

**REVISED IMPLEMENTING
RULES AND REGULATIONS**

of

Republic Act No. 10575

Otherwise Known As

“The Bureau of Corrections Act of 2013”

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OF
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“THE BUREAU OF CORRECTIONS ACT OF 2013”

RULE I – PRELIMINARY PROVISIONS

Section 1. Short Title and Purpose. This Revised Implementing Rules and Regulations, hereinafter called the IRR, is hereby adopted and promulgated pursuant to Section 23 of Republic Act (RA) No. 10575, otherwise known as the “*The Bureau of Corrections Act of 2013*” for the purpose of prescribing and applying the necessary rules and regulations for the strengthening of the correctional services.

RULE II – GENERAL PROVISIONS

Section 2. Declaration of Policy. It is the policy of the State to promote the general welfare and safeguard the basic rights of every prisoner incarcerated in our national penitentiary by promoting and ensuring their reformation and social reintegration, creating an environment conducive to rehabilitation and compliant with the United Nations Standard Minimum Rules for Treatment of Prisoners (UNSMRTP). It also recognizes the responsibility of the State to strengthen government capability aimed towards the institutionalization of highly efficient and competent correctional services.

The concept of imprisonment is stated in Rule 57 of UNSMRTP:

“Imprisonment and other measures which result in cutting off an offender from the outside world are afflictive by the very fact of taking from the person the right of self-determination by depriving him of his liberty. Therefore the prison system shall not, except as incidental to justifiable segregation or the maintenance of discipline, aggravate the suffering inherent in such a situation.”

The concept of reintegration to society is stated in Rule 58 of UNSMRTP:

“The purpose and justification of a sentence of imprisonment or a similar measure deprivative of liberty is ultimately to protect society against crime. This end can only be achieved if the period of imprisonment is used to ensure, so far as possible, that upon his return to society the offender is not only willing but able to lead a law-abiding and self-supporting life.”

And the concept of reformation is stated in Rule 59 of UNSMRTP:

“To this end, the institution should utilize all the remedial, educational, moral, spiritual and other forces and forms of assistance which are appropriate and available, and should seek to apply them according to the individual treatment needs of the prisoners.”

On a national scope, the Bureau of Corrections (BuCor) shall be able to completely deliver the actual realization of deterrence (special deterrence and general deterrence), restraint, reformation, retribution, and restoration as major interventions for the treatment of law offenders towards a safe, secure, harmonious and progressive Philippine society.

Towards this end, the State shall provide for the modernization, professionalization and restructuring of the Bureau of Corrections by upgrading its

facilities, increasing the number of its personnel, upgrading the level of qualifications of their personnel and standardizing their base pay, retirement and other benefits, making it at par with that of the Bureau of Jail Management and Penology (BJMP), and maximization of land use development for the agency's sustainability.

RULE III – DEFINITION OF TERMS

Section 3. Definition of Terms. For purposes of this IRR, the following terms or words and phrases shall mean or be understood as follows:

- a) **Act** – refers to R.A. 10575, entitled “An Act Strengthening the Bureau of Corrections (BuCor) and providing Funds Therefor,” otherwise known as the Bureau of Corrections Act of 2013.
- b) **Active Service** – refers to the services rendered as a civilian official or employee in the Philippine government including services rendered in the uniformed service prior to the date of separation or retirement.
- c) **Admin** – refers to Administrative.
- d) **Administrative Requirement** – refers to the sufficient provision of personnel, facilities, equipment and supplies.
- e) **Admission** – refers to the manner of receiving national inmates, a detainee or convicted person in a prison facility committed by courts or other competent authority to serve sentence for a certain period or for temporary confinement.
- f) **Base Pay** – refers to a fixed amount of compensation for regular work rendered, designated in the Salary Schedule for Uniformed Personnel for all ranks computed on monthly or annual basis, excluding fringe benefits and other allowances.
- g) **BuCor** – refers to the Bureau of Corrections.
- h) **Bureau of Corrections** – refers to the central office and the prison and penal farms which are known as colonies. The central office headed by the Director General has control and supervision over the prison and penal farms.
- i) **Circumferential** – refers to an adjective for a set of activities, programs and areas of concern which are interdependently concentrated toward accomplishing a core objective or function.
- j) **Civil Identity** – refers to societal functional identity recognized and/or granted by government agencies and authorities (i.e. Judge, Attorney, Accountant).
- k) **Competent Authority** – refers to the President of the Republic Philippines, Supreme Court, Court of Appeals, Sandiganbayan, Regional Trial Court, Metropolitan Trial Court, Municipal Trial Court, Municipal Circuit Trial Court, Shari’a Court, and Military Courts, House of Representatives, Senate, COMELEC, Bureau of Immigration, Board of Pardons and Parole and other courts of jurisdiction provided for by law.
- l) **Criminal Networks** – refers to illegal arrangements and linkages forged by shady characters aimed to conduct unlawful activities.
- m) **Deputy Director** – refers to two (2) star rank general officer of BuCor uniformed personnel.
- n) **Deputy Director General** – refers to the second officer in command of the BuCor with the rank of Assistant Secretary as civilian employee in the uniformed service who is authorized to wear the two (2) star rank insignia as symbol of authority and command responsibility.

- o) **Deterrence** – When retribution is imposed upon a person who has committed a crime, the discomfort inflicted will dissuade the offender (and others) from repeating the crime. When the theory refers to the specific offender who committed the crime, it is known as *special deterrence*. *General deterrence* describes the effect that punishment has when it serves as a public example or threat that deters people other than the initial offender from committing similar crimes.
- p) **Director General** – refers to the highest officer in BuCor with the rank of Undersecretary as a civilian employee in the uniformed service who is authorized to wear the three (3) star rank insignia as symbol of authority and command responsibility.
- q) **DOJ** – refers to the Department of Justice.
- r) **Inmate** – refers to person confined in jails/prisons to serve his/her sentence or for safekeeping who is officially called Person Deprived of Liberty (PDL).
- s) **IRR** – refers to the Revised Implementing Rules and Regulations of RA 10575.
- t) **National Inmate** – refers to an inmate sentenced by a court to serve a term of imprisonment for more than three years or to a fine of more than one thousand pesos; or regardless of the length of sentence imposed by the court, to one sentenced for violation of customs law or other laws within the jurisdiction of the Bureau of Customs or enforceable by it; or for violation of immigration and election laws; or to one sentenced to serve two or more prison sentences in the aggregate exceeding the period of three years, whether or not he has appealed. It shall also include a person committed to the Bureau of Corrections by a court or competent authority for temporary confinement for similar purpose.
- u) **Person Deprived of Liberty (PDL)** – refers to a detainee, inmate, or prisoner, or other person under confinement or custody in any other manner. However, in order to prevent labeling, branding or shaming by the use of these or other derogatory words, the term “prisoner” has been replaced by this new and neutral phrase “person deprived of liberty” under Article 10, of International Covenant on Civil and Political Rights (ICCPR), who “shall be treated with humanity and with respect for the inherent dignity of the human person.”
- v) **Personal Identity** – refers to social recognition accorded as member of the family (i.e. parent, brother, sister, uncle, aunt, grandfather) and the community (i.e. neighbor).
- w) **Practitioner Research** - refers to research and/or workplace research such as evaluation performed by individuals who also work in a professional field as opposed to being full-time academic researchers.
- x) **Prison** – refers to a government establishment where national inmates/prisoners serve their sentence. Philippine prisons are also known as penal colonies or Prison and Penal Farms. There are a total of seven (7) penal colonies presently under the control and supervision of the Bureau of Corrections.
- y) **Reformation** – refers to the rehabilitation component of the BuCor’s present corrections system, shall refer to the acts which ensure the public (including families of inmates and their victims) that released national inmates are no longer harmful to the community by becoming reformed individuals prepared to live a normal and productive life upon reintegration to the mainstream society.
- z) **Release** – refers to the procedures where an inmate is discharged from prison by expiration of sentence; granted parole, grant of any other forms of executive clemency, and order of the court or competent authority.

- aa) Reservation** – refers to a penal/prison land reservation area comparable to a military reservation area.
- bb) Restoration** – refers to a victim-oriented approach to crime that emphasizes restitution (compensation) for victims. This intervention advocates restoring the victim and creating constructive roles for victims in the criminal justice process, rather than focus on the punishment of criminals.
- cc) Restraint** – refers to confinement to incapacitate or deny a criminal the ability or opportunity to commit further crimes that harm society.
- dd) Retribution** – refers to making a person accountable for offense committed, by serving sentence, community service, fines, and other means.
- ee) Safekeeping** – refers to the custodial mandate of the BuCor’s present corrections system, and shall refer to the act that ensures the public (including families of inmates and their victims) that national inmates are provided with their basic needs. The safekeeping of inmates shall moreover comprise decent provision for their basic needs, which include habitable quarters, food, water, clothing, and medical care, in compliance with the established UNSMRTP, and consistent with restoring the dignity of every inmate and guaranteeing full respect for human rights. The complementary component of Safekeeping in custodial function is Security which ensures that inmates are completely incapacitated from further committing criminal acts, and have been totally cut off from their criminal networks (or contacts in the free society) while serving sentence inside the premises of the national penitentiary. Security also includes protection against illegal organized armed groups which have the capacity of launching an attack on any prison camp of the national penitentiary to rescue their convicted comrade or to forcibly amass firearms issued to corrections officers.
- ff) Secretary** – refers to the Secretary of Justice.
- gg) Security Camp** – refers to a large enclosed area with dormitories, sports facilities, classrooms, medical facilities, religious facilities, and other necessary facilities where national inmates/prisoners are confined to serve their sentence. There are at least three (3) types of security camps: Maximum Security Camp, Medium Security Camp, and Minimum Security Camp. (Jailed inmates are confined in “prison cells” called “jails” - not in security camps, while undergoing court trials or awaiting court sentence.)
- hh) Seniority and Lineal List (SLL)** – refers to a document containing the names of all officers in the active corrections service, arranged by grade and in accordance with their relative seniority for each regular component, and by service to which they are appointed.
- ii) Similar Professional Skills** – refers to prison administration, resource management and engineering skills.
- jj) Victims** – refers to the casualties of the offense committed but is not limited to those who filed the charges against the offender but also include the family of the offender himself.

RULE IV – MANDATES OF THE BUREAU OF CORRECTIONS AND TECHNICAL OFFICERS

Section 4. The Mandates of the Bureau of Corrections. The BuCor shall be in charge of safekeeping and instituting reformation programs to national inmates sentenced to more than three (3) years through progressive, effective, and efficient administration.

a) Safekeeping of National Inmates. In compliance with established United Nations Standard Minimum Rules for the Treatment of Prisoners (UNSMRTP), the safekeeping of inmates shall include:

1. Decent and adequate provision of basic necessities such as shelters/quarters, food, water, clothing, medicine;
2. Proper observance of prescribed privileges such as regulated communication and visitation; and
3. Efficient processing of necessary documentary requirements and records for their timely release. The processing of these documentary requirements shall be undertaken by the Directorate for Inmate Documents and Records (DIDR).

The core objective of these safekeeping provisions is to “accord the dignity of man” to inmates while serving sentence in accordance with the basis for humane understanding of Presidential Proclamation 551, series 1995, and with UNSMRTP Rule 60.

b) Security of National Inmates. The complementary component of safekeeping in custodial function is security which ensures that inmates are completely incapacitated from further committing criminal acts, and have been totally cut off from their criminal networks (or contacts in the free society) while serving sentence inside the premises of the national penitentiary. Security also includes protection against illegal organized armed groups which have the capacity of launching an attack on any prison camp of the national penitentiary to rescue their convicted comrade or to forcibly amass firearms issued to corrections officers. The security of the inmates shall be undertaken by the Custodial Force consisting of Corrections Officers with a ranking system and salary grades similar to its counterpart in the BJMP. The circumferential security activities to be undertaken are:

1. Proper custody;
2. Implementation of prison laws and regulations, to include prevention of prison violence and crimes; and
3. Efficient Recovery of fugitives.

The core security objectives of such activities are a) to completely incapacitate inmates from further committing criminal acts, and b) have them totally cut-off from their criminal networks (or contacts in the free society) while serving sentence at BuCor, to ultimately protect the society against crime as provided for in Rule 58 of UNSMRTP. The conduct of these activities shall be undertaken by the Directorate for Security and Safekeeping (DSS), supported by Directorate for Intelligence and Investigation (DII), and Directorate for Plans and Program (DPP).

c) Reformation of National Inmates. The circumferential reformation programs which will be institutionalized by BuCor for the inmates shall be comprised of the following:

1. **Moral and Spiritual Program.** This refers to the moral and spiritual values-formation of inmates which shall be institutionalized by the Directorate for Moral and Spiritual Welfare (DMSW), which include the practice of one’s religion and beliefs. Participating Religious Volunteer Organizations (RVO) and individuals shall be regulated and managed by DMSW.
2. **Education and Training Program.** This refers to the administration of formal and non-formal education, and skills development of inmates which shall be institutionalized by the Directorate for Education and Training (DET). Participating volunteer teachers, professors, instructors, and trainers shall be regulated and managed by DET.

3. Work and Livelihood Program. This refers to the administration of skills development programs on work and livelihood to achieve self-sufficiency of inmates in the prison community and for income generation of the agency. This shall be institutionalized by the Directorate for Work and Livelihood (DWL). Volunteer participating agencies, Non-Government Organizations and individuals shall be regulated and managed by DWL.

4. Sports and Recreation Program. This refers to the administration of physical and recreational engagement to achieve mental alertness and physical agility in the spirit of sportsmanship. This shall be institutionalized by the Directorate for Sports and Recreation (DSR). Volunteer participating agencies, Non-Government Organizations and individuals shall be regulated and managed by DSR.

5. Health and Welfare Program. This refers to the administration of proper nutrition, hygiene, sanitation, cleanliness and promotion of good health to inmates. This also includes appropriate provision of medical care or hospitalization of the sick, mentally impaired, old aged, and disabled inmates. This shall be institutionalized by the Directorate for Health and Welfare Services (DHWS). Volunteer participating agencies, Non-Government Organizations and individuals shall be regulated and managed by DHWS.

6. Behavior Modification Program. This refers to the administration of programs for the character formation of an inmate necessary for effective interpersonal relationship in the prison community. This program also includes Therapeutic Community. This shall be institutionalized by the Directorate for Behavior Modification (DBM). Volunteer participating agencies, Non-Government Organizations and individuals shall be regulated and managed by DBM.

The core objective in the administration of these circumferential reformation programs is the effective treatment of anti-social behavior and destructive personality disorders of an inmate.

d) Progressive Administration. Progressive administration shall be achieved through *objective intent, constructive approach, and productive actions* on every administrative undertaking particularly towards personnel, facilities, equipment, supplies, and BuCor lands. This aims to subdue every subjective intent, destructive approach, and counter-productive courses of actions carried out in the previous years prior to the promulgation of this Act.

1. Effectiveness and Efficiency. The effective and efficient administration of agency resources shall be achieved through the functional areas namely: Human Resource, Comptrollership, Management, Engineering, Logistics, and the Support Services. The core objective of these functional areas is the administration of Functions and Programs towards Initiation, Compliance, Proficiency, and Institutionalization.

2. Sustainability of Operations. The administration's primary lookout is the continuity of projects and sustainability of operations in the corrections service twenty four (24) hours a day and seven (7) days a week in all circumstances such as during natural calamities, changing of directors, and even holidays because inmates are permanent responsibility and accountability of BuCor.

e) Corrections Technical Officers. The reformation programs shall be undertaken by Professional Reformation Personnel who are duly assisted by personnel on other professional lines of expertise consisting of Corrections Technical Officers with ranking system and salary grades similar to Corrections Officers.

1. Professional Lines of Expertise. Corrections Technical Officers are referred to in this IRR as personnel employed in the implementation of reformation programs and those personnel whose nature of work requires proximate or direct contact with inmates such as Professional Administrative Personnel, Professional Engineering Personnel, and Professional Reformation Personnel. These are the three (3) professional lines of expertise of Corrections Technical Officers to ensure continuity of projects and sustainability of operations in the corrections service. The word “technical” does not necessarily denote the technicality of their work but is used merely to distinguish these personnel from the custodial officers who are working on the security and safekeeping component of the corrections service. The personnel strength in every line of expertise shall follow its own pyramidal rank structure.

1.1 Duty. Reformation Officers shall work on a one shift schedule (except for medical personnel). Administrative and Engineering Officers, on the other hand, shall stand by on a 24-hour/7day-a-week “on call” status to be able to address arising administrative and engineering undertakings which require immediate action any time of the day or night, without obligating the government for overtime or holiday compensation. Such undertakings include, among others, the processing of inmates’ release papers even during holidays and weekends which cannot be withheld even for one day to avoid arbitrary detention (i.e. expiration of sentence or grant of parole or pardon by the President, and others), financial and logistical documents such as vouchers, checks, purchase requests/orders to effect the necessary and immediate transfer or movement of inmates, procurement of supplies and equipment for emergency purposes and other similar transactions. Also included are repairs of vital prison facilities and equipment through civil, electrical, and mechanical engineering works, alongside with the maintenance of communications and transportation services, to sustain daily custodial and reformation operations. However, Engineering Officers, assigned as duty drivers, duty electricians and similar duty assignments shall work on a three-shift schedule.

1.2 Training. There shall be a separate and distinct training program for each Corrections Technical Officer’s professional line of expertise. Such training will be different from the training of regular Corrections Custodial Officers.

2. Competencies. Corrections Technical Officers include, among others, priests, evangelists, pastors, teachers, instructors, professors, vocational placement officers, librarians, guidance counselors, physicians, nurses, medical technologists, pharmacists, dentists, therapists, nutritionists, psychologists, psychiatrists, sociologists, social workers, engineers, electricians, agriculturists, veterinarians, lawyers, accountants, budget officers, finance officers, administrators, planning officers, computer programmers, data encoders, and similar professional skills relevant to the implementation of inmate reformation programs, prison administration, management of resources, and maintenance of facilities and equipment.

RULE V – OPERATIONS AND STRUCTURE OF BUCOR

Section 5. Operations of the Bureau of Corrections. The major procedures of operation in BuCor through the prescribed organizational structure underscore a systematic workflow as provided for in this Act is described in the following:

a) General Process. The BuCor shall operate with a directorial structure. It shall undertake reception of inmates through its Directorate for Reception and Diagnostics

(DRD), formerly Reception and Diagnostic Center (RDC), provide their basic needs and security through its Security and Operations Directorates, administer their reformation programs through its Reformation Directorates, and prepare inmates for reintegration to mainstream society through its Directorate for External Relations (DER), formerly External Relations Division (ERD).

b) Reception and Diagnostics. Hereunder are the Basic Procedures for Reception and Diagnostics for new inmates.

b.1) Reception. Committed inmates shall be admitted to BuCor through DRD in the following institutional procedure:

- 1.) Admission of Prisoners. The BuCor, through its penal establishments, shall receive prisoners from competent authority upon presentation of the following documents:
 - (i) Mittimus/Commitment Order of the Court,
 - (ii) Information and Court Decision in the case,
 - (iii) Certification of Detention,
 - (iv) Certification of No Pending Case,
 - (v) Certification of Non-Appeal, and
 - (vi) Provincial Form 35 / Inmate data sheet
- 2.) A female offender shall be received only at the Correctional Institution for Women.
- 3.) All prisons and penal farms are also authorized to receive directly from courts convicted prisoners in consonance with the Supreme Court Circular No. 63-97 dated October 6, 1997.

b.2) Diagnostics. The DRD shall likewise be responsible for the conduct of classification of each and every inmate admitted to the BuCor. Inmates shall be classified according to security risk and sentence. Included in the classification are determining an inmate's certain:

- 1.) Interests, skills or talents;
- 2) Physical, mental, spiritual, psychological evaluation; and
- 3) Social (socio-demographic), and other behavioral-trait assessments.

