



# Bureau of Corrections

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**BUC-NBP-PR-005**

Revision No.  
0


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## TRAINING AND EDUCATION

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### REVISION HISTORY AND APPROVAL

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

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### 1. PURPOSE

This section describes the admission and participation procedure of Person's Deprived of Liberty in the Training and Education Program.

### 2. SCOPE

This includes the range of activities of the Training and Education Program to PDLs enrolled in the different Education Units.

### 3. DEFINITION OF TERMS, ACRONYMS

TED	<ul style="list-style-type: none"> <li>• Training and Education Division</li> </ul>
PDL	<ul style="list-style-type: none"> <li>• Person Deprived of Liberty</li> </ul>
Non-Formal Education	<ul style="list-style-type: none"> <li>• Refers to the learning program that is established outside the formal education system. It builds the individual's skills and capacities. Usually it is flexible, learner-centered, contextualizes and uses a participatory approach; adhere to the promulgated activities mandated by the Department of Education, Bureau of Alternative Learning System and Technical Education and Skills Development Authority.</li> </ul>
Formal Education	<ul style="list-style-type: none"> <li>• Refers to the learning program given to PDLs that is organized as a continuous process with gradual and defined stages and culminates in the achievement of a degree in Entrepreneurship, supervised by the University Perpetual Help System Dalta and the Commission on Higher Education.</li> </ul>

### 4. PERSON RESPONSIBLE

Chief, Training and Education Division	Person in-charge of the over-all activities and programs of the Training and Education Program
Officer-in-Charge	Supervises, plans and implements the different programs and activities of the Units itself.
Education Personnel	Facilitates the programs, activities and teaches the different subject areas.
Custodial Personnel	Acts as the Prefect of Discipline of the unit and teaches the assigned subject area.



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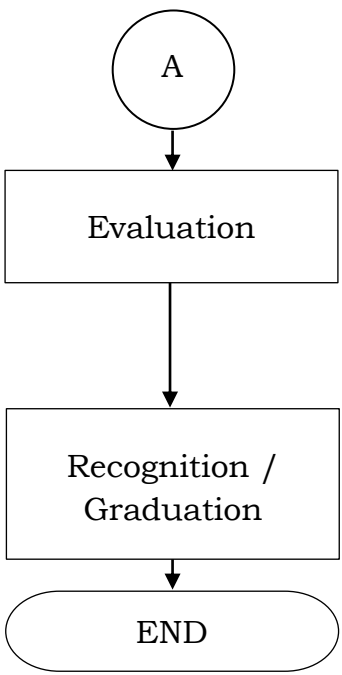
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### 5. PROCEDURE DETAILS

Activity	Person Responsible	Details/ Functions	References
<pre> graph TD     START([START]) --&gt; Screening[Screening]     Screening --&gt; Enrollment[Enrollment]     Enrollment --&gt; Conduct[Conduct of Classes]     Conduct --&gt; A((A))           </pre>	Education Personnel	<ul style="list-style-type: none"> <li>• Conducts Entrance Examination, Interview and assessment of aspiring new students</li> <li>• Identifies the level/skills</li> <li>• Evaluates the performance of old students</li> <li>• Posts the list of students for enrolment in either formal education or non-formal education</li> </ul>	<ul style="list-style-type: none"> <li>• NBP-PR-005-F039</li> <li>• NBP-PR-005-F048</li> </ul>
Enrollment	Education Personnel	<ul style="list-style-type: none"> <li>• Gathers PDLs' pertinent documents/credentials</li> <li>• Submits pertinent documents to affiliated and other educational institution</li> </ul>	<ul style="list-style-type: none"> <li>• NBP-PR-005-F040</li> <li>• NBP-PR-005-F041</li> </ul>
Conduct of Classes	Education Personnel	<ul style="list-style-type: none"> <li>• Submits Lesson Plans/Logs</li> <li>• Plans different activities related to the subjects and for the extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• NBP-PR-005-F043</li> <li>• NBP-PR-005-F044</li> <li>• NBP-PR-005-F045</li> <li>• NBP-PR-005-F046</li> </ul>


Activity	Person Responsible	Details/ Functions	References
	Education Personnel	<ul style="list-style-type: none"> <li>• Administers different evaluation techniques like oral and written examinations</li> <li>• Assess output of practical projects</li> <li>• Checks examinations, projects and term papers</li> </ul>	<ul style="list-style-type: none"> <li>• NBP-PR-005-F042</li> </ul>
	Education Personnel	<ul style="list-style-type: none"> <li>• Evaluates final grades of students</li> <li>• Submission of forms, portfolios and other pertinent documents to other affiliated institutions</li> <li>• Certification of Graduates</li> <li>• Referral to other programs</li> </ul>	<ul style="list-style-type: none"> <li>• NBP-PR-005-F047</li> <li>• NBP-PR-005-F048</li> </ul>

## 6. Guidelines:


### 6.1 Pre-enrollment

#### 6.1.1 New Students:


- 6.1.1.1 Coordinate/Check/Monitor with Overseer's Office / Reformation Office for the list of recommendation treatment plan of each PDLs endorsed by ARPDMD.
- 6.1.1.2 Announcement of schedule of enrollment is conducted either by posting or broadcasting in flag ceremony of camps/OPPFs. Schedule of entrance examination is announced and PDLs enlist their names to sign up sheets (REF-PR-TE-F001).
- 6.1.1.3 For SC-CICL, juveniles are automatically enrolled at the unit.

