1.0 REFERENCES

a. BJMP Manual Revised 2007, as Amended;
b. BJMP-ISO 9001:2015 Quality Manual; and

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, monitoring and evaluation 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.

Prepared by:

[Signature]

JO1 Brain Gyorne P Agwilang
Researcher and Monitoring Officer
Directorate for Program Development

Reviewed by:

[Signature]

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

[Signature]

ALLAN S IRAL, CESE
Jail Director
Chief, BJMP

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4.0 DEFINITION OF TERMS

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

Consultative Committee Meeting – This is the gathering of all directors and chiefs of offices to discuss proposed Memorandum Circular.

Design and Development – It is used to identify the stakeholder and their needs and expectation as well as the required form in drafting a Memorandum Circular.

Document Update Notice (DUN) – A notice requiring a certain policy to be updated or amended.

Financial Clause- This indicates the method of financing the proposed Memorandum Circular and would act as a guide to Regional Offices for their budget preparation.

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’ offices to ensure that their processes are carried out well aside from being simplified.

Interested Parties or Stakeholders – Stakeholders are people, groups, or institutions that are likely to be affected by a proposed intervention (policy project) or those which can affect the outcome of the intervention. The effect on them or their effect on the intervention can either be positive or negative.


Memorandum Circular - A written issuance intended for circulation to a large number of persons. It may be in a form of a Policy, Standard Operating Procedure, Guidelines or Manual.

Monitoring Procedure/Tool - Probable ways on how to monitor the implementation of the Memorandum Circular such as checklist, audit reports, etc.

ONAR- Refers to the Office of the National Administrative Registrar where policies are to be published first before its effectivity based on Executive Order No. 292 or the Revised Administrative Code of the Philippines.

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

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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.

**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.

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

**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.

**SWOT Analysis** — It 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.

### 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 Scope
5.0 Definition of Terms
6.0 Procedures/Details/Guidelines
7.0 Monitoring Procedure/Tool
8.0 Financial Clause
9.0 Separability Clause

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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 inch)
- Font Style: Arial
- Font Size: 12

5.1.6 Manuals need not to follow the order stated in 5.1.4 but must be printed in proper format stated in 5.1.5 for approval.

5.1.7 Policy Owner shall attach the accomplished Document Update Notice (DUN) for the Directorate for Program Development (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.

5.1.8 The proposed policy together with the accomplished Form-1, Form-2, Form-3 and the DUN shall be submitted in hard and soft copies to the DPD for its initial evaluation.

5.1.9 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. Copies will also be provided to the Regional Offices for their comments or suggestions which they will forward to the DPD.

5.1.10 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 Committee Meeting for Policy Development which will serve as their reference.

5.1.11 A Consultative Committee Meeting for Policy Development is composed of the following:

- Quality Management Representative (Chairperson)
- Directors of Directorates
- Chiefs of Offices
- Secretary to the Command Group
- Representative from 2nd Office of the Command Group
- Policy Author

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Other personnel from the Regional Offices or Jail Units may join the Consultative Committee Meeting when invited by the Committee.

5.1.12 The proposed policy is thoroughly discussed and deliberated during the Consultative Committee Meeting and shall be agreed upon whether or not the proposed Memorandum Circular needs further study or will be recommended for approval of the Chief, BJMP.

5.1.13 If recommended for approval, the draft Memorandum Circular shall be returned to the policy owner for finalization, taking into consideration the comments, suggestions and recommendations of the Committee members. However, if it is recommended for further study, the draft policy shall be returned by the DPD to the Directorate or Office where the policy originated for improvement. It will be subjected to another deliberation until finally approved by the Committee.

5.1.14 Final copy of the draft policy shall be forwarded to the Chief, BJMP for his/her approval through the Command Group. In case there are corrections, such as grammatical or typographical error, it shall be returned to the policy owner for its correction. However, if the comment or suggestion shall affect the main objective or substance of the policy, it shall be returned to the DPD and will be deliberated upon for discussion in the next consultative meeting.

5.1.15 Unless certified by the Chief, BJMP as urgent, all draft Memorandum Circular must undergo the process stated in this Standard Operating Procedure.

5.1.16 Approved Memorandum Circular shall be forwarded to the DPD after it was signed by the Chief, BJMP and the policy author/owner will be informed of its approval.

