1.0 REFERENCES

a. Program Thrust of the BJMP Directorate for Health Service (DHS);
b. BJMP-DHS-SOP-006 Effective Date October 27, 2015;
c. BJMP Mental Health Program Manual Effective Date March 16, 2019; and
d. Republic Act No. 10029 otherwise known as “Philippine Psychology Act of 2009”.

2.0 INTRODUCTION/RATIONALE

The Bureau of Jail Management and Penology (BJMP) is a highly professionalized agency which prides itself with a fleet of professionals who not only look after the mental health of Persons Deprived of Liberty (PDL) but of the personnel as well. The services of the psychologists and psychometricians are vital to the success of the mandate of the BJMP as they are instrumental in the promotion of mental health among PDL and personnel. As of 15 January 2020, the BJMP only has six (6) licensed psychologists and twenty-one (21) licensed psychometricians. There is, however, an additional two (2) functioning psychometricians who have yet to obtain their licenses. So the total number of functioning psychologists and psychometricians is twenty-nine (29) licensed and/or active psychologists and psychometricians who cater to one hundred thirty thousand six hundred sixty-seven (130,667) PDL and fifteen thousand six (15,006) personnel. Out of the seventeen (17) regions, only twelve regions (12) have their own Psychologist(s) and/or Psychometrician(s). Five (5) regions have none but they are currently being covered either, by the National Headquarters (NHQ) Psychologists and Psychometricians or, by the Regional Psychologist or Psychometrician of their nearby region.
For a medium-term goal, the Bureau should have at least one (1) licensed psychologist and at least two (2) licensed psychometricians in each region in order not only to cater to the mental health needs of the abovementioned number of PDL and personnel but also to accommodate the increased number of BJMP applicants due to the increased number of recruitment quota granted to the Bureau. For CY 2020, the approved quota for recruitment is two thousand (2,000) with an estimated number of applicants of at least seven thousand five hundred (7,500). So in order to cater to these increasing number of clients, the Bureau still needs additional fifteen (15) licensed psychologists and nineteen (19) licensed psychometricians. (Please see Figures 1 and 2).
Figure 1. Status of deployment of BJMP Registered Psychologists

<table>
<thead>
<tr>
<th>REGION</th>
<th>REGISTERED PSYCHOLOGISTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CURRENT</td>
</tr>
<tr>
<td></td>
<td>Uniformed</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>II</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>0</td>
</tr>
<tr>
<td>CAL</td>
<td>0</td>
</tr>
<tr>
<td>MIM</td>
<td>0</td>
</tr>
<tr>
<td>V</td>
<td>1</td>
</tr>
<tr>
<td>VI</td>
<td>0</td>
</tr>
<tr>
<td>VII</td>
<td>0</td>
</tr>
<tr>
<td>VIII</td>
<td>0</td>
</tr>
<tr>
<td>IX</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>XI</td>
<td>0</td>
</tr>
<tr>
<td>XII</td>
<td>0</td>
</tr>
<tr>
<td>CRG</td>
<td>0</td>
</tr>
<tr>
<td>BARMMM</td>
<td>0</td>
</tr>
<tr>
<td>CAR</td>
<td>0</td>
</tr>
<tr>
<td>NCR</td>
<td>2</td>
</tr>
<tr>
<td>NHQ</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4</td>
</tr>
</tbody>
</table>
Figure 2. Status of deployment of BJMP Licensed Psychometricians

<table>
<thead>
<tr>
<th>REGION</th>
<th>CURRENT</th>
<th>PROPOSED</th>
<th>DISCREPANCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Uniformed</td>
<td>NUP</td>
<td>Uniformed</td>
</tr>
<tr>
<td>I</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>CAL</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>MIM</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>V</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VI</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VII</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>VIII</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>IX</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>X</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XI</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>XII</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>CRG</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>BARMMM</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>CAR</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>NCR</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>NHQ</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>20</td>
<td>1</td>
<td>34</td>
</tr>
</tbody>
</table>
MEMORANDUM CIRCULAR

COMPREHENSIVE POLICY ON THE SELECTION, TRAINING, DEPLOYMENT AND REASSIGNMENT OF BJMP PSYCHOLOGISTS/PSYCHOMETRICIANS

The currently designated psychologists and psychometricians of the Jail Bureau are duly licensed in their own fields and have been trained in reputable institutions, specifically on psychological examination for a period of six (6) months to one (1) year. Their responsibilities are primarily to conduct psychological examination to BJMP applicants and personnel for promotion. They are likewise tasked to conduct psychological assessments, counseling, and Mental Health and Psycho-Social Support (MHPSS) to personnel and PDL.