The core diagnostics objective is to determine an inmate's "Reformability." These classification activities shall serve as reference of the DRD in the preparation of individual inmate reformation treatment programs and inmate-group reformation treatment programs.

c) Segregation Scheme. Aside from those borne of the provisions under Rule 8, Part I Rules of General Application of the UNSMRTP and that of the existing regulation of the BuCor on security classification (i.e. maximum, medium and minimum security risk), inmates shall also be internally classified by the DRD and segregated according to crimes committed based on the related penal codes such as Crimes Against Persons, Crimes Against Properties, Crimes Against Chastity, so on and so forth, as well as by other related Special Laws, Customs Laws and Immigration Laws. This is to ensure that an inmate will not be susceptible to acquire other criminal skills brought about by his exposure with other inmates who are committed to BuCor for different crimes or offenses, which normally happens in the present prison setup.

d) Security and Reformation. From the DRD, the Custodial Force and Reformation Personnel of respective security institutions/camps shall be in charge for the security and the implementation of the recommended individual inmate reformation treatment program and the inmate-group reformation treatment program of each and every inmate while serving sentence, respectively.

e) Pre-Release and Post-Release Programs. The Directorate for External Relations (DER) shall be responsible for pre-release and post-release programs of inmates due for release. The DER shall also evaluate, classify and apply necessary reformation programs to inmates for readiness to join the mainstream society upon release, as part of the pre-release program. The inmate readiness programs are customized towards their specialization in the areas of educational growth, livelihood entrepreneurship, sports engagement, religious practice, and appropriate medical treatment. This specialization is intended for the continuous practice of inmates in these areas in the free society through linkages, liaison, and coordination efforts undertaken by DER with the appropriate agencies/institutions participating in Post-Release Programs such as government or private schools, churches, health centers, government or private hospitals, and local government units. The DER shall also classify inmates according to professional, technical and vocational skills acquired for referral and endorsement to appropriate companies or corporations participating in BuCor On-The-Job Training and Skills Development Programs for newly reformed inmates. The conduct of post release programs by DER includes monitoring and evaluation of performance of released inmates on their specialized areas among the participating agencies/institutions in the free society to assess the effectiveness and applicability of reformation programs institutionalized by BuCor.

In order to fully implement a successful reintegration of released inmates to the community, the following circumferential objectives are to be focused upon by DER, to wit:

- 1) Secure support from family and community prior to release period; and
- 2) Secure acceptance from family and community upon release.

These shall facilitate the achievement of the core reintegration objectives, which are aimed at the a) restoration of civil identity by society upon restoration of civil rights by law, and b) re-establishment of lost personal identity as law-abiding citizen in the free society. The personnel of DER shall perform diagnostics functions to classify inmates for the application of appropriate pre-release and post-release programs. Administration of pre-release programs by DER shall be assisted by reformation officers. Post release programs shall be performed solely by DER personnel.

Throughout the course, from DRD to the Custodial Force and Reformation Personnel, and finally to DER, inmates of BuCor are continuously accorded with the proper safekeeping.

f) Administration. Apart from handling inmates, the BuCor shall administratively operate like a standard government agency through its Administrative Directorates with internal control and internal audit units. It shall conduct its planning and management through its Directorate for Planning and Management, conduct personnel recruitment and welfare development through its Directorate for Personnel and Human Resource Development, conduct budgeting and accounting through its Directorate for Comptrollership, conduct facility and equipment maintenance and other engineering services through its Directorate for Engineering Services, and conduct procurement process through its Directorate for Logistics. These directorates are assisted by support

service group such as Legal Service, Training Service, Public Affairs Service, Information and Communications Technology Service, Finance Service, Reservation Security-Safety-and-Cleanliness Service, Health Services, and Logistics Support Service. For effective and timely discharge of duties, all BuCor Directorates shall have a commensurate distribution of the following administrative personnel: admin officer, budget officer, supply officer, finance officer, liaison officer, planning officer, record officer, monitoring officer, statistician, performance evaluator, and message center officer. They shall have a prescribed mandatory rotational assignments among the clusters of directorates on Security and Safekeeping, Reformation, and Administration.

g) Computerization. The BuCor, through the Directorate for Inmate Documents and Records and Directorate for Personnel shall employ full computerization system.

1. Inmate Records. Computerization shall be developed in the build-up, maintenance and transmittal of necessary inmate records to all its Prison and Penal Farms and other recipient agencies (i.e. Board of Pardons and Parole, Office of the President). This shall also facilitate the immediate processing of records for timely release of inmates. This shall be done through development of needed information system, network infrastructure, internet connectivity, procurement of hardware and software and creation of Information Technology (IT) positions. The system shall efficiently monitor inmates as well as provide decision support system that will help in determining the needed reformation programs and for the timely transmittal of inmate's record to the Board of Pardons and Parole for those who are eligible for early release.

2. Personnel Records. Computerization shall be developed for Personnel Accounting and Information System (PAIS), which shall record the a. Recruitment and Selection, b. Training and Development, c. Employment and Reassignment, d. Performance Evaluation, e. Promotion and Servicing, and f. Attrition of uniformed personnel of BuCor.

h) Classification. Inmates shall undergo on the following classification upon admission up to their release:

1. Pre-Admission Classification at DRD,
2. Re-Classification for Reformation Programs while serving sentence,
3. Pre-Release Classification at DER,
4. Security Classification while serving sentence (by length of sentence and by crimes committed), and
5. Safekeeping Classification while serving sentence (by health condition, age bracket, and gender).

i) Inspection. Admin technical officers are duty bound to conduct ocular inspection inside security camps on a regular basis such as monthly, quarterly, semi-annually, and annually, to monitor the actual deployment of administrative effects (facilities, equipment, supplies, and personnel) in terms of authorized quantity, quality and utilization. Likewise, engineering technical officers shall conduct regular inspection to monitor the functional and serviceable conditions of prison facilities, vehicles and equipment. Medical technical officers, on the other hand, shall conduct regular inspection pertaining to: 1) the quantity, quality, preparation and service of food; 2) the hygiene and cleanliness of prisoners; 3) the sanitation, heating, ventilation of the institution; and 4) the suitability and cleanliness of the prisoner's clothing and bedding. The Director General shall take into consideration the reports and advice that the medical officer submits and, upon his evaluation, shall take immediate steps to give effect to those recommendations.

j) Gender Sensitivity Program. Gender concerns should be addressed in all planning activities, setting of priorities, allocating of resources and identifying actions and activities of the BuCor. It should also incorporate a gender sensitive perspective in the implementation of such plans and programs.

1. Gender sensitivity shall also be employed in all its internal policies, strategies, budget, projects, structures and mechanisms, including but not limited to hiring, promotions, assignment, training opportunities, pay and benefits. A gender perspective should likewise be integrated in all its training programs.
2. The BuCor, in accordance with existing laws shall provide appropriate funds to effectively implement Gender and Development programs, activities and projects: Provided, That no such funds shall be taken from the appropriations for inmates' monthly operating and other expenses (MOOE) and inmates' capital outlay (CO).

RULE VI – LAND CONTROL AND MANAGEMENT OF BUCOR

Section 6. Lands of the Bureau of Corrections. A Land Development Board shall undertake the following provisions.

a) Land Use. Aside from administrative purposes, all BuCor lands shall be used for inmate security, reformation programs and as a means to promote sustainability, both income and non-income generating programs, with or without partnership among non-government organizations, civic organizations or other government entities.

1. Prison lands previously ceded to Local Government Units (LGU) but were abandoned or not developed accordingly for more than 5 years from the time they were ceded, shall revert back to BuCor for inclusion in its plans and regular programs to expand and utilize as penal agricultural, industrial, and/or commercial production farm.
2. BuCor shall require all prisons and penal farms, whenever applicable, to dedicate a portion of their respective penal reservation for horticulture, rice fields and livestock industry to sustain its basic institutional food requirements leading to self-sufficiency, administrative economy and promotion of health and welfare of the prison community.
3. No portion of BuCor property may be sold or appropriated. However, it may be mortgaged to finance investments and projects.
4. BuCor may opt to plan, develop, operate, and segregate portion of its land for the use of ECOZONES or "Special Economic Zones" (SEZ) which have the potential to be developed into agro-industrial, industrial, tourist, recreational, commercial, banking, investment and financial centers. An ECOZONE may contain any or all of the following: industrial estates (IEs), export processing zones (EPZ), free trade zones and tourist / recreational centers.
5. Mixed use land classifications are to be established by BuCor intended to accommodate several compatible land use categories, including most residential uses, neighborhood retail, service commercial, institutional uses and activities to promote smart growth principles both for inmates, stakeholders and its employees.

b) Land Use Development. As a way to maximize its assets value for the efficient and extensive reformation (corrections) programs for national inmates, the BuCor shall have the absolute authority to design, develop, formulate and implement land use development plans and policies.

1. Development plans should be formulated in every penal farm based on the best use for the area. This shall then be the basis of sourcing of development projects. Once operational, these projects should be monitored until its termination.
2. An office (business center) shall be created which shall be responsible for managing the assets of the Bureau. Its responsibility shall include evaluation of developmental projects and monitoring up to its eventual termination. It shall also be responsible for acquisition of additional lands, titling of lands and preservation of integrity of land holdings against encroachments, illegal settlers and against granting of lands to beneficiaries thru presidential proclamations.
3. All proceeds from land use or other sources shall be remitted to a separate fund. This fund shall be used to finance the requirements of the inmates, administration and investments of the business center. All proceeds shall be subject to normal government auditing procedures.
4. BuCor may opt to formulate plans and programs in accordance to and pursuant to the policy on Public Private Partnership (PPP) and other possible sources of funds including but not limited to grants, donations and loans, to explore productivity of prison manpower as a rehabilitation component and proper administration and use of prison landholdings.
5. As far as practicable, BuCor shall organize a manpower intensive economic zone in every penal reservation or through joint venture agreements to generate revenues in favor of prison maintenance and institutional upkeep.
6. All revenues derived from use of the BuCor lands and other businesses shall not be taxed by the government.
7. BuCor may explore the possibility of having recycling centers – maximizing manual labor and marketability for their products, and the possibility of an orchard and tree park operations.

c) Regionalization Policy. The BuCor may propose additional penal farms as may be necessary as possible, aside from its existing seven (7) prisons and penal farms among the remaining regions in the country where prison facilities are not present yet to facilitate proximate access to the outside society for securing support from family and community while serving sentence and secure acceptance from them upon release from incarceration. Furthermore, this serves as a firm action and commitment to decongest existing penal institution and accommodate the increasing number of inmates committed to the agency. In addition to this, the following facilities or installations may also be utilized for the purpose:

1. Military and police camps where inmates are authorized to serve time of their sentence shall have an area declared as confinement camp supervised under terms defined by BuCor in partnership with AFP and PNP as a decongestion scheme and security related purpose. The said venture shall be duly covered by a Memorandum of Agreement or Understanding (MOA/MOU).
2. Uninhabited or remote lands, not declared as protected areas, may also be proposed or subjected as areas for proclamation as additional site for transfer of prisoners as part of decongestion scheme and for purposes of awarding a defined portion of said area for development as penal settlement.

d) Land Certification of Title. All BuCor lands shall have a Certificate of Title registered under its name. This comprises lands in actual, physical and uninterrupted possession and control of the Bureau.

1. All BuCor lands in its actual, physical and uninterrupted possession and control, and BuCor lands already controlled by law, Presidential Proclamations or Decrees, Executive Orders, Deed Of Transfer including those acquired by way of acquisitive prescription, shall have a Certificate of Title registered under its name.

e) Land Security and Control. The BuCor shall provide total security and control over its lands through its Reservation Security-Safety-and-Cleanliness Service (RSSCS) functioning like a Base Police Unit organized into companies and battalions headed by a reservation area commander, which is equivalent to a camp commander in a military reservation area. The personnel strength of RSSCS shall be proportionate with the total land area and the population of the reservation in every prison and penal farm.

RULE VII – FACILITIES OF THE BUREAU OF CORRECTIONS

Section 7. Facilities of the Bureau of Corrections. The BuCor shall operate with the standard and uniform design of prison facilities, reformation facilities, and administrative facilities, through all the operating prison and penal farms.

Facilities with adequate equipment are major components of prison security that complement with custodial strength. The Directorate for Engineering Service shall be responsible in ensuring continuous operation and maintenance of all facilities and equipment to provide reliable and competent security support capability. They shall have three-shift tour of duty in the performance of their respective tasks, among others, inspection, repair, evaluation and recommendation on engineering service matters.

All facilities shall be in conformity with Philippine building, architectural, structural, electrical, plumbing, fire safety, flood code/standard and must be accessible to Persons With Disability (PWD) pursuant to *Batas Pambansa Blg. 344* or Accessibility Law. Initially, the following specifications are in conformity with the BJMP Manual on Habitat, Water, Sanitation and Kitchen in Jails (revised edition 2012). However, after five (5) years upon the publication of BuCor Manual on Habitat, Water, Sanitation and Kitchen in Corrections, such specifications shall be revised accordingly.

a) Dormitory – refers to the facility exclusively used as confinement area of all inmates within the prison camp with specific consideration on spatial designation.

1. Classification of Dormitory

Type A Dormitory – above 500 inmate capacity and lot area of more than 1.5 hectares

Type B Dormitory – 101 to 500 inmate capacity and lot area of 1.5 hectares

Type C Dormitory – 1 to 100 inmate capacity and lot area of 3,000 sq. m.

The recommended lot area per inmate is 30 sq. m.

For a standard lay-out of a cell, the Architect or Engineer should have an overall idea of an ideal cell capacity so that he can design a dormitory building using the different classification of dormitory. The architect/engineer should use the following parameters/building specifications:

- 1.1) Cell Capacity

Ideal habitable floor area per inmate = 4.7 square meters

Maximum number of inmates per cell = 10

Maximum number of bunks beds = 5 units two level

Wash area (for utensils, hand washing)	= 1 unit
Water closet (toilet bowl)	= 1 unit
Bath area	= 1 unit

1.2) Floor Area to ceiling height

Ground Floor	= 3.0m (minimum)
Succeeding Floors	= 2.70m (minimum)
Main Cell Door	= 1.0m x 2.10m (Sliding Type)
Ideal cell area	= 6.0m x 8.0m = 48 sq. m

1.3) Cell Grill and Window Grills

Materials:

Vertical Grills	= 25 mm Dia. Plain bars @ 0.10m (4") on centers
Frame	= 2" x ¼" Thick Flat bar
Horizontal Support	= 2" x ¼" Thick Flat bar at 0.60m on centers, maximum spacing

1.4) Wall = 6" Thick CHB with Plaster Finish at both sides

Firewall (limited lot area) = 6" thick reinforced

1.5) Toilet

Partition:

Height	= 1.20m for male =1.60m for female
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Materials = 4 inches thick with tile finish at inner sides

1.6) Doors

Width	= 0.60m
Height	= 2.10m
Materials	= any durable materials

1.7) Ventilation and Lighting

The Architect/Engineer shall also consider that the windows are large enough to enable the inmates to read or work by natural light. It shall be constructed to allow the entrance of fresh air whether or not there is artificial ventilation. Artificial light shall be sufficient for the detainees to read or work without injury to eye sight. The requirement for ventilation must be fulfilled and he can use the following parameters.

1.7.1 Ventilation standard

Minimum air space per person = 14.00m³

Size of opening (minimum) = 10% of total floor area (TFA)

1.7.2 Lighting

Enclosed cells or spaces shall be provided with natural light by means of exterior openings with an area equal to one tenth (1/10) of total floor area (TFA) of cell or spaces. Minimum artificial lighting per inmate is five watts (5W) CFL/LED.

For two (2) storey up to four (4) storey dormitory building, there is a risk for inmate accidents as the building is elevated. The corridor must be enclosed with a 4" x 4" steel matting framed by ¼" x 1" x 1" angle bars. If the building is very long, there must be a stairwell 20m apart and the end stairs should lead to the roof. These stairs should be provided with caged steel ladders in case of emergency (fire, earthquake etc.).

b) Administrative Building – an edifice where management of institutional support and resources are administered including all records and documents servicing.

The building may be constructed according to the desired capacity to house the following groups such as command group, directorates, support service and operating units. Knowing the number of personnel, the designer can plan a two (2) storey up to four (4) storey building.

c) Perimeter/Security Fence – refers to physical indicators of boundary lines and barriers delineating the prison camp, its security divisions and perimeter markings on the prison reservation as a whole.

1. Main Perimeter fence is 6" CHB, minimum height from the finish grade line to the top shall not be less than 4.00 meters and 1.00 meter shall be added for barbed / concertina wire provision. Provide 1.00 meter barbed / concertina wire provision at 0.10 meter horizontal spacing on top.
2. Secondary fence is welded wire / steel matting, minimum height from the finish grade line to the top is 2.50 meter and 0.60 meter shall be added for barbed / concertina wire provision. Provide 0.60 meter barbed/concertina at 0.10 meter horizontal spacing on top.
3. Minimum distance of the nearest inmate dormitory or building wall to the secondary perimeter fence is 10 meters. The minimum distance from secondary to main perimeter fence is 4 meters.
4. An electronic device, e. g. motion sensor, alarm, surveillance camera and cell phone jammers must be installed at the perimeter fence to alert all guards at post towers to thwart escape attempt.

d) Hospital/Infirmary – refers to a medical facility established inside the prison compound for treatment of sick or injured inmates. This will also serve as a place of confinement for inmates with contagious disease. Sick inmates requiring advance medical treatment shall be brought to the nearest hospital if the prison hospital does not have the necessary medical equipment and expertise to treat such malady.

1. Hospital/Infirmary for Types A and B shall contain, at least, basic facilities such as isolation room, emergency room, operating room, recovery room, dental, laboratory, X-ray room, comfort rooms, beddings, pharmacy and other standard facilities for Hospitals/Infirmaries. This shall be in accordance with the Administrative Order No. 147-s-2004 issued by the Department of Health.

It shall also be equipped with a stand-by ambulance and emergency electric generator in case of power failure.

e) Recreation/Multipurpose Hall – a combined facility where cultural and sports activities are conducted on a regular basis.

The facility shall be equipped with an Audio Visual Room (AVR), CCTV cameras and other necessary electronic devices that will make the facility functional.

For a basketball court it needs an area of 16m x 30m and this area can be converted to a volleyball or tennis court.

It can also be used as a sunning area. The facility must also be equipped with a steady sound system which can be used during ceremonies and other activities to be conducted by the Bureau. It must have collapsible or permanent bleachers, public address system, comfort rooms for both male and female and a dressing room for players/watchers.

f) Training/Lecture Center – a combined facility, which may be a one storey or two storey building where a library, classrooms or an auditorium are constructed and a place where safety and care is foremost in the course of its usage and vocation.

This facility which can accommodate 100 participants must be fully air-conditioned and must have a separate comfort rooms for male and female participants including rest rooms and mess hall. It is also constructed with audio visual room complete with accessories such as photocopying machines, computers and other necessary equipment for participants and trainers to use.

g) Workshop Facility – a facility where livelihood workshops are conducted. It must be near the lecture center or within the building for easy access for the participants. Participants of 50 - 100 must be considered in the design. The training/lecture center must be well ventilated or fully air-conditioned on workshop rooms where there are no welding and cutting activities done. Comfort rooms and mess hall shall also be included in the area.

h) Kitchen and Mess Hall – refers to an important sector in the prison facility where food preparation is conducted and an adjacent area where food is served.

1. Location:

The location of the kitchen should be near the premises where stocks of food and fuel are kept so as to limit the work involved in handling supplies.

The area of the Kitchen must be designed as to the ideal capacity of inmate population per camp. The figure of 0.1sq.m per inmate is used. That means an area of 50 sq. m per 500 inmates.

Kitchen Standards:

Standard Fuel for all Dormitory - LPG (fire safety compliant)

Materials - Reinforce concrete columns, CHB walls, concrete floor

Counter Finish - Glazed Tiles (wall and counter)

Window - Jalousie or Steel casement with Screen

Floor Finish - Unglazed Floor Tiles

Cleaning of Kitchens: everyday

Disinfection : once a week

Lighting - 3 watts/m²

2. The kitchen must have a water-supply and storage system for cooking and cleaning.

3. It must have a place for the storage of food stuff. Food supplies must be kept in a clean, dry and well ventilated place and have a cold storage room for perishable food.

4. It must also have a proper drainage and disposal of waste water.

5. It must be well-lighted, ventilated and with smoke/fume extraction system.

i) Visiting Area – A facility where visitors of inmates are accommodated. The architect/designer must take into consideration the maximum capacity of 500 persons to accommodate the influx of visitors during seasonal events such as Christmas, New Year, Valentine’s Day, and other special events in the Bureau. The visiting hall must have two (2) gates at opposite sides, one (1) gate for the inmate with a call slip and one (1) gate specifically for visitors. The hall shall be equipped with the following electronic devices such as cameras, AVR, ceiling fans and lightings. It shall also have a separate comfort rooms for male and female visitors with water closets, urinals, vanity mirrors and lavatories. Adjacent or within the facility is an IPX Store where visitors/inmates can buy anything for their needs. The building is one (1) storey enclosed by one (1) meter height of CHB (4”) wall from finished floor line with concrete benches integrated and additional plastic tables and chairs must be provided to complete the needs/capacity of the hall. Additional steel matting, with 2” x 2” openings shall be provided to complete the total enclosure of the facility.

j) Conjugal Rooms – A one (1) storey facility shall be constructed to accommodate an inmate’s conjugal visits from his legal wife or common-law-wife (CLW). It shall accommodate 20 couples, cubicle-type with an area of 2.5m x 3.50m each room. Each room shall also be equipped with the following: Bed, ceiling fan and a comfort room.

k) Water Supply System – Water tanks and pumps shall be provided in the absence of government/commercial water system to prevent interruption of supply in any place where inmates are being held.

