



## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

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BUREAU OF CORRECTIONS NBP Reservation, Muntinlupa City, Philippines, 1776  
Telephone No: 8850-0062/8659-0832





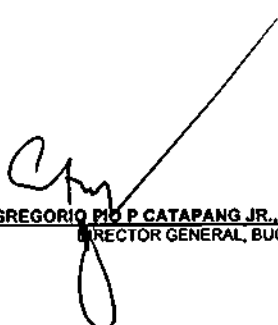
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## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### APPROVAL

Prepared By:	Recommended By:	Approved By:
BUCOR BUSINESS CENTER (BBC)		
Submitted By:		
 <b>C/SSUPT MELENCIO S FAUSTINO</b> DIRECTOR, BUCOR LAND CONTROL AND MANAGEMENT CENTER	 <b>ASEC ALI PERRERAS AFP (Ret.)</b> COGA/CHAIRPERSON, DPMB	 <b>GEN. GREGORIO PID P CATAPANG JR., AFP (Ret.)</b> CESE DIRECTOR GENERAL, BUCOR



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### 1. REFERENCES

- 1.1. Republic Act No. 10575, otherwise known as "The Bureau of Corrections (BuCor) Act of 2013";
- 1.2. Republic Act No. 9178 known as the "Barangay Micro Business Act of 2002";
- 1.3. General Order No. 07 s. 2020, dated 20 January 2020, signed by USEC GERALD Q BANTAG, Director General, BuCor re: Dissolution of the BuCor Land Utilization and Development Board and Expanding the Authority and Functions of the BuCor Business Center (BBC);
- 1.4. General Order No. 30 s. 2019, dated 15 July 2019, signed by USEC NICANOR E FAELDON, Director General, BuCor re: Activation of BBC;
- 1.5. General Order No. 036 s 2023 dated 23 June 2023, signed by CCSUPT GERALDO I ARO, Officer-In-Charge re: Activation of the BuCor Land Control and Management Center (BLMC); and
- 1.6. Memorandum Circular Series of 2020, dated 12 October 2020, signed by USEC GERALD Q BANTAG, Director General, BuCor re: Guidelines on Revocable Business Permit.

### 2. RATIONALE

Republic Act (RA) 10575 states that BuCor, as a way to maximize its assets' value grant BuCor absolute authority to design, formulate and implement land-use development plans and policies.

Further, Rule VI, Sec. 6 par. b(2) of the Revised Implementing Rules and Regulations (IRR) of RA 10575 provides for the creation of BuCor Business Center which shall be responsible for managing the land assets of the bureau including evaluation of developmental projects and monitoring up to its eventual termination.

Furthermore, Rule VI, Sec 6. par. a of the revised IRR states that aside from administrative purposes, all BuCor lands shall be used for PDL security, reformation programs and as a means to promote sustainability, both income and non-income generating programs, and to regulate these programs specifically, the Micro Business Enterprise (MBE).

Thus, to prevent unauthorized establishment and operations of MBE, there is a need to formulate Memorandum Circular which provides guidelines and



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procedures in the application, evaluation, approval, issuance of permit, payment, monitoring, and revocation of this MBE that will regulate its operations.

### 3. OBJECTIVES

- 3.1. To establish guidelines and procedures that will standardize MBE's operations;
- 3.2. To control and regulate MBE operations within BuCor reservations;
- 3.3. To ensure payment in compliance with RA 10575 mandate on sustainability and relevant regulatory requirements; and
- 3.4. To set parameters and processes on the cancellation of issued Revocable Permit.

### 4. SCOPE

This Memorandum Circular shall apply to the National Headquarters (NHQ) and all Prisons and Penal Farms (PPFs) of the Bureau of Corrections (BuCor).

### 5. DEFINITION OF TERMS

- 5.1. **BuCor Business Center** – an office in the National Headquarters directly under the BuCor Land Control and Management Center (BLCMC) in charge with the management of BuCor's land assets and promote sustainability, both income and non-income generating programs.
- 5.2. **BuCor Business Center Section** – an office in the operating facility directly under the Office of Superintendents, except for NBP which is directly under BBC, in charge with the management of land assets in their respective jurisdiction.
- 5.3. **BuCor Land Control and Management Center** – an office under the Director General established pursuant to revised IRR of RA 10575 which has overall control and supervision of BBC, BSEC and ASU for effective and efficient control and management of BuCor's land asset.
- 5.4. **Certificate to Operate<sup>1</sup>** – refers to a certification issued by the Chief, BBC in NHQ or Chief BBC Section in Operating Prison Facility.

<sup>1</sup> Certificate to Operate at page 13



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- 5.5. **Grantee** – refers to a person whose name appears in the Certificate to Operate the MBE.
- 5.6. **Grantor** – refers to the Chief, BBC in NHQ or Chief, BBC Section in Operating Prison Facility.
- 5.7. **Micro-Business Enterprise (MBE)<sup>2</sup>** – refers to any business entity or enterprise engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading and services, whose total assets including those arising from loans.
- 5.8. **Revocable Permit<sup>3</sup>** – a key compliance document which covers the terms and conditions granted by the BBC Section Chief that entitle and enable a Micro Business Enterprise to legally operate and do business at BuCor.

## 6. GUIDELINES

### 6.1. QUALIFICATIONS

- 6.1.1. The business shall engage in production, processing or manufacturing of products, including agro-processing, as well as trading's and services.
- 6.1.2. The business shall have total assets of not more than three million pesos (₱3,000,000.00) including those arising from loans, but excluding the land on which the plant and equipment is located.
- 6.1.3. A service provider excluding those professional duly licensed by the government after passing the licensure examination for aspiring accountants, lawyers, doctors and other profession.
- 6.1.4. The business is not a branch, subsidiary, division or office of a large-scale enterprise or it is not a franchise.