The success of the mental health program of the Bureau relies mainly on the capability of the mental health professionals and the consistency and continuity of implementation. This can only be attained if there are sufficient number of psychologists and psychometricians who stay in their work station on a permanent basis or for at least two (2) years, for them to properly implement, monitor and evaluate the success of their programs. Due to the shortage of BJMP personnel, psychologists and psychometricians are sometimes utilized to assume other responsibilities, compromising their main duties. At times, psychologists and psychometricians are rotated or deployed without proper coordination with the Directorate for Health Service (DHS) resulting in a vacancy in the position. Psychologists and psychometricians occupy positions that need ample training and cannot be handled by any other professionals. It is therefore imperative that these mental health professionals be increased in number and subsequently be exclusively assigned to positions befitting of their specialized training for them to establish a stable and institutionalized program without the unnecessary disruption due to untimely transfer or rotation.

3.0 OBJECTIVES

This policy aims:

a. To set up a systematic and efficient selection, deployment and reassignment of all BJMP psychologists and psychometricians nationwide;

b. To set the standards and procedures in the selection, training, deployment and reassignment of all BJMP Psychologists and Psychometricians nationwide;

"Changing Lives, Building a Safer Nation"
c. To ensure that the authority of designation of all psychologists and psychometricians of the Jail Bureau lies in the Director of the DHS and approved by the Chief, BJMP;

d. For the National Human Resource Merit Promotion and Selection Board (NHRMPSB) to prioritize Registered Psychometricians in the recruitment of Jail Officers 1 (JO1); and

e. For the Bureau to allot slots for Lateral Entry of Registered Psychologists.

4.0 DEFINITION OF TERMS

Mental Health—The successful performance of mental functions, in terms of thought, mood and behavior that results in productive activities, fulfilling relationships with others and the ability to adapt to change and to cope with adversity.

Neuro-Psychiatric Evaluation—A combination of psychological and psychiatric examination of an individual or groups of individuals to determine their mental and psychological status prior to employment, promotion, deployment and return to duty and to ensure that they are free from any form of acute or chronic mental disorders at the time of examination.

Practice of Psychology—Consists of the delivery of psychological services that involve application of psychological principles and procedures for the purpose of describing, understanding, predicting and influencing the behavior of individuals or groups, in order to assist in the attainment of optimal human growth and functions. The delivery of psychological services includes, but is not limited to:

1) psychological interventions: psychological counseling, psychotherapy, psychosocial support, coaching, psychological debriefing, group processes and all other psychological interventions that involve the application of psychological principles to improve psychological functioning of individuals, families, groups and organizations;

2) psychological assessment: gathering and integration of psychology-related data for the purpose of making a psychological evaluation, accomplished through a variety of tools, including individual tests, projective tests, clinical interviews and...
other psychological assessment tools, for the purpose of assessing diverse psychological functions including cognitive abilities, aptitudes, personality characteristics, attitudes, values, interests, emotions and motivations, among others, in support of psychological counseling, psychotherapy and other psychological interventions; and

(3) psychological programs: development, planning, implementation, monitoring and evaluation of psychological treatment programs and other psychological intervention programs for individuals and/or groups.

Psychologist – a natural person who is duly registered and holds a valid certificate of registration and a valid professional identification card as professional psychologist, issued by the Professional Regulatory Board of Psychology and the Professional Regulation Commission. He/she either, holds a Master’s Degree in Psychology and had passed the Licensure Examination for Psychologists or, has at least a Bachelor’s Degree in Psychology who had accumulated a minimum of ten (10) years of work experience in the practice of psychology as a psychologist and had been registered as a psychologist under the provisions of RA No. 10029 on registration without examination.

Psychology – the scientific study of human behavior. It involves the application of scientific methods to inquire into the biological, cognitive, affective, developmental, personality, social, cultural and individual difference dimensions of human behavior.

