



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

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Directorate for Information and Communications Technology Management  
Software and Systems Development Division

## BJMP WEBSITE UPDATE/POSTING REQUEST FORM

(for Directorates and Offices in the National Headquarters)

REVISED DICTM-SSDD-FORM-002-V.2 (15-10-2021)

### To be filled-out by the DICTM Staff

Website Update/Posting Control Number

### To be filled-out by the Requestor

Document Control Number:	Signature _____
Rank:	
Name:	
Office:	
Date:	

**Note:** Request for the website update/posting will take **1-2 days** to process, post, and appear on the official BJMP website. Please plan accordingly, when submitting your request, especially on the time-sensitive matter. You may submit the file ahead at this email: [webposting@bjmp.gov.ph](mailto:webposting@bjmp.gov.ph). However, the request for update/post **will only be effective** if the DICTM received this **form signed by CDS**.

### CONTENT TYPE

ADD NEW		UPDATE EXISTING	
<input type="checkbox"/> Add New File	<input type="checkbox"/> Add New Content (e.g. Link, Buttons, menu, post, etc.)	<input type="checkbox"/> Update Website Content (e.g. correction of words, links, menu, post etc.)	<input type="checkbox"/> Update Existing File (e.g. documents, pictures, spreadsheet, etc.)

### CLASSIFICATIONS

HOMEPAGE	ABOUT US	BID NOTICES AND INVITATION	DATA AND STATISTICS
<input type="checkbox"/> Banners (1920x540)	<input type="checkbox"/> BJMP Profile	<input type="checkbox"/> BAC Resolution	<input type="checkbox"/> Actual Jail Population
<input type="checkbox"/> Announcements	<input type="checkbox"/> Mandates and Functions	<input type="checkbox"/> Invitation to Bid	<input type="checkbox"/> Operational Jurisdiction of Jails
<input type="checkbox"/> Feature Posts	<input type="checkbox"/> Mission and Vision	<input type="checkbox"/> Bid Documents	<input type="checkbox"/> Numbers of Crime Charge
<input type="checkbox"/> Links	<input type="checkbox"/> Programs	<input type="checkbox"/> Contract	<input type="checkbox"/> Data on Escorted PDL
<input type="checkbox"/> Others	<input type="checkbox"/> Administration	<input type="checkbox"/> Notice to Proceed	<input type="checkbox"/> PDL Age Bracket
	<input type="checkbox"/> Key Officials	<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Congestion Rate
<b>GOOD GOVERNANCE</b>	<input type="checkbox"/> Organizational Structure	<input type="checkbox"/> Bid Bulletin	<input type="checkbox"/> Number of PDL Committed and Release
<input type="checkbox"/> Annual Procurement Plan		<input type="checkbox"/> Request for Quotation	<input type="checkbox"/> Data on PDL with Drug Case
<input type="checkbox"/> Citizen's Charter	<b>FACILITIES</b>	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Numbers of Crime Charge
<input type="checkbox"/> Policies	<input type="checkbox"/> Regional Offices	<input type="checkbox"/> Work Order	
<input type="checkbox"/> Transparency Seal	<input type="checkbox"/> NJMPTI		
<input type="checkbox"/> Others	<input type="checkbox"/> List of Jails	<b>CAREERS</b>	<input type="checkbox"/> OTHERS
	<input type="checkbox"/> Others	<input type="checkbox"/> Vacancies	Please Specify _____
		<input type="checkbox"/> Recruitment	
		<input type="checkbox"/> Others	

### ELECTRONIC FILE FORMAT TO BE UPLOADED

DOCUMENT	IMAGES	VIDEOS	OTHERS
<input type="checkbox"/> Word File (.docx, .doc)	<input type="checkbox"/> JPEG	<input type="checkbox"/> MP4/ MPEG-4	<input type="checkbox"/> Compressed File (zip, rar)
<input type="checkbox"/> Spreadsheet (.xlsx, .xls)	<input type="checkbox"/> PNG	<input type="checkbox"/> AVI	<input type="checkbox"/> Links
<input type="checkbox"/> PDF (.pdf)	<input type="checkbox"/> GIF	<input type="checkbox"/> FLV	<input type="checkbox"/> Others (Please Specify): _____
<input type="checkbox"/> Powerpoint (.pptx)	<input type="checkbox"/> Others:	<input type="checkbox"/> Others:	

NAME OF THE FILE UPLOADED TO [webposting@bjmp.gov.ph](mailto:webposting@bjmp.gov.ph)

TITLE OF THE POST (Note: This is case sensitive. All text format in here will appear as it is in the website)

DESCRIPTION OF UPDATE/POST (Note: Be as detailed and clear as possible for where the update/post is to take place. Additional sheet/s for Title and Description Update/Post may be used if necessary. See page 2)

Concurred by:  _____	Approved/Disapproved by:  _____
Head of Office/Directorate	Chief of Directorial Staff of the Jail Bureau
Remarks:	Remarks:

*"Changing Lives, Building a Safer Nation"*