5.1.17 Upon approval of the Memorandum Circular, the Document Controller or his/her alternate shall assign a new Document Identification Number according to the coding system prescribed in the QMS documented information:

<table>
<thead>
<tr>
<th>BJMP - Office</th>
<th>MC</th>
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<tr>
<td>BJMP = Bureau of Jail Management and Penology</td>
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<tr>
<td>Office = Directorate or Office where the Policy Originated from</td>
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<tr>
<td>MC = Memorandum Circular</td>
<td></td>
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<tr>
<td># = Document Identification Number</td>
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E.g. BJMP-DPD-MC-123

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5.1.18 Digital copies of approved Memorandum Circulars shall be forwarded to the Directorate for Information and Communications Technology Management (DICTM) for uploading in the BJMP Website (www bjmp gov ph). All Memorandum Circulars downloaded thereat is considered "UNCONTROLLED COPY" when printed.

5.1.19 All Memorandum Circular once uploaded in the website shall be considered in effect unless removed therefrom for revision.

5.1.20 All Memorandum Circulars prior to the effectivity of this Memorandum Circular shall be deemed in effect.

5.1.21 In the event that a Memorandum Circular is revised, the National Document Controller shall retrieve all copies which were distributed according to the list in the Document Update Notice and mark them "OBsolete". The Regional Document Controller shall also retrieve all copies which were distributed according to the list in their Document Update Notice (DUN). All obsolete controlled copies of Memorandum Circular shall be shredded after a month leaving only the original/master copy filed with the National Document Controller of the DPD.

5.2 Policy Implementation

5.2.1 The final copy of the approved Memorandum Circular will be endorsed to the Office of the National Administrative Registrar (ONAR) in compliance with the provision of the E.O. 292 or the Revised Administrative Code of the Philippines.

A. 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 adminis trative disciplinary action and the governing rules of procedure.

B. 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

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punishable as a crime or subject to a penalty shall in all cases be published in full text.

5.2.2 Generally, Memorandum Circular that fall within the Clause 5.2.1 A and B 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 within its area of responsibility for awareness and implementation.

5.3 Policy Monitoring and Evaluation

5.3.1 The policy writer/owner shall monitor the implementation of their policies within six (6) months to one (1) year using the indicated monitoring tool in the approved Memorandum Circular.

5.3.2 The DPD shall evaluate the effectiveness of the policy within one (1) to two (2) years after the monitoring of the implementation by the policy owner based on the objectives and implementation process/tools set by the latter.

5.3.3 Manuals shall be reviewed at least every 3 years but not more than 5 years or as deemed necessary.

5.3.4 Upon receipt of the Memorandum Circular, Regional Offices shall fill-out the Policy Acknowledgment Receipt (Form-4) and submit the same to the DPD.

5.3.5 A copy of internal document shall be provided to all Regional Offices, with stamped “Controlled Copy” to be secured by the Program Development Division.

5.3.6 The Program Development Division will produce its own copy for distribution within its AOR bearing 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 (refer to 5.3.9 for office code).

5.3.7 Request for copies of Memorandum Circular from NHQ must be made in writing addressed to the Quality Management Representative through the Document Controller.

5.3.8 While personnel in the field can address its request for uncontrolled copies from the designated Document Controller of the region, the

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Regional Document Controller shall photocopy the document/policy bearing no “Controlled Copy” stamp provided by NHQ. She or he shall photocopy such and stamp it with “Uncontrolled Copy”.

5.3.9 The Regional Office shall 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: _________

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
RPRMD- Regional Personnel and Records Management Division
RHRDD- Regional Human Resource Development Division
ROD- Regional Operations Division
RLD- Regional Logistics Division
RCD- Regional Comptrollership Division
RPDD- Regional Program Development Division
RWDD- Regional Welfare and Development Division
RID- Regional Intelligence Division
RIPD- Regional Investigation and Prosecution Division
RICTMD- Regional Information and Communications Technology Management Division
RHSD- Regional Health Service Division
RCRSCO- Regional Community Relations Service Office
RFSCO- Regional Finance Service Office
RCSCO- Regional Chaplaincy Service Office
RLSO- Regional Legal Service Office
RSSO- Regional Support Service Office
RAO- Regional Accounting Office
RSAO- Regional Supply Accountable Office
ORESJO- Office of the Regional Executive Senior Jail Officer
Name of Jails

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5.3.10 Administrative officers 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 shall conduct policy awareness to all jail personnel either through Personnel Information and Education (PI&E) or a specific activity for that purpose.

5.3.11 During such activity, all views, opinion and sentiments of personnel will be noted in a minutes of meeting and in the After-Activity Report where in the name of the policy will be written and the number of personnel attended the activity.

