MEMORANDUM CIRCULAR

TOPIC
GUIDELINES ON MEDICAL, NEURO-PSYCHIATRIC AND DENTAL EVALUATION

SUB- TOPIC
PRESCRIBES THE CRITERIA FOR THE CONDUCT OF MEDICAL, NEURO-PSYCHIATRIC AND DENTAL EVALUATION FOR RECRUITMENT, PROMOTION AND TRAINING OF BJMP PERSONNEL

1.0 REFERENCES

a. 2017 Omnibus Rules on Appointments and Other Human Resource Actions, dated July 3, 2018;
c. Implementation of Hepatitis B Vaccine as an Additional Requirement in the Medical Examination of BJMP Recruits, dated September 10, 2008; and

2.0 BACKGROUND/RATIONALE

One of the requirements in the recruitment, promotion, and training of BJMP personnel is to meet the Medical, Neuro-Psychiatric and Dental Evaluation requirements. All applicants and BJMP personnel for promotion and schooling/training shall be evaluated to certify their physical fitness and document their health status to ensure the highest degree of productivity of its personnel.

Human resources are vital and are considered as the backbone of an organization, thus, physical fitness is an important component in the general health and well-being of every BJMP personnel.

The Jail Bureau’s process is guided by Civil Service Commission (CSC) rules and regulations and Republic Act No. 9263 also known as the "Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004."

Prepared by:  
SJO4 Annabelle A Tabernilla, RN  
Chief Nurse  
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Reviewed by:  
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Deputy Chief for Operations of the Jail Bureau/Quality Management Representative

Approved by:  
ALLAN S IRAL, CESE  
Jail Director  
Chief, BJMP

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Since 2019, the Jail Bureau has been hiring 2,000 JO1 applicants, with the Health Service playing a big part in the recruitment process through proper health screening, neuropsychological assessment, and dental examination.

The Directorate for Health Service ascertains that an applicant who aspires to join the Jail Bureau is physically and mentally fit and qualified for the job. The same holds true to BJMP personnel who are qualified for promotion and those who will undergo mandatory and specialized training. They are expected to be at optimum health, state of mind, and well-being in order to provide excellent service to Persons Deprived of Liberty (PDL).

3.0 OBJECTIVES

This policy aims to:

3.1 Set the standards and procedures in the conduct of medical, neuropsychiatric and dental evaluation; and
3.2 Ensure proper coordination among medical officers, health staff, and other personnel involved in the application, screening and selection process.

4.0 SCOPE/COVERAGE

This Circular covers all BJMP applicants for Jail Officer 1, Lateral Entrants (PNPA graduates, and those with highly technical and specialized qualifications, e.g. physicians, priests, lawyers, engineers and other expertise/specialized profession needed by the Bureau), Non-Uniformed Personnel, and BJMP Personnel applying for promotion or mandatory and/or specialized training.

5.0 DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall be adopted:

Applicants - Refer to the candidates for JO1 position, Non-Uniformed Personnel and Lateral Entrants.

Bacteriologically confirmed - A tuberculosis (TB) patient from whom biological specimen is positive by smear microscopy, culture or rapid diagnostic tests (such as Xpert MTB/RIF).

BJMP personnel - Refer to Jail Officer Ranks, Jail Non- Officer Ranks and Non-Uniformed Personnel employed in the Bureau of Jail Management and Penology.

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Clinically diagnosed – A TB patient who does not fulfill the criteria for bacteriological confirmation but has been diagnosed with active TB by a clinician or other medical practitioner who has decided to give the patient a full course of TB treatment. This definition includes cases diagnosed on the basis of CXR abnormalities or suggestive histology, and extrapulmonary cases without laboratory confirmation.

Cured – A patient with bacteriologically confirmed TB in the beginning of treatment and who was smear or culture negative in the last month of treatment and on at least one previous occasion in the continuation phase.

Dental Evaluation - Defined as the examination of the oral cavity particularly the teeth and its surrounding tissues; document the dental status, existing restorations and dental appliances worn; and determine dental treatment to be done.

Initial Medical Evaluation – A preliminary medical assessment conducted for JO1 applicants to determine whether they (applicants) meet the minimum health standards required for BJMP personnel. This will be the basis whether he or she shall be recommended to proceed to the next process of recruitment.

Lateral Entrants- Refer to Philippine National Police Academy (PNPA) graduates, physicians, priests, lawyers, engineers, and those with other expertise/specialized profession being hired by the Jail Bureau.

Medical Evaluation - A comprehensive assessment of an individual’s state of health conducted by a competent BJMP Medical Officer which covers the current and past medical history, family and social history and the conduct of physical evaluation for the purpose of identifying and documenting the health status of an applicant or personnel as basis in planning treatment and medical management.

Neuropsychiatric Evaluation - A comprehensive appraisal of one’s mental health status done by BJMP psychometricians, psychologists and psychiatrists.

