



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

Juco Building, 144 Mindanao Avenue, Project 8, Quezon City
Trunklines: (+632) 927-6383; 453-1196
Email Address: director@bjmp.gov.ph Website: www.bjmp.gov.ph



MEMORANDUM

TO : The Command Group
Directors of Directorates
Chiefs of Offices, NHQ
All Regional Directors of the Jail Bureau

SUBJECT : Vacancy of Positions for Non-Uniformed Personnel (NUP)

DATE : 29 January 2018

1. Reference: Published Vacant Positions posted in the BJMP website.
2. In connection with the above reference, be informed of the vacancies in the Bureau of Jail Management and Penology, the qualifications for which are stated opposite their position titles, as follows:

POSITION TITLE	SG	NO. OF VACANCY	QUALIFICATIONS
Administrative Assistant III	9	1	<ul style="list-style-type: none">o Completion of two years studies in collegeo 4 hrs of relevant trainingo 1 yr relevant experienceo CSSP
Administrative Aide VI	6	1	<ul style="list-style-type: none">o Completion of two years studies in collegeo CSSP

3. Interested applicants may submit one (1) folder containing the following documents to the Directorate for PRM (Attention: Morale and Welfare Division) **not later than 06 1700H February 2018:**

- a) Letter of Intent/ Application
- b) Endorsement from the RD /or from the Chief of Office for those assigned in the NHQ (for BJMP personnel)
- c) Original Personal Data Sheet (Revised 2017) with picture
- d) Certificate of Eligibility (if applicable)
- e) Transcript of Records (with SO no.)
- f) Updated Service Record (if applicable)
- g) Certificate on Relevant Trainings/Workshops (if applicable)
- h) Individual Performance Commitment and Review Forms/ Performance Ratings from previous employers (last 2 semester), if applicable

4. For information and dissemination.

BY AUTHORITY OF THE CHIEF, BJMP:

ALLAN S IRAL, CESE
Jail Chief Superintendent
Deputy Chief for Administration
Chairperson, NMPSB