program Development

Reviewed by: ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/
Quality Management Representative

Approved by: DEO MAHUGON C. SAYAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
5.1.5 The draft policy must comply with the following format:

- Header must be placed in all pages
- Footer must be placed in the first and last page only
- Margin: Top and Bottom (1 inch) Left and Right (1 in)

5.1.6 Policy owner shall also attach the accomplished Document Update Notice (DUN) for the DPD to be apprised if the proposal is a new or revised policy. Also, Policy Owner shall identify and list the offices that shall be given the controlled copy.

5.1.7 The proposed policy together with the accomplished Forms-1, Form-2, Form-3 and the DUN shall be submitted in hard and soft copy to the Directorate for Program Development (DPD) for its initial evaluation.

5.1.8 Within three (3) days from receipt of the proposed policy, the DPD will endorse it to the Legal Service Office (LSO) for review and evaluation of the legal aspect of the proposed policy.

5.1.9 Upon receipt of the proposed policy from the LSO, it shall be photocopied and distributed to all Directorates and offices as an advance copy prior to the consultative meeting which will serve as their reference during the consultative meeting.

5.1.10 A consultative meeting composed of the Deputy Chief for Administration as Chairperson, Deputy Chief for Operation as Vice-Chairperson and Chief of the Directorial Staff, Director of Directorates and Chief of Offices as members will be scheduled where the proposed policy is thoroughly discussed or scrutinized and shall agree whether the proposed policy will be recommended for approval of the Chief, BJMP or for its further study.

5.1.11 If recommended for approval, the draft will be returned to the policy owner for finalization, taking into consideration the comment, suggestion and recommendation of one or all of the Committee

Prepared by:

Mr. Arnel V. Castro
Chief, Research and Development Div.
Directorate for Program Development

Reviewed by:

Allan S. Irall, CESE
Jail Chief Superintendent
Deputy Chief for Administration
of the Jail Bureau/
Quality Management Representative

Approved by:

Deogracias C. Tablang, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
members. However, if the recommendation is for further study, the draft will be returned by the DPD to the policy owner.

5.1.12 Final copy of the draft policy will be forwarded to the Chief, BJMP for its approval through the Command Group. In case there are comments or observations whether grammar or typographical, it shall be returned to the policy owner for its correction. However, if the observation pertains to the main objective or substance of the policy, it shall be returned to the DPD for discussion in the next consultative meeting.

5.1.13 Unless certified by the Chief, BJMP as urgent, all draft policy must be discussed in a consultative meeting.

5.1.14 Approved policy shall be forwarded to the DPD.

5.2 Policy Implementation

5.2.1 In compliance with law, the DPD will furnish the ONAR a copy of the policy subject to the following conditions:

Three certified copies of approved policies shall be submitted to the University of the Philippines Law Center for publication in accordance with Executive Order No. 292 or the Revised Administrative Code of the Philippines.

5.2.1a Issuances that require the filing to the Office of the National Administrative Registrar (ONAR), UP Law Center as stated under Executive Order No. 292 dated July 25, 1987 shall include, but not limited to the following:

i. Statements of general applicability which implement or interpret a law

ii. Statements of general applicability which fix and describe the procedure in, or practice requirements of an agency

iii. Amendments or repeal of any prior rule

iv. Regulations affecting private rights, privilege, occupation or business; and

Prepared by:  
MR. ARNOL V. CAJIGAL  
Chief, Research and Development Div.  
Directorate for Program Development

Reviewed by:  
ALLAN S IRAL, CESE  
Jail Chief Superintendent  
Deputy Chief for Administration of the Jail Bureau/  
Quality Management Representative

Approved by:  
DEOGARCIA E. P. FORMA, CESE  
Chief, BJMP

"Changing Lives, Building A Safer Nation"
v. Administrative disciplinary action and the governing rules of procedure.