Treatment Completed – A status of patient who completes treatment without evidence of failure but with no record to show that sputum smear or culture results in the last month of treatment and on at least one previous occasion were negative, either because tests were not done or because results are unavailable.
6.0 PROCEDURAL GUIDELINES

6.1. Medical Aspect

6.1.1 Initial Medical Evaluation (JO1 applicants)

Initial Medical Evaluation shall be conducted only upon written endorsement of the Directorate for Personnel and Records Management (DPRM) or the Regional Personnel Records Management Division (RPRMD). Only the standard Initial Medical Evaluation Form (Annex "A") shall be utilized.

Initial Medical Evaluation shall include the following:

a. Height measurement

Using a standard stadiometer, the height shall be taken preferably in the morning and recorded in meters. The subject shall be barefooted and be required to stand erect feet together (with back of the head, upper back and heel touching the tool).

- For male – must be at least 1.62 meters
- For female – must be at least 1.57 meters

Exemption shall be pursuant to a law exempting the applicant from height requirement.

b. Weight measurement

Using a standard and calibrated weighing scale, weight in kilograms shall be taken and recorded. Subject shall stand still, wearing as little clothing as possible, and barefoot (preferably in the morning and with empty bladder).

c. Body Mass Index

Formula: weight in kilograms divided by height in meters squared

\[ \text{BMI} = \frac{\text{weight in kg}}{\text{(height in meters)}^2} \]
Following the Asia-Pacific BMI:

<table>
<thead>
<tr>
<th>Normal</th>
<th>Overweight</th>
<th>Obese</th>
</tr>
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<tbody>
<tr>
<td>(18.5-24.9)</td>
<td>(25.0-29.9)</td>
<td>(30.0 and above)</td>
</tr>
</tbody>
</table>

Applicants noted to be obese shall be advised to lose weight and reapply once they meet the prescribed BMI.

d. Ishihara or Type Tests for Color Blindness

The standard plates of Ishihara or Type Tests for Color Blindness shall be utilized (38 plates). This test is to screen and note for congenital form of color vision deficiency – the most common of which is the red-green deficiency. Assessment of the reading of plates 1 to 21 determines the normality of color vision with the following results:

- Able to read 17 or more will be recommended to proceed to the next phase of the recruitment process;
- Able to read 16 plates or less must be referred to an ophthalmologist to determine the severity of color vision deficiency. If with mild color vision deficiency applicant will be recommended to proceed to the next phase of recruitment, if moderate/intermediate to severe color vision deficiency, applicant will be disqualified to proceed with the recruitment process.

e. Hepatitis B surface antigen (HBsAg) for applicants with no history of Hepatitis B vaccination.

- A **positive** or **reactive** result indicates that the person is infected with hepatitis B virus. Applicants found to have “reactive” results shall be given advice and information regarding the infection.
- If HBsAg **negative** or **non-reactive**, it indicates that the person is not currently infected with hepatitis B virus.

Applicants found to be reactive in HBsAg must have another HBsAg determination done by a DOH accredited laboratory for confirmation. If the result is reactive, the applicant may be disqualified to proceed to the next phase of the recruitment process after appropriate medical evaluation and counseling were made.

f. Hepatitis B surface antibody (anti-HBs) for applicants who have already received vaccination for hepatitis B.

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6.1.2 Applicants who pass the Initial Medical Evaluation shall be recommended to proceed to the next process of recruitment. The list of applicants who are recommended and not recommended to proceed shall be submitted to the DPRM/RPRMD with proper remarks for information. All results shall be strictly confidential and records will be kept and archived by the DHS/Regional Health Service Division (RHSD).

6.2 Final Medical Evaluation (Required to all applicants)

Applicants who are eligible for the final medical evaluation are those who are recommended through written endorsement of the DPRM/RPRMD.

All applicants shall sign the undertaking and shall disclose all medical history to include history of psychosocial consultation. Failure to divulge the said information should be a ground for disqualification.

a. Each applicant must undergo the following diagnostic tests to be done by any government health institutions or a BJMP accredited and reputable diagnostic/laboratory center:

- Complete Blood Count (CBC)
- Blood Typing
- Fasting Blood Sugar (FBS)
- Lipid profile (total cholesterol, HDL cholesterol, LDL cholesterol & triglycerides)
- Creatinine
- Blood Urea Nitrogen (BUN)
- Serum Glutamic Pyruvic Transaminase (SGPT)
- Serum Glutamic Oxaloacetic Transaminase (SGOT)
- Uric Acid
- Venereal Disease Research Laboratory (VDRL)/Rapid Plasma Reagin (RPR)
- Urinalysis
- Fecalysis
- Electrocardiogram (ECG)
- Chest radiograph (CX-ray)
- Drug Test (amphetamines, methamphetamines, benzodiazepines, barbiturates, marijuana, cocaine, PCP, methadone, opioids/narcotics
- Pregnancy Test
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<td>30 DEC 2020</td>
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<td>PAGE</td>
<td>7 of 17</td>
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</table>

- HBsAg or anti-HBs (qualitative)
  
a.1 Each applicant is required to be prescribed and administered with complete dose of Hepatitis B vaccination (schedule 0, 1 & 6 months) given by any government health institution, reputable and reliable private health institution, HMO, and/or BJMP accredited diagnostic/laboratory center. They shall submit certification as proof of having been administered with Hepatitis B vaccine. As needed, booster doses will also be advised for those who have been administered with the said vaccine previously.

  a.2 Other recommended types of vaccination such as but not limited to vaccination for Flu and/or Pneumonia shall be required.