### 6.2. REQUIREMENTS

- 6.2.1. Letter of Intent;
- 6.2.2. DTI Business Permit or SEC Registration (if applicable);
- 6.2.3. Barangay or City Business Permit;

<sup>2</sup> RA 9178 Section 3(a)

<sup>3</sup> Sample Revocable Permit at page 14-15



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- 6.2.4. Certificate of Employment (necessary for BuCor Employee);
- 6.2.5. Sanitary Business Permit and Health Certificate (if necessary, in the nature of business);
- 6.2.6. Sketch of proposed location of MBE;
- 6.2.7. Notarized Affidavit of Waiver<sup>4</sup>;
- 6.2.8. 2 pcs. Passport size ID's;
- 6.2.9. Certificate of No Outstanding Balance from Accounting Division; and
- 6.2.10. Accomplished Business Application Form<sup>5</sup>.

### 6.3. PROCEDURES

#### 6.3.1. APPLICATION, APPROVAL AND PAYMENT<sup>6</sup>

- 6.3.1.1. The applicant shall submit a Letter of Intent with all the requirements under par. 6.2. to BBC Section Chief.
- 6.3.1.2. The BBC Section Chief shall assess as to completeness of documents in compliance to par. 6.2. If incomplete, the applicant shall be advised to satisfy the requirements. If disqualified, the application shall be outrightly denied.
- 6.3.1.3. If complete, the application shall be transmitted to Technical Service Division or Unit, as the case may be, for the conduct of necessary inspection and measurement of the requested area.
- 6.3.1.4. The Technical Service Division or Unit shall submit an Inspection Report to the originating office with complete details as to name, location, nature of business, area measurement, and such other relevant data necessary for its approval.
- 6.3.1.5. The BBC Section Chief shall evaluate the Inspection Report. If approved, Revocable Permit shall be issued to the Grantee for notarization. If disapproved, the BBC Section Chief shall notify the applicant in writing, stating the reasons for disapproval.

<sup>4</sup> Affidavit of Waiver at page 16

<sup>5</sup> Business Application Form at page 17

<sup>6</sup> Application, Approval and Payment flowchart at page 18-19



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6.3.1.6. The BBC Section Chief, upon approval of the application, shall refer the Grantee to the Accounting Division and Cashier Section for the payment of necessary rental and processing fee.

6.3.1.7. Thereafter, the Grantee shall furnish the BBC Section Chief copy of the receipt as basis for the issuance of Certificate to Operate which should be conspicuously displayed at all times in the place of business operations.

### 6.3.2. ENTRY OF CONSTRUCTION MATERIALS<sup>7</sup>

6.3.2.1. Grantee shall secure Certification<sup>8</sup> from the BBC Section Chief prior entry of construction materials for the improvement of business structure subject to the presentation of the following:

- 6.3.2.1.1. Letter of Intent;
- 6.3.2.1.2. Photocopy of Certificate to Operate;
- 6.3.2.1.3. List of Construction Materials;
- 6.3.2.1.4. List and photocopy of IDs of construction workers; and
- 6.3.2.1.5. Receipt of payment for the processing fee (P100.00).

6.3.2.2. The application shall be transmitted to Technical Service Division or Unit, as the case may be, for the conduct of inspection as basis for the issuance of Certification allowing the entry of requested materials.

6.3.2.3. The BBC Section shall advise the Grantee to present the Certification to BuCor Security and Escort Command (BSEC) for record purposes and issuance of gate pass.

### 6.3.3. CANCELLATION OF REVOCABLE PERMIT<sup>9</sup>

6.3.3.1. The BBC Section Chief, upon receipt of information of alleged violations, shall forward to the Anti-Squatting Unit to conduct verification.

<sup>7</sup> Entry of Construction Materials flowchart at page 20

<sup>8</sup> Certificate of Entry of Construction Materials at page 21

<sup>9</sup> Cancellation of Revocable Permit flowchart at 22



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- 6.3.3.2. The Anti-Squatting Unit shall submit report to the originating office with relevant information necessary for the proper evaluation of alleged violation.
- 6.3.3.3. Based on the ASU report, the BBC Section Chief shall asses and determine if revocation is warranted.
- 6.3.3.4. If revocation is warranted the notice shall be served to the Grantee by the ASU, as process server, after which copy of proof of service shall be furnished to the originating office.
- 6.3.3.5. Thereafter, the BBC Section Chief shall notify in writing the Accounting Division of such revocation and furnished copy of the notice.

### 6.4. TERMS AND CONDITIONS

- 6.4.1. The Grantee's Revocable Permit is valid for a maximum period of one (1) year.
- 6.4.2. The MBE shall be limited on its declared nature only and shall not be changed or modified without prior approval from the BBC Section Chief.
- 6.4.3. The Grantee shall observe regulatory requirements on health, safety and security protocols, and the limitations that may be imposed on the use and inhabitation of the leased premises, including its utilization on special occasions.
- 6.4.4. The Grantee shall not store or allow any hazardous, highly flammable, toxic or illegal goods and the like to be sold or stored in the premises; and authorize BuCor authorities to inspect the premises at any reasonable time of the day.
- 6.4.5. The Grantee shall pay the contract amount on exact date as agreed upon or any time on the first five days of the month.
- 6.4.6. The business shall operate from 0400H to 1900H., or as the case may be but not 24/7".





