

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**HUMAN RESOURCE DEVELOPMENT AND PERSONNEL RECORDS**

Primary Frontline Public Service

**Request for Checklist of Application for Jail Officer 1 Postion**

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the service:

Any one

Duration:

15-20 minutes

**No fee, charge or payment for the service/s**

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Proceed to the information Area to log-in the visitors logbook.	Verify, identity of the client and give visitors' pass.	5-10 minutes	Duty Officer at the Gate (OGS)	
2	Client log-in the visitor's logbook and pin the visitors' security tag.	Instruct the client to proceed to the Office of HRD/PRM	2 minutes	Information Desk	
3	Proceed to the Office of the HRD/PRM to secure copy of the checklist.	Admin JNCO gives checklist to the client. Gives instruction to comply with the requirements and return to the HRD/PRM as soon as he has all the necessary documents: Client will then be instructed on the next step.			
<b>END OF TRANSACTION</b>					

Recruitment and Processing for Jail Officer 1

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the Service:

Any one qualified to apply

What are the requirments:

- A. Duly Accomplished Personal Data Sheet (revised 2017)
- B. Authenticated Transcript of Records
- C. Authenticated College Diploma
- D. Birth Certificated issued by PSA
- E. Authenticated Certificate of Eligibility or Board Rating (Civil Service Professional, RA 1080,
- F. Penology Officer & PD 907
- G. Valid Clearances (i.e. NBI, Police, Barangay, MTC, RTC & Prosecutor's Ofc)
- H. Valid Community Tax Certificate
- I. Certificate/s of Previous and Present Employment
- J. Certificate/s of Seminars/Training Completed
- K. Marriage Certificate (if married)
- L. Applicants should be atleast 5'2" in height for femaile and 5'4" for male

Duration:

15-20 minutes

**No fee, charge or payment for the service/s**

How to avail of the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Proceed to the information Area to log-in the visitors logbook.	Verify, identity of the client and give visitors' pass.	5-10 minutes	Duty Officer at the Gate (OGS)	
2	Client log-in the visitor's logbook and pin the visitors' security tag.	Instruct the client to proceed to the Office of HRD/PRM	2 minutes	Information Desk	
3	Proceed to the office of PRM for height measurement. Once passed, submit requirements in a folder to the HRD/PRM Division	Recruitment officer evaluates the folder and advises the applicant to wait for the notice to report.	15 minutes	Recruitment Officer	
4		Recruitment Officer notifies the applicant upon receipt of availability of quotas and vacant positions from the National Office by mail, call or text.	5 minutes	Recruitment Officer	
5		(Meanwhile the PRM sends letters to the agencies concerned to verify the authenticity of the documents submitted by the applicant.)	2 weeks (depends of the agencies concerned)	Recruitment Officer	
6		(Request the Office of Intelligence and Investigation to Conduct background investigation on the applicant.)	2 weeks	Investigation Officer	
7	Applicant receives Notice from the HRD/PRM Division	HRD/PRM Division recommends applicant for Entry Level Exam, Neuro-Psychiatric Exam, Panel Interview, Medical and Dental Exam, Strength and Agility Exam.	15 minutes	Chief, Admin	
8	Applicant reports for interview in proper attire.	Panel Interviewers are the members of the board of Selection and Recruitment composed of the different chiefs of section or offices. As the applicant answers the questions, the members of the panel rate the participant accordingly.	30 minutes	Members of the panel	
9	Applicant reports daily for OJT and for further instruction	All applicants will be rated and ranked from highest to lowest (those who passed will proceed to the next step)	1 day	PRM Officer	
10	Applicant continues to report and perform the task assigned to him/her	PRM Officer process the documents required for hiring such publication/posting of vacancy, authentication of documents and others.	3-4 weeks	PRM Officer	
11		Once all the requirement and procedures have been complied, oath taking of client/applicant is scheduled.	30 minutes	PRM Division	
12	Applicant takes his/her oath of office	The Regional Director with the presence of the Chief, Admin administers the oath.	15 minutes	Regional Director	
<b>END OF TRANSACTION</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**COMPTROLLERSHIP DIVISION**

Primary Frontline Public Service

**Request for payment of Food Supplies Expense (FSE)**

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the service:

Any individual or group engaged in catering service not disqualified or prohibited to enter into bidding with the government.