5.2.1b Issuances that do not affect the general public and contains internal administration and management of the agency need not be filed with the ONAR. However, every rule establishing an offense or defining an act which, pursuant to law is punishable as a crime or subject to a penalty shall in all cases be published in full text.

5.2.2 Unless otherwise provided in the policy, the policy shall take effect after fifteen (15) calendar days from receipt of the ONAR.

5.2.3 Receipt of ONAR Stamped on the original copy of the policy shall be photocopied for dissemination to all Directorates, offices, regional offices and interested parties identified in the DUN.

5.2.4 Copy of the approved Memorandum Circular received by the Regional Office will be disseminated to all jails for awareness and implementation.

5.3 Policy Monitoring and Evaluation

5.3.1 A monitoring tool designed to check that the policy is disseminated will be sent to all regions within six (6) months to one (1) year from the implementation of the policy unless there is an urgent need to revise or amend the same.

5.3.2 Upon receipt, Regional Offices shall fill up the Policy Acknowledgment Receipt (Form 4) and submit the same to the DPD.

5.3.3 A copy of internal document shall be provided to all regional offices, with stamped “Controlled Copy” to be secured by the Program Development Division and produce a stamped copy for distribution and to be distributed to the offices in the Regional Offices and jails shall bear the stamped original “Controlled Copy” in blue color where the Regional Office can reflect the Regional Office Code and/or name of the jail facility.

Prepared by:  
MR. ARNEL V. CAJIGAL  
Chief, Research and Development Div.  
Directorate for Program Development

Reviewed by:  
ALLAN S IRAL, CESE  
Jail Chief Superintendent  
Deputy Chief for Administration of the Jail Bureau/Quality Management Representative

Approved by:  
DEOGRACIAS G. DOHONAN, CESE  
Jail Director  
Chief, BJMP

"Changing Lives, Building A Safer Nation"
5.3.4 Request for uncontrolled copies of documents from NHQ must be made in writing using the Pro-forma request and addressed to ISO Document Controller and for approval of the QMR and in his/her absence, the Deputy QMR or ISO Focal Person.

5.3.5 While people in the field can address its request for uncontrolled copies from the designated Document Controller of the region, the Regional Document Controller shall photocopy the document/policy bearing no stamped “Controlled Copy” stamped provided by NHQ. She or he shall photocopy such and stamp it with “Uncontrolled Copy” with the approval of the designated Quality Management Representative (QMR) or in his/her absence, the ISO Focal Person.

5.3.6 The Regional Office will disseminate the policy to all Regional Offices and jails under its Area of Responsibility (AOR) within three (3) days after receipt and the same should bear the Regional Reference Code and Regional Document Controller’s signature. A blue stamp shall be used in controlling the internal documents received by regional offices and shall bear the mark:

Controlled Copy
Office: [Blank]

where the Regional Divisions and Offices are abbreviated into the following:

Regional Office Code:

RD- Regional Director
ARDA- Assistant Regional Director for Administration
ARDO- Assistant Regional Director for Operations
RCDS- Regional Chief of Directorial Staff
RPMD- Regional Personnel and Records Management Division
ROD- Regional Operations Division
RLD- Regional Logistics Division
RCD- Regional Comptrollership Division
RPDD- Regional Program Development Division
RWDD- Regional Welfare and Development Division

Prepared by: [Signature]
MR. ARNEL V. CAJIGAL
Chief, Research and Development Div.
Directorate for Program Development

Reviewed by: [Signature]
ALLAN J. IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration
of the Jail Bureau/
Quality Management Representative

Approved by: [Signature]
DEOGRACIAS M. BETAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
RID- Regional Intelligence Division
RCRS- Regional Community Relations Services
RFSO- Regional Finance Service Office
RHSO- Regional Health Service Office
RCSO- Regional Chaplaincy Service Office
RLSO- Regional Legal Service Office
RICTD-Regional Information and Communications Technology Division
RSSO- Regional Support Service Office
RAO- Regional Accounting Office
RSAO- Regional Supply Service Office
RESJO- Regional Executive Senior Jail Officer

5.3.7 Admin of jails shall fill-out the acknowledgment receipt and return it to the Regional Office for recording purposes. Jail Wardens, UESJOs or any authorized officer designated by the Jail Warden will conduct policy awareness to all jail personnel either through Personnel Information and Education (PI&E) or a specific activity for that purpose.