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- 6.4.7. The Grantee shall not undertake, construct, renovate or introduce any improvement on the premises without prior written notice and approval of the Grantor.
- 6.4.8. The Grantee shall assume all liabilities that may be incurred, to include those against any third person caused by him/her or any of his/her employee on occasion of or in relation to business operations.
- 6.4.9. The Grantee shall within ten (10) calendar days from receipt of notice of cancellation or revocation of his permit, undertake to cease operations.
- 6.4.10. The Grantee shall notify through written notice the BBC Section Chief at least thirty (30) days in advance once the Grantee decided to vacate or close the leased premises.
- 6.4.11. Upon the expiration of the Revocable Permit, the Grantee shall immediately cease the business operations unless parties agreed for its renewal.
- 6.4.12. The Grantor may revoke this permit and order the subsequent eviction from the premises upon due notice in case of;
- a) Non-payment of rental, water and electricity, and other fees for a consecutive of two (2) months;
  - b) Subleasing, transferring or assigning of any right derived from granted business to operate;
  - c) Changing the nature of business or adding venture of different nature and kind without prior authority;
  - d) When national security concerns so requires as determined by higher authorities; and
  - e) Violation of any existing laws; palpable or repeated disregard of BuCor policies, rules, regulations and issuances.
- 6.4.13. The Grantor has the right to unilaterally cancel the permit to operate for authorized, just and valid cause.



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6.4.14. In case of transfer of ownership, the Grantee shall submit a letter of intent addressed to BBC Section Chief for the latter's evaluation and appropriate action.

### 6.5. DUTIES AND FUNCTIONS

#### 6.5.1. BBC – Business Operation and Development Division – NHQ

- 6.5.1.1. Maintains an up-to-date list of all PPF existing/operating MBE.
- 6.5.1.2. Facilitates a conference at least every six (6) months with Chief, BBC and BBC - Section Heads including PPF Superintendent for presentation of accomplishments and issues/concerns of BBC in every prison and penal farm.
- 6.5.1.3. Submits monthly accomplishment reports to the Chief, BBC.

#### 6.5.2. PPF-BBC Section Chiefs

- 6.5.2.1. Maintains and updates list of MBEs on their respective BBC-Section.
- 6.5.2.2. Processes the application of individuals who intends to have business permit with BuCor.
- 6.5.2.3. Acts on the report of violation of the Grantee.
- 6.5.2.4. Submits monthly reports to the Chief, Business Operation and Development Division-NHQ.

#### 6.5.3. BBC-Technical Services Division or Unit

- 6.5.3.1. Conducts survey inspection, assessment and measurement of the leased area.
- 6.5.3.2. Submits monthly reports to the Chief, BBC.

#### 6.5.4. Anti-Squatting Unit

- 6.5.4.1. Monitors all MBE within the BuCor Reservation.



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- 6.5.4.2. Conducts Actual Inventory of all existing MBE within BuCor Reservation in coordination with Business Operations and Development Division.
- 6.5.4.3. Reports to the Chief, BBC/ PPF Superintendent through BBC-Section Chief any illegal businesses within the BuCor Reservation.
- 6.5.4.4. Serves and implements notice to vacate/closure for all identified illegal businesses within BuCor Reservation.
- 6.5.4.5. Submits inventory of MBE every quarter.

## 7. MONITORING PROCEDURES/TOOLS

### 7.1 MONITORING

#### 7.1.1 Issuances of Revocable Permit

- 7.1.1.1 Maintains control number of the Revocable Permit reflecting date, year and month.
- 7.1.1.2 Maintains records or file of all approved application.

#### 7.1.2 Monitoring of Micro Business Enterprises

- 7.1.2.1 Prepares and submits Weekly Monitoring Report of approved MBE shall be prepared by the BBC- Section duty officer which shall be submitted to the BBC-Section Chief. (Form 10)
- 7.1.2.2 Prepares and submits Monthly Inventory Report (MIR) of approved MBE shall be prepared and submitted by BBC Section Chief to the Chief, Business Operations and Development Division – NHQ. (Form 11)
- 7.1.2.3 Prepares and submits the MIR of all approved MBE in all Operating Correctional facility shall be prepared and submitted by Chief BODD – NHQ to the Chief BBC.



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7.1.2.4 Prepares and submits Quarterly Inventory Report of MBE with attached MIR shall be prepared and submitted by BBC Section Chief to BBC-BODD NHQ. (Form 12)

7.1.2.5 Prepares and submits Annual Inventory Report of all approved MBE shall be prepared and forwarded to BBC-BODD NHQ. (Form 13)

### 7.1.3 Reportorial Requirements

7.1.3.1 The BBC Section Chief submits MIR of approved MBE on or before 15<sup>th</sup> day of the subsequent month.

7.1.3.2 The BBC Section Chief submits QIR on or before 15<sup>th</sup> day of subsequent month following each quarter.

7.1.3.3 The BBC Section Chief submits AIR of all approved MBE on or before 15<sup>th</sup> day of January of the following year.

## 7.2 TOOLS

### 7.2.1 Ledger

7.2.1.1 BBC Section shall maintain and updates list of MBEs in a separate ledger.

7.2.1.1.1 The ledger must contain the following entries: Revocable Permit No.; Name of Proprietor; Name of Business; Area in sqm.; Monthly Rental Fee; Duration; and Location.

### 7.2.2 Forms

7.2.2.1 For effective and efficient control, monitoring and inventory, BBC Section shall maintain the following forms: Business application forms; Issued Revocable permit and Certificate to Operate.

## 8. FINANCIAL CLAUSE

All incidental expenses thereto shall be charged from the funds of this Bureau subject to the usual accounting and auditing procedures.



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### 9. SEPARABILITY CLAUSE

In the event that any provision of this Memorandum Circular is declared illegal or rendered invalid by a competent authority, the provisions not affected thereby shall remain valid and effective.

