	MEMORANDUM CIRCULAR		DOCUMENT NO. BJMP-DPRM-MC- 10/
	TOPIC PROBATIONARY PERIOD		ISSUE NO.
	SUB TOPIC GUIDELINES GOVERNING THE PROBATIONARY PERIOD OF UNIFORMED AND NON-UNIFORMED PERSONNEL OF THE BJMP AS SUPPLEMENTAL TO THE APPROVED AGENCY MERIT SELECTION PLAN (AMSP)		REVISION NO.
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1.0 PURPOSE

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This policy supplements the approved Merit Selection Plan (MSP) of the Jail Bureau. This is likewise crafted to respond to the requirements of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORAOHRA), as amended, taking into consideration the specific needs of the BJMP as a uniformed service.

2.0 SCOPE

This policy shall cover all uniformed and non-uniformed personnel in the Jail Bureau.

3.0 DEFINITION OF TERMS

Probationary Period – refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form.




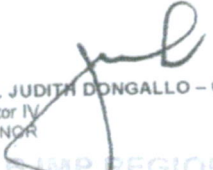
Probationer – a person who is serving a probationary or trial period in a job or position to which they are newly appointed.

Unsatisfactory conduct or behavior - refers to the failure of the appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.

Want of capacity – refers to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.

4.0 GENERAL GUIDELINES

- For uniformed personnel, all original appointees with permanent status of appointment, shall undergo a probationary period for thorough assessment of his/her performance and character. The duration of the probationary period shall be generally six (6) months. However, under exceptional circumstances, the BJMP may request the Civil Service Commission for an extension of the probationary period should the conduct of training be not feasible for justifiable causes. For non-uniformed personnel, the provisions of the 2017 ORAOHRA, as amended, shall apply.

PREPARED BY:  Ms. Marie Louise E. Engracial Human Resource Management Officer	REVIEWED BY:  DENNIS ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ QMR	RECOMMEND APPROVAL:  ALLAN S. IRAL, CESE Jail Director Chief, BJMP	APPROVED BY:  ATTY. JUDITH DONGALLO – CHICANO Director IV CSC-NCR BJMP REGION VIII CONTROLLED COPY
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MEMORANDUM CIRCULAR

TOPIC

PROBATIONARY PERIOD

SUB TOPIC

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b. The probationary period shall cover the following employees:

1. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
2. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
3. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
4. Those who are reemployed under permanent status;
5. First-time appointees to closed career positions, unless otherwise provided under the agency Charter;
6. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended, shall be under probation for a period of one (1) year; and
7. Appointees whose positions require probationary period as may be provided by law.

c. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

✦ d. Failure to finish the Jail Basic Recruit Course (JBRC) training within one (1) year from appointment to the rank of Jail Officer 1, without fault on the part of the agency, shall be a cause for termination of the appointee. Under exceptional circumstances, the BJMP may request the Civil Service Commission for an extension of the probationary period should the conduct of training be not feasible for justifiable causes.

e. To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, immediate supervisor (rater), and the Chief, BJMP or the highest human resource management officer within five (5) days from probationer's assumption to duty.

f. The appointee's performance during the probationary period shall be reviewed as follows:

1. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
2. The performance evaluation shall be done at least twice during the probationary period.
3. The performance review shall be conducted within ten (10) days before the end of every rating period during the probationary period.

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Illustrative Example Office: **BJMPRO - VIII**


For 6-month Probationary Period

Date of appointment	July 7, 2018
Assumption to duty	July 14, 2018
Probationary Period	6 months
Duration	July 14, 2018 to January 13, 2019
Setting of Performance Targets	July 14, 2018 to July 18, 2018
Performance Periods	
1 st to 3 rd month	July 14, 2018 to October 13, 2018
Evaluation Period	September 24, 2018 to to October 4, 2018
4 th to 6 th months	October 14, 2018 to January 13, 2019
Evaluation Period	December 20, 2018 to December 29, 2018