1. Water design computation must include inmates, prison personnel and visitors. It must be sufficient to meet the following:
 - 1.1) Drinking water
 - 1.2) Preparation of meals
 - 1.3) Maintenance of personal hygiene
 - 1.4) Operation of the sewage and waste-disposal system
 - 1.5) Cleaning of premises
 - 1.6) Livelihood, garden irrigation, etc.
2. Standards for Water Supply in prisons camp are the following:
 - 2.1) Minimum amount of water – 95 liters/capita/day (to cover all needs)
 - 2.2) Minimum amount of water for drinking – 3 – 5 liters/inmate/day
3. Either submersible pumps or local water supplies as the source of water, disinfection of water system must be done regularly to prevent sickness of inmates which may be attributed to a water-borne organism and others. Standard disinfection procedures must be strictly followed.
4. When using submersible pump, emergency generator set must be installed in case of regular electric power failure to ensure continuous supply of water to the prison camp.

l) Reception and Diagnostic Center – The camp for Directorate for Reception and Diagnostics shall be a specific secured office within every prison and penal farms where newly admitted inmates are quarantined and subjected to a battery of test (physical, psychological and medical) for a defined period (approximately 60 days) before classification is conducted.

1. The sequence for admitting inmates must be considered by the Architect/Engineer in designing the facilities of the RDC. The following facilities/amenities are needed:
 - 1.1) Dormitories for inmates – For Type A, it shall be a two (2) storey up to four (4) storey building to accommodate 501 to 1000 inmates and for Type B, a two (2) storey building to accommodate 100 up to 500 inmates;
 - 1.2) An administrative building shall be constructed separately within the camp for BuCor personnel;
 - 1.3) Perimeter Fence;
 - 1.4) Mess Hall / Kitchen;
 - 1.5) Visitors Hall with IPX Store;
 - 1.6) Sports and Recreation Hall;
 - 1.7) Infirmary Building;
 - 1.8) Water Tank (20,000- gallon capacity with stand-by generator set);
 - 1.9) Building for Security Officers and armory;
 - 1.10) Overseer’s Office and Receiving Room;
 - 1.11) Supply Office;
 - 1.12) Building for Psychology, Sociology, Case and Education Sections;
 - 1.13) Visitor’s Park; and
 - 1.14) Religious/Inter-Faith Building.

m) Service Personnel Facilities- refers to the quarters of Commissioned Officers (CO) and Non-Commissioned Officers (NCO) supported and maintained properly by the this Bureau.

1. CO Quarters - a single-detached housing unit with a minimum lot area of 8m x 12m including a carport.
 - 1.1) Minimum floor area is 6m x 8m
 - 1.2) Size of the main and back doors are 1.0m x 2.1m and 0.90 x 2.10m, respectively;
 - 1.3) Each door has three (3) bedrooms; size of bedroom door is 0.80 x 2.10m, comfort room is 0.60 x 2.10m.
 - 1.4) The windows dimension is 1.60 x 2.10m and 0.30 x 0.30m awning.
2. NCO Quarters - a two (2) storey building with the following dimensions:
 - 2.1) Floor area is 8m x 30m per storey;
 - 2.2) Five (5) doors per storey of 6m x 8m dimension each with toilet and bath, living and dining room;
 - 2.3) Size of the main and back doors are 1.0m x 2.1m and 0.90 x 2.10m, respectively;
 - 2.4) Each door has three (3) bedrooms; size of bedroom door is 0.80 x 2.10m, comfort room is 0.60 x 2.10m.
 - 2.5) The windows dimension is 1.60 x 2.10m and 0.30 x 0.30m awning.
 - 2.6) The stairs leading to second floor shall be installed at the center of the building with a 2m-wide corridor.

n) External Relations Center – The Camp of Directorate for External Relations shall be a specific secured office within every prison and penal farms, where inmates awaiting release are confined and subjected to a battery of tests (physical, psychological, medical, skills, talents, interests, and socio-demographic traits) for a defined period before classification for pre-release and post-release programs.

1. The sequence for releasing inmates must be considered by the Architect/Engineer in designing the facilities of the ERD. The following facilities/amenities are needed:
 - 1.1) Dormitories for inmates – For Type A, it shall be a two (2) storey up to four (4) storey building to accommodate 501 to 1000 inmates and for Type B, a two (2) storey building to accommodate 100 up to 500 inmates;
 - 1.2) An administrative building shall be constructed separately within the camp for BuCor personnel;
 - 1.3) Perimeter fence;
 - 1.4) Mess Hall / Kitchen;
 - 1.5) Visitors Hall with IPX Store;
 - 1.6) Sports and Recreation Hall;
 - 1.7) Infirmary Building;
 - 1.8) Water Tank (20,000- gallon capacity with stand-by generator set);
 - 1.9) Building for Security Officers and armory;
 - 1.10) Building for External Relation Offices;
 - 1.11) Overseer’s Office and Receiving Room;
 - 1.12) Supply Office;
 - 1.13) Building for Psychology, Sociology, Case and Education Sections;
 - 1.14) Building for Training/Lecture & Workshop Facility;
 - 1.15) Visitor’s Park; and
 - 1.16) Religious/Inter-Faith Building.

o) Court Room - a facility within the prison reservation where court hearings are held to minimize risk and untoward incidents to happen on a high profile inmate and other security factors involved. It is in consonance with the Supreme Court Administrative Circular No. 2 dated December 2, 1976, which mandates that *“no prisoner sentenced to death or life imprisonment or detained upon legal process for the commission of any offense punishable by death or life imprisonment confined in the New Bilibid Prisons is allowed to be brought outside the said penal institution for appearance or attendance in any court except when the Supreme Court authorizes the Judge, upon proper application, to effect the transfer of the said prisoner. In addition, the said Circular directs every Judge in Metro Manila and the Provinces of Rizal, Bulacan, Cavite and Laguna who requires the appearance or attendance of any of the afore-stated prisoners confined in the New Bilibid Prisons in any judicial proceeding to conduct such proceeding within the premises of the said penal institution.”*

1. Court Room specifications:
 - 1.1) Main Court Room – 5m X 6m
 - 1.2) Clerk of Court Office and Filing Room – 3m X 3m
 - 1.3) Judge’s Chamber with T & B - 3m X 3m

- 1.4) Main Door – 1.0m x 2.1m panel type
- 1.5) Service Door to Judge Chamber – 0.80m x 2.10m flush type
- 1.6) All windows (standard with jalousies and grills) – 1.20m x 1.20m
2. Fixtures:
 - 2.1) Judge’s high table and chair mounted on an elevation surrounded by protected wooden flanks 2” thick;
 - 2.2) Stenographer’s table and chair;
 - 2.3) Witness’ stand/podium;
 - 2.4) Counsels’ table and chairs;
 - 2.5) Inmate/Accused bench/holding space; and
 - 2.6) Benches for audience and witnesses.
3. Equipment:
 - 3.1) Air-conditioning unit;
 - 3.2) Electric fans (stand-by);
 - 3.3) Computer set with printer; and
 - 3.4) Steel filing cabinet.

p) Transient Quarters – refers to a place where employees and their visitors on official business from different colonies can stay temporarily for a specified period of time. A duplex-type structure with an area of forty-five (45) square meters shall be constructed with the following specifications:

1. Partition area/dimension of 4.5m x 5.0m;
2. With two (2) chairs, one (1) table and two (2) double beds, with extra folding bed;
3. With toilet and bath room and walk-in closet;
4. An air-conditioning unit;
5. Panel-type door of 1.0m x 2.10m dimension;
6. Window of 1.20m x 1.20m with jalousies and screen;

One partition of the duplex can accommodate five (5) persons. A ten (10) unit duplex shall be constructed and maintained to accommodate 100 transient visitors.

RULE VIII – SUPERVISION OF THE BUREAU OF CORRECTIONS

Section 8. Supervision of the Bureau of Corrections. The Department of Justice (DOJ), having the BuCor as a line bureau and a constituent unit, shall maintain a relationship of administrative supervision with the latter as defined under Section 38(2), Chapter 7, Book IV of Executive Order No. 292 (Administrative Code of 1987), except that the DOJ shall retain authority over the power to review, reverse, revise or modify the decisions of the BuCor in the exercise of its regulatory or quasi-judicial functions.

a) Administrative supervision of the DOJ over BuCor shall entail the following:

1. Limited to the authority of the DOJ to generally oversee and to insure that of BuCor’s administrative requirements are managed effectively, efficiently and economically, without interference with day-to-day activities;

2. Review and pass upon budget proposals of BuCor but may not decrease or add to them;

b) Such authority shall not, however, extend to:

1. Appointments and other personnel actions in accordance with the decentralization of personnel functions under the Revised Administrative Code of 1987, except appeal is made from an action of the appointing authority, in which case the appeal shall be initially sent to the department or its equivalent, subject to appeal in accordance with law; and
2. Contracts entered into by BuCor in the pursuit of its objectives, the review of which and other procedures related thereto shall be governed by appropriate laws, rules and regulations.

RULE IX – ORGANIZATION AND KEY POSITIONS OF BUCOR

Section 9. Organization and Key Positions of the Bureau of Corrections.

a) Key Positions. The BuCor shall be headed by a Director who shall be assisted by three (3) Deputy Directors: one (1) for administration, one (1) for security and operations and one (1) for reformation, all of whom shall be appointed by the President upon the recommendation of the Secretary of the DOJ: Provided, That the Director and the Deputy Directors of the BuCor shall serve a tour of duty not to exceed six (6) years from the date of appointment: Provided, further, That in times of war or other national emergency declared by Congress, the President may extend such tour of duty. Upon the implementation of this Act, the incumbent Director and Deputy/Assistant Directors of BuCor shall continue their tour of duty as Director General and Deputy Director Generals of Corrections. However, in no instance shall any Director of Corrections or his Deputy Director Generals be permitted to serve more than one (1) tour of duty in the prison service.

b) Officers in Command. The Head of the BuCor, with the rank of Undersecretary, shall have the position and title of Director General of Corrections and shall bear the 3 star rank insignia for the present personnel strength of the agency. The second officers in command of the BuCor, with the rank of Assistant Secretary, shall have the position and title of Deputy Director Generals of Corrections, and shall bear the 2 star rank insignia. The third officer in command of the BuCor, with the rank of Chief Superintendent, shall have the position and title of Corrections Chief Superintendent. The fourth officer in command of the BuCor, with the rank of Senior Superintendent, shall have the position and title of Corrections Senior Superintendent. The fifth officer in command of the BuCor, with the rank of Superintendent, shall have the position and title of Corrections Superintendent. However, when the organization expands to the size comparable to several infantry divisions (or several regional commands), the area commander in a cluster of a division shall have the rank of Deputy Director, bearing the 2 star rank with a salary grade of 28 in the uniformed pay scale, as third officer in command, while the Deputy Director General of Corrections (as Assistant Secretary) shall be the second in Command which shall bear the 3 star rank insignia, while the Director General of Corrections (as Undersecretary) shall bear the 4 star rank insignia being the first officer in command. The Chief Superintendent shall then be the fourth officer in command, while the Senior Superintendent shall be the fifth officer in command. Consequently, a regional technical officer shall have the rank of Corrections Technical Chief Superintendent with a salary grade of 27 in the uniformed pay scale, who shall also be considered fourth officer in command. During such time, the candidates for Director General of Corrections and Deputy General of Corrections for the

appointment of the President shall be the retired Deputy Directors and Chief Superintendents from the ranks of BuCor's uniformed personnel.

c) Organization and Staffing. The Department of Budget and Management (DBM) shall rationalize the existing organizational structure and staffing pattern of the BuCor in accordance with the provisions of this Act (not according to EO 366) and relevant compensation and position classification laws, rules and regulations.

1) Organizational Key Features. The organizational structure shall uphold the key features of a sound and functional organization befitting a uniformed service namely: chain of command, specialization, centralization, formalization, departmentalization, span of control, and decentralization.

2) Structural Levels. The structural levels in the organization shall be in the following order: command group, directorates, support service, and the operating units. The Director General shall be assisted by the Head Executive Assistant, the Program Management Office, the Internal Affairs Service and the Internal Audit Unit.

3) Staffing Design. The organizational structure shall have a dynamic staffing design where personnel strength proportionately increases or decreases as inmate population rises or falls accordingly. Hence, the organization shall be distinguished as a "Dynamic Organization" apart from the common "Static Organizations."

4) Core Functions and Success Indicators. All units in BuCor organization shall have a prescribed core functions and success indicators.

5) Internal Affairs. The Internal Affairs Service shall be patterned, as far as applicable, after Title V of RA 8551, Sections 39 to 51.

d) Uniforms and Rank Insignias. BuCor personnel shall wear a complete set of uniforms similar with its counterpart in other uniformed service with a distinctive design indicative of the Corrections Service and a unique set of rank insignia which is different from rank insignias of other uniformed service.

RULE X – PERSONNEL BUILD-UP OF BUCOR

Section 10. Increase of Personnel. The BuCor shall maintain the custodial personnel-to-inmate ratio of 1:7 for three (3) shifts and reformation personnel-to-inmate ratio of 1:24 for one (1) shift. The reformation ratio is broken down into the following:

- a) Moral and Spiritual personnel-to-inmate ratio is 1:240;
- b) Education and Training personnel-to-inmate ratio is 1:120;
- c) Work and Livelihood personnel-to-inmate ratio is 1:180;
- d) Sports and Recreation personnel-to-inmate ratio is 1:225;
- e) Health and Welfare personnel-to-inmate ratio is 1:80; and
- f) Behavior Modification personnel-to-inmate ratio is 1:150.

Hence, it is authorized to increase its manpower to meet such ratio and may continue to increase personnel per percentage rate increase of committed inmates annually or as the need arises particularly in the Administrative personnel requirements which shall have a ratio of 1:14.58, Engineering personnel ratio of 1:58.33, Directorate for Reception and Diagnostics and Directorate for External Relations combined personnel ratio of 1:120 (at 50% share each), and Directorate for Inmate Documents and Records personnel ratio of 1:116.7. Such increase of personnel shall be governed by a pyramidal rank structure, not by organizational structure, to prevent distortion in the chain of command.

RULE XI – PROFESSIONALIZATION, QUALIFICATIONS UPGRADING, AND TRAINING OF UNIFORMED PERSONNEL IN BUCOR

Section 11. Professionalization and Upgrading of Qualification Standards in the Appointment of the BuCor Personnel. In order to effect the smooth transition of BuCor into the Uniformed Service, the following guidelines for the professionalization and upgrading of qualification standards are hereby enumerated:

a) Minimum Qualifications. No person shall be appointed as personnel of the BuCor unless one possesses the following minimum 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 test for the purpose of determining his/her physical and mental health;
- 4) Must possess a baccalaureate degree from a recognized learning institution;
- 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 or crime involving moral turpitude; and
- 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: *Provided*, That a waiver for height and age requirement/s may be granted to applicants belonging to the cultural communities: *Provided, further*, That a new applicant must not be less than twenty-one (21) or not more than forty (40) years of age. Except for this particular provision, the above-enumerated qualifications shall be continuing in character and an absence of anyone of them at any given time shall be ground for separation or retirement from the service: *Provided, furthermore*, That those who are already in the service upon the effectivity of this Act shall be given five (5) years from the date of such effectivity to obtain the minimum educational qualification and eligibility with subsidiary assistance as provided for in this Act.

8.1) **Subsidiary Educational Assistance.** The BuCor shall establish and provide a subsidiary educational assistance to its personnel who lacks the necessary baccalaureate educational requirement in order to fully qualify for the position he/she was absorbed into by reason of the implementation of this Act. The following guidelines shall be observed:

8.1.1 An Off-Campus educational program in coordination with a State University or College and with other similar educational institutions shall be established in every Prison and Penal Farm;

8.1.2 The BuCor shall allocate the necessary budget to fund the educational subsidy to cover the total fees payable to the institution (tuition and miscellaneous fees);

8.1.3 An Accreditation fee shall also be provided by BuCor to cover exemptions on applicable educational units based on the years of prison service rendered by the grantee.

8.1.4 The grantee shall be entitled to a daily allowance to cover his/her other school expenses.

8.2) **Subsidiary Assistance for Eligibility Requirement.** The BuCor shall shoulder the expenses for the conduct of review for Government Licensure Examinations, Board Examinations, BAR, and Career Service Eligibilities (CSEE, CESO, CSP or its equivalent), of the incumbent BuCor officials and personnel who shall avail of the same as required for under the provisions of this IRR. The amount to be shouldered by the Bureau, covers the payment of applicable examination fee, transportation allowance, review, and daily allowances.

8.3) **Waivers.** Waivers for initial Appointment to the Bureau of Corrections as discussed in the preceding paragraph shall be allowed subject to the following general guidelines to govern the granting of the same:

The height requirements for the initial appointment to BuCor maybe waived only when the number of qualified applicants falls below the minimum quota subject to the provision of Rule 11 of this IRR. Provided, that applicants who belong to cultural communities must submit proofs of their membership in a particular cultural minority as certified by the National Commission on Indigenous Peoples (NCIP) or the National Commission on Muslim Filipinos (NCMF);

Upon recommendation of BuCor Recruitment Unit, waiver of height requirement may be granted by the Director General, BuCor;

Waiver of the height requirement may be granted to a male applicant who is at least 1 meter and 57 cm (1.57 m) and to a female applicant who is at least 1 meter and 52 cm (1.52 m); and

The height requirement shall only be waived subject to the condition that the applicant meets and possesses all other required qualifications.

b) Lapse of Period to Meet Specific Requirements. After the lapse of the period for the satisfaction of a specific requirement, incumbent personnel of the BuCor who fail to satisfy any of the requirements enumerated under this section shall be separated from the service if they are below fifty (50) years of age and have served in the government for less than twenty (20) years, or retired if they are fifty (50) years and above and have served in the government for at least twenty (20) years without prejudice in either case to the payment of benefits they may be entitled to under existing laws.

c) Corrections Academe. For sustained professionalism in the service, the BuCor is directed to conduct study for the feasible establishment of the Philippine Corrections Academy, patterned after the Philippine National Police Academy (PNPA) of the Philippine National Police (PNP) and the Philippine Military Academy (PMA) of the Armed Forces of Philippines (AFP) for its commissioned officers. The feasibility study shall extend to conduct research on the establishment of Corrections Officers Candidate School patterned after its counterpart in the AFP as the school for non-commissioned officers who desire to become commissioned officers; the establishment of Philippine Corrections Institute which will offer Bachelor's Degree on Corrections Service; the establishment of the National Corrections College of the Philippines (NCCP), patterned after the National Defense College of the Philippines (NDCP); and the establishment of the Corrections General Staff College, also patterned after its counterpart in the AFP the General Staff College (GSC). All these schools and colleges shall be housed within the land area of the Corrections National Head Quarters (CNHQ). A practitioner research shall also be undertaken to secure an accreditation from the Commission on Higher Education (CHED) by a CHED Memorandum Order (CMO), on the proposal to create a baccalaureate degree in Corrections Service (for Corrections Custodial Officers), baccalaureate degree in Corrections Management (for Corrections Technical Officers). Furthermore, the research shall also explore the process of acquiring a Corrections Officer Board Examination (for

custodial) and Corrections Management Board Examination (for technical officers) from the Professional Regulation Commission (PRC). These shall serve as the basic requirements for taking up Master's and Doctorate Degree in Corrections Service and Corrections Management course.

d) Corrections National Training Institute (CNTI). The BuCor shall continue training its personnel through its Personnel Training School, which shall be renamed as Corrections National Training Institute (CNTI) patterned after the BJMP's Jail National Training Institute (JNTI), the Bureau of Fire's Fire National Training Institute (FNTI) and the PNP's National Training Institute (PNTI). The BuCor shall create and designate an Ad Hoc Committee purposely to conceptualize or formulate the necessary requirements for the institution of the Corrections Training Institute and submit a report with recommendation within one (1) year from the ratification of this IRR.

e) Training Courses. The following are the distinct basic courses of uniformed personnel for each professional line of expertise to be undertaken by CNTI:

1. Corrections Officer Custodial Basic Course (COCBC)
2. Corrections Officer Reformation Basic Course (CORBC)
3. Corrections Officer Engineering Basic Course (COEBC)
4. Corrections Officer Admin Basic Course (COABC)
5. Corrections Officer Junior Custodial Supervisory Course (JCSC)
6. Corrections Officer Junior Reformation Supervisory Course (JRSC)
7. Corrections Officer Junior Engineering Supervisory Course (JESC)
8. Corrections Officer Junior Admin Supervisory Course (JASC)
9. Corrections Officer Senior Custodial Supervisory Course (SCSC)
10. Corrections Officer Senior Reformation Supervisory Course (SRSC)
11. Corrections Officer Senior Engineering Supervisory Course (SESC)
12. Corrections Officer Senior Admin Supervisory Course (SASC)
13. Corrections Commissioned Officer's Candidate Course for Custodial (OCC-C)
14. Corrections Commissioned Officer's Candidate Course for Reformation (OCC-R)
15. Corrections Commissioned Officer's Candidate Course for Engineering (OCC-E)
16. Corrections Commissioned Officer's Candidate Course for Admin (OCC-A)
17. Corrections Commissioned Officer's Basic Course for Custodial (OBC-C)
18. Corrections Commissioned Officer's Basic Course for Reformation (OBC-R)
19. Corrections Commissioned Officer's Basic Course for Engineering (OBC-E)
20. Corrections Commissioned Officer's Basic Course for Admin (OBC-A)
21. Corrections Commissioned Officer's Advance Course for Custodial (OAC-C)
22. Corrections Commissioned Officer's Advance Course for Reformation (OAC-R)
23. Corrections Commissioned Officer's Advance Course for Engineering (OAC-E)
24. Corrections Commissioned Officer's Advance Course for Admin (OAC-A)
25. Corrections Commissioned Officer's Senior Executive Course for Custodial (OSEC-C)
26. Corrections Commissioned Officer's Senior Executive Course for Reformation (OSEC-R)
27. Corrections Commissioned Officer's Senior Executive Course for Engineering (OSEC-E)
28. Corrections Commissioned Officer's Senior Executive Course Course for Admin (OSEC-A)
29. Custodial Specialized Training Courses (security and safekeeping)

30. Reformation Specialized Training Courses (moral & spiritual, education & training, work & livelihood, sports & recreation, health & welfare, behavior modification, diagnostics, and external relations)
31. Engineering Specialized Training Courses (civil works, electrical, mechanical, transportation, and communications)
32. Admin Specialized Training Courses (personnel management, comptrollership, finance, accounting, budget, logistics management, program management, internal affairs, internal audit, doctrine development, and information technology)

RULE XII – APPOINTMENT OF UNIFORMED PERSONNEL TO BUCOR

Section 12. Appointment of Personnel to the BuCor. The appointment of the BuCor shall be effected in the following manners:

- a) Corrections Officer I to Corrections Chief Superintendent – Appointed by the Director General of Corrections, and attested by the Civil Service Commission (CSC).
- b) Director General of Corrections and Deputy Director General of Corrections – Appointed by the President upon the recommendation of the Secretary of the DOJ, with the proper endorsement by the Chairman of the CSC: *Provided*, That when the organization has established itself as a fully professionalized agency preference shall be for one who has rose from the ranks in the corrections service as similar to the appointment of Chief in the AFP, PNP and BJMP.