### 10. REPEALING CLAUSE

All Bureau of Corrections issuances/directives or parts thereof which are inconsistent with the provisions of this Memorandum Circular are hereby deemed repealed and modified accordingly.

### 11. EFFECTIVITY

This Memorandum Circular shall become effective fifteen (15) days from the date of filing at the University of the Philippines Law Center in consonance with Sections 3 and 4, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987".



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### 12. ANNEXES

#### "Appendix 1 - Certificate to Operate"

ID picture taken within  
the last 6 months  
3.5 cm X 4.5 cm  
(passport size)

With full and handwritten  
name tag and signature over  
printed name

Computer generated  
or photocopied picture  
is not acceptable

Revocable Permit No. \_\_\_\_\_

### CERTIFICATE TO OPERATE

This certificate to operate was issued based on the approved Revocable Permit dated \_\_\_\_\_ granting the authority to operate business within the BuCor Reservations with the following details

Name of Grantee:	_____
Business Name:	_____
Location:	_____
Type of Business:	_____
Total Lot Area Covered:	_____

The operation will take effect from \_\_\_\_\_ and will terminate on \_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Chief, BBC Section

*\*With Dry Seal of BBC*

*(This Certificate, while in force, shall be conspicuously displayed at all times in the place of business.)*



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### "Appendix 3 -Revocable Permit"

### OFFICE OF THE BBC SECTION

Revocable Permit No.\*\*\*-2023

Date:

Name of Grantee:

Name of MBE:

Address:

You are hereby permitted to operate a Micro Business Enterprise, Name of MBE located at with an area of \_\_\_(sq. m.) and shall unconditionally assume and obligate to pay the amount ₱\_\_\_\_, subject to the following terms and conditions.

#### Terms And Conditions:

1. The Grantee's Revocable Permit is valid for a maximum period of one (1) year.
2. The MBE shall be limited on its declared nature only and shall not be changed or modified without prior approval from the BBC Section Chief.
3. The Grantee shall observe regulatory requirements on health, safety and security protocols, and the limitations that may be imposed on the use and inhabitation of the leased premises, including its utilization on special occasions.
4. The Grantee shall not store or allow any hazardous, highly flammable, toxic or illegal goods and the like to be sold in the premises; and authorize BuCor authorities to inspect the premises at any reasonable time of the day.
5. The Grantee shall pay the contract amount on exact date as agreed upon or any time on the first five days of the month.
6. The business shall operate from 0400H to 1900H., or as the case may be but not 24/7".
7. The Grantee shall not undertake, construct, renovate or introduce any improvement on the premises without prior written notice and approval of the Grantor.
8. The Grantee shall assume all liabilities that may be incurred, to include those against any third person caused by him/her or any of his/her employee on occasion of or in relation to business operations.
9. The Grantee shall within ten (10) calendar days from receipt of notice of cancellation or revocation of his permit, undertake to cease operations.
10. The Grantee shall notify through written notice the BBC Section Chief at least thirty (30) days in advance once the grantee decided to vacate or close the leased premises.
11. Upon the expiration of the Revocable Permit, the Grantee shall immediately cease the business operations unless parties agreed for its renewal.
12. The Grantor may revoke this permit and order the subsequent eviction from the premises upon due notice.
  - a. Non-payment of rental, water and electricity, and other fees for a consecutive of two (2) months;
  - b. Subleasing of awarded store to operate or transferring or assignment of any right derived thereto;
  - c. Changing the nature of business or adding venture of different nature and kind without prior authority;





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- d. When national security concerns so requires as determined by higher authorities;
  - e. Violation of any existing laws, or palpable or repeated disregard of BuCor policies, rules, regulations and directives;
13. The Grantor has the right to unilaterally cancel the permit to operate for authorized, just and valid cause.
14. In case of transfer of ownership, the Grantee shall submit a letter of intent addressed to BBC Section Chief for the latter's approval.

IN WITNESS WHEREOF, the contracting/signing parties have hereunto signed their names this \_\_\_ day of \_\_\_\_\_ at BBC Section.

*Recommending Approval:*

*Conformed:*

BBC- Section Evaluation

Permittee

APPROVED:

Chief, BBC Section

### ACKNOWLEDGMENT:

BEFORE ME, a Notary Public for and in \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023 personally appeared the parties, known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same their free act and voluntary deed.

WITNESS MY HAND AND NOTARIAL SEAL.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of. \_\_\_\_\_





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### "Appendix 4- Affidavit of Waiver"

I, \_\_\_\_\_, legal age, Filipino and a resident of \_\_\_\_\_ is applying for approval of Business Permit in the concept of Memorandum of Agreement/Contract lease/ Revocable Permit, after having sworn to in accordance with the law, do hereby depose and say:

1. That I am voluntarily give my intent to enter a business contract with Bureau of Corrections;
2. That in any event that the Bureau of Corrections need the land holdings where my business is located, I hereby interpose no objection in vacating the premises without any demand from the Bureau of Corrections;
3. In case of violation of any of the foregoing, I interpose no objection to the automatic suspension, cancellation or revocation, as the case may be of my business contract;
4. That I execute this affidavit in order to attest the truth of the above facts for all legal intents and purpose it may serve.

**AFFIANT FURTHER SAYETH NAUGHT.**

Affiant \_\_\_\_\_

SUBSCRIBED AND SWORN to before me, this \_\_, day of \_\_\_\_\_, \_\_\_\_\_ in the city of Muntinlupa, affiant having exhibited to me his/her \_\_\_\_\_ ID no. \_\_\_\_\_ issued by the \_\_\_\_\_, and valid until \_\_\_\_\_.

