

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

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MEMORANDUM CIRCULAR
Number **2013- 001**

**REVISED RULES AND PROCEDURES IN RECRUITMENT, SCREENING AND SELECTION
OF APPLICANTS FOR APPOINTMENT TO JAIL OFFICER 1 (JO1)**

I. REFERENCES:

- A. Republic Act No. 9592 and its Implementing Rules and Regulations;
- B. Republic Act No. 9263 and its Implementing Rules and Regulations;
- C. Republic Act No. 7277 as amended by Republic Act No. 9442;
- D. Republic Act No. 8504 and DILG Circular No. 2011-13;
- E. BJMP-DPRM Memorandum Circular No. 2011-03 dated April 06, 2011;
- F. DILG Circular No. 2011-008 dated June 21, 2011;
- E. Memorandum dated 10 September 2008 on the Implementation of Hepatitis B Vaccine as Additional Requirement in Medical Examination of BJMP Recruits;
- F. BJMP-DHRRM Standard Operating Procedures No. 2005-07 dated 15 July 2005; and
- G. CSC Memorandum Circular No. 40, s. 1998.

II. OBJECTIVE:

This Circular aims to amend the established method for the recruitment, selection and appointment of Jail Officer 1 (JO1) by incorporating pertinent provisions of law, devise a systematic yet cost-efficient scheme of processing their applications, and appoint the best and qualified applicants for the Jail Bureau.

III. QUALIFICATIONS FOR APPOINTMENT:

- A. **MANDATORY REQUIREMENTS** – No person shall be appointed to the rank of Jail Officer 1 unless he/she possesses the following qualifications:

- 1. A citizen of the Republic of the Philippines;
- 2. A person of good moral character;
- 3. Must have passed the psychiatric/psychological, drug and physical tests for the purpose of determining his/her physical/mental health;
- 4. Must possess a baccalaureate degree from a recognized institution of learning;
- 5. Must possess the appropriate civil service eligibility;
- 6. Must not have been dishonorably discharged or dismissed for cause from previous employment;
- 7. Must not have been convicted by final judgment of an offense involving moral turpitude;
- 8. Must be at least one meter and sixty-two centimeters (1.62 m) in height for male and one meter and fifty-seven centimeters (1.57 m) for female;

9. Must weigh not more or less than five kilograms (5 kgs.) from the standard weight corresponding to his/her height, age and sex; or must not have a Body Mass Index(BMI) greater than twenty five, (where BMI = weight in kilogram/height in meters); and
10. Must not be less than twenty-one (21) nor more than thirty (30) years of age on the day of appointment.

B. Preference shall be given to those with highly specialized skills and technical qualification needed by the Bureau such as, but not limited to law graduates, criminologists, social workers, nurses, teachers, psychologists, computer programmers, accountants, engineers, architects, and nutritionist/dieticians.

C. WAIVER PROGRAM –

1. Waiver for height and age requirements shall be automatically granted by the Chief, BJMP to applicants belonging to the cultural communities. The express and written waiver shall not be required, provided that the applicant under this provision must have submitted to the DPRM/PRMD the validated certification from the National Commission on Indigenous Peoples (NCIP) or National Commission on Muslim Filipino.

2. An applicant who does not belong to a cultural community may be granted height and age waivers by the Chief, BJMP upon the recommendation of the National or the Regional Personnel Selection and Promotion Board (NPSPB/RPSPB); provided, that he/she possesses any redeeming qualification, professional competence or skill, such as but not limited to the following:

- a. Outstanding scholastic accomplishments, such as being honor graduates, consistent academic scholars, board/bar toppers and the like;
- b. Possessing a technical skill or experience that may be beneficial to the BJMP as may be identified by the NPSPB/RPSPB; or
- c. Possessing higher educational qualifications.

3. Except for those who are granted automatic waivers, applicants who do not possess the required height and/or age shall be included in the pool of applicants under the waiver program. The strength and agility tests however shall be performed and his/her qualifications shall be assessed. He/she shall not be allowed to undergo the entry-level exam and panel interview until the DPRM/PRMDs certify that the pool of qualified applicants falls below the minimum quota or some of those who were selected are not fit or not competent for appointment.