Section 13. Lateral Entry of Officer into the BuCor. In general, all original appointments of officers in the Bureau of Corrections shall commence with the rank of Corrections Inspector and Corrections Technical Inspector wherein applicants for lateral entry into the BuCor shall include all those with highly specialized and technical qualifications such as, but not limited to, civil engineers, mechanical engineers, electrical engineers, chemical engineers, chemist, architects, criminologists, certified public accountants, nurses, physical therapists, dentists, social workers, psychologists, sociologists, guidance counselors and teachers. Doctor of Medicine, members of the Philippine Bar and chaplains shall be appointed to the rank of Corrections Senior Inspector and Corrections Technical Senior Inspector in their particular technical service.

a) Technical to Custodial Transfer. A Corrections Technical Officer (CTO) shall be allowed to transfer to Corrections Officer (CO) position provided he or she is not more than thirty (30) years and meets the minimum qualification standards for Corrections Officer Recruit. Said transfer will mean that he or she will undergo the necessary training for all Corrections Officer and will be given the initial rank of Corrections Officer equivalent to the Technical Officer rank, with the serial number next to that of the last Corrections Officer.

Provided, the applicants for lateral entry who are not from BuCor must not be more than thirty (30) years old and with at least three (3) years' work experience in their fields of specialization, except for the members of the bar, doctor of medicine, and chaplain. Applicants under the waiver program, however, must not be more than thirty-five (35) years old. Applicants who are in the active service shall be considered for appointment through lateral entry provided that they possess highly specialized and technical qualifications as provided herein. *Provided, further*, that all lateral entry applicants shall meet the general qualifications for appointment in the uniformed service, and that there are no organic personnel from BuCor who are qualified to fill-in the rank.

b) Modes of Lateral Entry. The two (2) modes of lateral Entry in the BuCor are as follows:

- 1. Lateral Entry from the Outside.** Any qualified individual who possesses highly specialized and technical qualifications needed by BuCor and who meets the qualification standards for Lateral Entry may be appointed as Corrections Inspector/Corrections Technical Inspector or Corrections Senior Inspector/Corrections Technical Senior Inspector, as the case may be; and
- 2. Lateral Entry from Within:**
 - 2.1) Lateral Entry from Within for Custodial Officers. Any qualified Non-Commissioned Officer (NCO) of BuCor who is a graduate of Corrections Officers Candidate School, Bachelor of Science in Corrections Service, Criminology, and related professional courses, needed by the institution for Lateral Entry may be appointed as Corrections Inspector or Senior Inspector, as the case may be.
 - 2.2) Lateral Entry from Within for Technical Officers. Any qualified non-commissioned officer of BuCor who is a graduate of Corrections Technical Officers Candidate School, or who possesses highly specialized and technical qualifications needed by the institution for Lateral Entry may be appointed as Corrections Technical Inspector or Corrections Technical Senior Inspector, as the case may be. Lateral Entry from within will be prioritized over the Lateral entry from outside BuCor. Lateral entry from within shall be strictly within the professional lines of expertise as in the following: Admin, Reformation, and Engineering service.
 - 2.3) Use of SLL for Promotion. BuCor shall formulate the Seniority Lineal List for each professional line of expertise (Custodial, Reformation, Engineering, and Admin) according to certain criteria, to be used during lateral entry. Diagnostics Personnel of DRD and ERD shall fall within the Reformation SLL. Any organic personnel who aspire to avail of lateral entry to a different professional line of expertise shall be assigned the lowest position in the Seniority Lineal List.

RULE XIII – PROFESSIONALIZATION AND UPGRADING OF QUALIFICATION STANDARDS IN THE APPOINTMENT AND DESIGNATION OF UNIFORMED PERSONNEL IN BUCOR

Section 14. Professionalization and Upgrading of Qualification Standards in the Designation of Personnel of the BuCor to Key Positions. The BuCor shall establish the Qualification Standards subject to the approval of the Civil Service Commission for purposes of appointment to ranks.

a) Key Positions. No person shall be designated to the following key positions of the BuCor unless one has met the qualifications provided therein:

- 1) Sub-Colony Supervisor – Should have the rank of ***Corrections Senior Inspector (CSI)***, who have finished at least second year Bachelor of Laws or earned at least twelve (12) units in a master’s degree program in management, public administration, public safety, criminology, penology, sociology, national security administration, defense studies or other related disciplines from a recognized institution of learning, and must have satisfactorily passed the necessary training or career courses for such position as may be established by the BuCor;
- 2) Colony Assistant Superintendent – Should have the rank of ***Corrections Chief Inspector (CCI)***, who must have finished at least second year Bachelor of Laws or earned at least twenty-four (24) units in a master’s degree program in management,

public administration, public safety, criminology, penology, sociology, national security administration, defense studies or other related disciplines from a recognized institution of learning, and must have satisfactorily passed the necessary training or career courses for such position as may be established by the BuCor;

- 3) Colony Superintendent – Should have the rank of ***Corrections Superintendent (CS)***, who must be a graduate of Bachelor of Laws or a holder of a master’s degree in management, public administration, public safety, criminology, penology, sociology, national security administration, defense studies or other related disciplines from a recognized institution of learning, and must have satisfactorily passed the necessary training or career courses for such position as may be established by the BuCor: Provided, That in prison and penal farms with an inmate population of two thousand (2,000) but below three thousand (3,000), the Colony Superintendent shall have the rank and qualification of a Colony ***Corrections Senior Superintendent (CSS)***; and
- 4) Regional Superintendent – Should have the rank of ***Corrections Senior Superintendent (CSS) or Corrections Chief Superintendent (CCS)***, who must be a graduate of Bachelor of Laws or a holder of a master’s degree in management, public administration, public safety, criminology, penology, sociology, national security administration, defense studies or other related disciplines from a recognized institution of learning, and must have satisfactorily passed the necessary training or career courses for such position as may be established by the BuCor: Provided, That in prison and penal farms with an inmate population of three thousand (3,000) but below five thousand (5,000), the Regional Superintendent shall have the rank and qualification of a Colony ***Corrections Senior Superintendent (CSS)***. Provided, further, That in prison and penal farms with an inmate population of over five thousand (5,000), the Regional Superintendent shall have the rank and qualification of a ***Corrections Chief Superintendent (CCS)***.

Any personnel of the BuCor who is currently occupying such positions but lacks any of the qualifications mentioned therein shall be given five (5) years to comply with the requirements; otherwise, the personnel shall be relieved from the position.

b) Lower Key Positions. Likewise on organizational-wide lower key positions, no person shall be designated unless one has met the qualifications provided therein:

b.1) Custodial Officers’ Qualifications. The following are the general minimum Qualification Standards for the Corrections Officers of Custodial Force:

- i. **CORRECTIONS DEPUTY DIRECTOR** – must have a Master’s Degree, undergone Officers Senior Executive Course for Custodial (OSEC-C) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- ii. **CORRECTIONS CHIEF SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Senior Executive Course for Custodial (OSEC-C) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- iii. **CORRECTIONS SENIOR SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Senior Executive Course for Custodial (OSEC-C) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- iv. **CORRECTIONS SUPERINTENDENT** – must have Master’s Degree, undergone Officers Advance Course for Custodial (OAC-C) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.

- v. **CORRECTIONS CHIEF INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Advance Course for Custodial (OAC-C) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- vi. **CORRECTIONS SENIOR INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Basic Course for Custodial (OBC-C) or its Equivalent and have a Career Service (Professional) /Second Level Eligibility.
- vii. **CORRECTIONS INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Candidate Course for Custodial (OCC-C) or its Equivalent and have a Career Service (Professional) /Second Level Eligibility.
- viii. **CORRECTIONS SENIOR OFFICER IV** – must have a Bachelor’s Degree, Senior Custodial Supervisory Course (SCSC) or its Equivalent, and have a Career Service (Professional)/Second Level Eligibility.
- ix. **CORRECTIONS SENIOR OFFICER III** – must have a Bachelor’s Degree, undergone Senior Custodial Supervisory Course (SCSC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- x. **CORRECTIONS SENIOR OFFICER II** – must have a Bachelor’s Degree, undergone Junior Custodial Supervisory Course (JCSC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility
- xi. **CORRECTIONS SENIOR OFFICER I** – must have a Bachelor’s Degree, undergone Junior Custodial Supervisory Course (JCSC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- xii. **CORRECTIONS OFFICER III** – must have a Bachelor’s Degree, undergone Corrections Officer Custodial Basic Course (COCBC) or its equivalent, and have a Career Service (Professional)/Second Level Eligibility
- xiii. **CORRECTIONS OFFICER II** – must have a Bachelor’s Degree, undergone Corrections Officer Custodial Basic Course (COCBC) or its equivalent and have Career Service (Professional)/ Second Level Eligibility
- xiv. **CORRECTIONS OFFICER I** – must have a Bachelor’s Degree, undergone Corrections Officer Custodial Basic Course (COCBC) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.

b.2) Reformation Officers’ Qualifications. The following are the general minimum Qualification Standards for the Technical Officers for Reformation:

- i. **(Refm.) CORRECTIONS TECHNICAL CHIEF SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Senior Executive Course for Reformation (OSEC-R) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- ii. **(Refm.) CORRECTIONS TECHNICAL SENIOR SUPERINTENDENT**- must have a Master’s Degree, undergone Officers Senior Executive Course for Reformation (OSEC-R) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- iii. **(Refm.) CORRECTIONS TECHNICAL SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Advance Course for Reformation (OAC-R) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- iv. **(Refm.) CORRECTIONS TECHNICAL CHIEF INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Advance Course for Reformation (OAC-R) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- v. **(Refm.) CORRECTIONS TECHNICAL SENIOR INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Basic Course for Reformation (OBC-R) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- vi. **(Refm.) CORRECTIONS TECHNICAL INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Candidate Course for Reformation (OCC-R) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.

- vii. **(Refm.) CORRECTIONS TECHNICAL SENIOR OFFICER IV** – must have a Bachelor’s Degree, undergone Senior Reformation Supervisory Course (SRSC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- viii. **(Refm.) CORRECTIONS TECHNICAL SENIOR OFFICER III** – must have a Bachelor’s Degree, undergone Senior Reformation Supervisory Course (SRSC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- ix. **(Refm.) CORRECTIONS TECHNICAL SENIOR OFFICER II-** must have a Bachelor’s Degree, undergone Junior Reformation Supervisory Course (JRSC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- x. **(Refm.) CORRECTIONS TECHNICAL SENIOR OFFICER I-** must have a Bachelor’s Degree, undergone Junior Reformation Supervisory Course (JRSC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- xi. **(Refm.) CORRECTIONS TECHNICAL OFFICER III** – must have a Bachelor’s Degree, undergone Corrections Officer Reformation Basic Course (CORBC) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- xii. **(Refm.) CORRECTIONS TECHNICAL OFFICER II** – must have a Bachelor’s Degree, undergone Corrections Officer Reformation Basic Course (CORBC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- xiii. **(Refm.) CORRECTIONS TECHNICAL OFFICER I** – must have a Bachelor’s Degree, undergone Corrections Officer Reformation/ Basic Course (CORBC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.

b.3) Engineering Officers’ Qualifications. The following are the general minimum Qualification Standards for the Technical Officers for Engineering:

- i. **(Eng’g.) CORRECTIONS TECHNICAL CHIEF SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Senior Executive Course for Engineering (OSEC-E) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- ii. **(Eng’g.) CORRECTIONS TECHNICAL SENIOR SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Senior Executive Course for Engineering (OSEC-E) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- iii. **(Eng’g.) CORRECTIONS TECHNICAL SUPERINTENDENT** – must have a Master’s Degree, undergone Officers Advance Course for Engineering (OAC-E) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- iv. **(Eng’g.) CORRECTIONS TECHNICAL CHIEF INSPECTOR-** must have a Bachelor’s Degree, undergone Officers Advance Course for Engineering (OAC-E) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- v. **(Eng’g.) CORRECTIONS TECHNICAL SENIOR INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Basic Course for Engineering (OBC-E) or its Equivalent Career Service (Professional)/ Second Level Eligibility.
- vi. **(Eng’g.) CORRECTIONS TECHNICAL INSPECTOR** – must have a Bachelor’s Degree, undergone Officers Candidate Course for Engineering (OCC-E) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- vii. **(Eng’g.) CORRECTIONS TECHNICAL SENIOR OFFICER IV** – must have a Bachelor’s Degree, undergone Senior Engineering Supervisory Course (SESC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- viii. **(Eng’g.) CORRECTIONS TECHNICAL SENIOR OFFICER III** – must have a Bachelor’s Degree, undergone Senior Engineering Supervisory Course (SESC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- ix. **(Eng’g.) CORRECTIONS TECHNICAL SENIOR OFFICER II** – must have a Bachelor’s Degree, undergone Junior Engineering Supervisory Course (JESC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.

- x. **(Eng'g.) CORRECTIONS TECHNICAL SENIOR OFFICER I** – must have a Bachelor's Degree, undergone Junior Engineering Supervisory Course (JESC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- xi. **(Eng'g.) CORRECTIONS TECHNICAL OFFICER III** – must have a Bachelor's Degree, undergone Corrections Officer Engineering Basic Course (COEBC) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- xii. **(Eng'g.) CORRECTIONS TECHNICAL OFFICER II** – must have a Bachelor's Degree, undergone Corrections Officer Engineering Basic Course (COEBC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- xiii. **(Eng'g.) CORRECTIONS TECHNICAL OFFICER I** – must have a Bachelor's Degree, undergone Corrections Officer Engineering Basic Course (COEBC) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.

b.4) Administrative Officers' Qualifications. The following are the general minimum Qualification Standards for the Technical Officers for Administration:

- i. **(Admn.) CORRECTIONS TECHNICAL CHIEF SUPERINTENDENT** – must have a Master's Degree, undergone Officers Senior Executive Course for Administration (OSEC-A) or its equivalent and have a Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- ii. **(Admin.) CORRECTIONS TECHNICAL SENIOR SUPERINTENDENT** – must have a Master's Degree, undergone Officers Senior Executive Course for Administration (OSEC-A) or its equivalent, and have Career Service Executive Eligibility (CSEE)/Career Executive Service (CES) Eligibility.
- iii. **(Admin.) CORRECTIONS TECHNICAL SUPERINTENDENT** – must have a Master's Degree, undergone Officers Advance Course for Admin (OAC-A) or its equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- iv. **(Admin.) CORRECTIONS TECHNICAL CHIEF INSPECTOR** – must have a Bachelor's Degree Officers Advance Course for Admin (OAC-A) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.
- v. **(Admin.) CORRECTIONS TECHNICAL SENIOR INSPECTOR** – must have a Bachelor's Degree, undergone Officers Basic Course for Admin (OBC-A) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- vi. **(Admin.) CORRECTIONS TECHNICAL INSPECTOR** – must have a Bachelor's Degree, undergone Officers Candidate Course for Admin (OCC-A) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- vii. **(Admin.) CORRECTIONS TECHNICAL SENIOR OFFICER IV** – must have a Bachelor's Degree, undergone Senior Admin Supervisory Course (SASC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility
- viii. **(Admin.) CORRECTIONS TECHNICAL SENIOR OFFICER III** – must have a Bachelor's Degree, undergone Senior Admin Supervisory Course (SASC) or its Equivalent and have a Career Service (Professional)/ Second Level Eligibility.
- ix. **(Admin.) CORRECTIONS TECHNICAL SENIOR OFFICER II** – must have a Bachelor's Degree, undergone Junior Admin Supervisory Course (JASC) or its Equivalent and have a Career Service (Professional) /Second Level Eligibility.
- x. **(Admin.) CORRECTIONS TECHNICAL SENIOR OFFICER I** – must have a Bachelor's Degree, undergone Junior Admin Supervisory Course (JASC) or its Equivalent and have a Career Service (Professional)/Second Level Eligibility.
- xi. **(Admin.) CORRECTIONS TECHNICAL OFFICER III** - must have a Bachelor's Degree, undergone Corrections Officer Admin. Basic Course (COABC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility.

- xii. **(Admin.) CORRECTIONS TECHNICAL OFFICER II** – must have a Bachelor’s Degree, undergone Corrections Officer Admin. Basic Course (COABC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility
- xiii. **(Admin.) CORRECTIONS TECHNICAL OFFICER I** – must have a Bachelor’s Degree, undergone Corrections Officer Admin. Basic Course (COABC) or its equivalent and have a Career Service (Professional)/Second Level Eligibility

b.5) CSC Resolution for QS. The complete Qualification Standards (QS) which include the years of experience and the required advanced courses for every grade shall be promulgated by the Civil Service Commission (CSC) through a CSC resolution.

c) Designation to lower key positions. The Custodial Corrections Officers, Reformation Technical Officers, Engineering Technical Officers, and Admin Technical Officers shall have the following personnel deployment scheme:

c.1) Custodial Officers’ Deployment. The following are the designations or work assignments for the Custodial Officers with inmate population below two thousand (2,000) in a security camp:

1. **Administrative Officer of the COG** should have the rank of **Corrections Senior Officer IV**.
2. **Administrative Officer** of the Assistant Penal Superintendent should have the rank of **Corrections Inspector**.
3. **Advertising and Placement Officer I** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
4. **Advertising and Placement Officer II** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer II**.
5. **Advertising and Placement Officer III** should have the rank of **Corrections Senior Officer III**.
6. **Advertising and Placement Officer IV** should have the rank of **Corrections Senior Officer IV**.
7. **Assistant Chief Advertising and Placement Division** should have the rank of **Corrections Inspector**.
8. **Assistant Chief CCTV** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
9. **Assistant Chief Clean and Green & Beautification (CGB) Unit** should have the rank of **Corrections senior Officer IV**.
10. **Assistant Chief Colony Monitoring** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
11. **Assistant Chief Director of Intel and Investigation** should have the rank of **Corrections Chief Inspector**.
12. **Assistant Chief Diversified** should have the rank of **Corrections Senior Officer IV**.
13. **Assistant Chief DTRC** should have the rank of **Corrections Senior Officer IV**.
14. **Assistant Chief Escort** should have the rank of **Corrections Senior Inspector** and the **Corrections Inspector**.