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### "Appendix 5 – Business Application Form"

#### BUSINESS PERMIT APPLICATION FORM

No. \_\_\_\_\_

<b>Requirements Checklist:</b>	<b>QUALIFICATIONS:</b>
Letter of Intent	This business application is limited only to Micro Business Enterprise with the following criteria:
Notarized Affidavit of Waiver	<ul style="list-style-type: none"> <li>This applies to all qualified Bureau of Corrections employees and private individuals who intends to venture Micro Business Enterprises within the properties of the Bureau of Corrections.</li> <li>It is engaged in production, processing, or manufacturing of products, including agro-processing, as well as trading and services.</li> <li>It has total assets of not more than ₱3 million including those arising from loans but excluding the land on which the plant and equipment are located.</li> <li>The MBE or service provider, in connection with his or her exercise of profession, is not a professional who is duly licensed by the government after having passed a government licensure examination for aspiring accountants, lawyers, doctors, and other professions.</li> <li>It is not a branch, subsidiary, division or office of a large-scale enterprise or it is not a franchisee</li> </ul>
DTI or SEC Registration	
Barangay or City Business Permit	
Certificate of Employment (Necessary for BuCor Employee only)	
Sanitary Business Permit and Health Certificate (if necessary)	
Sketch of proposed location	
2 pcs. Passport size ID's	
Certificate from Accounting Div.	

*Name of applicant:	*Name of Business:	:		
*Address:	*Nature of business:	:		
*Contact No.:	*Location:	:		
Do not fill up beyond this line. For TSD only		Remarks:		
Lot Area in sq. m:				
No./type vehicles:				
Inspected by:	Noted by:	Date:		
	Chief, TSD			

I certify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Applicant signature over printed name)

-----  
(Do not fill up beyond this line. For BBC-Section only)

Processing Fee:		Official Receipt No.
Monthly Assessment Fee:		Date:
Total:		

I certify that the information provided in this form was verified and evaluated

\_\_\_\_\_  
(BBC- Section)



# Bureau of Corrections

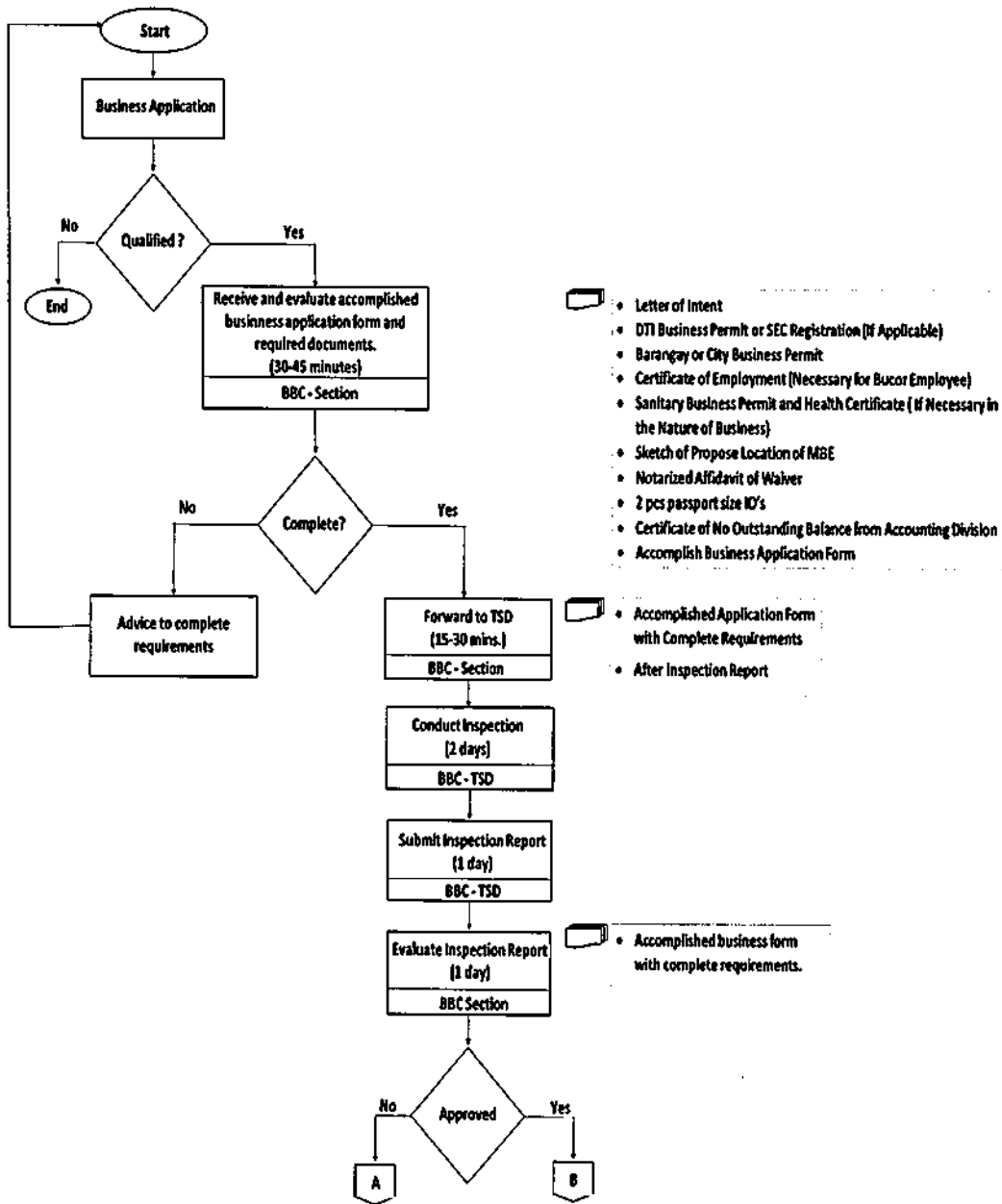
Document Reference Code  
BUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### "Appendix 6 – Application, Approval and Payment Flow Chart"





