1.0 REFERENCES

a. BJMP-ODI Standard Operating Procedures No. 2010-09;

b. Republic Act No. 6975;

c. PNP Circular No. 98-01 dated July 23, 1998 on the Reward Valuation and Payment of Rewards for the Arrest, Neutralization or Surrender of Wanted Persons and Criminal Elements considered Threat to National Security or to Law and Order;

d. BJMP Manual Revised 2007, as amended; and


2.0 RATIONALE

This policy prescribes the rules and regulations for the granting of monetary reward to individuals who provided information leading to the recapture of an escapee(s) from the Bureau of Jail Management and Penology.

3.0 OBJECTIVES

This circular aims to:

1. Facilitate the fast recovery of escapee(s);
2. Encourage the community to assist in the recapture of escapee(s); and
3. Lessen the exposure of the public to possible harm posed by jail escapee(s).

4.0 DEFINITION OF TERMS

a. Jail escapee – A Person Deprived of Liberty who escaped from the custody of the BJMP while in transit to courts or other destinations or while being confined in hospitals or in a jail facility. It also include persons who went into

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hiding after having been erroneously released from custody due to falsified documents or other irregularities in the release procedure.

b. National Committee on Reward Valuation and Claims (NCRVC) – A committee composed of offices of the BJMP National Headquarters (BJMP NHQ) whose main functions are to review, assess the valuation recommended by the Regional Committee on Reward Valuation and to process the granting of reward claims for the subsequent approval of the Chief, BJMP.

c. National List of Reward Valuation of Escapees (NLRVE) – A register of reward valuation of escapees consolidated from all Regional Offices of the Jail Bureau.

d. Persons Deprived of Liberty (PDL) – Persons/Individuals who are incarcerated pending trial and/or final judgment. It includes all persons who are arrested, detained, imprisoned or otherwise under custody of the government authorities.

e. Recovery – it refers to the recapture of escapee(s) and subsequent re-confinement to a jail facility.

f. Regional Committee on Reward Valuation (RCRV) – A regional committee established specifically for the purpose of recommending to the Regional Director the grant of cash reward for the recovery of escapees.

g. Regional List of Reward Valuation of Escapees (RLRVE) – A file of reward in the Regional Office determining the initial/proposed amount of cash reward for the recovery of escapees.

h. Task Force Dakip Balik Piitan (TFDBP) – A team organized at the regional and jail units composed of elements from the intelligence, operation, investigation and comptrollership/budget, taking charge of the whole recovery efforts of the Bureau from policy formulation to actual recovery of escapees.

5.0 GUIDELINES/ PROCEDURES/ MISCELLANEOUS

5.1 GUIDELINES

a. Any person, except BJMP personnel and employees of any government agencies and instrumentalities including government-owned and controlled corporations, who will provide information that will directly lead to, or proximately result in the successful recovery of a jail escapee(s) shall be entitled to cash reward. The amount shall be approved by the Chief, BJMP upon the recommendation of the NCRVC.

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b. Payment of reward shall likewise apply to the recovery by any civilian of a jail escapee(s) by virtue of a “citizen’s arrest” without any intervention from BJMP recovery units or other law enforcement agencies.

c. Any information received concerning escapee(s) and all records pertaining to the payment of reward shall be handled by the Operations Division of each Regional Offices in accordance with existing security regulations and this SOP.

d. The identity of the source of any information must remain confidential at all cost.

e. The NCRVC is authorized to set subordinate rules towards the fulfillment of the objectives set in this SOP to enhance the procedure in the granting of reward to private individuals.

5.1.1 Task Force Dakip Balik Piitan

The Task Force Dakip Balik Piitan (TFDBP) is a regional task group established in all Regional Offices for the retrieval/recapture of escapee(s) in coordination with other law enforcement agencies during, before and after the conduct of operations.

**Task Force Dakip Balik Piitan**

1. **Composition:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Assistant Regional Director for Operations</td>
<td>Vice Chairperson</td>
</tr>
<tr>
<td>Chief, Operations Division</td>
<td>Member</td>
</tr>
<tr>
<td>Chief, Intelligence Division</td>
<td>Member</td>
</tr>
<tr>
<td>Chief, Budget Division</td>
<td>Member</td>
</tr>
<tr>
<td>Chief, Investigation and Prosecution Division</td>
<td>Member</td>
</tr>
</tbody>
</table>

The Operations Division shall serve as the Secretariat.

2. **Functions:**

a. The TFDBP shall create a recovery team compose of eight (8) members consist of one (1) team leader and seven (7) members that will conduct the retrieval/recapture of escapee(s).

b. The recovery team must be directly under the supervision and control of the Chief, Operations Division of the Regional Office; and

c. The recovery team must be properly equipped, briefed and released with their respective task under the proper guidance of the Regional Director.