5.3.8 During such activity, all views, opinion and sentiments of personnel will be noted in a minutes of meeting or in an After-Activity Report.

5.3.9 After-Activity Report with attached photos and other supporting documents will be submitted by jails to their respective Regional Offices.

5.3.10 The Regional Offices shall submit to the National Headquarters a consolidated report of dissemination (Form-5) not later than the 5th day of the succeeding month from their receipt of the policy.

5.3.11 The statistician of the DPD will interpret all submitted evaluation forms and the narrative interpretation or report will be forwarded to the policy owner for its information and appreciation.

5.3.12 The judgment of policy writer whether or not to revise or amend the policy will be coordinated with the DPD.
6.0 **SEPARABILITY CLAUSE**

In the event that any provision of this Memorandum Circular (MC) is declared illegal or rendered invalid by any competent authority, the provisions not affected shall remain valid and effective.

7.0 **REPEALING CLAUSE**

All other existing BJMP issuances which are inconsistent with the provisions of this Memorandum Circular (MC) are hereby rescinded or modified accordingly.

8.0 **EFFECTIVITY**

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

9.1 Policy Process Model
9.2 The standard form for SWOT Analysis

## SWOT ANALYSIS

<table>
<thead>
<tr>
<th>NAME OF OFFICE:</th>
<th>TITLE OF PROPOSED POLICY:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SCOPE: POLICY FORMULATION, COMMUNICATION PLANNING AND MONITORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRENGTHS</td>
</tr>
<tr>
<td>------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THREATS</th>
<th>OPPORTUNITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** PLEASE FILL UP WITH DETAILS LIMITED WITHIN THE SCOPE ONLY. SUBMIT THIS ACCOMPLISHED FORMS, DRAFT POLICY AND OTHER PERTINENT REFERENCES USED RELATIVE TO THE DRAFT POLICY TO THE DPD FOR THEIR EVALUATION PRIOR TO CONSULTATIVE MEETING.

**PREPARED BY:**

**CERTIFIED CORRECT:**

<table>
<thead>
<tr>
<th>NAME AND SIGNATURE</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME AND SIGNATURE</th>
<th>HEAD OF OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:

MR. ARNEL V. CAJIGAL  
Chief, Research and Development Div.  
Directorate for Program Development

Reviewed by:

ALLAN S IRAL, CESE  
Jail Chief Superintendent  
Deputy Chief for Administration of the Jail Bureau/Quality Management Representative

Approved by:

DEGRACIAS S. PAGATAN, CESE  
Jail Director  
Chief, BJMP

"Changing Lives, Building A Safer Nation"
9.3 The standard form for Design and Development Form.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>SOURCE/S</th>
<th>IDENTIFIED INTERESTED PARTIES</th>
<th>IDENTIFIED NEEDS AND EXPECTATIONS OF INTERESTED PARTIES</th>
<th>ISSUES IDENTIFIED THAT MAY RESULT TO NON-DELIVERY OF SERVICE OR NON-ATTAINMENT OF INTERESTED PARTIES' NEEDS AND EXPECTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INTERNAL</td>
</tr>
</tbody>
</table>

NOTE: PLEASE FILL UP WITH DETAILS LIMITED WITHIN THE SCOPE ONLY. SUBMIT THIS ACCOMPLISHED FORMS, DRAFT POLICY AND OTHER PERTINENT REFERENCES USED RELATIVE TO THE DRAFT POLICY TO THE DPD FOR THEIR EVALUATION PRIOR TO CONSULTATIVE MEETING.