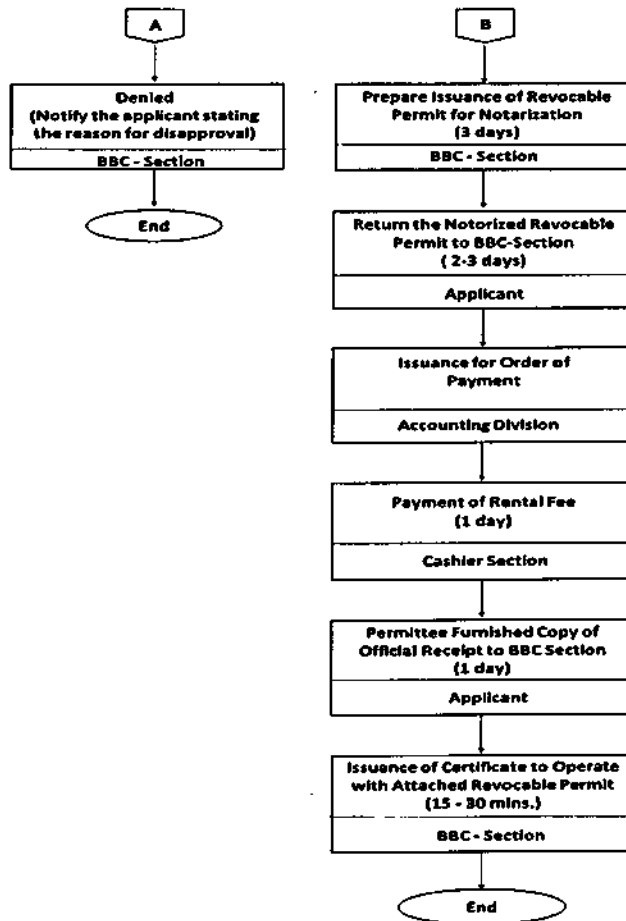
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Reference Code  
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## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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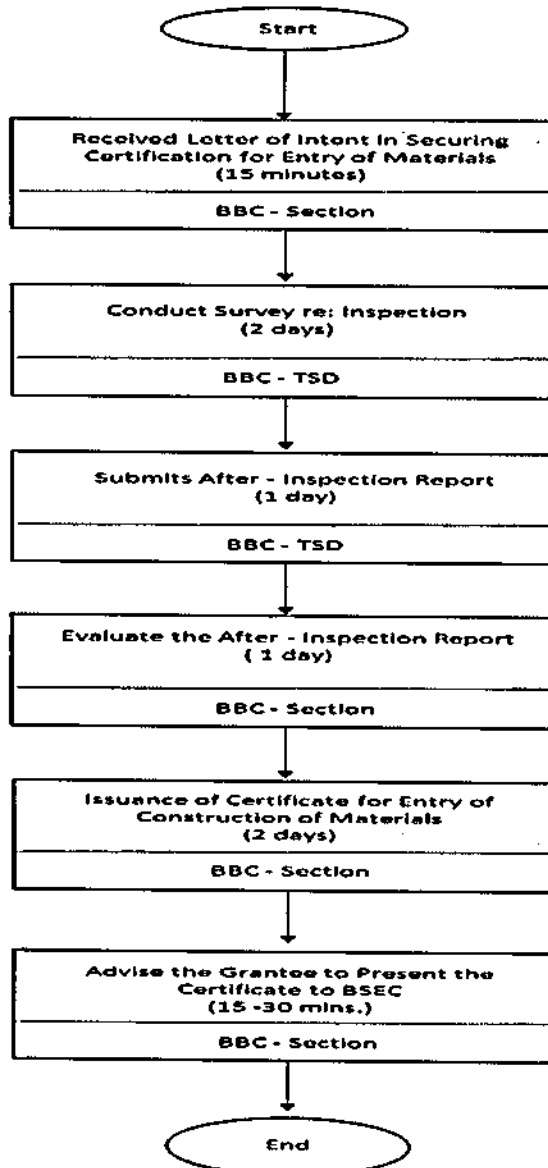
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## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### "Appendix 7- Entry of Construction Materials Flow Chart"





# Bureau of Corrections

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### "Appendix 8- Certificate of Entry of Construction Materials"

### CERTIFICATE OF ENTRY OF CONSTRUCTION MATERIALS

This is to certify that **NAME OF GRANTEE**, owner of **Business Enterprises Name**, that his/her intent for the construction/repair/renovation of the Store and request for entry of construction materials, is hereby approved pursuant to Revocable Permit No. \_\_\_\_\_. Said establishment is located at \_\_\_\_\_.

This certification is issued to **NAME OF GRANTEE** for the entry of attached listed construction materials as recommended by **BBC Technical Service Division/Unit**.

This also allows the entry of the following construction workers of the said concessionaire;

- 1.
- 2.

All construction materials and construction workers are subject for thorough security inspection and monitoring of BuCor Security and Escort Command (BSEC) duty personnel.

Any untoward incidents shall be immediately report to the BBC Section Chief.

Issued this \_\_\_\_\_ day of \_\_\_\_\_.