4. Limitations – The waiver program shall be subject to the following rules:

- a. Waivers shall only be granted when the pool of qualified applicants falls below the minimum quota or when there are applicants, who after having been assessed by the NPSPB/RPSPB, are found not fit or competent for appointment;
- b. Waiver of the height requirement shall only be granted to a male applicant who is at least 1 meter and 57 centimeters (1.57 m) and to a female applicant who is at least 1 meter and 52 centimeters (1.52 m);
- c. No waiver shall be granted to a person who is more than 35 years of age.



IV. RECRUITMENT AND SELECTION BOARDS

- A. The implementation of this Circular shall primarily be the responsibility of the National Personnel Selection and Promotion Board (NPSPB) at the National Headquarters (NHQ) and the Regional Personnel Selection and Promotion Board (RPSPB) at the Regional Offices (ROs). For purposes of this circular, the NHQ and ROs shall be referred to as recruiting units for filling up vacancies for JO1 ranks, either as a result of attrition or upon authorization by the DBM of additional strength for this rank.
- B. The NPSPB shall be composed of the Deputy Chief for Administration as the Chairperson, all the Directors of Directorates, Chief of Chaplaincy Service, NESJO (if it involves JNCO's), and the Chief, Morale & Welfare Division as the Secretariat. The RPSPB shall be composed of the ARD for Administration as Chairperson, the Chiefs of Offices, RESJO, and the Chief, Morale & Welfare Division as the Secretariat.
- C. The Board/s shall assist the appointing authorities in the selection of the most competent candidates from among the qualified applicants for the rank of Jail Officer 1. Its composition shall be determined by the Chief, BJMP and Regional Directors respectively, in accordance with the CSC rules.

V. PROCEDURES:

A. PUBLICATION OF VACANCIES

1. The vacant items, either for attrition or regular quota, shall be published in the CSC Bulletin by the NHQ and Regional Offices respectively. Prior clearance from the DPRM must be secured by the Regional Offices before the publication of the vacant items that result from attrition.
2. The publications/notices shall include the announcements on opening and closing dates for the submission of the applications, the documents to be submitted, and the number of vacancies to be filled up.
3. To ensure widest dissemination, the notices shall be posted in the BJMP website and in the bulletin boards of all field units. Such notices may also be published in the conspicuous areas in other government or private offices.

B. APPLICATION AND SCREENING

1. Submission of Applications – There shall be an opening and closing dates for the acceptance of applications which shall be referred to as the recruitment period during which JO1 applicants must submit the following required documents to the DPRM or Regional Offices:
 - a. Personal Data Sheet (Revised 2005), with 2x2 picture
 - b. Original Birth Certificate (NSO copy)
 - c. Original Transcript of Records
 - d. Original Certificate of Eligibility or Board Rating
 - e. Certificate of Honorable Dismissal (from previous employment, if applicable)
 - f. Original NBI Clearance
 - g. Original Fiscal, MTC, and RTC Clearances
 - h. Original Police Clearance

- i. Original Barangay Clearance
 - j. Certificate of Membership in a Cultural Community (for automatic waivers)
2. Preliminary Interview and Assessment – Immediately upon submission of the application together with the requirements, the DPRM/PRMDs shall conduct the initial interview and assessment of the applicant for the following purposes:
- a. To initially determine whether the applicant has the mental acumen for the jail service; and generally,
 - b. To ascertain whether the applicant possesses the minimum qualifications set forth in paragraph III (A) of this Circular, except sub-paragraph A(3) thereof.
3. Initial Medical Evaluation –

a. Once an applicant passes the preliminary interview and assessment, he/she shall be indorsed to the Regional/National Health Service Unit and shall be required to undergo the initial physical examination and Hepatitis B screening. All applicants who will be tested positive (+) or reactive for Hepatitis B surface antigen (HBsAg) by the DOH or BJMP accredited laboratory facility and those who did not pass the physical examination shall not be allowed to proceed to the next phase of the recruitment process.

b. The BJMP Medical Officer/s or Health personnel shall perform the following initial physical examinations:

- No gross/major visual defect
- No hearing loss or impairment
- No gross deformities of nasal and oropharyngeal cavities
- No other deformities that may affect speech, mastication and deglutition
- No gross skeletal deformity that will limit joint movements
- No dermatological diseases that are communicable
- No skin tattoo/s, and soft tissue and glandular masses
- No unusual body piercing/s

4. Entry-Level Examination – The DPRM/PRMDs shall schedule the conduct of examination for all JO1 applicants who passed procedures 1, 2 and 3 after the closing date for the submission of the applications. The questionnaires shall be designed by the DPRM and the tests shall be administered in the NHQ and ROs. The passing rate shall be determined by the NPSPB based on the total number of applicants who took the Entry Level Exam (EnLex) vis-à-vis the number of vacant slots. Failure to obtain the passing rate in the exam automatically disqualifies the applicant during the current recruitment period.

5. Neuro-Psychiatric Evaluation –

a. The applicants who passed the EnLex shall be referred to the National/Regional Health Service Unit for the neuro-psychiatric evaluation.

b. The NP examination results shall only be either RECOMMENDED or NOT RECOMMENDED.

c. Negative results shall disqualify the applicant during the recruitment period. There shall be no retake of the NP examination until after the lapse of six (6) months.

d. The Directorate for Intelligence/Regional Intelligence Division shall conduct Background Investigation (BI) on applicants who passed the above evaluation.

6. Panel Interview –

a. Those who passed the entry-level examination and the neuro-psychiatric evaluation shall be required to appear before the NPSPB/RPSPB for panel interview. The interviewees shall be rated as follows:

Criteria	Percentage
Grooming/General Appearance/Bearing	20
Manner of Speaking/Clarity & Coherence in Presenting Ideas	20
Reasoning Ability	20
Critical Thinking/Maturity of Judgment	20
Leadership Potential	20
TOTAL	100%

b. Failure to obtain the average of 70% during the panel interview shall disqualify the applicant during the current recruitment period.

7. Initial Deliberation –

a. Initial deliberation shall be undertaken by the NPSPB/RPSPB to determine the sufficient number of applicants recommended to proceed to the next phase of the recruitment process depending on the quota available.

b. The qualified applicants, including those granted automatic waivers, shall be ranked based on the results of the entry-level examination, panel interview and premium points given. The premium points are as follows:

Honor Graduate – 5%

Placer in Board Examination/s – 5%

c. Those who fail the Neuro-Psychiatric/Medical Evaluation shall be removed from the order of merit and shall be replaced by those who are next-in-rank.

8. Medical Evaluation –

- An applicant must undergo the following examinations:
 - Routine Complete Blood Count (CBC) and Blood typing
 - Urinalysis
 - Chest X-ray (PA view) and Electrocardiogram (ECG)
 - Fecalalysis
 - Drug screening test for methamphetamine HCl and cannabinoid
 - VDRL
 - HbsAg Screening and Record of Hepatitis B immunization;
Anti-HB Titer is pre-requisite to those with history of immunization (if result of titer is REACTIVE, no need to submit record of immunization; however, if result is NON-REACTIVE, HBsAg screening is required, Non-Reactive Screening result needs to be vaccinated)
 - Pregnancy test (for female applicants)



- Other laboratory procedures that the BJMP Medical Officer may reasonably require
- The BJMP Medical Officer/s shall perform the following additional physical examinations:
 - No active major neurological deficit/disorders that may impair normal mental functions
 - No cardiovascular diseases that may impose limitations in physical activity or exertion
 - No musculo-skeletal problems that may impose limitations in physical activity or exertion
 - No pulmonary diseases that may affect normal respiratory functions
 - No major systemic diseases
 - No chronic or dreaded diseases that will require continuous or intermittent treatment
 - No major genito-urinary disorders
 - No active or bleeding hemorrhoids

No other medical diseases further identified by the Medical Officer that may compromise the physical and mental capacity of the applicant as required in their specified training and job descriptions. However, compulsory HIV test as a precondition to hiring/appointment is prohibited.

