



Bureau of Corrections

Document Reference Code
BUC-NBP-PR-007

Revision No.
0


Effectivity Date
01/05/2018

WORK AND LIVELIHOOD

Page 1 of 4

REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-007	
		Revision No. 0	Effectivity Date 01/05/2018
WORK AND LIVELIHOOD		Page 2 of 4	

1. PURPOSE

To engage in agro-industrial programs by providing PDLs with work and livelihood activities as part of their rehabilitation program.

2. SCOPE

This includes the range of activities following the entry of PDLs into the premises of Work and Livelihood.

3. DEFINITION OF TERMS / ACRONYMS

CB	• Classification Board
GO	• Government Organization
NGO	• Non-Government Organization
Work Programs	• Different Agro and Non-Agro/Industrial Programs and trainings provided to PDLs

4. RESPONSIBILITIES

Chief, Works and Livelihood Division	Person in-charge of the over-all programs of Works and Livelihood
Reformation Officer	Oversees the implementation of the Work and Livelihood program



Bureau of Corrections

Document Reference Code
BUC-NBP-PR-007

Revision No.
0


Effectivity Date
01/05/2018

WORK AND LIVELIHOOD

Page 3 of 4

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
START			
Classification of work assignment	CB	<ul style="list-style-type: none"> Identifies the PDLs skills of interest as per PDLs' Profile 	
Orientation	Reformation Officer	<ul style="list-style-type: none"> Provides lecture regarding the work and livelihood programs 	BuCor Prison Industries Manual Of Operation
Training of different skills and work programs	Reformation Officer	<ul style="list-style-type: none"> Provides skills and livelihood training thru linkages to GOs and NGOs or by reformation officers 	BuCor Prison Industries Manual Of Operation
Assignment of PDLs to projects	Reformation Officer	<ul style="list-style-type: none"> Assigns PDLs as to training and skills 	<ul style="list-style-type: none"> NBP-PR-007-F054
Supervising and monitoring of PDLs at their respective work assignment	Reformation Officer	<ul style="list-style-type: none"> Provides work instructions to PDLs Supervises and monitors PDLs on their work assignments Monitors crop production 	<ul style="list-style-type: none"> NBP-PR-007-F056 NBP-PR-007-F057 NBP-PR-007-F058
Pay corresponding compensation to PDLs with work assignments	Reformation Officer/ Cashier	<ul style="list-style-type: none"> Submits attendance report Prepares payroll and payment for PDL 	<ul style="list-style-type: none"> NBP-PR-007-0F055
END			

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-NBP-PR-007	
		Revision No. 0	Effectivity Date 01/05/2018
WORK AND LIVELIHOOD		Page 4 of 4	

6. GUIDELINES

6.1. Classification of Work assignment

- 6.1.1. Ensures that the PDLs are fit to work as recommended by the Classification Board and approved by the Superintendent
- 6.1.2. Checks the PDLs' record to identify their skill or line of interest in work based on their previous occupation or work assignment.
- 6.1.3. Issues corrections order to PDLs who are fit to work signed by the superintendent.

6.2. Orientation of the PDLs

- 6.2.1. Conducts orientation and lecture regarding work discipline and benefits of work and livelihood program.
- 6.2.2. Gives instruction on different activities in the work and livelihood program

6.3. Training/Seminar/Workshop to PDLs

- 6.3.1. Conducts theoretical and actual training for the PDLs
- 6.3.2. Coordinates with NGOs and GOs for possible technical training assistance for the PDLs
- 6.3.3. Provides income generating work programs for the PDLs

6.4. Supervising and Monitoring of PDLs to their respective work assignment

- 6.4.1. Coordinates with security group for proper deployment and safekeeping of PDLs
- 6.4.2. Checks daily attendance of PDLs in different work assignment
- 6.4.3. Evaluates daily progress of their work activities
- 6.4.4. Prepares and submits production report of different work program

6.5. Compensating PDLs

- 6.5.1. Prepares payroll based on the updated PDLs compensation guidelines