Psychometrician - a natural person who holds a valid certificate of registration and a valid professional identification card as psychometrician, issued by the Professional Regulatory Board of Psychology and the Professional Regulation Commission pursuant to RA No. 10029. He/she either, holds a Bachelor’s Degree in Psychology and had passed the licensure examination for psychometricians or, holds at least a Bachelor’s Degree in Psychology who had accumulated a minimum of two (2) years full time work experience in the practice of psychometrics and had been registered as a psychometrician under the provisions of RA No. 10029 on registration without examination.

"Changing Lives, Building a Safer Nation"
5.0 ORGANIZATION AND KEY POSITIONS
The DHS is composed of three (3) Divisions namely: Medical Division; Mental Health and Behavioral Science Division (MHBSD); and Administrative Division. The MHBSD shall be headed by psychiatrist with the rank of CHIEF INSPECTOR (CINS) or its NUP equivalent. This division shall in turn be composed of three (3) sections namely: (1) Assessment and Counseling Section (ACS); (2) Psychosocial and Rehabilitation Section (PRS); and (3) Industrial-Organizational Psychology Section (IOPS). All the sections under the MHBSD shall be headed by a Registered Psychologist with a rank of SENIOR INSPECTOR (SINS) or its NUP equivalent. The ACS, as well as the IOPS, shall have two (2) Registered Psychometrician staff with a rank of Jail Officer 1 (JO1) to Senior Jail Officer IV (SJO4) or its NUP equivalent. The following are the organizational structures of the MHBSD down to the jail level:
Fig. 3. Mental Health and Behavioral Science Division (NHQ)

Mental Health and Behavioral Science Division Chief
(Psychiatrist)
CINSP/NUP

Assessment and Counseling
Section Chief
(Psychologist)
SINSP/NUP

Psychosocial and Rehabilitation
Section Chief
(Psychologist)
SINSP/NUP

Industrial-Organizational
Psychology Section Chief
(Psychologist)
SINSP/NUP

Psychologist
NUP

Psychologist
NUP

Psychologist
NUP

Psychometrician
JNOR

Psychometrician
NUP

Psychometrician
JNOR

Psychometrician
NUP

Fig. 4. Mental Health and Behavioral Science Section (Regional Office)

Mental Health and Behavioral Science Section Chief
(Psychiatrist)
SINSP/NUP

Psychologist
INSP/NUP

Psychometrician
JNOR

Psychometrician
NUP

"Changing Lives, Building a Safer Nation"
Fig. 5. Assessment and Classification Unit (ACU) in High Security Facility

Assessment and Classification Unit Chief (Psychiatrist)  
SINSP

Psychologist  
INSP

Psychometrician  
JNOR

Fig. 6. Classification and Risk Assessment Unit (CRAU) in Large Jails

Classification and Risk Assessment Unit Chief (Psychiatrist)  
SINSP

Psychologist  
INSP

Psychometrician  
JNOR

"Changing Lives, Building a Safer Nation"
### 5.1 STAFFING PATTERN

**a. Mental Health and Behavioral Science Division (NHQ)**

<table>
<thead>
<tr>
<th>OFFICE /DIVISION</th>
<th>POSITION/DESIGNATION</th>
<th>PROPOSED RANK</th>
<th>SALARY GRADE</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Division Chief (Psychiatrist)</td>
<td>CINSP</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Assessment and Counselling Section Chief (Psychologist)</td>
<td>SINSP</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychologist</td>
<td>INSP NUP</td>
<td>22 15</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychometrician</td>
<td>JNOR NUP</td>
<td>10-19 15</td>
<td>1</td>
</tr>
<tr>
<td>MENTAL HEALTH AND BEHAVIORAL SCIENCE DIVISION</td>
<td>Psychosocial and Rehabilitation Section Chief (Psychologist)</td>
<td>SINSP</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychologist</td>
<td>NUP</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Industrial-Organizational Psychology Section Chief (Psychologist)</td>
<td>SINSP</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychologist</td>
<td>INSP</td>
<td>22</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychometrician</td>
<td>JNOR NUP</td>
<td>10-19 15</td>
<td>1</td>
</tr>
</tbody>
</table>