- Additional diagnostic tests or referral to other specialists may be required, if indicated, based on the assessment of the BJMP Medical Officer such as but not limited to:
  - Stress Test
  - Ultrasound
  - Additional X-ray

The DHS shall only accept diagnostic/laboratory results dated within one (1) month prior to the scheduled Final Medical Evaluation.

- Each applicant shall be subjected to a holistic, thorough and complete medical/physical examination practicing the strict adherence and compliance with the medical ethics and confidentiality principles. Further, a BJMP applicant must be free from the following:
  - Cardiovascular diseases to include uncontrolled hypertension, cases of post cerebrovascular accident (CVA), aneurysm, ischemic heart disease and other cardiac disorders that can be aggravated by rigid physical activities;
  - (Guidance: Atypical ECG findings are to be referred and must secure clearance from a cardiologist. Atypical ECG findings include the following: ischemia, Left Bundle Branch Block or LBBB, premature ventricular contractions or PVCS, premature atrial contractions or PACS, Atrial Fibrillation

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or AF, Complete RBBB and ventricular tachycardia)

- Critical Congenital Heart Defects;
- Pulmonary conditions/diseases to include active pulmonary tuberculosis (PTB); severe Bronchial asthma requiring long term steroid treatment; emphysema, Chronic Obstructive Pulmonary Disease (COPD), and other related conditions that compromise the respiratory functions or exacerbated by rigid physical activity;
  PTB cases whether Bacteriologically confirmed or Clinically diagnosed must have complied with the treatment regimen and secure certificate declaring the applicant as cured or treatment completed as the case maybe.
- Uncontrolled Diabetes Mellitus, Systemic Lupus Erythematosus (SLE), Chronic Kidney Disease or End Stage Renal Disease and other chronic and dreaded illnesses/conditions that will require continuous or intermittent evaluation/monitoring and treatment administration (such as chemotherapy or hemodialysis);
- Neurological deficits/disorders including seizures, and muscular dystrophies that impair mental and physical functions;
- Mass or tumors that need further assessment by medical specialist;
- Chronic and active Hepatitis (A, B, C, D, E) – HBsAg must be non-reactive; Hepa screening is required for those with history of hepatitis or considered high-risk groups;
- Major/chronic genitourinary conditions (obstructive renal stones and other renal disorders); and chronic sexually transmitted diseases or STDs;
- Major facial deformities that may affect speech, mastication and deglutiition;
- Gross eye deformity; major visual defects. Vision requirement: ideal is 20/20 but may consider a 20/30 corrected and 20/100 uncorrected provided to secure ophthalmologic clearance and wearing of secured corrective lenses;
- Drug test using urine specimen shall be mandatory. A positive result shall disqualify the applicant to the next phase as well as substance dependence/addiction, but

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further evaluation and referral for intervention will be offered;

- Major/chronic joints and/or spinal injuries and surgical procedures that hinder participation to strenuous activities;
- Untreated abdominal and inguinal hernia;
- Untreated and external hemorrhoids (a. Prolapsed and irreducible hemorrhoids but without ischemia changes—shall have a surgical clearance. b. Prolapsed and irreducible hemorrhoids with ischemia changes—shall be surgically treated);
- Major/chronic dermatologic conditions that require intermittent treatment;
- Unusual and/or multiple body piercing/s (no patent ear piercing for male);
- Tattoos;
- Other illnesses or diseases and/or conditions further identified by the BJMP Medical Officer that may compromise the physical and mental capacity of the applicant as required in their specified training and nature of occupation/function or designation to be; and
- HIV test shall be done in accordance with the amended Philippine HIV/AIDS Law.

d. Medical Officers engaged in the conduct of medical/physical examination shall exercise utmost care and ensure that all significant data be accurately recorded in the Report of Physical Examination Form and signature be affixed as certification.