- The following are the general requirements for Dental examination:
 - Missing teeth should be replaced by fixed bridge or removable partial denture (RPD) either plastic or porcelain with casted clasp or one piece metal in all quadrants
 - Single tooth replacement should be done by standard fixed bridge procedure or RPD
 - Loose and/or defective appliance should be repaired or replaced to become functional or serviceable
 - For full mouth and partial dentures, it should be properly constructed and functional
 - There should be a proper occlusion for upper and lower dentures
 - Jacket crown should be properly placed for aesthetic reasons and functions
 - Absence of unfilled cavity and carious teeth
 - Defective restorations of the teeth should be corrected
 - Teeth should be free from calicular deposits, white plaques, and other tissue problems
 - Absence of periodontal diseases that might affect mastication and speech
 - Impaction of malpositioned upper and lower third molar (if necessary)
 - Other dental procedures/treatment that the BJMP Dentists may reasonably require

- D. Dental Examination/Charting should be done by the BJMP dentist only.
- E. The medical/dental evaluation shall yield the result of PASS or FAIL by the BJMP Doctors and Dentists using standard forms of the Health Service.
- F. If an applicant has a medical/dental condition that cannot be corrected or remedied, he/she shall be excluded from the selection process and be informed accordingly.
- G. Applicants who pass the medical/dental evaluation shall be certified by the HSU to be physically fit for Agility Test and Jail Basic Recruit Course and the same is submitted to the DPRM.



- H. The DPRM shall verify the authenticity of the Transcript of Records and Certificate of Eligibility submitted by the applicant with the Professional Regulations Commission (PRC) and the Civil Service Commission.
- I. The appointing authority, as recommended by the NPSPB/RPSPB, will select applicants who will be appointed to fill-up the vacant slots and will also select additional applicants who will be considered as second priority in cases where selected applicants for appointment did not pass the medical evaluation.
- J. Validity of diagnostic/laboratory results:
- Only ECG & Chest X-ray will be accepted within six (6) months, the rest of the laboratory/diagnostic results should be updated

9. Strength and Agility Test (S.A.T.) –

Applicants who passed the panel interview and the NP/Medical evaluation shall be scheduled to undergo and pass the Strength and Agility Test to assess their physical fitness. The conduct of the Strength and Agility Test must be supervised using the criteria below:

EXERCISES	MALE	FEMALE	TIME FRAME
Push-up	25	15	1 minute
Jumping Jack	100	70	2 minutes
Pull ups	3	-	-
Full arms hanging	-	30 sec	-
1 km run	5 mins	6 mins	2 attempts
100 m sprint	15 sec	18 sec	2 attempts

Note: An applicant who failed to meet the standard in two of the five events shall be disqualified to proceed to the next phase of the screening. He/she however, is given a chance to repeat the failed events in another scheduled date.

10. Final Deliberation –

- a. A worksheet containing the final order of merit for JO1 applicants shall be verified and confirmed by the NPSPB/RPSPB.
- b. The point system for the final order of merit shall be as follows:

Criteria	Raw Score	%	Results (RS x %)
Entry Level Examination	X	60	X
Panel Interview	X	30	X
Premium Points	-	10	X
Final Average (Sum of the Results)			X

- c. The worksheet and the corresponding resolution duly signed by all members of the NPSPB/RPSPB shall be submitted to the Appointing Authority for his approval/signature.

11. Call for Oath-taking –

Upon confirmation of the final order of merit, the applicants who are included in the quota for appointment shall be directed to report to the NHQ/RO for oath-taking.

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C. PROCEEDINGS ON THE GRANT OF WAIVER

1. When the pool of qualified applicants falls below the minimum quota or when the applicants, after having been screened and processed by the NPSPB/RPSPB, are determined to be not fit or competent for appointment, the applicants under the waiver program shall undergo the processes in the immediately preceding paragraph.
2. The DPRM/PRMDs shall initially assess the redeeming qualification/s of the applicants under the waiver program and such qualification/s shall be validated by the NPSPB/RPSPB during the panel interview.
3. The NPSPB shall evaluate the recommendations for waiver by the RPSPB. The grant of waivers, except for those applicants who belong to cultural communities, shall be covered by a resolution that must be approved by the Chief, BJMP.