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3. Responsibilities:

a. The TFDBP shall be in-charge with the retrieval/recapture of escapee(s) in all district, city and municipal jails;

b. The TFDBP shall provide the recovery team with necessary equipment needed for the recovery of escapee(s) such as but not limited to the following:
   1. Firearms;
   2. Flashlights;
   3. Handcuffs; and
   4. One (1) Digital Camera.

c. The TFDBP shall collect and disseminate to the recovery team all verified information for the successful recovery of escapee(s); and

d. The Secretariat of the TFDBP shall prepare the report to the National Headquarters regarding the progress/recovery of escapee(s) to be signed by the Regional Director of the Jail Bureau.

5.1.2 Regional Committee on Rewards Valuation and National Committee on Rewards Valuation and Claims

The Regional Committee on Rewards Valuation is a regional committee established specifically for the purpose of recommending to the Regional Director the grant of cash reward based on this policy and validates the requirements given by the informant. After validation, the same shall be forwarded to the National Committee on Rewards Valuation and Claims for review, assessment of the valuation recommended by the RCRV and processing the granting of reward claims for the subsequent approval of the Chief, DRRD. The Regional Committee on Reward Valuation (RCRV) will consist of:

1. Composition:
   - Assistant Regional Director for Operations - Chairperson
   - Regional Chief of Staff - Vice Chairperson
   - Chief, Operations Division - Member
   - Chief, Intelligence Division - Member
   - Chief, Budget Division - Member
   - Chief, Investigation and Prosecution Division - Member

   The Operations Division shall serve as the Secretariat.

2. Functions:
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a. The RCRV, in coordination with the regional TFDBP, shall establish a Regional List of Reward Valuation of Escapees (RLRVE) by determining the initial/proposed amount of cash reward for the recovery of escapees - i.e. a corresponding amount for every escapee;

b. The list shall be forwarded to the NCRVC for review and approval;

c. Ensure the authenticity of all the requirements needed from the claimants, to be forwarded to the NCRVC after the validation of the requirements set forth in this policy; and

d. In cases of disputes or multiple claimants, the RCRV shall submit recommendation/s for the entitlement of monetary reward.

3. Responsibilities:

a. The RCRV shall validate all data concerning escapees and shall maintain an updated RLRVE with their corresponding cash rewards;

b. The RCRV shall only receive claims in writing and under oath stating among others the following information: the location or hiding place, how, when and where did he or she learn that the individual was an escapee(s) and the subject of the information provided to the BJMP;

c. The RCRV shall convene from time to time or as may be directed by higher authorities observing proper quorum in all its undertakings; and

d. The RCRV shall maintain through its secretariat, as part of its official records, the minutes of its meetings, worksheets, proposals and other documents in aid of decision-making for future reference.

National Committee on Reward Valuation and Claims (NCRVC)

1. Composition:

Deputy Chief for Operations of the Jail Bureau - Chairperson
Chief of Directorial Staff of the Jail Bureau - Vice Chairperson
Director for Operations - Member
Director for Intelligence - Member
Director for Comptrollership - Member
Director for Investigation and Prosecution - Member
Chief, Legal Service Office - Member

The Directorate for Operations shall serve as the Secretariat.
2. Functions:

a. The NCRVC shall review the forwarded RLRVE per region and submit recommendation to the Chief, BJMP;

b. Upon approval of the RLRVE by the Chief, BJMP upon the recommendation of the NCRVC, the NCRVC shall return the same to all regions for publication so that the public may know and be motivated to provide information that will lead to recovery of the escapees;

c. The NCRVC shall process and ascertain that the documents supporting the claims for reward of private individuals are complete and authentic;

d. The NCRVC, through a resolution, shall recommend to the Chief, BJMP the approval of claims and the release of cash rewards; and

e. The NCRVC shall review cases of double or multiple claimants. In which case, its decision shall be final upon approval of the Chief, BJMP.

3. Responsibilities:

a. The NCRVC shall validate all data and documents forwarded by the region relative to the reward valuation as well as the claims for reward;

b. The NCRVC shall convene from time to time as the Chairperson or Higher Authorities may require; and

c. The NCRVC shall maintain, through the Secretariat, as part of its records, the minutes of its meetings, worksheets, proposals, list of those granted with rewards and other documents used as basis in decision making and for future reference.

5.2 PROCEDURES

5.2.1 Concept of Reward System

The provision of reward for the attainment of a specific goal has been a management tool employed by institutions both private and public for ages. In the corporate world, rewards are used to attract quality workforce, motivate employees to achieve and deliver quality results and most importantly, retain them to the organization. On the other hand, other uniformed services have been using this method to solicit the participation of the populace towards the attainment of their goals, particularly in combatting criminality, terrorism and insurgency. In the case of the Jail Bureau, the grant of monetary reward is an essential motivation for the community to assist the BJMP by providing information for the recovery of escapees from BJMP custody.