Approved by:

Chief, BBC Section

Noted by:

Chief, BBC / PPF Superintendent

\*With Dry Seal of BBC\*





# Bureau of Corrections

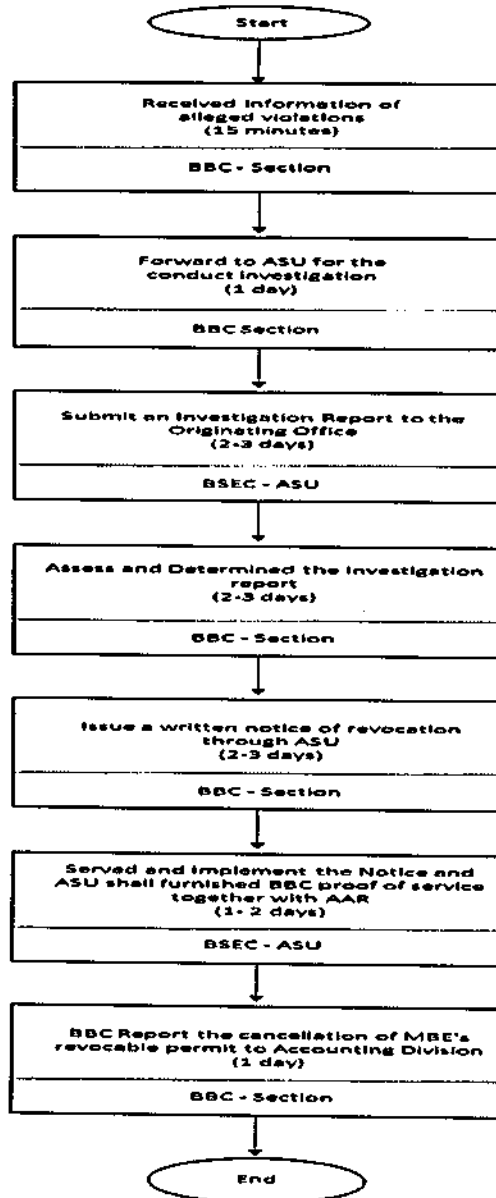
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Reference Code  
BUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### "Appendix 9 – Cancellation of Revocable Permit Flow Chart"





# Bureau of Corrections

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## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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"Form 10"

Date: \_\_\_\_\_

### Weekly Monitoring of Approved Micro Business Enterprises

Nr	Revocable Permit No.	Proprietor	Name of MBE	Area in sqm/Ambulant Vendor	Monthly rental fee	Duration	Location	Remarks

Prepared by:

Noted by:

BBC Section- Staff

Chief, BBC Section





# Bureau of Corrections

Document Reference Code  
SUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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Date NOV 28 2023

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### "Form 11"

Date: \_\_\_\_\_

### Monthly Monitoring of Approved Micro Business Enterprises

Nr	Revocable Permit No.	Proprietor	Name of MBE	Area in sqm/Ambulant Vendor	Monthly rental fee	Duration	Location	Remarks

Prepared by:

Submitted by:

BBC Section- Staff

Chief, BBC Section



# Bureau of Corrections

Document  
Reference Code  
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## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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"Form 12"

Date: \_\_\_\_\_

### Quarterly Monitoring of Approved Micro Business Enterprises

Nr	Revocable Permit No.	Proprietor	Name of MBE	Area in sqm/Ambulant Vendor	Monthly rental fee	Duration	Location	Remarks

Prepared by:

Submitted by:

BBC Section- Staff

Chief, BBC Section



# Bureau of Corrections

Document  
Reference Code  
BUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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0

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**NOV 2** 2023

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"Form 13"

Date: \_\_\_\_\_

### Annual Monitoring of Approved Micro Business Enterprises

Nr	Revocable Permit No.	Proprietor	Name of MBE	Area in sqm/Ambulant Vendor	Monthly rental fee	Duration	Location	Remarks

Prepared by:

Submitted by:

**BBC Section- Staff**

**Chief, BBC Section**



# Bureau of Corrections

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Reference Code  
BUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### ACKNOWLEDGEMENT

The Memorandum Circular of Guidelines and Procedures on Issuance of Revocable Permit to Micro Business Enterprises would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the Doctrine and Policy Making Board (DPMB):

**GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE**  
Director General, BuCor

**ASEC AL I PERRERAS, AFP (Ret.)**  
DDGA/Chairperson, DPMB

**C/CSUPT CELSO S BRAVO**  
OIC-DDGR/Vice-Chairperson, DPMB

#### Members

**CT/SUPT ELSA A ALABADO**  
Director, Directorate for Administration

**C/SSUPT GERARDO F PADILLA**  
Director, Directorate for Security and Operations

**CT/CSUPT MARIA FE R MARQUEZ**  
Acting Director, Directorate for Planning and Management

**CT/SSUPT MA CECILIA V VILLANUEVA**  
Director, Directorate for Health and Welfare Services

**CT/SUPT CYNTHIA N ANDRADA**  
Acting Director, Directorate for Reception and Diagnostic

**CT/SUPT NOEL M MARQUEZ**  
Acting Director, Directorate for External Relations

**C/SSUPT MELENCIO S FAUSTINO**  
Chief, Legal Service/Chief BBC

**MS. MARYJANE N. JULIO**  
Acting Chief, Human Resource Division



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Reference Code  
BUC-ODG-MC-13

## GUIDELINES AND PROCEDURES ON ISSUANCE OF REVOCABLE PERMIT TO MICRO BUSINESS ENTERPRISES

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### SECRETARIAT:

#### MS. MARITES C. MAGTALAS

Head Secretariat/Acting Chief, DDD

CO3 Mira Flor L Bayogo  
Deputy Chief

CO1 Cheryl Mae R Verano

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

CO1 Kathleen K Padsingan

CO1 Kirstin B Wallie

CO1 Kaula P Baston

CO1 Jocelyn B Onga

and

### BUCOR BUSINESS CENTER STAFF

CO1 Alphonse G Balagasay

CO1 Sunshine A Jovero

CO1 Elvie L Cayasfen

CO1 Desceree M Olavario



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Telefax: +632-809-80-73



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**DOCTRINE AND POLICY MAKING BOARD (DPMB)**