**b. Mental Health and Behavioral Science Section (Regional Office)**

<table>
<thead>
<tr>
<th>OFFICE /DIVISION</th>
<th>POSITION/DESIGNATION</th>
<th>PROPOSED RANK</th>
<th>SALARY GRADE</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section Chief (Psychiatrist)</td>
<td>SINS</td>
<td>23</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Psychologist</td>
<td>INSP</td>
<td>22</td>
<td>1</td>
</tr>
<tr>
<td>MENTAL HEALTH AND BEHAVIORAL SCIENCE SECTION</td>
<td>Psychometrician</td>
<td>JNOR NUP</td>
<td>10-19 15</td>
<td>1</td>
</tr>
</tbody>
</table>

"Changing Lives, Building a Safer Nation"
5.2 GUIDELINES IN THE SELECTION OF BJMP PSYCHOLOGISTS AND
PSYCHOMETRICIANS

a. Assessment and Counseling Section Chief, Psychosocial and
Rehabilitation Section Chief, and Industrial-Organizational
Psychology Section Chief
   i. Must be a Registered Psychologist in the Philippines.
   ii. Must have the rank of at least SINSP or its Non Uniformed Personnel
       (NUP) equivalent.
   iii. Must have undergone the required training in psychological assessment
        and psychosocial intervention in an accredited teaching institution.
   iv. Must have at least two (2) years of supervisory assignment in the
       BJMP.
   v. Must have at least two (2) years of experience as a Psychologist.

b. Assessment and Counseling Section Psychologist, Psychosocial and
Rehabilitation Section Psychologist, and Industrial-Organizational
Psychology Section Psychologist
   i. Must be a Registered Psychologist in the Philippines.
   ii. A uniformed personnel or non-uniformed personnel of the BJMP.
   iii. Must have undergone the required training in psychological assessment
        and psychosocial intervention in an accredited teaching institution.
   iv. Must have at least two (2) years of experience as a Psychologist.

c. Assessment and Counseling Section Psychometrician, Psychosocial
and Rehabilitation Psychometrician, Industrial-Organizational
Psychology Section Psychometrician and Regional Psychometrician
   i. Must be a Registered Psychometrician in the Philippines.
   ii. A uniformed personnel or non-uniformed personnel of the BJMP.
   iii. Must have undergone the required training in psychological assessment
        and psychosocial intervention in an accredited teaching institution.
   iv. Must have at least two (2) years of service in the BJMP.

"Changing Lives, Building a Safer Nation"
d. Regional Psychologist
   i. Must be a Registered Psychologist in the Philippines.
   ii. A Jail Inspector or NUP of the BJMP.
   iii. Must have undergone the required training in psychological assessment and psychosocial intervention in an accredited teaching institution.
   iv. Must have at least two (2) years of experience as a Psychologist.

5.3 GRACE PERIOD FOR THOSE WHO ALREADY FUNCTIONING BUT HAVE YET TO OBTAIN THEIR LICENSE
A grace period of one (1) year from the date of the approval of this policy shall be given to those who are already functioning as Psychologist and/or Psychometrician in order for them to obtain their license. Failure to obtain such license shall entail removal from the official roster of designated psychologists and psychometricians. However, they may also be readmitted to the official roster provided they meet the requirements.

5.4 TRAINING
a. Only Registered Psychologists and/or Psychometricians may undergo training as BJMP Psychologist or Psychometrician.
b. Those who wish to undergo training and subsequently be designated as Regional Psychologist and/or Psychometrician shall first have to pass the evaluation and NP screening to be conducted at the NHQ.
c. Only those who pass the evaluation and NP screening shall be allowed to undergo training.
d. Applicants for training as BJMP Psychologist or Psychometrician shall undergo a Background Investigation (BI) to be conducted by the Directorate for Intelligence (DI) of the BJMP for the purpose of admission into the training program. Only those who pass the BI shall be allowed to undergo the training.
e. The training program shall be conducted in two phases. The first phase is the in-house training phase at the BJMP NHQ to be facilitated by BJMP Psychologists and Psychometricians. The second phase is the immersion phase at an accredited training institution such as the National Center for Mental Health (NCMH).