15. **Assistant Chief Fire & Emergency Response Unit** should have the rank of **Corrections Senior Officer IV**.
16. **Assistant Chief Gate Reservation and Control (GC) Unit** should have the rank of **Corrections Senior Officer IV**.
17. **Assistant Chief GSCU** should have the rank of **Corrections Senior Officer IV**.
18. **Assistant Chief Inmate Release and Subpoena (IRS) Division** should have the rank of **Corrections Inspector**.
19. **Assistant Chief Intel Division** should have the rank of **Corrections Inspector**.
20. **Assistant Chief Internal Affairs Service** should have the rank of **Corrections Chief Inspector**.
21. **Assistant Chief Investigation Division** should have the rank of **Corrections Inspector**.
22. **Assistant Chief Investigation Division** should have the rank of **Corrections Inspector**.
23. **Assistant Chief Investigation Unit** should have the rank of **Corrections Senior Officer IV**.
24. **Assistant Chief IPX** should have the rank of **Corrections Senior Officer III** and the highest rank of **Corrections Senior Officer IV**.
25. **Assistant Chief K-9** should have the rank of **Corrections Senior Officer IV**.
26. **Assistant Chief Mailing and Comm. Unit** should have the rank of **Corrections Senior Officer IV**.
27. **Assistant Chief Monitoring and Anti-Squatting unit** should have the rank of **Corrections Senior Officer IV**.
28. **Assistant Chief Monitoring and Supervising Division** should have the rank of **Corrections Inspector**.
29. **Assistant Chief NBP Court Section** should have the minimum rank of **Corrections Senior Officer III** and the highest rank of **Corrections Senior Officer IV**.
30. **Assistant Chief Operations Center** should have the rank of **Corrections Inspector**.
31. **Assistant Chief Overseer** should have the rank of **Corrections Senior Officer IV**.
32. **Assistant Chief Patrol Unit** should have the rank of **Corrections Senior Officer IV**.
33. **Assistant Chief Policies and Doctrines Division** should have the rank of **Corrections Officer IV**.
34. **Assistant Chief Range Officer** should have the rank of **Corrections Senior Officer IV**.
35. **Assistant Chief RCN** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
36. **Assistant Chief Recovery Unit** should have the rank of **Corrections Senior Officer IV**.
37. **Assistant Chief Research and Plans Development Division** should have the rank of **Corrections Officer IV**.
38. **Assistant Chief Separation** should have the rank of **Corrections Senior Officer IV**.
39. **Assistant Chief SRU/SPU** should have the rank of **Corrections Officer IV**.

40. **Assistant Chief SWAT** should have the rank of **Corrections Senior Officer IV**.
41. **Assistant Chief Technical** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
42. **Assistant Chief Traffic Unit** should have the rank of **Corrections Senior Officer IV**
43. **Assistant Chief Training Officer** should have the rank of **Corrections Inspector**.
44. **Assistant. Administrative Officer** of the Assistant. Penal Superintendent should have a minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer IV**.
45. **Assistant. Administrative Officer of the COG** should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer III**.
46. **Assistant. COG** should have the rank of **Corrections Senior Officer IV**.
47. **Assistant. Escort Supervisor of the Escorting Division** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer II**.
48. **Assistant Listing Supervisor** should have the minimum rank of **Corrections Senior Officer II** and maximum of **Corrections Senior Officer III**.
49. **Assistant Logistics Officer** should have a minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer IV**.
50. **Assistant Officer of the Day** should have the rank of **Corrections Senior Officer IV**.
51. **Assistant Penal Superintendent** should have the rank of **Chief Correction Inspector**.
52. **Assistant Reformation Officer** should have a rank of **Corrections Senior Officer IV**.
53. **Assistant Searching Supervisor** should have the minimum rank of **Corrections Senior Officer II** and the maximum of **Corrections Senior Officer III**.
54. **Audit Officer of the IPX** should have the rank of **Corrections Officer II**.
55. **Band Leader** should have the rank of **Corrections Senior Officer IV**.
56. **Band Members** should have the minimum rank of **Corrections Officer I** and the maximum of **Corrections Senior Officer III**.
57. **Bay Safety Personnel** should have the rank of **Corrections Officer I**.
58. **Bomb Expert** of SWAT should have the rank of **Corrections Officer II**
59. **Camp Mailing and Communication Chief** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
60. **Cashier/Collector** should have the rank of **Corrections Officer III**.
61. **CCTV Operators** should have the rank of **Corrections Officer II**.
62. **Censor Personnel of the Mailing and Comm. Unit** should have the minimum rank of **Corrections Officer I** and the highest rank of **Corrections Officer II**.
63. **CGB Officer I** should have the rank of **Corrections Officer II**.
64. **CGB Officer II** should have the rank of **Corrections Officer III**.
65. **CGB Officer III** should have the rank of **Corrections Senior Officer I**.
66. **CGB Officer IV** should have a minimum rank of **Corrections Senior Officer II** and the highest rank of **Corrections Senior Officer III**.

67. **Chief Advertising and Placement Division** should have the rank of **Corrections Senior Inspector**.
68. **Chief Base Police Support Service** should have the minimum rank of **Corrections Senior Inspector** and the highest rank of **Corrections Chief Inspector**.
69. **Chief Clean and Green & Beautification Unit** should have the rank of **Corrections Inspector**.
70. **Chief Closed Circuit Television (CCTV) Unit** should have the rank of **Correction Senior Officer IV**.
71. **Chief Colony Monitoring** should have the rank of **Corrections Senior Officer IV**.
72. **Chief Director of Intel and Investigation** should have the rank of **Corrections Superintendent**.
73. **Chief Diversified and Maintenance Unit** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
74. **Chief Drug Treatment and Rehabilitation Center (DTRC) Security Unit** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
75. **Chief Escorting Division** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
76. **Chief Fire & Emergency Response (FER) Unit** should have the rank of **Corrections Inspector**.
77. **Chief Gate Reservation and Control Unit** should have the rank of **Corrections Inspector**.
78. **Chief Gate Security and Control Unit (GSCU)** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
79. **Chief Honours and Recognition Unit** should have the minimum rank of **Corrections Senior Inspector** and the highest rank of **Corrections Chief Inspector**.
80. **Chief Inmate Post Exchange (IPX)** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections senior Inspector**.
81. **Chief Inmate Recovery Unit** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
82. **Chief Inmate Release and Subpoena Division** should have the minimum rank of **Corrections Senior Inspector** and the highest rank of **Corrections Chief Inspector**.
83. **Chief Inmate Visitation and Services Unit (IVSU)** must the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
84. **Chief Intelligence Division** should have the rank of **Corrections Senior Inspector**.
85. **Chief Internal Affairs Service** should have the minimum rank of **Corrections Superintendent** and the highest rank of **Corrections Senior Superintendent**.
86. **Chief Investigation Division** should have the rank of **Corrections Senior Inspector**.
87. **Chief Investigation Division** should have the rank of **Corrections Senior Inspector**.
88. **Chief Investigation Unit** should have the rank of **Corrections Inspector**.

89. **Chief K-9** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
90. **Chief Monitoring and Anti-Squatting (MAS) Unit** should have the rank of **Corrections Inspector**.
91. **Chief Monitoring and Supervising Division** should have the rank of **Corrections Senior Inspector**.
92. **Chief NBP Court Section** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
93. **Chief Operations Division** should have the minimum rank of **Corrections Senior Inspector** and the highest rank of **Corrections Chief Inspector**.
94. **Chief Overseer** should have the minimum rank of **Corrections inspector** and the highest rank of **Corrections Senior Inspector**.
95. **Chief Policies and Doctrines Division** should have the minimum rank of **Corrections Inspector** and highest rank of **Corrections Senior Inspector**.
96. **Chief Radio Communications Network (RCN) Unit** should have the rank of **Corrections Senior Officer IV**
97. **Chief Range Officer** should have the rank of **Corrections Inspector**.
98. **Chief Records Officer (Entire Camp)** should have the rank of **Corrections Senior Officer IV**.
99. **Chief Research & Plans Development Division** should have the minimum rank of **Corrections Inspector** and highest rank of **Corrections Senior Inspector**.
100. **Chief Reservation Patrol Unit** should have the rank of **Corrections Inspector**.
101. **Chief Security Response/Patrol Unit (SRU/SPU)** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections senior Inspector**.
102. **Chief Separation Center** should have the minimum rank of **Chief Inspector** and the highest rank of **Corrections Senior Inspector**.
103. **Chief SWAT Team** should have the minimum rank of **Correction Inspector** and the highest rank of **Corrections Senior Inspector**.
104. **Chief Tactics** should have the rank of **Corrections Senior Officer IV**.
105. **Chief Technical Unit** should have the rank of **Corrections Senior Officer IV**.
106. **Chief Traffic Unit** should have the rank of **Chief Inspector**.
107. **Chief Training Officer** should have the rank of **Corrections Senior Inspector** and highest rank of **Corrections Chief Inspector**.
108. **Chief, Camp Hospital or Infirmary Security Unit** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
109. **Chief, Camp Kitchen Security Unit** should have the Minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
110. **Coach** should have the rank of **Corrections Officer II**.
111. **Colony Operators** should have the rank of **Corrections Officer II** and the maximum of **Corrections Officer III**.
112. **Colours** should have the rank of **Corrections Officer III**.
113. **Commander of the Guards (COG)** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.

114. **Court Security Personnel** should have the minimum rank of **Corrections Officer I** and the highest rank of **Corrections Officer III**.
115. **Data encoder of IVSU** should have the minimum rank of **Corrections Officer I** and the highest rank of **Corrections Officer II**.
116. **Data Encoder of the Overseer** should have the minimum rank of **Correction Officer I** and the highest rank of **Corrections Officer II**.
117. **Delivery/Mailing Personnel** should have the minimum rank of **Corrections Officer I** and the maximum of **Corrections Officer II**.
118. **Demolition Team** should have the rank of **Corrections Officer I**.
119. **Deputy Assistant. Penal Superintendent** should have the rank of **Corrections Senior Inspector**.
120. **Deputy Chief of the Hospital/Infirmary Security Unit** should have the rank of **Corrections Senior Officer IV**.
121. **Deputy Chief, Camp Kitchen Security Unit** should have the rank of **Corrections Senior Officer IV**.
122. **Deputy Director for Plans and Programs** should have **Corrections Chief Inspector**.
123. **Desk Officer of the GSCU** should have the minimum rank of **Corrections Senior Officer I** and the maximum of **Corrections Senior Officer III**.
124. **Directorate for Plans and Programs** should have the minimum rank of **Corrections Superintendent** and highest rank of **Corrections Senior Superintendent**.
125. **Dorm Keeper 1** of the DTRC should have the rank of **Corrections Senior Officer I**.
126. **Dorm Keeper 2** of the DTRC should have the minimum rank of **Corrections Senior Officer II** and highest rank of **Corrections Senior Officer III**.
127. **Drill Master** should have the minimum rank of **Correction Officer II** and the highest rank of **Corrections Senior Officer I**.
128. **Encoder/recorder** of the Assistant. Penal Superintendent should have the rank of **Corrections Officer I**.
129. **Encoder/Recorder** of the Reformation Officer should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
130. **Escort Guards** of the Diversified should have the rank of **Corrections Officer I**.
131. **Escort In-Charge** of the escorting Division should have the rank of **Corrections Officer II**.
132. **Escort Supervisor of the Escorting Division** must the minimum rank of **Corrections Senior Officer III** and the highest rank of **Corrections Senior Officer IV**.
133. **Evidence Custodian** should have the rank of **Corrections Officer III**.
134. **Evidence Custodian** of the Intel Division should have the rank of **Corrections Officer II**
135. **Executive Officer** of the HRU should have the rank of **Corrections Inspector**.
136. **FER Officer I** should have the rank of **Corrections Officer II**.
137. **FER Officer II** should have the rank of **Corrections Officer III**.
138. **FER Officer III** should have the rank of **Corrections Senior Officer I**.

139. **FER Officer IV** should have the minimum rank of Corrections Senior Officer II and highest rank of **Corrections Senior Officer III**.
140. **File Custodian** should have the rank of **Corrections Officer III**.
141. **Filing Staff of the Overseer** should have the minimum rank of **Corrections Officer I** and the highest rank of **Corrections Officer II**
142. **Food Distribution In-Charge** of the Camp Kitchen Security should have the rank of **Corrections Officer I**.
143. **GC Officer II** should have the rank of **Corrections Officer III**.
144. **GC Officer III** should have the rank of **Corrections Senior Officer I**.
145. **GC Officer IV** should have the minimum rank of Corrections Senior Officer II and the maximum of **Corrections Senior Officer III**.
146. **Guidon** should have the rank of **Corrections Senior Officer IV**.
147. **Inspector of Hospital Escorts** should have the rank of **Corrections Officer III**.
148. **Intel Case Evaluator** should have the rank of **Corrections Senior Officer I**.
149. **Intelligence Officer** should have minimum the rank of **Corrections Senior Officer II** and the highest rank of **Corrections senior Officer III**.
150. **Intelligence Officer** of the Recovery Unit should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
151. **Intelligence Operation/Security** should have the rank of **Corrections Officer I**.
152. **Inventory Officer of the IPX** should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer I**.
153. **Investigation Officer I** should have the rank of **Corrections Officer II**.
154. **Investigation Officer II** should have the rank of **Corrections Officer III**.
155. **Investigation Officer III** should have the rank of **Corrections Senior Officer I**.
156. **Investigation Officer IV** should have the minimum rank of **Corrections Senior Officer II** and the maximum of **Corrections Senior Officer III**.
157. **Investigator I** should have the minimum rank of **Corrections Officer II** and highest rank of **Corrections Officer III**.
158. **Investigator II** should have the rank of **Corrections Senior Officer I**.
159. **Investigator III** should have the rank of **Corrections Senior Officer II**.
160. **Investigator IV** should have the rank of **Corrections Senior Officer III**.
161. **Investigator of the Investigation Division** should have the minimum rank of **Corrections Senior Officer II** and the highest rank of **Corrections Senior Officer III**.
162. **Investigator of the Traffic Unit** should have the rank of **Corrections Senior Officer I**.
163. **Investigator V** should have the rank of **Corrections Senior Officer IV**.
164. **IRS Security Officer I** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
165. **IRS Security Officer II** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer II**.
166. **IRS security Officer III** should have the rank of **Corrections Senior Officer III**.

167. **IRS Security Officer IV** should have the rank of **Corrections Senior Officer IV**.
168. **K-9 Handler** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
169. **K-9 Team Leader** should have the minimum rank of **Corrections Senior Officer II** and the highest rank of **Corrections Senior Officer III**.
170. **Keeper 2** should have the rank of **Corrections Senior Officer II**.
171. **Keeper I** should have the rank of **Corrections Senior Officer I**.
172. **Lecturer** should have the rank of **Corrections Officer III**.
173. **Liaison Officer** should have the rank of **Corrections Officer II**.
174. **Listing Officer** should have the minimum rank of **Corrections Officer III** and maximum of **Corrections Senior Officer I**.
175. **Listing Supervisor** should have the rank of **Corrections Senior Officer IV**.
176. **Livelihood Security** should have the rank of **Corrections Officer I**.
177. **Logistics Officer** should have the rank of **Corrections Inspector**.
178. **Marshalls** of the Base Police should have the minimum rank of **Corrections Officer I** and the highest rank of **Corrections Officer II**.
179. **MAS Officer I** should have the rank of **Corrections Officer II**.
180. **MAS Officer II** should have the rank of **Corrections Officer III**.
181. **MAS Officer III** should have the rank of **Corrections Senior Officer I**.
182. **MAS Officer IV** should have the minimum rank of **Corrections Senior Officer II** and the maximum of **Corrections Senior Officer III**.
183. **Men in Ranks** should have the minimum rank of **Corrections Officer I** and the maximum of **Corrections Officer II**.
184. **Messenger** of the Separation Center should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
185. **Monitoring and Security Officer II** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer II**.
186. **Monitoring and Security Officer III** should have the rank of **Corrections Senior Officer III**.
187. **Monitoring and Security Officer IV** should have the rank of **Corrections Senior Officer IV**.
188. **Monitoring Security Officer I** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
189. **Moral and Spiritual Security** should have the rank of **Corrections Officer I**.
190. **Motorcycle Riders** should have the rank of **Corrections Officer I**.
191. **NBPH/Infirmary Security** should have the rank of **Corrections Officer I**.
192. **Officer In-Charge BuCor Band** should have the minimum rank of **Corrections Inspector** and the highest rank of **Corrections Senior Inspector**.
193. **Officer of the Day** should have a minimum rank of **Corrections Inspector** and a highest rank of **Corrections Senior Inspector**.
194. **Operations Officer** should have the rank of **Corrections Inspector**.
195. **Operatives** of SWAT should have the rank of **Corrections Officer I**.
196. **Operatives** of the Recovery Unit should have the rank of **Corrections Officer I**.

197. **Operatives** of the SRU/SPU should have the rank of **Corrections Officer I**.
198. **Outside Referral Escort** should have the rank of **Corrections Officer I**.
199. **Overseer Staff** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
200. **Patrol Officer I** should have the rank of **Corrections Officer II**.
201. **Patrol Officer II** should have the rank of **Corrections Officer III**.
202. **Patrol Officer III** should have the rank of **Corrections Senior Officer I**.
203. **Patrol Officer IV** should have the minimum rank of **Corrections Senior Officer II** and the maximum of **Corrections Senior Officer III**.
204. **Patrol/Response Supervisor** should have the minimum rank of **Corrections Officer II** and highest rank of **Corrections Senior Officer III**.
205. **Physical Training Officer** should have the rank of **Correction Officer I**.
206. **Platoon Leader 1** should have the minimum rank of **Corrections Senior Officer 2** and the maximum of **Corrections Senior Officer III**.
207. **Platoon Leader 2** should have the minimum rank of **Corrections Senior Officer 2** and the maximum of **Corrections Senior Officer III**.
208. **Post Tower Guards** should have the rank of **Corrections Officer I**.
209. **Post Tower Supervisor** should have the rank of **Corrections Senior Officer III**.
210. **Property Custodian** should have the rank of **Corrections Officer III**.
211. **Property Custodian** of SWAT should have the rank of **Corrections Officer III**.
212. **Property Custodian** of the Diversified should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer II**.
213. **Public Assistance of the IVSU** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Senior Officer IV**.
214. **Public relations Officer of the COG** should have the rank of **Corrections Senior Officer IV**.
215. **Range Officer** should have the minimum rank of **Corrections Senior Officer I** and the maximum of **Corrections Senior Officer III**.
216. **RCN Operators** should have the rank of **Corrections Officer II**.
217. **Receiving Officer** of the IPX should have the rank of **Corrections Officer I**.
218. **Recorder of the Camp Kitchen Security** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
219. **Recorder** of the Diversified should have the rank of **Corrections Officer II**.
220. **Recorder** of the DTRC should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
221. **Recorder** of the escorting Division should have the rank of **Corrections Officer II**.
222. **Recorder** of the Hospital/Infirmary Security Unit should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
223. **Recorder** of the K-9 should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
224. **Recorder** of the Officer of the Day should have a minimum rank of **Corrections Officer II** and the highest rank of **Corrections Officer III**.
225. **Recorder** of the Recovery Unit should have the rank of **Corrections Officer II**.

226. **Recorder** of the SRU/SPU should have the rank of **Corrections Officer II**.
227. **Reformation Security Chief Officer (Max/Med/Min)** should have a minimum rank of **Corrections Inspector** and a highest rank of **Corrections Senior Inspector**.
228. **Rescuer** should have the rank of **Corrections Officer I**.
229. **Roving Patrol** of the Officer of the Day should have the rank of **Corrections Officer I**.
230. **Roving Security** of the DTRC should have the rank of **Corrections Officer I**.
231. **S1 Adjutant** should have the rank of **Corrections senior Officer IV**
232. **Scanning Personnel (X-Ray)** of the IVSU should have the minimum rank of **Corrections Officer I** and the maximum of **Corrections Officer II**.
233. **Screening Staff** of the Overseer should have the rank of **Corrections Officer III**
234. **Searching Officer 2 (Body)** should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer I**.
235. **Searching Officer I (Baggage)** should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer I**.
236. **Searching Supervisor** should have the rank of **Corrections Senior Officer IV**.
237. **Senior Base Police** should have the rank of **Corrections Senior Officer IV**.
238. **Separation Officer** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer III**.
239. **Shifting Personnel** of the escorting Division should have the rank of **Corrections Officer I**.
240. **Sports and Recreation Office (SARO) Security** should have the rank of **Corrections Officer I**.
241. **Staff of the COG** should have the minimum rank of **Corrections Officer II** and the highest rank of **Corrections Senior Officer III**.
242. **Staff of the Mailing and Comm. Unit** should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections senior Officer III**.
243. **Staff of the NBP Court Section** should have the minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer II**.
244. **Staff of the Operations Officer** should have a minimum rank of **Corrections Senior Officer I** and the highest rank of **Corrections Senior Officer IV**.
245. **Staff of the Policies and Doctrines Division** should have the minimum rank of **Corrections Officer I** and highest rank of **Corrections Senior Officer III**.
246. **Staff of the Research & Plans Development Division** should have the minimum rank of **Corrections Officer I** and highest rank of **Corrections Senior Officer III**.
247. **Staff/Operatives** of the Intel Division should have the rank of **Corrections Officer III**.
248. **Staff-Investigator 1** should have the rank of **Corrections Officer II**.
249. **Staff-Investigator 2** should have the rank of **Corrections Officer III**.
250. **Store Inspection Officer** of the IPX should have the rank of **Corrections Officer II**.
251. **Supernumerary 1** of the GSCU should have the rank of **Corrections Officer II**
252. **Supernumerary 2** of the GSCU should have the rank of **Corrections Officer III**.