6.2.1 Medical Evaluation (BJMP Personnel)

a. BJMP personnel who are candidates for promotion, and those scheduled for mandatory and specialized training with proper written endorsement of the DPRM or the DHRD must undergo the following diagnostic tests to be done by any government health institution, their HMO or a BJMP accredited reputable diagnostic/laboratory center:

- Complete Blood Count (CBC)
- Fasting Blood Sugar (FBS)
- Lipid profile (total cholesterol, HDL cholesterol, LDL cholesterol & triglycerides)

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- Creatinine
- Blood Urea Nitrogen (BUN)
- Serum glutamic pyruvic transaminase (SGPT)
- Serum glutamic oxaloacetic transaminase (SGOT)

- Uric Acid
- Venereal Disease Research Laboratory (VDRL)
- Urinalysis
- Fecalysis
- Electrocardiogram (12 lead-ECG)
- Chest radiograph (CX-ray)
- Drug Test (amphetamines, methamphetamines, benzodiazepines, barbiturates, marijuana, cocaine, PCP, methadone, opioids/narcotics
- Pregnancy Test
- HBsAg or anti-HBs (qualitative) for recording purposes

b. As needed, the following additional diagnostic tests or referral to other specialists maybe prescribed:

- Home/Ambulatory BP monitoring
- Stress Test
- 2D echo with Doppler
- 75 g OGTT for pregnant
- HbA1c
- Audiometry

c. Each BJMP personnel must be subjected to a holistic and complete medical evaluation, and review of past medical history.

d. Medical Officers engaged in the conduct of medical evaluation shall exercise utmost care and ensure that all significant data be accurately recorded in the Report of Medical Evaluation Form which will be kept and archived by DHS and/or RHSD practicing strict medical confidentiality.

e. The DHS shall only accept diagnostic/laboratory results within one month prior to scheduled medical evaluation.

6.3 Neuropsychological Aspect

6.3.1 Neuropsychological examination to all applicants shall be conducted only upon written endorsement of the DPRM or the

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RPRMD addressed to the Director for Health Service or Chief, Health Service Division, respectively.

All applicants shall undertake the prescribed examination free of charge.

The assessment process is composed of the following:

- Battery of tests composed of objective and projective type of psychological examination duly administered by BJMP in-house psychometricians or clinical psychologists;
- Psychological interview which further assesses the socio-demographic profile of the examinee, personality dynamics, responses and reactions to situations, issues and conflicts, coping skills and life experiences that contribute to his/her current psychological functioning;
- Psychiatric examination to evaluate presence of psychopathology or vulnerability to mental illness that may be precipitated or aggravated by rigorous or rigid training; and
- Applicants may be subjected to further psychological examination upon the discretion of examining authority, i.e. BJMP Psychiatrist.

The recommendation of the Mental Health and Behavioral Science Division/Mental Health and Behavioral Unit shall be treated with utmost confidentiality.

Applicants who wish to discuss areas of deficiency will be accommodated once their letter request for discussion of their neuropsychological evaluation is approved by the Chief, BJMP.

Request will be discussed privately by the psychologist or psychiatrist with the requesting party but may not be allowed to secure a copy of the test result and final recommendation.

6.3.2 Neuropsychological examination to BJMP personnel who are candidates for promotion and mandatory and specialized training shall only be conducted upon proper written endorsement of the DPRM or the DHRD or their regional counterparts.

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All BJMP personnel shall take the prescribed examination free of charge.

The assessment process is composed of the following:

- Battery of tests composed of objective and projective type of psychological examination duly administered by BJMP in-house psychometricians or clinical psychologists;
- Psychological interview which further assesses the socio-demographic profile of the examinee, personality dynamics, responses and reactions to situations, issues and conflicts, coping skills and life experiences that contribute to his/her current psychological functioning;
- Psychiatric examination to evaluate presence of psychopathology or vulnerability to mental illness that may be precipitated or aggravated by rigorous or rigid military training; and
- Applicants may be subjected to further psychological examination upon the discretion of examining authority, i.e. BJMP Psychiatrist.

The recommendation of the Mental Health and Behavioral Science Division/Mental Health and Behavioral Unit shall be treated with utmost confidentiality.

Personnel who wish to discuss areas of deficiency will be accommodated once their letter request for discussion of their neuropsychological evaluation is approved by the Chief, BJMP.

Request will be discussed privately by the psychologist or psychiatrist with the requesting party but may not be allowed to secure a copy of the test result and final recommendation.

6.4 Dental Aspect

6.4.1 Dental Evaluation

BJMP Dental Officers shall perform the dental examinations and shall make referrals for further treatment/management.

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The following are the General Requirements for Dental Examination for JO1 applicants and BJMP personnel for schooling and promotion:

a. No major facial deformities that may affect speech, mastication, and deglutition;

b. Teeth must be free from calculus deposits, white plaques and other tissue problem;

c. Absence of periodontal diseases that might affect mastication and speech;

d. Absence of unfilled cavity and carious teeth. Defective restoration and temporary filled teeth must be permanently restored;

e. Impaction/removal of malposition upper and lower third molar (if necessary);

   Impacted or malposed upper or lower third molars with caries beyond restoration, impacted that cause pain and discomfort and harm to the adjacent teeth must be removed.

f. Missing teeth must be replaced by fixed or removable partial denture (RPD) either plastic or porcelain with or without casted clasp arm or one-piece metal in all quadrants. It must be stable, aesthetically acceptable and functional.