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5.2.1.1 Valuation

a. The RCRV shall establish a RLRVE within their jurisdiction. They shall recommend to the RD the amount of reward for each escapee who shall endorse the same to the NCRVC.

b. The NCRVC shall review the submitted list and recommend its approval to the Chief, BJMP.

c. The approved RLRVE from all regional offices shall be consolidated to form the National List of Reward Valuation of Escapees (NLRVE). This list shall be cascaded to all units of the BJMP. The authority for posting to conspicuous places for public knowledge can be done through a NCRVC resolution.

d. The NCRVC shall convene, review and deliberate the RLRVE for the establishment of a NLRVE as duly approved by the Chief, BJMP.

e. The NCRVC shall cascade the NLRVE for dissemination to all regions and shall be made available to the public for them to be motivated in giving information on the whereabouts of escapees who are still at large.

5.2.1.2 Claim

a. Individuals claiming a reward for the recovery of a certain escapee(s) shall submit a statement under oath to the RCVC detailing the proper identification of to be recovered escapee(s), the location or hiding place, how, when and where the informant knew that the person is an escapee of the BJMP and how did he or she relayed the same to the operating units.

b. If the claim is valid, the RCVC shall transmit it to the Regional Director who shall endorse the same to the NCRVC. The endorsement folder shall contain the following documents:

1. Approved RCVC Resolution;
2. Statement under oath of the informant;
3. At least two (2) valid Identification Cards; and

c. In cases of multiple claimants, the RCVC shall evaluate the claims and recommend to the Regional Director for approval. The approved decision of the Regional Director will be the recommendation of the RCVC and be forwarded to the NCRVC for final decision.

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d. The NCRVC shall evaluate the endorsement of the Regional Director and if found to be of merit and in order, shall recommend its approval to the Chief, BJMP.

5.2.2 Amount of Reward

The table shall serve as the basis for the monetary reward in the recovery of escapees:

<table>
<thead>
<tr>
<th>PDL WITH MAXIMUM IMPOSABLE PENALTIES</th>
<th>AMOUNT OF REWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>According to their gravity (Art. 25 of RPC)</td>
<td></td>
</tr>
<tr>
<td>CAPITAL PUNISHMENT AND AFFLICTIVE PENALTIES (Reclusion Perpetua, Life Imprisonment; Reclusion Temporal; Prison Mayor)</td>
<td>25,000.00</td>
</tr>
<tr>
<td>CORRECTIONAL PENALTIES (Prison Correctional; Arresto Mayor) AND LIGHT PENALTY (Arresto Menor)</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

5.2.3 Procedures in Payment of Reward

1. The approved NCRVC Resolution for the granting of reward shall contain among others:
   a. Name of the claimant
   b. Amount of the reward

2. The NCRVC Secretariat shall prepare a voucher, signed by the Chairperson, corresponding to the approved resolution and endorse the same to the Directorate for Comptrollership.

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3. The Directorate for Comptrollership shall evaluate all the requirements, prepare Obligation Request, Certify the availability of funds and forward to the Accounting Office for cash allocation.

4. The Accounting Office shall review the requirements forwarded by the Directorate for Comptrollership. If in order, it shall certify cash availability and forward to the Office of the Chief, BJMP for signature.

5. The Chief, BJMP approves the payment of the claim and forwards the same to the Finance Service Office for issuance of check.

6. The Finance Service Office prepares the ACIC and check, signs and forwards it to the Chief, BJMP for counter-signature, submits ACIC to the servicing bank and records the check to the Warrant Registry.

7. Check is released to the claimant.

5.3 MISCELLANEOUS PROVISIONS

a. The NLRVE shall be published in all available communication outlets.

b. The NLRVE shall be reviewed and updated every 6 months or as needed.

c. The TFDBP shall closely coordinate with the RCRV and NCRVVC to efficiently address the queries of informants and the general public regarding jail escapees.

d. In cases of escapee(s) charged with two (2) or more offenses, the reward shall be based on the offense with higher/highest penalty.

e. The approved reward is over and above those coming from other sources.

6.0 FINANCIAL CLAUSE

The funds shall be sourced from the operation and maintenance expenses of the Jail Bureau, donation from other government entities, private individuals, and/or other legal sources available.

7.0 MONITORING CLAUSE

The Directorate for Operations, as the NCRVVC Secretariat shall conduct quarterly monitoring of the updated list of escapees and review its reward valuation on the basis of report submissions of the RCRV to ensure of policy compliance.

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8.0 SEPARABILITY CLAUSE

In the event that any provision or part of this SOP is declared unauthorized or invalid by competent authorities, those remaining provisions not affected by such declaration shall remain valid and effective.

9.0 REPEALING CLAUSE

All issuances which are inconsistent with this SOP are hereby rescinded or modified accordingly.

10.0 EFFECTIVITY

This Memorandum Circular (MC) shall take effect fifteen (15) days from filing thereof with the Office of the National Administration 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”.

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