253. **Supervisor** of the CCTV Unit should have the rank of **Corrections Officer III**.
254. **Supervisor of the Intel Division** should have the rank of **Corrections Senior Officer IV**.
255. **Supervisor of the Investigation Division** should have the rank of **Corrections Senior Officer IV**.
256. **Supervisor** of the RCN Unit should have the rank of **Corrections Officer III**.
257. **Supervisor** of the Technical Unit should have the rank of **Corrections Officer III**.
258. **Supervisors** of the Camp Kitchen Security should have the minimum rank of **Corrections Senior Officer II** and the highest rank of **Corrections Officer III**.
259. **Supervisors** of the Diversified should have the rank of **Corrections Officer III**.
260. **Supervisors** of the Hospital/Infirmary Security Unit should have the rank of **Corrections Senior Officer III**.
261. **Supervisors** of the Traffic Unit should have the minimum rank of **Corrections Senior Officer II** and the maximum of **Corrections Senior Officer III**.
262. **Tactical Officer** should have the rank of **Corrections Senior Officer II**.
263. **Team Leader** of SWAT should have the rank of **Corrections Senior Officer III**.
264. **Team Leader** of the Base Police should have the minimum rank of **Corrections Officer III** and the highest rank of **Corrections Senior Officer III**.
265. **Team Leader** of the Recovery Unit should have the rank of **Corrections Officer III**.
266. **Team Leader** of the SRU/SPU should have the minimum rank of **Correction Officer III** and highest rank of **Corrections Senior Officer I**.
267. **Team Leader** of the Traffic Unit should have the rank of **Corrections Officer III**.
268. **Traffic Enforcer** should have the rank of **Correction Officer I**.
269. **Traffic Officer** should have the rank of **Corrections Officer II**.
270. **Ward Keeper 1** of the Hospital/Infirmary Security Unit should have the rank of **Corrections Senior Officer II**
271. **Ward Keeper 2** of the Hospital/Infirmary Security Unit should have the rank of **Corrections Senior Officer I**.

c.1a) Deployment by Inmate Population. The Colony Superintendent may opt to deploy personnel with ranks at one step higher for each designation/work assignments, whenever applicable, for security camps with inmate population less than three thousand (3,000) but above two thousand (2,000); and two ranks higher for lower than five thousand inmate population (5,000) but more than three thousand (3,000).

c.2) Reformation Officers' Deployment. The following are the designation or work assignments for the Technical Officers of Reformation:

1. **Chief of Hospital** should have the rank of **Corrections Technical Chief Inspector** and the highest rank of **Corrections Technical Superintendent**.
2. **Dental Aides** should have the rank of **Corrections Technical Officer I**.
3. **Duty Agricultural Technologist** should have the rank of **Corrections Technical Officer I**.

4. **Duty Agriculturists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
5. **Duty Chaplain** should have the rank of *Corrections Technical Senior Officer I*.
6. **Duty Dentists** should have the minimum rank of *Corrections Technical Officer III* and the highest rank of *Corrections Technical Inspector*.
7. **Duty Guidance Counselors** should have the minimum the rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
8. **Duty Medical Equipment Technicians** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
9. **Duty Medical Technologists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
10. **Duty Nurses** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
11. **Duty Nutritionist/Dietitians** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
12. **Duty Occupational Therapists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
13. **Duty Pharmacists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
14. **Duty Physical Therapy Technician** should have the rank of *Corrections Technical Officer I*.
15. **Duty Psychologists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
16. **Duty Radiologic Technologists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
17. **Duty Sociologists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
18. **Duty Teachers** should have the minimum rank of *Corrections Technical Officer I* and highest rank of *Corrections Technical Officer II*.
19. **Duty Veterinarians** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer IV*.
20. **Education Program Supervisor** should have the rank of *Corrections Technical Inspector*.
21. **Farm Foreman** should have the rank of *Corrections Technical Officer I*.
22. **Farm Superintendent** should have the rank of *Corrections Technical Officer III* and the highest rank of *Corrections Technical Senior Officer I*.
23. **Farm Supervisor** should have the rank of *Corrections Technical Officer I*.
24. **Food Service Supervisors** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
25. **Guidance Officer** should have the minimum rank of *Corrections Technical Officer III* and the highest rank of *Corrections Technical Senior Officer III*.
26. **Handicraft Worker Supervisor** should have the rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
27. **Head Teachers** should have the rank of *Corrections Technical Officer III*

28. **Heavy Equipment Operator** should have the rank of *Corrections Technical Officer I*.
29. **Master Fisherman** should have the rank of *Corrections Technical Officer I*.
30. **Master Teachers** should have the rank of *Corrections Technical Senior Officer III*.
31. **Medical Officers** should have the minimum rank of *Corrections Technical Senior Officer I* and the highest rank of *Corrections Technical Superintendent*.
32. **Medical Specialists** should have the minimum rank of *Corrections Technical Inspector* and the highest rank of *Corrections Technical Chief Inspector*.
33. **Nursing Attendants** should have the rank of *Corrections Technical Officer I*.
34. **Penal Institution Program Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.
35. **Project Evaluation Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
36. **Psychometrician** should have the rank of *Corrections Technical Officer I*.
37. **Recreation and Welfare Service Officers** should have the rank of *Corrections Technical Officer I*.
38. **Religious Guidance Adviser** should have the minimum rank of *Corrections Technical Senior Officer III*.
39. **Religious Workers** should have the minimum rank of *Corrections Technical Officer I*.
40. **Sales and Promotion Supervisors** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
41. **Sales Representative** should have the minimum rank of *Corrections Technical Officer I*.
42. **Sanitation Inspectors** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
43. **Senior Penal Institution Program Officer** should have the minimum rank of *Corrections Technical Senior Officer III*.
44. **Social Welfare Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
45. **Sports Development Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
46. **Supervising Penal Institution Program Officer** should have the minimum rank of *Corrections Technical Inspector*.
47. **Training Specialists** should have the minimum the rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer I*.

c.3) Engineering Officers' Deployment. The following are the designation or work assignments for the Technical Officers for Engineering:

1. **Carpenter Foreman** should have the rank of *Corrections Technical Officer I*.

2. **Carpenter General Foreman** should have the rank of *Corrections Technical Officer I*.
3. **Communication Equipment Operator** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
4. **Construction and Maintenance Foreman** should have the rank of *Corrections Technical Officer I*.
5. **Driver** should have the rank of *Corrections Technical Officer I*.
6. **Duty Architects** should have the minimum rank of *Corrections Technical Senior Officer I* and the highest rank of *Corrections Technical Inspector*.
7. **Duty Draftsman** should have the rank of *Corrections Technical Officer I*.
8. **Duty Electronic and Communication Equipment Technician** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
9. **Duty Engineers** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer IV*.
10. **Duty Field Electricians/Electricians** should have the rank of *Corrections Technical Officer I*.
11. **Duty Mechanics** should have the rank of *Corrections Technical Officer I*.
12. **Duty Pump Controller Electronic Technician** should have the rank of *Corrections Technical Officer I*.
13. **Duty Refrigeration and Air-Conditioning Technician** should have the rank of *Corrections Technical Officer I*.
14. **Electrical Inspector** should have the rank of *Corrections Technical Officer I*.
15. **Firefighters** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
16. **General Construction Foreman** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
17. **Mechanical Plant Operators** should have the rank of *Corrections Technical Officer I*.
18. **Mechanical Plant Supervisors** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Officer III*.
19. **Mechanical Shop Foreman** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
20. **Motor Pool Dispatcher** should have the rank of *Corrections Technical Officer I*.
21. **Warehouseman** should have the rank of *Corrections Technical Officer I*.

c.4) Admin Officers' Deployment. The following are the designation or work assignments for the Technical Officers for Administration:

c.4a) Specialized admin work assignments. The following are specialized admin work assignments:

1. **Bookkeeper** should have the minimum rank of *Corrections Technical Officer I*.

2. **Buyers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
3. **Cash Clerks** should have the rank of *Corrections Technical Officer I*.
4. **Cashiers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
5. **Document Examiners** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
6. **Duty Accountants** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Inspector*.
7. **Duty Computer Maintenance Technologists** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer II*.
8. **Duty Computer Programmers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
9. **Duty Information Systems Analysts** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer IV*.
10. **Duty Stenographer** should have the rank of *Corrections Technical Officer I*.
11. **Evaluator/Researchers** should have the minimum rank of *Corrections Technical Senior Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
12. **Financial Analysts** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
13. **Fingerprint Examiner** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
14. **Freight Service Supervisor** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Officer III*.
15. **Frontline Service Officer** should have the minimum rank of *Corrections Technical Officer III* and the highest rank of *Corrections Technical Senior Officer I*.
16. **Human Resource Development Officers** should have the rank of *Corrections Technical Officer III*.
17. **Human Resource Management Assistant** should have the rank of *Corrections Technical Officer I*.
18. **Human Resource Management Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
19. **Identification Officers** should have the minimum rank of *Corrections Technical Inspector* and the highest rank of *Corrections Technical Chief Inspector*.
20. **Information Systems Researcher** should have the rank of *Corrections Technical Officer I*.
21. **Information Technology Officers** should have the minimum rank of *Corrections Technical Senior Officer IV* and the highest rank of *Corrections Technical Chief Inspector*.

22. **Inmate's Carpeta Record Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*
23. **Instructors** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer 1*.
24. **Legal Aide** should have the rank of *Corrections Technical Officer I*.
25. **Legal Researcher** should have the rank of *Corrections Technical Senior Officer III*.
26. **Legal Secretary** should have the rank of *Corrections Technical Officer I*.
27. **Logistics Management Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
28. **Management and Audit Analysts** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
29. **Management and Audit Assistant** should have the rank of *Corrections Technical Officer I*.
30. **Personnel Analyst** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
31. **Personnel Specialists** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
32. **Photographers** should have the rank of *Corrections Technical Officer I*.
33. **Postmaster** should have the rank of *Corrections Technical Officer II*.
34. **Project Development Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
35. **Property Custodian** should have the rank of *Corrections Technical Officer I*.
36. **Property Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
37. **Public Relation Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Inspector*.
38. **Records Management Analysts** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
39. **Registrar** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
40. **Research Analysts** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
41. **Security Guards** should have the rank of *Corrections Technical Officer I*.
42. **Senior Budget Officers** should have the minimum rank of *Corrections Technical Senior Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
43. **Special Investigators** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
44. **Storekeepers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer II*.
45. **Supervising Administrative Officers** should have the minimum rank of *Corrections Technical Inspector* and the highest rank of *Corrections Technical Chief Inspector*.

46. **Supervising Records Officers** should have the minimum rank of *Corrections Technical Inspector* and the highest rank of *Corrections Technical Chief Inspector*.
47. **Supply Officers** should have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Chief Inspector*.
48. **Training Officers** should have the minimum rank of *Corrections Technical Senior Officer I* and the highest rank of *Corrections Technical Senior Officer III*.
49. **Training Specialists** should have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Chief Inspector*.

c.4b) Basic Admin work assignments. The following Administrative designations/positions shall be deployed in almost all directorates:

1. **Administrative Assistant** shall have the rank of *Corrections Technical Officer I*.
2. **Administrative Officers** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer III*.
3. **Budget Officers** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Officer III*.
4. **Budgeting Assistant** shall have the rank of *Corrections Technical Officer I*.
5. **Encoders** shall have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
6. **Evaluation Officers** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
7. **Finance Officers** shall have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
8. **Liaison Officers** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
9. **Monitoring Officers** shall have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
10. **Planning Officers** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
11. **Records Officers** shall have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
12. **Researchers** shall have the minimum rank of *Corrections Technical Officer III* and the highest rank of *Corrections Technical Senior Officer II*.
13. **Statisticians** shall have the minimum rank of *Corrections Technical Officer II* and the highest rank of *Corrections Technical Senior Officer I*.
14. **Supply Officers** shall have the minimum rank of *Corrections Technical Officer I* and the highest rank of *Corrections Technical Officer III*.
15. **Additional Duties. Corrections Officer I/Corrections Technical Officer I**, in addition to their duties, shall also perform the work of clerks, budgeting aides, human resource management aides, utility workers, laundry workers, timekeepers, and communication dispatchers. Furthermore, when no outstanding contract with a private contractor exist on a minor repair project, they shall also perform the work of tailors, carpenters, laborers, welders, masons, plumbers, painters, light

machine operators, and cooks to prevent outsiders, especially repairmen, from entering the prison facilities.

c.5) Managerial work assignments standard rank deployment. The following are the standard rank deployment for managerial work assignments.

- 1) **Assistant Section Chiefs** should have the minimum rank of **Corrections Senior Officer IV** or **Corrections Technical Senior Officer IV**.
- 2) **Assistant Supervisors** should have the minimum rank of **Corrections Senior Officer I** or **Corrections Technical Senior Officer I**.
- 3) **Deputy Director General for Corrections** should have the rank of **Assistant Secretary**.
- 4) **Deputy Directors** should have the minimum rank of **Corrections Chief Inspector** or **Corrections Technical Chief Inspector**.
- 5) **Deputy Division Chiefs** should have the minimum rank of **Corrections Inspector** or **Corrections Technical Inspector**.
- 6) **Deputy Office Chiefs (in the Support Service and Command Group)** should have the minimum rank of **Corrections Senior Officer IV** or **Corrections Technical Senior Officer IV**.
- 7) **Director General for Corrections** should have the rank of **Undersecretary**.
- 8) **Directors** should have the minimum rank of **Corrections Superintendent** or **Corrections Technical Superintendent** and the highest rank of **Corrections Chief Superintendent** or **Corrections Technical Senior Superintendent**.
- 9) **Division Chiefs** should have the minimum rank of **Corrections Chief Inspector** or **Corrections Technical Chief Inspector**.
- 10) **Office Chief (in the Support Service and Command Group)** should have the minimum rank of **Corrections Senior Inspector** or **Corrections Technical Senior Inspector**.
- 11) **Section Chiefs** should have the minimum rank of **Corrections Inspector** or **Corrections Technical Inspector**.
- 12) **Supervisors** should have the minimum rank of **Corrections Senior Officer III** or **Corrections Technical Senior Officer III**.

d) Workloads and Performance Indicators. All work assignments and designations in the deployment scheme of this IRR shall have a prescribed workloads and performance indicators.

e) Supplemental Deployment Scheme. During the implementation of this Act, the BuCor shall provide supplemental personnel deployment scheme with the corresponding workload and performance indicators for other necessary work assignments and designations necessary for corrections service which are not included in the aforementioned list.

f) Review of Qualifications and Designations. After a period of five (5) years after the implementation of this Act, the Director General may mobilize a special committee to review and upgrade the Personnel Qualifications Standards and Deployment scheme to make it responsive to the growing and changing needs of corrections management and inmate population in the near future.

Section 15. Professionalization and Qualifications Upgrading Program. The DOJ, through the recommendation of the BuCor, shall design and establish a professionalization and qualifications upgrading program for personnel of the BuCor, in coordination with the CSC and the Commission on Higher Education (CHED), through an off-campus education program or other similar programs within ninety (90) days from the effectivity of this Act. All uniformed members of BuCor shall have at least a College Degree and broad exposure in Corrections, Penology, Criminology, Psychology, Education, Law and other related technical fields. The off-campus education program shall primarily cater to existing BuCor personnel to enable them to meet the prescribed educational requirements of this Act in a span of five (5) years from the implementation of this Act.

RULE XIV – ATTRITION SYSTEM

Section 16. Attrition System for the Personnel of the BuCor. There shall be an established system of attrition for the personnel of the BuCor within five (5) years from the effectivity of this Act to be submitted by said Bureau to the DOJ for approval. Such attrition system shall include, but is not limited to, the provision of the following principles:

a) Attrition by Demotion in Position or Rank. Any personnel of the BuCor who is relieved and assigned to a position lower than what is established for the grade in the respective staffing pattern of the BuCor, and who shall not be assigned to a position commensurate to one's grade within two (2) years after such demotion in position shall be separated or retired from the service.

b) Attrition by Non-Promotion. Any personnel of the BuCor who has not been promoted for a continuous period of ten (10) years shall be separated or retired from the service, except for those who are occupying a third level position. The Maximum Tenure in Rank shall be observed for promotion and attrition:

- COI/CTOI- 3 years,
- COII/CTOII- 4 years,
- COIII/CTOIII- 5 years,
- CSOI/CTSOI- 6 years,
- CSOII/CTSOII- 7 years,
- CSOIII/CTSOIII- 8 years,
- CSOIV/CTSOIV- until retirement
- CI/CTI – 3 years,
- CSI/CTSI – 4 years,
- CCI/CTCI – 5 years,
- CS/CTS – 6 years,
- CSS/CTSS – 7 years,
- CCS - 5 years
- CDD/CTCS – until retirement

Application of maximum tenure in rank shall be regulated by BuCor circulars to be promulgated and issued accordingly.

c) Attrition by Relief. Any personnel of the BuCor who has been relieved for just cause and has not been given an assignment within two (2) years after such relief shall be retired or separated.

d) Attrition by Attainment of Maximum Tenure in Position. The maximum tenure of BuCor personnel holding key positions is hereby prescribed as follows:

- Division Chief – 5 years,
- Director (of Directorate) – 6 years,
- Colony Superintendent below 5,000 inmates – 6 years,
- Colony Superintendent above 5,000 inmates – until retirement,
- Regional Superintendent below 5,000 – 6 years,
- Regional Superintendent above 5,000 inmates – until retirement.

Application of maximum tenure in Position shall be regulated by BuCor circulars to be promulgated and issued accordingly.

e) Attrition by Other Means. Any personnel of the BuCor with at least five (5) years of accumulated active service shall be separated from the service based on any of the following factors:

1. Inefficiency based on poor performance during the last two (2) successive semestral rating periods;
2. Inefficiency based on poor performance for three (3) cumulative semestral rating periods;
3. Physical and/or mental incapacity to perform one's duties and functions; or
4. Failure to complete the required career courses and/or appropriate civil service eligibility for his/her position except for justifiable cause or reason; and
5. Low potentiality, doubtful integrity and/or acts inconsistent with the best interest of the service.

f) Separation or Retirement from the BuCor. Any personnel who is dismissed from the BuCor pursuant to the above-enumerated principles in this section shall be separated if one has rendered less than twenty (20) years of service, and be retired if one has rendered at least twenty (20) years of service unless the concerned personnel is disqualified by law to receive such benefits.

RULE XV – PROMOTION SYSTEM

Section 17. Promotion System for the Personnel of the BuCor. Within six (6) months after the effectivity of this Act, the BuCor shall establish a system of promotion for personnel of the BuCor through the following principles:

a) Rationalized Promotion System. The rationalized promotion shall be based on merit, seniority and on the availability of the vacant ranks in the BuCor staffing pattern. Such system shall be gender-fair so as to ensure that women personnel of the BuCor shall enjoy equal opportunity for promotion as to men. Promotion System shall be patterned after the uniformed service promotion system which enforces the maximum tenure in rank.

b) Requirements for Promotion. Any personnel of the BuCor shall not be eligible for promotion to a higher rank unless one has merit the minimum qualification standards or the appropriate civil service eligibility set by the CSC, and has satisfactorily passed the required psychiatric/psychological, drug and physical test. Requirements for Promotion

shall likewise be patterned after the uniformed service promotion requirements such as **mandatory training** and **mandatory assignments**, among others.

c) Use of SLL for Promotion. BuCor shall formulate the Seniority Lineal List (SLL) for each professional line of expertise (Custodial, Reformation, Engineering, and Admin) according to certain criteria, to be used during regular promotion. Diagnostics Personnel of DRD and ERD shall fall within the Reformation SLL.

d) Modes of Promotion. The two (2) modes of promotion in BuCor are as follows:

1. Regular Promotion. Any personnel of BuCor who has attained the minimum qualifications for a rank which shall include education, experience, training, and civil service eligibility to include the physical characteristics and personality traits required in the performance of the job, shall be eligible for promotion to a higher rank. He should successfully pass the corresponding promotional examination, and the required psychiatric/psychological and drug tests.