g. For orthodontic cases, must be properly endorsed to their orthodontist for proper management (removal, fabrication of retainer or other procedure);

   Must secure Dental/Ortho clearance if fit to undergo rigid training.

h. If an applicant has dental problem that cannot be corrected or remedied due to medical condition/problem, he/she shall be excluded from the selection process and be informed accordingly;

   Must secure medical certificate.

i. Other dental procedures/treatment that BJMP dentists may reasonably require such as panoramic x-ray and other diagnostic procedures; and

j. Dental procedures must be done within 15 days after dental evaluation, with dental certificate. Failure to comply within the given period is deemed a waiver of his right to continue the process;

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1. The Dental Officers have the authority to fail any applicant that shall not comply with the dental treatments/recommendations to meet minimum dental requirements provided herein.
2. Dental Certificates issued by the BJMP Dental Officers are valid and will be accepted for all dental examination and evaluation.
3. Dental examination/charting must be done by the BJMP dentist only.
4. The dental evaluation shall yield the result of PASS or FAIL by the BJMP dentists using standard forms of the DHS.

### 6.5 Medical Classification Based on Medical Evaluation

#### 6.5.1 For JO1 Applicants

To determine if the applicant is eligible to join the Bureau based on the medical evaluation process, the applicant shall be classified medically as:

- **a. CLASS A**
  
  Physically fit for rigid and strenuous/stressful activities.

- **b. CLASS B**
  
  May be considered to be hired provided that medical clearance is secured and medical requirements are complied with.

- **c. CLASS C**
  
  Applicant is found to have abnormal medical condition/defect/deficiency that needs further medical attention/intervention and no consideration may be given to not aggravate his or her present condition, hence, NOT recommended to proceed with the recruitment process.

#### 6.5.2 For BJMP Personnel

- **a. Class A**
  
  Physically fit to perform all physical events.
b. **Class B1**

Fit and able to perform all physical events but with medical findings (with controlled hypertension, controlled DM, tolerable OA/RA)

c. **Class B2**

Able to perform some physical events (with fluctuating HTN; DM; intermittent attacks of joint pathology- OA, RA, gout; to include knee/joint insufficiency) and may need some treatment and monitoring.

d. **Class C**

May be allowed to perform selected physical events or with some limitations/restrictions (with history of surgery – particularly with metal implants on joints and extremities; amputation of any body part; use of limb prosthesis; and those with back problems).

e. **Class D**

Temporarily unfit to undergo training due to illness (PTB, and or post surgical procedure including CS/NSD).

f. **Class X**

Unfit to undergo training having status post (s/p) brain attack/stroke; aneurysm; COPD; serious heart condition/heart failure/bi- pass surgery; kidney failure/ESRD; end stage carcinoma; undergoing hemodialysis or chemotherapy, paralysis and other debilitating diseases.

Class A and B1 – may perform all physical events under the “competitive category” and should execute each event properly following a scoring system.

Class B1 will be medically monitored at all times.

Class B2 and C – may perform some-selected physical events as tolerated, due to their respective condition/s. They will fall under the “non-competitive” category with respective scoring system different from the competitive category.
Class D – will not be allowed to undergo a scheduled training based on their condition until such time that they have completed the course of treatment for PTB in particular (9 months), or completed at least 6 months rest period for post-surgical procedures, post CS/NSD (but will depend on the type of surgery) and are hereby evaluated and assessed.

Class X – will not be allowed to undergo training to prevent any stressful event that may endanger the life of the personnel and contribute or trigger the recurrence of such unwanted condition.

6.6 INFORMATION OF RESULTS

The final evaluation result will be forwarded to the National Human Resource Merit Promotion and Selection Board (NHRMPSB) or the Regional Human Resource Merit Promotion and Selection Board (RHRMPSB) for final disposition.

7.0 MONITORING CLAUSE

The DHS and its regional counterparts shall monitor the compliance of this policy through routine reports/records regarding the medical, neuro-psychiatric, and dental evaluation.

8.0 SEPARABILITY CLAUSE

In the event that any provision or part of this policy be declared illegal or rendered invalid by a competent authority, provisions not affected shall remain valid and effective.

9.0 REPEALING CLAUSE

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

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10.0 EFFECTIVITY

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."