What are the requirements:

Annual Requirements:

1. Mayor's Permit
2. Sanitary Permit
3. BIR/DTI Certificate

Monthly Requirements

1. Disbursement Voucher (Box C must be signed - Claimant)
2. Food Supplies Expense (FSE) Voucher
3. Daily Computation of Ration
4. Week/Daily Menu
5. Jail Population Data (Fill up Committed and Release Columns)
6. Report of changes/Daily Change Report
7. Comprehensive Listing of Inmates
8. Authenticity of Commitment and Release Orders

Duration:

15 minutes

**No fee, charge or payment for the service/s.**

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client proceeds to the Regional Office and identify him/herself and his/purpose.	Duty Officer verifies identification card and client register at the logbook. Issue visitors pass and give instruction where the Comptrollership Division can be found.	3-5 minutes	Duty Gate Officer	
2	Client now proceeds to the Comptrollership and ask for copy of the requirements.	Instruct the client to proceed to the office of HRD/PRM.	10-15 minutes	Personnel in charge at the Comptrollership Division	
<b>END OF TRANSACTION</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**LOGISTICS DIVISION**

Primary Frontline Public Service

**Request for Checklist of Application for Bidding**

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the service:

Any individual or group not disqualified or prohibited to enter into any bidding with the government.

What are the requirements:

1. Letter of Intent
2. Eligibility documents of the Applicant
  - a. Business Permit
  - b. Philippine Construction Association (PCA) License
  - c. DTI Certificate
  - d. ITR
  - e. Mayor's Permit

- f. List of previous completed projects
- g. Certificate of Non-Inclusion in the Blacklist
- h. Affidavit of Non-Inclusion in the Blacklist
- i. Statement of availability of key personnel and equipment
- j. Credit Line Certificate from the bank

(Above requirements are based on the existing implementing Rules and Regulations of the Government Procurement Reform Act or RA 9184).

**Duration:**

30 minutes

**No fee, charge or payment for the service/s**

How to avail the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client proceeds to the Regional Office and identify him/herself and his/purpose.	Duty Officer verifies identification card and client register at the logbook. Issue visitors pass and give instruction where the Logistics Division can be found.	5 minutes	Duty Gate Officer	
2	Client now proceeds to the Logistics Division	The Personnel-in-charge at the Logistics Division conducts preliminary interview as to what company he/she represents, position and authority.	30 minutes	Personnel in charge at the Logistics Division	
3		Duty Personnel at the Logistics Division will give copy of the requirements of application for bidding.	10 minutes	Personnel in charge at the Logistics Division	
4	Client has to comply with all the requirements in the checklist	Duty Personnel instructs the client on what will be the next step.	3 minutes	Personnel in charge at the Logistics Division	
<b>END OF TRANSACTION</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**OPERATIONS DIVISION**

Primary Frontline Public Service

**Request for Clearance to Conduct Activity**

Schedule of Availability of Service:

- a. Interview
- b. Gather Data/Research
- c. On-the-job Training
- d. Take photo or video

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the service:

Any school or group of students who wants to avail for school compliance or requirement to:

- a. Interview
- b. Gather Data/Research
- c. On-the-job Training (OJT)
- d. Take photo or video

What are the requirements:

1. Letter request for the Dean of the Department where the students are enrolled and countersigned by the School/University President.
2. Request should be formal, typewritten and addressed to the Regional Director of the BJMP Regional Office where the Jail is found.
3. Letter request should be sent to the Regional Office 15 days prior to the actual date of the Activity give ample time for the Regional Office to coordinate the activity with the jail or inmate concerned.

Duration: 15-17 days estimate

**No fee, charge of payment for the service/s**

How to avail of the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client prepare the letter-request signed by their Dean and noted by the School President. Hand carry the letter to the regional office or mail the same.	Letter is received at the Operations Division of the Regional Office and advises the client to expect a reply within 10 days.	10-15 days	Operations NOR	
2		The Chief of Operations Division recommends to the Regional Director the approval request.	30 minutes	Chief, Operations Division	
3		Within 10-15 days Operation NOR will send a message to the client that the request has been granted/denied/modified.	10 minutes	Operations NOR	
4	Clients receives the letter of approval	Operations NOR will fax a message to the jail concerned that request has been granted/denied/modified.	3 minutes	Operations NOR	
5	Client proceeds to the jail to conduct the activity on the date and time approved subject to the conditions set therein.	In the jail the Officer of the Day received the visitors/guest and assist them in their needs.	Depends on the activity	Operations NOR	
<b>End of Transaction</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**CRS DIVISION**

Primary Frontline Public Service  
Request for Clearance to Conduct Media Coverage in Jails

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Saturday or Sunday on urgent request only.