2. Special Promotion. Any personnel of BuCor who has exhibited acts of conspicuous and gallantry at the risk of one's life above and beyond the call of duty shall be promoted to the next higher rank. Those selected as such in a nationwide search conducted by any civic organization duly accredited by the DOJ and the Civil Service Commission shall be promoted to the next higher rank: Provided, that these shall be validated by the DOJ and the CSC based on established criteria upon recommendation of BuCor.

e) One (1) Year to Retirement. No BuCor uniformed personnel who has less than one (1) year of service before reaching the compulsory retirement age shall be promoted to a higher rank or appointed to any other position.

RULE XVI – PERFORMANCE EVALUATION SYSTEM

Section 18. Performance Evaluation System.

a) By Rules, Regulations and Standards. There shall be established a Performance Evaluation System which must be administered in accordance with the rules, regulations and standards and a Code of Conduct for the personnel of BuCor to be promulgated by BuCor through the DOJ.

1) Such Performance Evaluation System shall be administered in such a way as to foster the improvement of the individual efficiency and behavioral discipline, as well as the promotion of organizational effectiveness and commitment to public service.

2) The rating system as contemplated herein shall be based on standards prescribed by BuCor through the DOJ and shall be considered the result of the annual psychiatric/psychological and physical fitness test conducted on the personnel of BuCor.

b) By R.A. 6713. The code of conduct of BuCor personnel subject for performance evaluation shall be in accordance with Republic Act 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees;"

RULE XVII – STANDARDIZATION OF SALARIES AND BENEFITS

Section 19. Standardization of the Base Pay and Other Benefits of the Uniformed Personnel of BuCor. The DBM shall determine the equivalent rank of the uniformed personnel of the BuCor patterned after the existing ranks of uniformed personnel of other departments and the military whose adequate remuneration and benefits of its members

is a prime concern of the State as provided for in 1987 Constitution, Article XVI, Section 5, para 3. In order to enhance the general welfare, commitment to service and professionalism, the following are considered uniformed personnel of BuCor:

**Custodial & Technical Rank Table
with Corresponding Rank Equivalent in the BJMP**

CORRECTIONS CUSTODIAL OFFICER RANKS	CORRECTIONS TECHNICAL OFFICER RANKS	BJMP OFFICER RANKS:
Corrections Chief Superintendent		Jail Chief Superintendent
Corrections Senior Superintendent	Corrections Technical Senior Superintendent	Jail Senior Superintendent
Corrections Superintendent	Corrections Technical Superintendent	Jail Superintendent
Corrections Chief Inspector	Corrections Technical Chief Inspector	Jail Chief Inspector
Corrections Senior Inspector	Corrections Technical Senior Inspector	Jail Senior Inspector
Corrections Inspector	Corrections Technical Inspector	Jail Inspector
Corrections Senior Officer IV	Corrections Technical Senior Officer IV	Senior Jail Officer 4
Corrections Senior Officer III	Corrections Technical Senior Officer III	Senior Jail Officer 3
Corrections Senior Officer II	Corrections Technical Senior Officer II	Senior Jail Officer 2
Corrections Senior Officer I	Corrections Technical Senior Officer I	Senior Jail Officer 1
Corrections Officer III	Corrections Technical Officer III	Jail Officer 3
Corrections Officer II	Corrections Technical Officer II	Jail Officer 2
Corrections Officer I	Corrections Technical Officer I	Jail Officer 1

a) Pay Schedule. The base pay, allowances and other benefits of the abovementioned personnel shall be in accordance with the existing compensation and position classification laws and regulations. The BuCor personnel's base pay corresponding for each salary grade shall be equal to the base pay of the corresponding rank classification of counterparts in the BJMP, PNP, and AFP.

For this purpose, the following ranks of BuCor uniformed personnel shall have a salary schedule of the following in accordance with Section 12 of R.A. 9263 upon the effectivity of this Act:

CORRECTIONS CUSTODIAL OFFICER RANKS	SALARY GRADE	CORRECTIONS TECHNICAL OFFICER RANKS
Corrections Chief Superintendent	27	
Corrections Senior Superintendent	26	Corrections Technical Senior Superintendent
Corrections Superintendent	25	Corrections Technical Superintendent
Corrections Chief Inspector	24	Corrections Technical Chief Inspector
Corrections Senior Inspector	23	Corrections Technical Senior Inspector
Corrections Inspector	22	Corrections Technical Inspector
Corrections Senior Officer IV	19	Corrections Technical Senior Officer IV
Corrections Senior Officer III	18	Corrections Technical Senior Officer III
Corrections Senior Officer II	17	Corrections Technical Senior Officer II
Corrections Senior Officer I	16	Corrections Technical Senior Officer I
Corrections Officer III	14	Corrections Technical Officer III
Corrections Officer II	12	Corrections Technical Officer II
Corrections Officer I	10	Corrections Technical Officer I

b) Amount of Increase. The amount of increase shall be the difference between the corresponding rate in each designated grade for each rank less the amount of the current base pay received by the uniformed personnel of BuCor.

c) Incentives and Awards System. There shall be established incentives, awards and decorations system which shall be administered by a board under such rules, regulations and standards as may be promulgated by BuCor, provided that equivalent awards shall be given by BuCor for every award duly given by respectable civic organizations in a nationwide selection for outstanding achievement and/or performance of any member.

d) Health & Welfare Programs. It shall be the concern of BuCor to provide leadership and assistance in formulating health and welfare programs for its personnel. The heads of all directorates shall take all proper steps towards the creation of an atmosphere conducive to good supervisor-subordinate relationship and the improvement of personnel morale.

e) Longevity Pay. Uniformed personnel of BuCor shall be entitled to a longevity pay equal to the longevity pay of other uniformed service, which shall be reckoned from the date of personnel's original appointment in the Bureau, considered as total duration of Active Service, as provided for in Section 71 of RA 6975 for PNP personnel. There shall also be continuity of active service among personnel who transferred to BuCor from other uniformed agencies and also from applicable government civilian agencies provided that no period of such civilian service longer than BuCor service shall be credited for purposes of retirement. The salary step increment of the appointed Director General and the Deputy Director Generals shall also be based on their active service in previous uniformed/military or civilian employment in the Philippine Government.

f) Active Service. For purposes of this IRR, active service of the uniformed personnel shall refer to services rendered as an officer and non-officer, cadet, trainee or draftee in any uniformed/military service and services rendered as a civilian official or employee in the Philippine Government prior to the date of separation or retirement from BuCor: *Provided*, That the term active service shall include confirmed services rendered as a civilian employee in the Philippine government.

g) Allowances. BuCor uniformed personnel are also entitled to receive subsistence allowance, quarter's allowance, clothing allowance, cost of living allowance, hazard pay, laundry allowance, and all other allowances at a rate provided for uniformed services agencies by existing laws. Likewise, as the highest senior officers in direct command of a uniformed service, the Director General and the Deputy Director Generals shall also be entitled of similar allowances.

h) Retention of Existing Benefits. All benefits currently received by the personnel of BuCor under existing laws shall continue to be received by them without any diminution: *Provided*, however, that it shall not constitute to double compensation.

i) Collateral Entitlements. BuCor personnel shall likewise receive applicable collateral entitlements equivalent to those provided in other uniformed service (e.g. Magna Carta, Hazardous Duty Pay, Radiation Hazard Pay, Instructor's Duty Pay, Combat Pay, Specialist's Pay, etc.), corresponding to a prescribed percentage of their base pay.

j) Benefits and Privileges. Active BuCor personnel shall be entitled to commutation of leave, educational benefits, disability benefits, and other benefits and privileges as provided by the law.

k) Special Privileges. BuCor personnel shall also be entitled to special privileges such as but not limited to positions held, benefits of awardees, internment privileges, officer

commissionship, BuCor personnel of the year and acknowledgements that will be promulgated in a BuCor circular to be issued accordingly.

Section 20. Retirement and other Benefits. Upon compulsory retirement, any Custodial Officer and Technical Officer from the rank of Corrections Chief Superintendent and below shall be entitled to retirement benefits computed on the basis of one grade higher than the position last held: *Provided*, That the retirement pay shall be subject to adjustments based on the prevailing scale of base pay of the uniformed personnel in the active service.

a) Monthly retirement pay. This shall be fifty percent (50%) of the base pay and longevity pay of one grade higher of the retired grade in case the twenty (20) years of active service, increasing by two and a half percent (2.5%) for every year of active service rendered beyond the twenty (20) years to a maximum of ninety percent (90%) for thirty-six (36) years of active service and over. *Provided*, that, the uniformed personnel shall have the option to receive in advance and in lump sum his retirement pay for the first five (5) years: *Provided*, further, that payment of the retirement benefits in lump sum shall be made within six (6) months from effectivity date of retirement and/or completion: *Provided*, finally, that retirement pay of the BuCor personnel shall be subject to adjustments based on the prevailing scale of base pay of uniformed personnel in the active service.

b) Retirement 20 years or more in the service with Total Physical Disability (TPD). BuCor personnel who, having accumulated at least twenty (20) years of active service, incurs total permanent physical disability in line of duty shall be compulsorily retired and shall have a retirement benefit computed at one grade higher, and a monthly disability pension based on existing applicable laws.

c) Retirement 20 years or more in the service with Physical Disability (PD). BuCor personnel, who having accumulated at least twenty (20) years of active service, incurs physical disability in line of duty other than total permanent, may, at his option, be retired. He shall have a retirement benefit computed at one grade higher, and a monthly disability pension based on existing applicable laws.

d) Retirement by Death. BuCor personnel with at least twenty (20) years of accumulated satisfactory service who dies in line of duty, shall be considered retired for survivorship benefits. The survivors shall be entitled to a monthly annuity equivalent to fifty per centum of his base and longevity pay based on the next higher grade he holds.

e) Retirement Title-Rank. Although all retirement pay is one grade higher than the last grade held, all retirement title-ranks shall also be one rank higher except for Senior Superintendent or higher, which shall remain as their last held rank in the service.

f) Separation Pay. Personnel who have accumulated less than twenty (20) years of active service and who voluntarily resign or otherwise fail to comply with the standards of competence and proficiency of BuCor, low potentiality, doubtful integrity and/or acts inconsistent with the best interest of the service, shall be separated from the service through BuCor Efficiency and Separation Board (ESB). He shall be entitled to a separation pay equivalent to one month base and longevity pay of the permanent grade he holds for every year of active service, upon the recommendation of ESB, subject to the approval of the Director General.

g) Separation of Less than 20 years with Total Physical Disability (TPD). A personnel who incurs in line of duty Total Permanent Physical Disability with less than twenty (20) years of service shall be separated from the service in the next higher grade he holds. He shall have a separation benefit equivalent to one and one-fourth (1 ¼) months base pay

and longevity pay for every year of service, or a fraction thereof, computed at one grade higher.

h) Separation Less than 20 years with Physical Disability (PD). A personnel who incurs in line of duty Physical Disability other than total permanent before completing twenty years (20) years of active service, may, at his option, be separated in the grade next higher than the permanent grade he holds. He shall have a separation benefit equivalent to one and one-fourth (1 ¼) months base pay and longevity pay for every year of service, or a fraction thereof, computed at one grade higher.

i) Separation less than 20 years by death. BuCor personnel with less than twenty years of active service who dies in line of duty or on account of any wound, injury or illness contracted in line of duty shall be considered separated from the service in the next higher grade for survivorship benefits. The survivors shall be entitled to a monthly annuity equivalent to fifty per centum of his base and longevity pay based on the next higher grade he holds.

j) Exemption from Attachment and Taxes. All benefits granted by this Act shall not be subject to attachment, levy, execution or any tax of whatever nature.

k) Uniformed Personnel Missing in Action. Any personnel who while in the performance of duty or by reason of his being a BuCor personnel is officially confirmed missing in action, kidnapped or captured by lawless elements shall, while so absent, be entitled to receive or to have credited to this account the same pay and allowances to which the BuCor personnel was entitled at the time of the incident, provided, that the compulsory retirement of a person missing in action shall be processed to allow members of his family or his next of kin to enjoy the retirement benefits, provided, further, that should the head of the prison and penal farm, as the same maybe, upon recommendation of the proper authority and or immediate supervisor, subsequently determine that the BuCor personnel concerned have been absent from duty without authority, such officer shall reimburse the BuCor all such amount and allowances received by him in accordance with this paragraph and the following paragraph.

l) Payment of Salary and Allowances to the Heirs of Uniformed Personnel. In case any personnel has been officially confirmed missing in action under any of the circumstance provided in the preceding paragraph, the head of the prison and penal farm, as the case may be, shall direct, subject to accounting and auditing rules, payment of the missing uniformed personnel's monthly salary and allowances and other emoluments pertinent thereto for his his/heirs as support for a maximum period of one (1) year from the date of the commencement of the missing officer or when last heard from as those kidnapped or captured by lawless elements.

m) Finding of Death and Termination of Payment of Salary and Allowances. Upon the termination of one (1) year period as specified in the preceding paragraph, the missing uniformed personnel shall be automatically terminated. In the event said personnel shall thereafter be found to have been alive and is not entitled to the benefits paid under the preceding paragraphs of this IRR, said benefits shall be reimbursed to the BuCor within six (6) months from the discovery of the fact or his reappearance. However, if his continued disappearance was fraudulent or made in bad faith, he shall, together with his co-conspirators (if any), shall be prosecuted according to law;

n) Complaints and Grievances. Uniformed personnel shall have the right to present complaints and grievances to their superiors officers and have them heard and adjudicated as expeditiously as possible in the best interest of the service, with due regard to due process in every case. Such complaints or grievances shall be resolved at the prison

and penal farm administration level and the respondent shall have the right to appeal from an adverse decision to higher authorities.

o) Prohibitions; Penalties. As professional corrections officers responsible for the maintenance of peace and order and public safety, they are thereby strictly prohibited from engaging in strikes, joining rallies, participating in demonstrations and other similar acts or performing other acts inimical or prejudicial to good order and discipline. Any personnel found guilty by final judgment of violating the provisions on this rule shall be dismissed from the service without prejudice to whatever criminal or civil liability he may be incurred in relation to such violations.

p) Other Undertakings. All other service-related undertakings by BuCor personnel which are not mentioned in this IRR (such as in times of war, insurgency uprising, mutiny, hostage incidents, Termination of Salaries/Allowances/Benefits, Complete Disability Discharge (CDD), and others), shall be dealt with in accordance with the authorized and lawful practices of other uniformed services, which shall be regulated by BuCor circulars to be promulgated and issued accordingly.

RULE XVIII – FUNDING SOURCE

Section 21. Funding Source. The funds required for the implementation of this IRR as indicated in the Act including personnel benefits shall be taken from the budget of the BuCor for the current fiscal year and also from the following sources:

a) Collections. Collections from clearance and certification fees

b) Revenues from contracts. Income from institutional projects subject to memorandum of agreements (MOAs), contracts or joint venture agreements; and

c) Others. Miscellaneous income or sources of funds (outside MOAs and contracts), such as:

1. Penal farm agro production; and
2. Inmate handicraft industry.

Thereafter, such amounts as may be necessary shall be included in the annual General Appropriations Act in the succeeding years of implementation.

RULE XIX – TRANSITORY PROVISION

Section 22. Implementation. The implementation of this act shall be undertaken in staggered phases, but not to exceed five (5) years, taking into consideration the financial position of the national government; provided that any partial implementation shall be uniform and proportionate for all ranks and for the facilities of all Prison and Penal Farms. Due to a distorted pyramidal rank structure, personnel build-up within five years shall be carried out through new hiring on the lowest rank level and lateral absorption on the upper ranks from qualified officers of other uniformed service.

The implementation of this Act generally encompasses the modernization of Personnel, Facilities, Equipment, Supplies, Land Utilization, Security Procedure, Safekeeping Procedure, Reformation Procedure, Engineering Procedure, Admin Procedure, Provisions for Sustainability, and continuing Legal Update.

a) First Year Implementation Phase. For the first (1st) year upon effectivity of this Act, the BuCor shall undertake the following activities:

Personnel Management

1. Adaptation of the Personnel Management Cycle of the uniformed service (a. Recruitment and Selection, b. Training and Development, c. Employment and Reassignment, d. Performance Evaluation, e. Promotion and Servicing, f. Attrition: Natural, Voluntary, Disciplinary, Forced);
2. To promote progressive career management, secure advancing career path, and prevent undue familiarization between inmates and BuCor employees, full uniformed staffing shall be implemented on the first five (5) years of personnel build-up as provided for in this Act, except for the Director General and the other 3 Deputy Director Generals who were appointed by the President;
3. Determination of Pyramidal Rank Structure for Corrections Officers and Corrections Technical Officers;
4. Staffing of New Uniformed Organizational Structure delimited by the Pyramidal Rank Structure;
5. Absorption of old personnel to the new uniformed organizational structure based on continuity of active service record, as comparable to continuity of active service in jail, police, military, and fire protection, and adjustment of corresponding Pay Scale upon the effectivity of this Act;
6. Creation of a Uniform Board;
7. Procurement of New set of Uniforms;
8. Transitory Training of absorbed personnel to uniformed service;
9. Procurement of Individual Equipment;
10. Off-Campus Schooling of personnel (first batch) to meet educational requirement;
11. Eligibility acquisition of personnel (first batch);
12. Organizing the Skeletal Command Structure from Other Uniformed Service;
13. Seminar and implementation of Republic Act 6713 otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees;”
14. Rank Adjustment of qualified absorbed personnel through an outsourced board;
15. Recruitment of new personnel and lateral absorption through a new outsourced recruitment/absorption board;
16. Development of Personnel Accounting and Information System (PAIS);

Facilities, Equipment and Supplies

17. Inventory and Repairs of Existing Prison Facilities;
18. Inventory and Procurement of Unit Equipment;
19. Procurement of Standard Custodial, Reformation, Engineering, and Admin Supplies;

Land Utilization

20. Land Titling;
21. Creation of Land Development Board to undertake Rule 6 of this IRR;

Standardization of Procedures

22. Doctrine Development of Procedures on Security, Safekeeping, Reformation, Engineering, and Administration based on existing local and international theories, principles, and studies;

Provisions for Sustainability and Legal Update

23. Revision of Applicable Policies and Regulations;
24. Comprehensive Budget Preparation; and
25. Continuing liaison efforts with the Legislative Branch.

----- end of 1st year implementation phase -----

b) Second to Fifth Year Implementation Phase. During the second (2nd) to fifth (5th) year of implementation of this Act, the BuCor shall undertake the following activities:

Personnel Management

1. Continuing adaptation of the Personnel Management Cycle of the uniformed service (a. Recruitment and Selection, b. Training and Development, c. Employment and Reassignment, d. Performance Evaluation, e. Promotion and Servicing, f. Attrition: Natural, Voluntary, Disciplinary, Forced);
2. Continuous training of personnel to complete the requirement;
3. Continuous Procurement of Individual Equipment if needed;
4. Continuous Off-Campus Schooling of personnel (2nd to 5th batch) to meet educational requirement;
5. Continuous Eligibility acquisition of personnel (2nd to 5th batch);
6. Continuing Seminar, implementation, and upholding of Republic Act 6713 otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” (seminar for the newly hired personnel and the remaining personnel who were not accommodated during the first year seminar);
7. Recruitment of new personnel and lateral absorption through a new outsourced recruitment/absorption board;
8. Continuous Staffing of New Uniformed Organizational Structure as delimited by the Pyramidal Rank Structure;
9. Regular promotion on the 3rd year of implementation;
10. Maintenance of Personnel Accounting and Information System (PAIS);
11. Continuing function of the Uniform Board;

Facilities, Equipment and Supplies

12. Continuous Maintenance and Repairs of Existing Prison Facilities;
13. Construction of standard prison facilities in accordance with Section 7 hereof;
14. Continuous Procurement of Unit Equipment as necessary;
15. Implementation of Re-Fleeting Program;
16. Continuous Procurement of the Standard Basic Custodial, Reformation, Engineering, and Admin Supplies;

Land Utilization

- 17. Continuous Land Titling;
- 18. Continuity of functions of Land Development Board;
- 19. Organizational build-up of Reservation Security, Safety, and Cleanliness Service;

Standardization of Procedures

- 20. Continuous development and gradual implementation of the Procedures on Security, Safekeeping, Reformation, Engineering, and Administration, based on existing local and international theories, principles, and studies;
- 21. Conduct of Feasibility Study and Practitioner Research for the corrections academe in accordance with Rule XI, Section 11, paragraph c of this IRR;

Provisions for Sustainability and Legal Update

- 22. Implementation of Applicable Laws, Amended Laws, Policies and Regulations;
- 23. Efficient Implementation of the Approved Budget;
- 24. Preparation of Comprehensive Budget for the next fiscal year; and
- 25. Continuing liaison efforts with the Legislative Branch.