11.0 ANNEXES

A. Applicant's Initial Medical Evaluation Form (BJMP DHS Form No. 008)
B. Medical Examination Record (BJMP DHS Form No. 005)
C. Medical Certificate (BJMP DHS Form No. 001)
D. Medical Certificate (CSC Form No. 11)
E. Process Flow Chart

Prepared by:

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Chief Nurse
Directorate for Health Service

Reviewed by:

DENNIS J ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations of the Jail Bureau/Quality Management Representative

Approved by:

ALLAN S IRAL, CESE
Jail Director
Chief, BJMP

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APPLICANT'S INITIAL MEDICAL EVALUATION FORM

LAST NAME: 
FIRST NAME: 
SUFFIX: 
MIDDLE NAME: 
HOME ADDRESS: 
DATE OF BIRTH (MM/DD/YY): 
SEX: 
PLACE OF BIRTH: 
TEL/CONTACT NO: 
AGE: 
CIVIL STATUS: 
EDUCATION/COURSE: 
ELIGIBILITY: 

Attach passport size picture

Requested by:

Applicant's Signature

Chief, PRM Division

To be filled up by Health Service Division

REMARKS

HEIGHT (in meter): 
WEIGHT (in kilogram): 
BODY MASS INDEX (BMI) (Kg/m2)

Normal (18.5-24.9) Overweight (25-29.9) Obese (30.0 and above)

Name and Signature of Staff Nurse

INITIAL PHYSICAL EVALUATION

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<th>FINDINGS</th>
<th>REMARKS</th>
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<tr>
<td>1. Visual Acuity</td>
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</tr>
<tr>
<td>Without eyeglasses:</td>
<td>Right: 20/</td>
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<tr>
<td>Corrected (with eyeglasses):</td>
<td>20/</td>
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<tr>
<td>2. Color Vision Test (Ishihara test)</td>
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<td>≥ 17 plates</td>
<td>14-16 plates</td>
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<tr>
<th>NO</th>
<th>YES</th>
<th>REMARKS</th>
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<tr>
<td>3. Gross/Major Visual Defect</td>
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<tr>
<td>4. Cranio-Facial Defects</td>
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<td></td>
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<tr>
<td>5. Hearing Impairment</td>
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<tr>
<td>6. Nasal and Oropharyngeal Cavity Deformities</td>
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<td>7. Speech Problem</td>
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<td>8. Limb Abnormalities</td>
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<td>(defects/deformities, missing, extra, etc.)</td>
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<tr>
<td>9. Spinal Defects (scoliosis, spine injuries, etc.)</td>
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<tr>
<td>10. Hip and Joint Defects (dysplasia, dislocation, etc.)</td>
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<td>11. Other Gross Body Defects/Deformities</td>
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<tr>
<td>12. Soft Tissue and/or Glandular Mass</td>
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<td>13. Skin/Dermatological Findings (to include tattoo)</td>
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</tr>
<tr>
<td>14. Unusual Body Piercing/s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on the findings of the applicant whose name appears above, he/she is **recommended** / **not recommended** to proceed to the next phase of recruitment process as Jail Officer 1.

Name and Signature of Medical Officer

"Changing Lives, Building a Safer Nation"
<table>
<thead>
<tr>
<th>RANK/ LAST NAME, FIRST NAME, MIDDLE NAME</th>
<th>CONTACT NO.</th>
<th>REGION/OFFICE (QUOTA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>AGE</td>
<td>SEX</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>PLACE OF BIRTH</td>
<td>NAME OF THE NEXT KIN/RELATIONSHIP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VITAL SIGNS</th>
<th>PHYSICAL EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP <strong><strong><strong>/</strong></strong></strong>_</td>
<td>General Appearance</td>
</tr>
<tr>
<td>Pulse _______</td>
<td>Normal</td>
</tr>
<tr>
<td>RR _______</td>
<td>Remarks</td>
</tr>
<tr>
<td>T _______</td>
<td></td>
</tr>
<tr>
<td>VISUAL ACUITY</td>
<td></td>
</tr>
<tr>
<td>(R) 20/_______ (L) 20/_______</td>
<td>Mental Status</td>
</tr>
<tr>
<td>Color vision</td>
<td>Skin</td>
</tr>
<tr>
<td></td>
<td>Head &amp; Neck</td>
</tr>
<tr>
<td></td>
<td>EENT</td>
</tr>
<tr>
<td></td>
<td>Chest (Heart/Lungs)</td>
</tr>
<tr>
<td></td>
<td>Musculo-Skeletal</td>
</tr>
<tr>
<td></td>
<td>Extremities</td>
</tr>
<tr>
<td></td>
<td>Abdomen</td>
</tr>
<tr>
<td></td>
<td>Anal/Inguinal/Genitalia</td>
</tr>
<tr>
<td></td>
<td>Other significant findings:</td>
</tr>
</tbody>
</table>

| WAIST CIRCUMFERENCE (cm) | |
| HEIGHT (m) | WEIGHT (kg) |
| BMI | ( ) Normal |
| | ( ) Over Weight |
| | ( ) Underweight |
| | ( ) Obese |