5.5 DEPLOYMENT

a. NHQ Psychologists and Psychometricians
i. The assignment of Psychologists and Psychometricians at the NHQ shall be recommended by the MHBSD Chief, based on the set of standards, and to be concurred by the Director of the DHS and approved by the Chief, BJMP.
ii. No NHQ Psychologists and Psychometricians shall be designated as such or transferred without the approval of the Chief, BJMP.
iii. The NHQ Psychologists and Psychometricians shall serve for at least two (2) years at the NHQ until deemed necessary to be transferred to the regions in the same capacity.

b. Regional Psychologists and Psychometricians
i. The assignment of Regional Psychologists and Psychometricians shall be recommended by the Director of the Health Service and approved by the Chief, BJMP.
ii. The Regional Psychologist and Psychometricians shall be assigned at the Regional Office and shall cater to the mental health needs of all personnel and PDL in his/her area of responsibility.
iii. No Regional Psychologist or Psychometricians shall be designated as such without the recommendation of the Director of the Health Service and approval of the Chief, BJMP.
iv. The Regional Psychologists and Psychometricians shall serve for at least two (2) years from the date of assignment until deemed necessary to be rotated to other regions in the same capacity.

“Changing Lives, Building a Safer Nation”
v. The Regional Psychologists and/or Psychometricians can be called upon to augment or assist other regions during recruitment and promotions for the NP evaluation and unforeseen events such as disasters in the conduct of MHPSS.

5.6 REASSIGNMENT

a. NHQ Psychologists and Psychometricians
   i. The NHQ Psychologists and Psychometricians shall not be reassigned to other responsibilities without the approval of the Chief, BJMP through the Director for Health Service.
   ii. Before he/she can be reassigned, he/she must have served as an NHQ Psychologist or Psychometrician for at least two (2) years.
   iii. No NHQ Psychologist or Psychometrician shall be reassigned without being replaced by another qualified personnel based on the set of standards.

b. Regional Psychologists and Psychometricians
   i. No Regional Psychologist or Psychometrician shall be reassigned to other regions without the approval of the Director for Health Service and the Chief, BJMP.
   ii. Before a Regional Psychologist or Psychometrician can be reassigned to other responsibilities or jails, he/she must have served as such for at least two (2) years in his/her current assignment.
   iii. To avoid over familiarization with the people in their mother unit, all Regional Psychologists/ Psychometricians may be temporarily rotated to other Regions only for the purpose of conducting the regular Neuropsychiatric evaluation of BJMP applicants and personnel for promotion. The temporary rotation to other Regions shall not exceed a period of two (2) years.
   iv. No Regional Psychologist or Psychometrician shall be reassigned to another designation or jail without being replaced by another qualified personnel based on the set of standards.

"Changing Lives, Building a Safer Nation"
v. Considering the limitations in number, all Psychologists and Psychometricians shall not be utilized to assume responsibilities other than those specified in their job descriptions.

5.7 BJMP Psychologists and Psychometricians may only be removed from their position in the following cases:
   a. If the Psychologist/Psychometrician has committed an infraction that his/her stay in his/her present assignment would be detrimental to the organization.
   b. If the supervisor of the Psychologist/Psychometrician strongly believes that he/she has become ineffective or is remiss in the conduct of his/her duties and responsibilities.
   c. In case of emergency or in the exigency of the service where his/her presence is needed elsewhere.
   d. If the Psychologist/Psychometrician, after having served the minimum two years as a Psychologist/Psychometrician, voluntarily requested to be relieved from her present position for a valid and justifiable reason.

6.0 MONITORING
   The Chief, Mental Health and Behavioral Science Division (MHBSD) of the Directorate for Health Service (DHS) shall monitor the compliance with this policy through the routine communications regarding the selection, training, deployment, and reassignment of Regional Psychologists and Psychometricians. Further, he/she shall ensure compliance with this policy by recommending appropriate actions to the Director for Health Service.
7.0 **SEPARABILITY CLAUSE**

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

7.0 **REPEALING CLAUSE**

All other existing issuances which are inconsistent with this policy are hereby rendered rescinded or modified accordingly.

8.0 **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”.

Prepared By:

IRENE S. LIM, MD, DPBP
Psychiatrist

Noted By:

ARTHUR C. LORENZO, MD
Jail Senior Superintendent
Director for Health Service

Reviewed by:

DENNIS U. ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations of the Jail Bureau/QMR

Approved by:

ALLAN S. RAL, CESE
Jail Director
Chief, BJMP

“Changing Lives, Building a Safer Nation”