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- 6.1.1.4 Initial interview will be conducted by teachers/ officers assigned to any education unit.
- 6.1.1.5 Entrance examination shall be administered by teachers to determine the level of education of each PDLs.
- 6.1.1.6 Custodial personnel conduct a background check for passers of examination to assess his social behavior in his/her previous dormitory.
- 6.1.2 Old Students:
  - 6.1.2.1 Student shall secure a clearance form (REF-PR-TE-F010) to clear out his/her accountabilities to the school or previous level/course.
  - 6.1.2.2 The teacher/committee will check on his grades, Prefect of Discipline Form (if there is any) or any report of violations of school and institutional rules and regulations.
  - 6.1.2.3 If the teacher/ committee deems it right not to accept the old student, he/she is then endorsed to other education unit or to other institutional assignment/program.
  - 6.1.2.4 Dropped Student/ Education Directive Holder shall secure a clearance from his/her previous education unit before continuing to enroll to his/her target unit.
- 6.2 Enrollment
  - 6.2.1 Passers of the entrance examination and cleared old students must report to the unit, well-groomed with prescribed haircut.
  - 6.2.2 Enrollees shall fill-out all the details in the Student's Information Sheet (REF-PR-TE-F002). The information sheet will provide data about personal profile, scholastic record, medical history, Institutional assignment and Reformation Record.
  - 6.2.3 Request to Overseer's Office/ Infirmary for the Medical History Information of the PDL.

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- 6.2.4 Each enrollee shall undergo the interview/ panel interview that will determine his/her intention to undergo the program, personal strengths and weaknesses, perspective about current situation, attitude about daily undertakings, and alike and to establish if the enrollee is keen and eager to learn.
- 6.2.5 The teacher/ interviewer will sign the information sheet if he/she finds the enrollee acceptable to the program.
- 6.2.6 Student will be asked to submit required school credentials and other pertinent documents.
- 6.2.7 Student shall sign a contract or agreement (REF-PR-TE-F003).
- 6.2.8 Submission of Mandated Forms to different affiliated institutions
- 6.2.8.1 Submit assigned Learner's Number of students under ALS BLP, Elementary and Secondary to affiliated ALS District.
- 6.2.8.2 Submit Technical Vocational Education Training (TVET) enrollment forms to the district office of TESDA, on or before 30 days after the first day of the school.
- 6.2.8.3 Submit List of new enrollees to the main campus of UPHSD for formal education.
- 6.2.9 Require all enrolled students to report to education unit for the general orientation and to receive school supplies such as notebook, ball pen, and pad papers.
- 6.3 Conduct of Class
- 6.3.1 Teachers shall follow the prescribed curriculum of the different education affiliations like Alternative Learning System, Technical Education Skills and Development Authority and the University of Perpetual Help System Delta.
- 6.3.2 Lesson or activities for the day will be recorded at the Daily Lesson Log Form (REF-PR-TE-F005).
- 6.3.3 Budget for extra-curricular activities such as Valentine's Program, Recognition/Graduation Program, Summer Intramurals, Buwan ng Wika

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Program, National Correctional Consciousness Week Celebration and alike must be requested and properly accounted.

#### 6.3.4 Counselling Services

6.3.4.1 Facilitate Counselling Services, through Pastoral Care to student's having trouble adjusting to the program or students having difficulty facing situations/problems.

6.3.4.2 Recommend for Psychological or Psychiatric Consultation and Evaluation, as the need arises.

6.3.4.3 Record the Session Notes and Goals Worked on written on the Counselling Notes (REF-PR-TE-F008).

#### 6.3.5 Perfect of Discipline

6.3.5.1 Secure incident report from involved persons.

6.3.5.2 Conduct investigation and queries about the said incident.

6.3.5.3 For minor offenses, refer case to the Guidance Facilitator and give necessary sanction.


6.3.5.4 For major offenses, make a resolution as to the intervention program/ sanction to be given to student violators; or/and endorse recommendation to the camp/OPPFs Officer of the Day.

6.3.5.5 Record the nature of offense, person's involved and resolution to the Prefect of Discipline Form (REF-PR-TE-F007).

6.3.5.6 In case a student is sanctioned to be in the Preventive Cell, submit a request of pass/permit and Security Assistance to the OIC of camp/OPPFs for the continuance of PDLs participation to class.

#### 6.3.6 Participation Report

6.3.6.1 Participation to class and other activities shall be monitored and recorded to the Attendance Monitoring Report Form (REF-PR-TE-F006).

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6.3.6.2 Attendance Monitoring Report Form shall be submitted to MSEC for evaluation and approval of additional 15 days GCTA every end of the month.

6.4 Evaluation of Students

6.4.1 Learners are measured either by daily and weekly quizzes, monthly and quarterly, written or oral examinations.

6.4.2 Projects and course outputs are expected every end of the quarter/semester/course.

6.4.3 Grades and other performance evaluation are recorded in the Grade Sheets provided by the affiliated institutions.

6.4.4 Final ratings are submitted every end of the quarter, semester or academic year (REF-PR-TE-F04).

6.5 Recognition/Graduation

6.5.1 Academic distinctions are on Recognition day and Graduation Day.

6.5.2 Students shall submit a duly signed Clearance Form (REF-PR-TE-F009) to be able to enroll to the program again.

6.5.3 Issuance of Certification of Graduation / Enrolment (REF-PR-TE-F010) is given upon request of student for CRTP attachments.

6.5.4 Refer graduated/ completed students to other education unit or reformation program.

6.5.5 Submission of Graduation Forms and Pertinent Documents to Affiliated Institutions.