<table>
<thead>
<tr>
<th>SYSTEMS REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the past month, have you had any of the following problems?</td>
</tr>
<tr>
<td>GENERAL</td>
</tr>
<tr>
<td>□ Recent weight gain</td>
</tr>
<tr>
<td>□ Recent weight loss</td>
</tr>
<tr>
<td>□ Fatigue</td>
</tr>
<tr>
<td>□ Weakness</td>
</tr>
<tr>
<td>□ Fever</td>
</tr>
<tr>
<td>□ Night sweats</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>NERVOUS SYSTEM</td>
</tr>
<tr>
<td>□ Headaches</td>
</tr>
<tr>
<td>□ Dizziness</td>
</tr>
<tr>
<td>□ Fainting/loss of consciousness</td>
</tr>
<tr>
<td>□ Numbness or tingling</td>
</tr>
<tr>
<td>□ Memory loss</td>
</tr>
<tr>
<td>STOMACH AND INTESTINES</td>
</tr>
<tr>
<td>□ Nausea</td>
</tr>
<tr>
<td>□ Loss of hearing</td>
</tr>
<tr>
<td>□ Vomiting</td>
</tr>
<tr>
<td>EYES</td>
</tr>
<tr>
<td>□ Yellow jaundice</td>
</tr>
<tr>
<td>□ Pain</td>
</tr>
<tr>
<td>□ Redness</td>
</tr>
<tr>
<td>□ Loss of vision</td>
</tr>
<tr>
<td>□ Double or blurred vision</td>
</tr>
<tr>
<td>□ Dryness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREVIOUS OPERATIONS/HOSPITALIZATION (Last 5 years)</th>
<th>VACCINES</th>
<th>ALLERGIES</th>
</tr>
</thead>
</table>

Page 1 of 4
**PAST MEDICAL HISTORY**

- Diabetes
- High blood pressure
- High cholesterol
- Angina
- Heart murmur
- Heart problems
- Asthma
- Pneumonia
- COPD
- Emphysema
- Pulmonary embolism
- Spinal injury
- Hypothyroidism
- Goiter
- Stroke
- Epilepsy (seizure)
- Stomach/peptic ulcer
- Jaundice
- Hepatitis
- Cancer (type)
- Typhoid
- Colitis
- Hemorrhoids
- Kidney disease
- Kidney stones
- Anemia
- Rheumatic fever
- Hernia
- Cataract
- STD
- Dengue
- Malaria
- Arthritis/Rheuma
- Tuberculosis
- HIV/AIDS
- Insomnia
- Mental Disorder
- Substance Abuse
- Skin lesions
- Others

**CURRENT MEDICATIONS**

- Hypertension
- Diabetes
- Others

**FAMILY HISTORY**

**SOCIAL HISTORY**

- Tobacco
- Alcohol
- Illicit drugs
- Diet

**(Female) OBSTETRICS**

- G___P___
- LMP: ___
- Pain: ___

**DIAGNOSTIC RESULTS**

<table>
<thead>
<tr>
<th>Test</th>
<th>Results</th>
<th>SI Units</th>
<th>Traditional Units</th>
<th>Other Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Complete Blood Count</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemoglobin</td>
<td>(Male) 140-180 g/L</td>
<td>14.0-18.0 g/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Female) 120-160 g/L</td>
<td>12.0-16.0 g/dl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hematocrit</td>
<td>(Male) 0.40-0.54</td>
<td>40%-54%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Female) 0.37-0.47</td>
<td>37%-47%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Blood Cell</td>
<td>4.2-6.2 x 10^12 cells/L</td>
<td>4.2-6.2 x 10^12 cells/µL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Blood Cell</td>
<td>3.5-12.0 x 10^9/L</td>
<td>3,500-12,000/mm³</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Platelet</td>
<td>150-400 x 10^9/L</td>
<td>150-400 x 10^9 µL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neutrophil</td>
<td>3000-5800 x 10^9/L</td>
<td>50%-81%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lymphocytes</td>
<td>1500-3000 x 10^9/L</td>
<td>14%-44%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eosinophil</td>
<td>50-250 x 10^9/L</td>
<td>1-5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basophil</td>
<td>15-50 x 10^9/L</td>
<td>0-1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blood Chemistry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBS</td>
<td>3.9-6.1 mmol/L</td>
<td>70-110 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uric Acid</td>
<td>120-420 µmol/L</td>
<td>2.0-7.0 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUN</td>
<td>8.0-16.4 mmol/L</td>
<td>22-46 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creatinine</td>
<td>50-110 µmol/L</td>
<td>0.6-1.2 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cholesterol</td>
<td>&lt;5.2 mmol/L</td>
<td>&lt;200 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tryglycerides</td>
<td>0.45-1.71 mmol/L</td>
<td>40-150 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDL</td>
<td>&gt;0.91 mmol/L</td>
<td>&gt;35 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LDL</td>
<td>&lt;3.4 mmol/L</td>
<td>&lt;130 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VLDL</td>
<td>0.1-1.7 mmol/L</td>
<td>2-30 mg/dL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGPT</td>
<td>7-56 IU/L</td>
<td>0-35 U/L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGOT</td>
<td>5-40 IU/L</td>
<td>17-59 U/L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*References for Normal Values may vary from different diagnostic centers, kindly record accordingly.*
Blood Type:
HbsAg:
VDRL/RPR:
Electro-Cardiogram (ECG):
Chest X-ray (PA view):
Drug Test:
Pregnancy Test:
Others:

CLINICAL MICROSCOPY
Urinalysis
Fecalysis

PSYCHOLOGICAL/PSYCHIATRIC RESULT
Remarks

Chief, Mental Health and Behavioral Science Division/Psychologist

I hereby certify that I revealed true and correct medical history and any deceit or false representation/s made herein shall be a ground for administrative action/s.