D. ISSUANCE OF APPOINTMENTS

1. Prior to the taking of the oath of office, an applicant shall be required to sign a Memorandum of Undertaking signifying his/her willingness to be assigned anywhere in the Philippines within the first five (5) years with the Jail Bureau.
2. The DPRM/PRMDs shall prepare the appointments of the newly recruited JO1 for signature of the appointing authority. The effective date of the appointments shall coincide with the date when the new recruits took their oath of office.
3. The recruited JO1s shall be issued TEMPORARY appointments, pending their compliance with the training requirement under the BJMP Qualifications Standards as approved by the CSC.
4. The approved appointments shall be submitted to the CSC together with the Report on Appointments Issued (RAI) for personnel assigned at the National Headquarters, while the approved appointments at the regional offices shall be submitted to the Regional CSC Offices for attestation.

E. TERMINATION FOR CAUSE OF TEMPORARY APPOINTMENTS

1. Grounds for the termination of temporary appointments:
 - a. Commission of an offense punishable by suspension or dismissal from the service;
 - b. Failure to complete the training requirements within one (1) year from the date of appointment;
 - c. Physical and /or mental incapacity arising from causes that are not training or service-related;
 - d. Possession of such character traits or personality that may be detrimental to the service.
 - e. Other similar causes which necessitates the termination of appointment of the newly recruited JO1.



2. Procedure –

- a. The DPRM/PRMD, upon receipt of any written or verbal complaint or *motuproprio*, shall investigate the facts surrounding the event or circumstance that may be a ground for the issuance of a termination order against the newly appointed JO1 whose appointment is still temporary.
- b. The appointee shall be required to submit within three (3) calendar days from receipt of the notice his/her written explanation on why his/her termination from the service is not appropriate.
- c. The DPRM/PRMD shall evaluate the totality of the facts vis-à-vis the written explanation the soonest and shall transmit its recommendation, together with the prepared General Order, if the recommended action is for termination, to the appointing authority for clearance and approval.
- d. Approved recommendations for termination shall take effect immediately.

VI. MISCELLANEOUS

A. The DPRM/PRMDs shall use the APPLICANT'S EVALUATION CARD in the screening process. Its format is attached hereto as Annex "A".

B. The recruitment of JO1s shall be based on the actual manpower needs of the various units of the Jail Bureau. Thus, the allocation of the recruitment quota shall be subject to monitoring by the National Headquarters.

C. One is considered to be not over 35 years old if he/she has not reached his/her 36th birthday. The prior government service of the applicant shall be subtracted from his/her actual age in determining his/her age for purposes of appointment; provided, that the age difference when the number of years in the government is subtracted from his/her actual age must not exceed 40 years.

D. The Regional/NHQ-HSU shall be primarily responsible in determining the standards of mental or physical fitness of the applicants for appointment to the rank of JO1.

E. The applicants shall not be required to bring with them any document during panel interview. They shall be rated based on their communication skills and in accordance with the criteria in paragraph VB6 above.

F. All applicants shall be subjected to character/background investigation (CI/BI) for the purpose of determining their fitness for appointment in the jail service. The results thereof are confidential, except that its disclosure may be authorized when necessary to justify any action of the NPSPB/RPSPB.

G. The SAT may be repeated provided that three (3) failures shall automatically disqualify the applicant during the current recruitment period. The schedules of the SAT shall be set by the DPRM/PRMDs.

H. The proceeding for the termination of temporary appointments is separate from the administrative disciplinary case, if there is any. The latter requires the observance of due process pursuant to the BJMP Administrative Disciplinary Machinery while termination



proceedings presuppose that the newly recruited JO1 does not have security of tenure and his/her appointment may be terminated at anytime by the appointing authority based on just and reasonable grounds without the necessity of formalities, except due notice.


I. Qualified Persons with Disabilities (PWD) may apply for employment to Non-Uniformed Personnel (NUP) positions in the Jail Bureau. Because of business necessity and due to the nature of the functions performed by a Jail Officer requiring the highest physical and mental qualifications including communication skills, the physical and medical tests/requirements and qualification standards prescribed under RA 9263 and this circular shall be strictly complied with during the screening and selection process.

VII. RESCISSION

All BJMP issuances/directives that are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

VIII. EFFECTIVITY

This Circular takes effect immediately.


DIONY D. MAMARIL, CES (E)
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Officer-In-Charge, BJMP