=====

**DPMB RESOLUTION No. 2023-01**

*A Resolution Recommending the Approval of  
Memorandum Circular on **Guidelines and Procedures on  
Issuance of Bucor Business Permit to Micro Business  
Enterprises***

**WHEREAS**, in accordance with the current leadership's commitment to standardize and professionalize the key areas of the bureau's operations pursuant to RA 10575, "An Act Strengthening the Bureau of Corrections (BuCor) and Providing Funds Therefor", otherwise known as the "BuCor Act of 2013", all offices are encouraged to propose Memorandum Circular (MC) in their respective Area of Responsibility (ADR);

**WHEREAS**, a Doctrine and Policy Making Board (DPMB) was established to ensure and guarantee that all proposed MCs are in harmony with existing laws, rules, and regulations and with current best practices in the field of corrections services;

**WHEREAS**, the BuCor Business Center (BBC), supervised by C/SSUPT MELENCIO S FAUSTINO, Director, BuCor Land Control and Management Center, prepared and proposed MC on "*Guidelines and Procedures on Issuance of Bucor Business Permit to Micro Business Enterprises*";

**WHEREAS**, the proposed MC particularly aims to establish guidelines and procedures that will standardize MBE's operations and to control and regulate MBE operations within BuCor reservations in compliance with RA 10575 mandate on sustainability and relevant regulatory requirements;

**WHEREAS**, during its 16<sup>th</sup> Meeting on July 18, 2023, the Board, as part of its functions, convened and deliberated on the proposed MC;

**WHEREAS**, on the same date, after a thorough review and deliberation, the Board **ADOPTED** and recommended for the **APPROVAL** of the aforementioned MC;

**NOW WHEREFORE**, the DPMB hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on *"Guidelines and Procedures on Issuance of Bucor Business Permit to Micro Business Enterprises"*.

**ADOPTED** this 18<sup>th</sup> day of July 2023 at the Bureau of Corrections, Muntinlupa City.

**DOCTRINE AND POLICY MAKING BOARD**

  
**GENERAL AL I PERRERAS, AFP (Ret.)**

Deputy Director General for Administration  
Chairperson

  
**CT/SSUPT MA. CECILIA V VILLANUEVA**

OIC, Deputy Director General for Refomration  
Vice Chairperson

  
**C/CSUPT GERALDO I ARD**

Director, Directorate for Administration  
Member

  
**CT/CSUPT MARIA FER MARQUEZ**

Acting Director, Directorate for  
Planning and Management  
Member

  
**C/CSUPT CELSO S BRAVO**

Director, Directorate for Security and Operations  
Member

  
**CT/SSUPT MA. CECILIA V VILLANUEVA**

Director, Directorate for Health and  
Welfare Services  
Member

**"REFORMA BUCOR"**



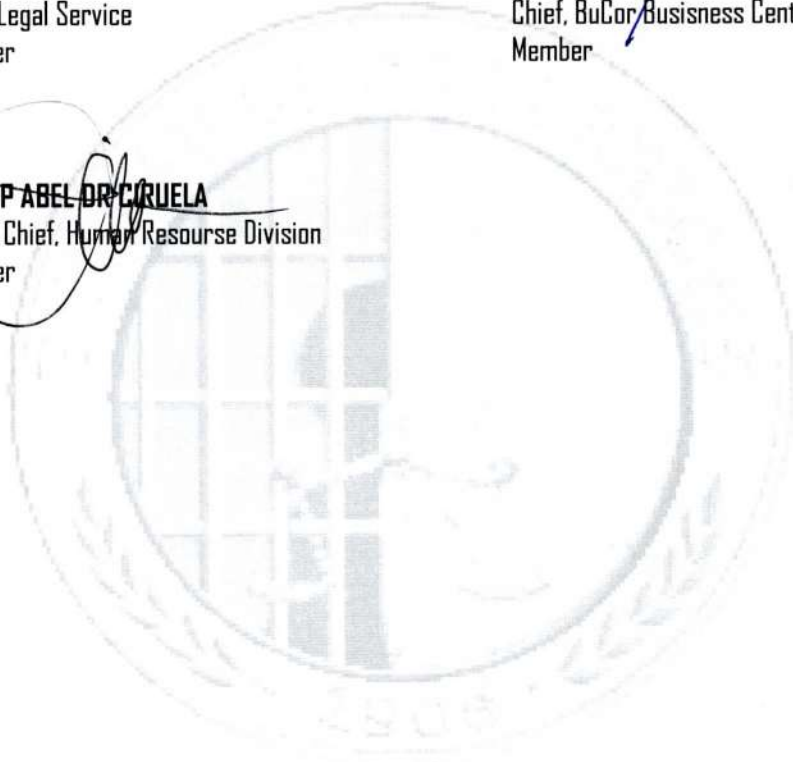
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Acting Director, Directorate for  
Reception and Diagnostic Center  
Member

**CT/SUPT NOEL M MARQUEZ**  
Acting Director, Directorate for External  
Relations  
Member

**GENERAL ALI PERRERAS, AFP (Ret.)**  
Chief, Legal Service  
Member

**C/SSUPT MELENCIO S FAUSTINO**  
Chief, BuCor Business Center  
Member

**C/SINP ABEL DR CIRUELA**  
Acting Chief, Human Resource Division  
Member



**"REFORMA BUCOR"**