5.3.12 After-Activity Report with attached supporting documents such as but not limited to attendance and photos shall be submitted by Jail Units to their respective Regional Offices through the Program Development Division. The same shall be forwarded to the Directorate for Program Development- NHQ.

5.3.13 The DPD shall consolidate the submitted evaluation forms/feedback and the narrative interpretation or report to be forwarded to the policy owner for its information and action.

5.3.14 The judgment of policy writer whether or not to revise or amend the policy will be coordinated with the DPD.

5.4 Consultative Committee Meeting Proper

The Consultative Committee Meeting made as an integral part of the policy development cycle is designed to ensure that Memorandum Circulars are well-defined and aligned with existing mandate of the Jail Bureau. The meeting is also undertaken in order that future challenges will be addressed accordingly. The meeting shall comply with the standards of parliamentary procedure:

5.4.1 Business Arising from the Previous Meeting. The Secretariat conveys an update of all proposed policies and its status.

5.4.2 Meeting Proper. The Chairperson shall ensure that all proposed circulars scheduled for the meeting are deliberated.

5.4.3 Presentation of the Salient Feature of the Proposed Memorandum Circular. Prior to the discussion, the risk identified by the author will be mentioned. After which, the proponent shall present the prominent structure of the proposed circular.

5.4.4 Discussion and Deliberation Proper. During the discussion, the Chairperson shall keep the equilibrium of the meeting who may also set an allotted time for discussion to keep the meeting on track.

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5.4.5 The Secretariat will read the comments from the Regional Offices for consideration in the finalization of the proposed Memorandum Circular.

5.4.6 Voting. The Chairman shall "divide the house" and direct the Secretariat to conduct the voting process which may be through affirmative and negative votes or through a unanimous decision. A member may also recommend that a proposed Memorandum Circular be archived and such is properly recorded.

5.4.10 Adjournment. Before officially closing the meeting with a call to adjourn, the Secretariat shall summarize the issues discussed during the course of the meeting.

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 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".

9.0 MONITORING CLAUSE

The Directorate for Program Development will monitor the implementation of this Memorandum Circular through the following checklist:
MEMORANDUM CIRCULAR

STANDARD OPERATING PROCEDURE ON POLICY DEVELOPMENT CYCLE

Formulation and Development of Policy and its Monitoring and Evaluation

SWOT ANALYSIS
DESIGN AND DEVELOPMENT
RISK REGISTER

1 REFERENCES
2 RATIONALE
3 OBJECTIVES
4 SCOPE
5 DEFINITION OF TERMS
6 PROCEDURES/DETAILS/GUIDELINES
7 MONITORING PROCEDURE/TOOL
8 FINANCIAL CLAUSE (IF APPLICABLE)
9 SEPARABILITY CLAUSE
10 REPEALING CLAUSE
11 EFFECTIVITY
12 ANNEXES

10.0 ANNEXES

A Policy Development Cycle/Process Model
B SWOT Analysis
C Design and Development
D Risk Register
E Policy Acknowledgement Receipt
F Document Update Notice (DUN)

Prepared by:
JO1 Brain Gyverne P Agwilang
Researcher and Monitoring Officer
Directorate for Program Development

Reviewed by:
DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations
of the Jail Bureau
Quality Management Representative

Approved by:
ALLAN SIRAL, CESE
Jail Director
Chief BJMP

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### SWOT Analysis

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<tr>
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**Scope:** Policy formulation, communication, planning, and monitoring

**Title of Proposed Policy:**

**Name of Office:**

**ANNEX B**
### Annex C

**Design and Development**

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<th>OBJECTIVES</th>
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**Proposed Policy:**

**Office:**

**Scope:** Policy formulation, communication planning, and monitoring.
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**RISK REGISTER**

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**ANNEX D**

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**DATE RAISED:**

**DESIGNATION:**

**COMPLETED BY:**

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**FORM 3**

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**APPROVED POLICY:**

**OFFICE:**
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

ACKNOWLEDGMENT RECEIPT

I hereby acknowledge the receipt of the following documents from the DIRECTORATE FOR PROGRAM DEVELOPMENT (DPD):
(Name of Office)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name/Title of Document</th>
<th>Document No. (if applicable)</th>
<th>Date of Effectivity (if applicable)</th>
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Received by:

(Rank/Name & Signature)

Regional Office

(Date/Time)

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

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**ANNEX F**

**DOCUMENT UPDATE NOTICE**

DUN No.  
DUN Date

**Document Title:**

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**Details**

**Copy Distribution**

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**Prepared by:**

**Approved By:**  

**OLANR**

**Chief, BJMP**

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