

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

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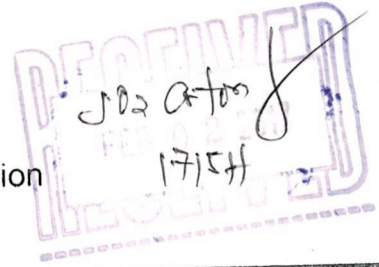


MEMORANDUM

TO : All Regional Directors
Jail Provincial Administrators
Wardens

SUBJECT : Issuance of Letters of Commendation

DATE : 24 January 2017



1. Reference: Memorandum Circular No. 2014-003.
2. ICOW the foregoing reference, be reminded of the following guidelines on the issuance of letter of commendation, viz:
 - a.) The Chief, BJMP, DCA, DCO and CDS may issue letters of commendation for worthy accomplishment/s, contribution/s, or services that had a significant impact to the prestige of the Bureau such as but not limited to the following:
 - Cultural activities
 - Socio-civic
 - Athletic activities
 - b.) Directors of Directorates, Regional Directors, JPAs and Wardens may issue letters of commendation strictly confined only to the duties and responsibilities of their subordinates of their subordinates within their areas of concern or territorial jurisdiction;
 - c.) The specific act, deed, contribution or service must pertain to a clearly commendable and exemplary performance of duty or such that it is outside the regular functions of the grantee;
 - d.) A commendable act, deed or service must be recognized once;
 - e.) Conversion of letter of commendation to Medalya ng Papuri is no longer allowed.

3. As clearly set forth in the foregoing rule, the Regional Directors have concurrent authority to issue Letters of Commendation to their respective personnel within their territorial area for commendable act/s or accomplishments. Hence, there is no need for the Regional Directors to elevate the matter to the National Headquarters if the appropriate award to be conferred is Letter of Commendation. As to other higher awards, indorsement to the PRAISE Committee of the National Headquarters is still enjoined.

4. For strict compliance.



JCSUPT ALLAN S IRAL, CESE
Deputy Chief for Operations
Chairperson, PRAISE Committee