PREPARED BY: 
NAME AND SIGNATURE 
DESIGNATION 
CERTIFIED CORRECT: 
NAME AND SIGNATURE 
HEAD OF OFFICE 

Prepared by: MR. ABNEL V. CAJIGAL 
Chief, Research and Development Div. 
Directorate for Program Development 

Reviewed by: ALLAN S IRAL, CESE 
Jail Chief Superintendent 
Deputy Chief for Administration 
of the Jail Bureau/ 
Quality Management Representative 

Approved by: DEOGRAFIAS CAMPAYAN, CESE 
Jail Director 
Chief, BJMP 

"Changing Lives, Building A Safer Nation"
MEMORANDUM CIRCULAR

TOPIC

STANDARD OPERATING PROCEDURE ON POLICY DEVELOPMENT CYCLE

Formulation and Development of Policy and Monitoring

9.4 The standard form for Risk Register.

OFFICE

PROPOSED POLICY:

RISK REGISTER

COMPLIED BY

DESIGNATION

DATE RAISED:

SCOPE: POLICY FORMULATION, COMMUNICATION PLANNING AND MONITORING

<table>
<thead>
<tr>
<th>NO.</th>
<th>RISK DESCRIPTION (1)</th>
<th>PROBABILITY</th>
<th>IMPACT</th>
<th>INTERPRETATION</th>
<th>MITIGATION (2)</th>
<th>ACTION/ CONTINGENCY (3)</th>
<th>PERSON/ OFFICE RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEGEND
1. A RISK IS A SPECIFIC EVENT THAT COULD HAPPEN AT SOME POINT IN THE FUTURE
2. MITIGATION: WHAT WE ARE DOING TO AVOID RISKS.
3. CONTINGENCY: WHAT WE WILL DO IF IT HAPPENS.

NOTE: PLEASE FILL UP WITH DETAILS LIMITED WITHIN THE SCOPE ONLY. SUBMIT THIS ACCOMPLISHED FORMS, DRAFT POLICY AND OTHER PERTINENT REFERENCES USED RELATIVE TO THE DRAFT POLICY TO THE DPD FOR THEIR EVALUATION PRIOR TO CONSULTATIVE MEETING.

PREPARED BY:
MR. ARNEL V. CAJIGAL
Chief, Research and Development Div.
Directorate for Program Development

REVIEWED BY:
ALLAN S. IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/Quality Management Representative

APPROVED BY:
DELA MARCA, M. M. VAYAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
9.5 The Standard form for Policy Acknowledgment Receipt.

Republic of the Philippines
DEPARTMENT OF T+1;J24HE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
144 BJMP Bldg., Mindanao Avenue, Project 8, Quezon City
Trunkline: (+632) 927-5505; 453-1196
Email Address: director@bjmp.gov.ph Website: www.bjmp.gov.ph

POLICY ACKNOWLEDGMENT RECEIPT

I hereby acknowledge the receipt of the following documents from the
Directorate for Program Development.

Name of Regional Office

<table>
<thead>
<tr>
<th>No.</th>
<th>Title of Policy</th>
<th>Received by:</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Kindly return this slip to the concerned office as soon as the document/s is/are received. For strict compliance.

Prepared by: 
MR. ARNEL V. CAJIGAL
Chief, Research and Development Div. Directorate for Program Development

Reviewed by: 
ALLAN SIRAL, CESE
Jail Chief Superintendent Deputy Chief for Administration of the Jail Bureau/ Quality Management Representative

Approved by: 
DEOGRACIAS C. MAPAYAN, CESE
Jail Director Chief, BJMP

"Changing Lives, Building A Safer Nation"
9.6 The standard form of Monthly Consolidated Policy.

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS
144 BJMP Bldg., Mindanao Avenue, Project 8, Quezon City
Trunkline: (+632) 927-5505, 453-1196
Email Address: director@bjmp.gov.ph Website: www.bjmp.gov.ph

Form 5

QUARTERLY CONSOLIDATED POLICY

I hereby acknowledge the receipt of the following documents from the
Directorate for Program Development.