Who may avail of the service:

An any medium (TV, Radio or Print) who wants to conduct the media coverage inside the jail by:

- a. Interview
- b. Research/Gather Facts
- c. Take photo or video

What are the requirements:

Letter request or call.

Duration: 15-17 days estimate.

**No fee, charge of payment for the service/s**

How to avail of the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Clients can directly coordinate with the Regional Office through letter request or call.	Letter Request or call is received at the Regional Office. If found urgent it is immediately forwarded to the Office of the Regional Director	10-15 days	Operations NOR	
2		The Chief of Operations Division recommends to the Regional Director the approval of request	30 minutes	Chief, Operations Division	
3		Within 10-15 days Operations NOR will send a message to the client that the request has been granted/denied/modified.	10 minutes	Operations NOR	

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
4	Client receives the letter of approval	Operations NOR will fax a message to the jail concerned that the request has been granted/denied/modified.	3 minutes	Operations NOR	
5	Client proceeds to the jail to conduct the activity on the date and time approved subject to the conditions set therein.	In the jail the Officer of the Day received the visitors/guest and assist them in their needs.	Depends on the activity or agreed time	Officer of the Day	
<b>End of Transaction</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**HEALTH DIVISION**

Primary Frontline Public Service

**Request for Assistance in the Conduct of Medical/ Dental Services/Mission**

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday without noon break

Who may avail of the service:

Any interested party who wants to conduct medical and dental services or mission in BJMP manned jails.

What are the requirements:

Formal Letter request addressed to the Regional Director which can be mailed or hand carried letter request should be sent at least 15 days prior to the actual date to give ample time to our health service personnel for the arrangement of schedule and preparation in the conduct of the mission.

Duration: 15 minutes

**No fee, charge of payment for the service/s**

How to avail of the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client can mail or hand carry his letter request to the regional office.	Bearer has to show his identification card and log in the visitors logbook; Duty gate officer will refer the client to the health office.	3-5 minutes	Duty Gate Officer	
2	Client now proceeds to the Health Service Unit and give his letter request to the study personnel.	Health Personnel will receive the letter request and coordinates with the jail concerned and instruct the client on the next process.	10 minutes	Personnel in charge at the Health Service Unit	
<b>End of Transaction</b>					

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
REGIONAL OFFICE IV-A**

**IPD DIVISION**

Primary Frontline Public Service  
**Filing of Complaint and Action Center**

Schedule of Availability of Service:

8:00 AM - 5:00 PM Monday to Friday

Who may avail of the service:

Any interested party/ies who should have any complaint or grievance against any BJMP personnel may file appropriate charge.

What are the requirements:

For Formal Charge:

1. Written Charge
2. With corresponding evidence
3. Address to the Regional Director where subject personnel is assigned or directly to the Chief, BJMP

Duration: 6 to 8 weeks

**No fee, charge of payment for the service/s**

How to avail of the service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FORM
1	Client can file formal or informal charge. If client opts to file a formal charge, he/she has to appear in person at the office of the Investigation and Prosecution Division of the Regional Office for evaluation and concurrence.	Client has to show his identification Card and log in the visitors logbook.	3-5 minutes	Duty Gate Officer	
2	Client now proceeds to the IPD and submit written charge and furnish then office with all the necessary evidence.	Health personnel will receive the letter request and coordinates with the jail concerned and instruct the client on the next process.	30 minutes to 1 hour	Personnel in charge at the Health Service Unit Investigating Officer	
3	Clients waits for the resolution of the Investigating Officer	Investigating Officer will study the documents, affidavits and evidences submitted by the complainant. If found meritorious, then appropriate charge/s will be filed against the erring personnel.	2 to 3 weeks	Chief, IPD Division/Director for the Directorate for IPD	
4	Client can file informal charge by call or text using the given cell phone numbers	The Regional Director of the Chief, BJMP will act on the matter and forward the same to the Office concerned for formal investigation	2 to 3 weeks	Chief, IPD Division/Director for the Directorate for IPD	
<b>End of Transaction</b>					