Signature over printed Name of Personnel

PHYSICAL EXAMINATION CLASSIFICATION

CLASS A
- Physically Fit (to Work/undergo Training/PFT)
- No medical condition/physical defect noted
- To perform & execute the standard PFT/physical activities

CLASS B1
- Fit to Work/undergo Training but with controlled medical condition or correctible physical defects
  E.g. controlled HTN, controlled DM, tolerable arthritis, error of refraction, dental carries, hearing defect, etc.
- To perform/execute standard PFT/physical activities with monitoring

CLASS B2
- May undergo Training but with medical condition that may need monitoring & regular follow up
  E.g. uncontrolled HTN, uncontrolled DM, joint pathology with intermittent joint pains including gout & ligament insufficiency; back pains/ back problems
- May perform/execute PFT/physical activities as tolerated and/or perform alternative physical activities

CLASS C
- Employable/may undergo training but requires one or more of the following:
  ▪ Maintenance medication & Follow up treatment
  ▪ Periodic evaluation
  ▪ Limited duty/activity
  ▪ Special Assignment
- Post surgery with metal implants, with limitation of movement; amputation, use of prosthesis
- For alternative physical activities that able to perform/execute

CLASS D
- Temporarily Unfit and/or unsafe to work of any kind
  E.g. active PTB, particular post-surgical procedures, post CS/NSD.

CLASS X
- UNFIT for employment, UNFIT to undergo training/PFT
  E.g. s/p brain attack/stroke with neurological deficiency, paralyzed, aneurysm survivor, COPD, heart failure/bi-pass surgery; kidney failure/CKD/ESRD; end stage carcinoma; undergoing dialysis or chemotherapy

RECOMMENDATIONS/INSTRUCTIONS

( ) RECOMMENDED
( ) NOT RECOMMENDED

PHYSICAL FITNESS CLASSIFICATION:

( ) CLASS A
( ) CLASS B1
( ) CLASS B2
( ) CLASS C
( ) CLASS D
( ) CLASS X

Medical Officer
License #
**LEGEND:**

Present Condition
- X - missing/for extraction
- O - light cure restoration
- A - amalgam restoration
- /// - porcelain/plastic jacket restoration
- * - spacing

Diseases/Abnormalities
- X - for extraction
- O - for restoration

**REMARKS**

---

Dental Officer ______________
License # ______________

Page 4 of 4
MEDICAL CERTIFICATE

To: ______________________________________

____________________________________

This is to certify that ______________________________________

_______ years old, had been examined on ______________________ and
diagnosed to have ______________________________________.

TREATMENT/RECOMMENDATION:

____________________________________

Medical Officer
License No. ________

"Changing Lives, Building A Safer Nation"
**MEDICAL CERTIFICATE**
For Employment

**INSTRUCTIONS**

1. This medical certificate should be accomplished by a government physician.
2. Attached this certificate to original appointments and reinstatements.

---

**FOR THE PROPOSED APPOINTEE**

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle, or if married woman, Maiden Name)</th>
<th>AGENCY/ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PROPOSED POSITION</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGE</th>
<th>SEX</th>
<th>CIVIL STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pre-Employment Medical - Physical Tests

1. Blood Test
2. Urinalysis
3. Chest X-Ray
4. Drug Test
5. Neuro-Psychiatric Examination (if necessary)

**NOTE:** ALL RESULTS OF EXAMINATIONS MUST BE ATTACHED TO THIS FORM.

---

**FOR THE PHYSICIAN**

*I hereby certify that I have personally examined the abovenamed individual and found her/him to be physically and medically fit/unfit for employment.*

<table>
<thead>
<tr>
<th>PRINTED NAME / SIGNATURE OF PHYSICIAN</th>
<th>CERTIFICATE NUMBER</th>
<th>OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICIAL DESIGNATION</th>
<th>AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEIGHT (Bare feet)</th>
<th>WEIGHT (Striped)</th>
<th>BLOOD Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE EXAMINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
PROCESS FLOW CHART
Medical, Neuro-Psychiatric and Dental Evaluation

Step 1: Initial Medical Evaluation

Step 2: Psychological Assessment

Step 3: Psychiatric Evaluation

Step 4: Final Medical Evaluation

Step 5: Dental Evaluation
PROCESS FLOW CHART
Medical, Neuro-Psychiatric and Dental Evaluation