- g. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency (knowledge, skills and attitude) and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- h. The performance evaluation report shall be reviewed and certified by the Performance Management Team or any duly constituted review committee.
- i. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports, with comments on their capability to meet the performance targets and work output standards, and/or recommendation for the continuity of their permanent appointment.
- j. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review of the probationary period.
- k. The probationer shall be issued a Notice of Termination of service by the appointing officer/authority within fifteen (15) days before the end of the second performance review immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity.
- l. Such notice of termination shall state, among other things, the reasons for the termination of service and shall be supported by at least two (2) of the following:
1. Performance Evaluation Report;
 2. Report of the immediate supervisor (rater) on job related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or,
 3. Other valid documents that may support the notice of termination of service (e.g. medical certificate issued by the Directorate for Health Services)

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- m. The notice of termination shall be executed after fifteen (15) days from receipt of the employee concerned. The same may be appealed to the Civil Service Commission Regional Office concerned within fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the notice of termination of service shall be included in the 201 file of the appointee, furnished the CSC Field Office concerned for recording in the Service Card.
- n. If no notice of termination of office is given by the appointing officer/authority to the probationer before the expiration of the duration of the probationary period, the probationer becomes a regular employee of the Jail Bureau.
- o. The termination of services shall be done with utmost objectivity and impartiality with the end view of affording the personnel concerned the right to due process and equal protection of the law. In general, termination shall be in the nature of summary administrative proceedings.
- p. A probationer who commits any of the grave offenses listed in the Revised Rules on Administrative Cases in the Civil Service shall be dismissed from the service.
- q. Without prejudice to possible reemployment in the Jail Bureau, a probationer shall also be terminated on the following grounds:

1. **Lack of Aptitude in the service** – this shall refer to any of the following circumstances:


- 1.1. Academic deficiency arising from failure to obtain a passing grade in the required basic training course in accordance with the established training rules and regulations;
- 1.2. Serious violation of training rules and regulations involving non-academic matters; and,
- 1.3. Possession of such habits, traits, conduct or behavior which when taken on their overall context, tend to manifest and display an undesirable disposition or attitude towards the jail service profession.

2. **Physical/medical incapacity** - the inability of a uniformed personnel to perform his/her duties and responsibilities due to his/her unfit and/or limited physical capacity or capability.

For uniformed personnel, the term "unfit and/or limited physical incapacity of capability shall include the state of being pregnant which, by reason of detrimental effects involved to both the mother and the child she is bearing, prevents her from performing the requirements of the training or the job. It also includes orthopedic cases acquired prior oath taking, such as, slipped disc among others.

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3. **Mental incapacity** - the inability of a uniformed personnel to perform his/her duties and responsibilities due to his/her unfit mental condition. If after investigation, a probationer has been evaluated to be mentally incapacitated or suffering from any mental disturbance, he/she shall be terminated from the jail service, even if such incapacity or disturbance, is acquired prior to, after, during or outside the training.

r. Solicitation in any form of intercession by the probationer from outside sources or otherwise for purpose of influencing his/her termination is strictly prohibited under pain of disciplinary/administrative action.

5.0 SEPARABILITY CLAUSE

In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

6.0 REPEALING CLAUSE

All issuances inconsistent with this policy are hereby rescinded or modified accordingly.

7.0 MONITORING CLAUSE

The procedures reflected herein shall be reviewed every year or earlier should a review be warranted.

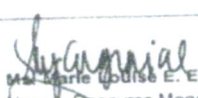


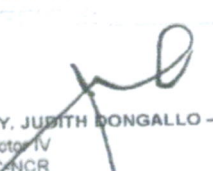
8.0 EFFECTIVITY

This supplemental policy to the approved BJMP Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

9.0 COMMITMENT

I hereby commit to implement and abide by the provisions of this supplemental policy to the approved Agency Merit Selection Plan.


ALLAN S IRAL, CESE
 Jail Director
 Chief, BJMP

PREPARED BY:  Marie Louise E. Engracial Human Resource Management Officer	REVIEWED BY:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ QMR	RECOMMEND APPROVAL:  ALLAN S IRAL, CESE Jail Director Chief, BJMP	APPROVED BY: <div style="text-align: center;"> BJMP REGION VIII CONTROLLED COPY </div>  ATTY. JUDITH DONGALLO - CHICANO Director IV CSC/NCR JAN 23 2020
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