<table>
<thead>
<tr>
<th>No.</th>
<th>Title of Policy</th>
<th>Received by:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Kindly fill the form and submit the report to the Directorate for Program Development five (5) days after the end of the month. For strict compliance.

Prepared by: ____________________________
Name and Signature

BJMPRO: ____________________________
Date: ____________________________

Reviewed by: ____________________________
ALLAN S. IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration
of the Jail Bureau/
Quality Management Representative

Approved by: ____________________________
DEOGRAFOS C. MABAYAN, CESE
Jail Director
Chief, BJMP

"Changing Lives, Building A Safer Nation"
9.7 Document Update Notice

**MEMORANDUM CIRCULAR**

**STANDARD OPERATING PROCEDURE ON POLICY DEVELOPMENT CYCLE**

Formulation and Development of Policy and Monitoring

**DOCUMENT NO.** BJMP-DPD-MC-57

**ISSUE NO.** 1

**REVISION NO.** 2

**EFFECTIVE DATE** 19 FEBRUARY 2019

**PAGE** 16 of 16

---

**DOCUMENT UPDATE NOTICE**

**DUN No.**

**DUN Date**

---

**Document Title:** MEMORANDUM CIRCULAR: VISITATION PRIVILEGE

Policy on Conjugal Visit

<table>
<thead>
<tr>
<th>Origin</th>
<th>Legal Service Office</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internal</td>
<td>Policies, Specifications, Work Instructions, Forms, MEMORANDUM CIRCULAR</td>
</tr>
<tr>
<td></td>
<td>External</td>
<td>Policies, Guidelines, Procedures, Work Instructions, Forms, MEMORANDUM CIRCULAR</td>
</tr>
</tbody>
</table>

**Doc Ref Code**

<table>
<thead>
<tr>
<th>Update Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td></td>
</tr>
</tbody>
</table>

**Copy Distribution**

<table>
<thead>
<tr>
<th>Copy Holder</th>
<th>Signature</th>
<th>Copy Holder</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. BJMP</td>
<td>LSD</td>
<td>FSO</td>
<td>AO</td>
</tr>
<tr>
<td>Office of the OPA</td>
<td>SD</td>
<td>Office of the ODC</td>
<td>CSO</td>
</tr>
<tr>
<td>Office of the CDS</td>
<td>SD</td>
<td>Office of the DPO</td>
<td>CSO</td>
</tr>
<tr>
<td>DPO</td>
<td>RSD</td>
<td>RSO</td>
<td>NSMD</td>
</tr>
<tr>
<td>DC</td>
<td>CSO</td>
<td>CSO</td>
<td>NSMD</td>
</tr>
<tr>
<td>DL</td>
<td>NSMD</td>
<td>Provident Office</td>
<td>NMP</td>
</tr>
<tr>
<td>DP</td>
<td>NMP</td>
<td>NMP</td>
<td>NMP</td>
</tr>
<tr>
<td>DPO</td>
<td>NMP</td>
<td>NMP</td>
<td>NMP</td>
</tr>
<tr>
<td>DIP</td>
<td>NMP</td>
<td>NMP</td>
<td>NMP</td>
</tr>
<tr>
<td>Di</td>
<td>NMP</td>
<td>NMP</td>
<td>NMP</td>
</tr>
<tr>
<td>DICTM</td>
<td>NMP</td>
<td>NMP</td>
<td>NMP</td>
</tr>
</tbody>
</table>

**Prepared by:**

J/NSMP RANDY A. DULIAS
Chief, Law and Legal Affairs Section
Legal Service Office

**Noted by:**

J/NSMP MICHAEL ANGELO M. CACERES
Chief, Legal Service Office

**Reviewed by:**

ALLAN S. IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration of the Jail Bureau/Quality Management Representative

**Approved by:**

DEOGRACIAS C. TAPAYAN, CESE
Jail Director
Chief, BJMP

---

"Changing Lives, Building A Safer Nation"