----- end of 2nd to 5th year implementation phase -----

c) Sustaining the Modernization. BuCor is the first uniformed service whose highest officials in direct command of the organization are civilian employees with the ranks of Undersecretary and Assistant Secretary as Director General and Deputy Director Generals, and whose retirement ages can go beyond 56 years old in the service. This set-up established a strong moral ascendancy among all personnel of the agency who direly needs the long overdue upgrading called “moral recovery.” After the five-year period, high ranking civilian employees can be hired, preferably retired BuCor officers including those who went on early retirement, to sustain such moral recovery and to preserve the stocked knowledge about the institution. They shall be designated as deputies of any BuCor units, with the ranks of Director III to Director V, through an outsourced selection board.

d) Outsourced Boards. The Civil Service Commission (CSC) shall assist BuCor and provide guidance for the creation of both an Ad Hoc Special Recruitment Board and Special Training Board whose composition shall be non-organic and outsourced. Both boards, however, shall have a BuCor representative. This is purposely for said composite teams to undertake the recruitment and training of recruits of BuCor. The CSC, upon the recommendation of BuCor, shall promulgate the necessary guidelines for the said boards respective functions and scope of work and issue special circular/s to this effect. They shall be functioning purposely to aid BuCor in its preliminary recruitment and training and shall be dissolved after five (5) years or upon due notice that the BuCor’s own Selection and Promotion Board is ready and fully able to undertake the same.

Sec 23. Transitory Provisions. The provisions for personnel and facility transitions are described in the following paragraphs.

a) Incumbency. The incumbent Director and two (2) incumbent Assistant Directors shall serve as Director General and Deputy Director Generals under the terms for which they have been appointed without need of new appointments upon the enactment of this Act. However, the President may opt to extend their tour of duty to serve the remaining years of the 6-year term from the date of their original appointments, or reappoint them for a new full 6-year term of office as Undersecretary and Assistant Secretaries.

b) New Appointment for a third Deputy Director General. The third Deputy Director General of this agency shall be duly appointed as Assistant Secretary (newly created item) to meet the organizational requirement for Deputy Director Generals. In case an appointment has already been made but not as Assistant Secretary he also need no new appointment to serve the remaining years of the 6-year term from the date of his original appointment as Deputy Director General upon the implementation of this Act. However, the President may opt to reappoint such Deputy Director General for a new full 6-year term of office as Assistant Secretary.

c) Absorption. The following incumbent personnel of BuCor shall fill up corresponding Corrections Officers ranks in order to effect the transition of the Bureau into a Uniformed Service, whose qualifications and eligibility shall be subjected to the conditions provided under Sections 11 to 19 hereof:

1. Corrections Officers:

- 1.1) **Prison Guard I (PGI):** with 0-1 year in the service shall fill up the rank of Corrections Officer I (COI); with 1 year and 1 day to 3 years in the service shall fill up the rank of Corrections Officer II (COII); with 3 years and 1 day to 6 years in the service shall fill up the rank of Corrections Officer III (COIII); and with 6 years 1 day to 10 years in the service shall fill up the rank of Corrections Senior Officer I (CSOI); and with more than 10 years in the service shall fill up the rank of Corrections Senior Officer II (CSOII).
- 1.2) **Prison Guard II (PGII):** with 0-1 year in the service shall fill up the rank of Corrections Officer II (COII); with 1 year and 1 day to 3 years in the service shall fill up the rank of Corrections Officer III (COIII); with 3 years and 1 day to 6 years in the service shall fill up the rank of Corrections Senior Officer I (CSOI); with 6 years and 1 day to 10 years in the service shall fill up the rank of Corrections Senior Officer II (CSOII); and with more than 10 years in the service shall fill up the rank of Corrections Senior Officer III (CSOIII).
- 1.3) **Prison Guard III (PGIII):** with 0-1 year in the service shall fill up the rank of Corrections Officer III (COIII); with 1 year and 1 day to 3 years in the service shall fill up the rank of Corrections Senior Officer I (CSOI); with 3 years and 1 day to 6 years in the service shall fill up the rank of Corrections Senior Officer II (CSOII); with 6 years and 1 day to 10 years in the service shall fill up the rank of Corrections Senior Officer III (CSOIII); and with more than 10 years in the service shall fill up the rank of Corrections Senior Officer IV (CSOIV).
- 1.4) **Security Officer I (SOI):** with 0-1 year in the service shall fill up the rank of Corrections Senior Officer I (CSOI); with 1 year and 1 day to 3 years in the service shall fill up the rank of Corrections Senior Officer II (CSOII); with 3 years and 1 day to 6 years in the service shall fill up the rank of Corrections Senior Officer III (CSOIII); with 6 years to 1 day to 12 years in the service shall fill up the rank of Corrections Senior Officer IV (CSOIV); and with more than 12 years in the service shall fill up the rank of Corrections Inspector (CI).
- 1.5) **Security Officer II (SOII):** with 0-6 years in the service shall fill up the rank of Corrections Senior Officer IV (CSOIV); with 6 years and 1 day to 12 years in the service shall fill up the rank of Corrections Inspector (CI); with 12 years and 1 day to 18 years in the service shall fill up the rank of Corrections Senior Inspector (CSI); and with more 18 years in the service shall fill up the rank of Corrections Chief Inspector (CCI).
- 1.6) **Security Officer III and Penal Institution Supervisor (SOIII/PIS):** with 0-6 years in the service shall fill up the rank of Corrections Inspector (CI); with 6

years and 1 day to 12 years in the service shall fill up the rank of Corrections Senior Inspector (CSI); with 12 years and 1 day to 18 years in the service shall fill up the rank of Corrections Chief Inspector (CCI); and with more than 18 years in the service shall fill up the rank of Corrections Superintendent (CS).

1.7) **Penal Superintendent I:** with 0-12 years in the service shall fill up the rank of Corrections Chief Inspector (CCI); with 12 years and 1 day to 18 years in the service shall fill up the rank of Corrections Superintendent (CS); and with more than 18 years in the service shall fill up the rank of Corrections Senior Superintendent (CSS).

1.8) **Penal Superintendent II:** with 0-12 years in the service shall fill up the rank of Corrections Superintendent (CS); and with more than 12 years in the service shall fill up the rank of Corrections Senior Superintendent (CSS).

1.9) **Penal Superintendent III:** with 0-12 years in the service shall fill up the rank of Corrections Senior Superintendent (CSS); and with more than 12 years in the service shall fill up the rank of Corrections Chief Superintendent (CCS).

1.10) **Penal Superintendent IV:** with 0-12 years in the service shall fill up the rank of Corrections Chief Superintendent (CCS); and with more than 12 years in the service shall fill up the rank of Corrections Deputy Director (CDD).

2. Corrections Technical Officers:

2.1) Salary Grade 1-3

Administrative Aide I, Administrative Aide III, Cook I, Handicraft Worker I, Light Equipment Operator, Security Guard I, and Tailor: shall fill up the rank of Corrections Technical Officer I (CTOI).

2.2) Salary Grade 4

Nursing Attendant I, Administrative Aide IV, Heavy Equipment Operator I, Machinist I: with 0-8 years in the service shall fill up the rank of Corrections Technical Officer I (CTOI); and with more than 8 years in the service shall fill up the rank of Corrections Technical Officer II (CTOII).

2.3) Salary Grade 5

Cook II, Handicraft Worker II, Administrative Aide V, Legal Aide, Security Guard II, Master Tailor I, Bill Collector: with 0-5 years in the service shall fill up the rank of Corrections Technical Officer I (CTOI); with 5 years and 1 day to 10 years in the service shall fill up the rank of Corrections Technical Officer II (CTOII); and with more than 10 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII).

2.4) Salary Grade 6

Farm Foreman, Laundry Worker III, Sales Representative I, Administrative Aide VI, Blacksmith II, Welder II, Medical Laboratory Technician I, Medical Equipment Technician I, Draftsman I: with 0-5 years in the service shall fill up the rank of Corrections Technical Officer II (CTOII); and with more than 5 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII).

2.5) Salary Grade 7

Administrative Assistant I, Fingerprint Examiner I, Security Guard III: with 0-3 years in the service shall fill up the rank of Corrections Technical Officer II

(CTOII); and with more than 3 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII).

2.6) Salary Grade 8

Farm Supervisor, Handcraft Worker III, Labor & Employment Assistant, Master Fisherman II, Medical Equipment Technician II, Sanitation Inspector I, Administrative Assistant II, Automotive Equipment Inspector I, Firefighter II, Security Guard III, Master Tailor II: with 0-2 years in the service shall fill up the rank of Corrections Technical Officer II (CTOII); with 2 years and 1 day to 8 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII); and with more than 8 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI).

2.7) Salary Grade 9

Food Service Supervisor I, Recreation & Welfare Services Officer I, Administrative Assistant III, Fingerprint Examiner II, Foundry Foreman, Machinist III: with 0-5 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII); and with more than 5 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI).

2.8) Salary Grade 10

Administrative Assistant IV, Administrative Officer I, Information Systems Researcher I, Sales & Promotion Supervisor I, Agricultural Technologist: with 0-3 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII); and with more than 3 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI).

2.9) Salary Grade 11

Agriculturist I, Food Service Supervisor II, Medical Technologist I, Nurse I, Nutritionist Dietitian I, Penal Institution Program Officer I, Pharmacist I, Psychologist I, Social Welfare Officer I, Sociologist I, Teacher I, Administrative Officer II, Administrative Assistant V, Computer Programmer I, Fingerprint Examiner III, Special Investigator I, Music Director: with 0-2 years in the service shall fill up the rank of Corrections Technical Officer III (CTOIII); with 2 years and 1 day to 8 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI); and with more than 8 years in the service shall fill up the rank of Corrections Technical Senior Officer II (CTSII).

2.10) Salary Grade 12

Engineer I, Legal Assistant II, Teacher II, Postmaster II, Engineer I, Accountant I: with 0-5 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI); and with more than 5 years in the service shall fill up the rank of Corrections Technical Senior Officer II (CTSII).

2.11) Salary Grade 13

Freight Service Supervisor II, Veterinarian I, Freight Supervisor II, Data Entry Machine Operator IV, Sr. Admin Assistant I, with 0-3 years in the service shall fill up the rank of Corrections Technical Senior Officer I (CTSOI) and with more than

3 years in the service shall fill up the rank of Corrections Technical Senior Officer II (CTSOII).

2.12) Salary Grade 14

Administrative Officer III, Head Teacher I: with 0-5 years in the service shall fill up the rank of Corrections Technical Senior Officer II (CTSOII); and with more than 5 years in the service shall fill up the rank of Corrections Technical Senior Officer III (CTSOIII).

2.13) Salary Grade 15

Administrative Officer IV, Agriculturist II, Farm Superintendent II, Inmate Guidance Officer II, Medical Technologist II, Nurse II, Nutritionist Dietitian II, Penal Institution Program Officer II, Psychologist II, Sociologist II, Pharmacist II, Project Evaluation Officer II, Fingerprint Examiner IV: with 0-5 years in the service shall fill up the rank of Corrections Technical Senior Officer III (CTSOIII); and with more than 5 years in the service shall fill up the rank of Corrections Technical Senior Officer IV (CTSOIV).

2.14) Salary Grade 16

Chaplain, Veterinarian II, Accountant II, Engineer II, Attorney I: shall fill up the rank of Corrections Technical Senior Officer IV (CTSOIV).

2.15) Salary Grade 17

Dentist II, Nurse III, Executive Assistant II: shall fill up the rank of Corrections Technical Senior Officer IV (CTSOIV).

2.16) Salary Grade 18

Master Teacher I, Phlebotomist I, Sales & Promotion Supervisor III, Senior Penal Institution Program Officer, Administrative Officer V, Fingerprint Examiner V, Religious Guidance Adviser, Attorney II: with 0-3 years in the service shall fill up the rank of Corrections Technical Senior Officer IV (CTSOIV); and with more than 3 years in the service shall fill up the rank of Corrections Technical Inspector (CTI).

2.17) Salary Grade 19

Accountant III, Engineer III, Nurse IV, Veterinarian III: shall fill up the rank of Corrections Technical Inspector (CTI).

2.18) Salary Grade 20

Dentist III, Senior Phlebotomist, Executive Assistant III, and Nurse V: shall fill up the rank of Corrections Technical Inspector (CTI).

2.19) Salary Grade 21

Medical Officer III, Attorney III: with 0-5 years in the service shall fill up the rank of Corrections Technical Inspector (CTI); and with more than 5 years in the service shall fill up the rank of Corrections Technical Senior Inspector (CTSI).

2.20) Salary Grade 22

Education Program Supervisor, Medical Specialist I, Supervising Penal Institution Program Officer, and Accountant IV: with 0-5 years in the service shall fill up the rank of Corrections Technical Senior Inspector (CTSI); and with more than 5 years in the service shall fill up the rank of Corrections Technical Chief Inspector (CTCI).

2.21) Salary Grade 23

Medical Officer IV, Attorney IV: with 0-5 years in the service shall fill up the rank of Corrections Technical Chief Inspector (CTCI); and with more than 5 years in the service shall fill up the rank of Corrections Technical Superintendent (CTS).

2.22) Salary Grade 24

Chief Accountant, Chief Administrative Officer, Chief of Hospital I, Chief Penal Institution Program Officer, Inmate Guidance Chief: shall fill up the rank of Corrections Technical Superintendent (CTS). Chief Accountant with Master in National Security Administration (MNSA) shall fill up the rank of Corrections Technical Senior Superintendent (CTSS).

2.23) Salary Grade 25

Medical Officer V, Chief of Hospital II: shall fill up the rank of Corrections Technical Senior Superintendent (CTSS).

d) Serial Number. There shall be generated an orderly and unique serial numbering system for Commissioned Officers (CO), which is from CI/CTI to all next higher ranks, and Non-Commissioned Officers (NCO), which is from COI/CTOI to CSOIV/CTSOIV, that will appear on the badges and uniforms based on the following schemes:

1. Commissioned Officers. The serial number shall have four (4) series for commissioned officers with four (4) digits, each starting from 0001 bearing a prefix letter indicative of the service for which the officer stands:

C for Custodial service:	C-0001	(Series -1)
R for Reformation service:	R-0001	(Series -2)
E for Engineering service:	E-0001	(Series -3)
A for Administrative service:	A-0001	(Series -4)

2. Non-Commissioned Officers. The serial number shall also have four (4) series for non-commissioned officers but with six (6) digits, each starting from 000001 bearing a prefix letter indicative of the service for the officer stands:

C for Custodial service:	C-000001	(Series -1)
R for Reformation service:	R-000001	(Series -2)
E for Engineering service:	E-000001	(Series -3)
A for Administrative service:	A-000001	(Series -4)

3. Absorbed Personnel. Upon absorption to initial rank on the first year of implementation (no lateral entry yet) each rank shall have a seniority listing by total years of active service. The highest year of service shall have the lowest serial number in that particular rank. The reference position for absorption shall be the Plantilla item held by each personnel upon the effectivity of this Act. If the personnel has been promoted or transferred from civilian item to custodial item, or vice-versa, after the effectivity of this Act, such promotion or transfer of item shall not be considered as reference position in the absorption process. The highest rank shall have the lowest series of serial numbers starting from 0001 for commissioned officers and 000001 for non-commissioned officers.

4. Rank Adjustment. When qualified BuCor personnel undergo rank adjustment on the first year of implementation due to their existing qualifications, those who were adjusted within the bracket of non-commissioned officer ranks shall retain their absorption serial numbers. Likewise, those who were adjusted within the bracket of

commissioned officer ranks shall also retain their absorption serial numbers. However, those who were adjusted from the bracket of non-commissioned officer ranks to the bracket of commissioned officer ranks shall drop off their six (6) digit serial number to be replaced by the new four (4) digit serial number.

- 5. Lateral Entry from Within BuCor.** During lateral entry from within the agency after the first year of implementation due to a personnel's newly acquired qualifications, the six (6) digit serial number shall be dropped off to be replaced by the new four (4) digit serial number. This shall be determined by merit and qualification among other candidates regardless of the length of service. The highest merit and qualification shall have the lowest serial number, next only to the assigned serial number of the last officer in that particular rank.
- 6. Lateral Entry from Outside BuCor.** Lateral entry from outside the agency shall be determined also by merit and qualification as reference for the digits in the new serial number which shall be next only to serial number of the last officer in that particular rank.
- 7. Qualifications Standards for Lateral Entry.** Qualifications Standards for lateral entry shall be promulgated by the Civil Service Commission with due consideration on the continuity of service record in jail, police, military, and fire protection, and without diminution of currently received pay scale and allowances.
- 8. Representations in the Selection Board.** All rank adjustments and lateral entries shall be administered by an outsourced selection board, authorized by BuCor from the guidelines of CSC, and with representations of concerned sectors such as Education Sector, Economic Sector, Religious Sector, National Security Sector, Law Enforcement Sector, Prosecution Sector, Judicial Sector, Community Sector, and the Civil Service Sector, among others.
- 9. New Graduates for CO & NCO Basic Course.** The serial number shall be determined by over-all ranking in the graduating officers. The number one among the graduates shall have the lowest serial number next only to the last officer in the entry rank of graduating candidates: Corrections Inspector/Corrections Technical Officer (CI/CTI) for commissioned officers' basic course, and Corrections Officer I/Corrections Technical Officer I (COI/CTOI) for non-commissioned officers' basic course.
- 10. Alphabetical Reference.** In the event where there shall be more than one (1) personnel qualifying for the same serial number based on the afore-stated conditions, in cases of batch mates, the series to be applied shall be on alphabetical basis in an ascending order.

e) Optional Retirement. All incumbent personnel who, upon the effectivity of this Act, shall opt to early or optionally retire from the service will be entitled to the retirement benefits computed as follows:

Age	Age Basis for Computing Benefits
57	62
58	63
59	64
60-65	65

f) Retirement Age. All incumbent personnel, upon the effectivity of this Act, may continue to render services until one reaches the compulsory age of retirement for public officers of sixty-five (65). Those who shall be newly hired uniformed personnel will have a

compulsory age retirement of fifty-six (56) years pursuant to the prevailing provisions on retirement age of those who are in the uniformed services.

g) Transitory Training. There shall be a transitory training from civilian culture and traditions to uniformed culture and professionalism for all incumbent personnel.

h) Inventory of all Facilities. There shall be an inventory of all facilities requiring repairs and those requiring replacement in accordance with the provisions for standard prison facilities as provided for in Rule 7 of this IRR.

RULE XX - ANNUAL REPORT

Section 24. Annual Report. The BuCor, through the DOJ and the DBM, shall jointly submit to the President of the Senate and the Speaker of the House of Representatives an annual report on the implementation of this Act. This report shall include information on the application of the budget for the salary and other benefits provided under this Act. The DBM, in consultation with the BuCor through the DOJ, shall periodically review and adjust every five (5) years the rates of base pay, taking into consideration labor productivity, consumer price index, oil price and other similar economic indicators as may be determined by the National Economic and Development Authority (NEDA).

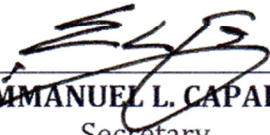
RULE XXI - FINAL PROVISION

Section 25. Separability Clause. If any provision in this IRR, or application of such provision to any circumstance, is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 26. Repealing Clause. All laws, decrees, proclamations, orders, rules and regulations, and other issuances, or parts thereof, which are inconsistent with the provisions of this IRR particularly on the administration and management of: security, safekeeping, reformation, standard facilities, personnel, and land use, are hereby deemed repealed, amended or modified accordingly. These include, among others, the 2013 BuCor Rationalization Plan by virtue of E.O. 366, presidential Proclamation No. 350, s. 1994, Proclamation No. 718, s. 1996, Proclamation No. 111, s. 2001, Proclamation No. 112, s. 2001, Proclamation No. 234, s. 2002, Proclamation No. 335, s. 2003, Proclamation No. 667, s. 2004, Proclamation No. 1158, s. 2006, Proclamation No. 1159, s. 2006, Executive Order 568 - year 2006 (all three (3) signed in a single day of September 8, 2006), and Proclamation No. 1952, s. 2009.

Section 27. Effectivity Clause. This IRR shall take effect thirty (30) calendar days after its publication in the Official Gazette or in a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of this IRR.

Done this 23 day of MAY 2016.


EMMANUEL L. CAPARAS
Secretary
Department of Justice