



# Bureau of Corrections

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## MORAL AND SPIRITUAL RELIGIOUS VOLUNTEER ORGANIZATION ACCREDITATION

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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 BuCor's procedure in accreditation of RVO relative to conduct of Worship, Spiritual Formation and Ministerial/Social Services inside PDLs facilities/Chapel through the Chaplaincy Office.

## 2. SCOPE

This includes the range of activities from application to accreditation of RVOs for PDL Ministry.

## 3. DEFINITION OF TERMS, ACRONYMS

RVO	• Religious Volunteer Officer
RVW	• Religious Volunteer Worker
SEC	• Security and Exchange Commission
MOA	• Memorandum of Agreement
MOU	• Memorandum of Understanding
GO	• Government Organization
NGO	• Non-Government Organization

## 4. RESPONSIBILITIES


Chief, Moral and Spiritual Division	Person in-charge of the over-all programs and activities of the Moral and Spiritual Division
Chaplain Staff	Personnel that oversees the activities at the Chaplain Office

## 5. PROCEDURE DETAILS

Activity	Responsible Person	Details/Functions	Reference
START			
↓			
Receives and Screens Application Documents	Chaplaincy Staff	<ul style="list-style-type: none"> <li>Receives and Examines the Authenticity of Pertinent Documents.</li> <li>Screen qualified RVOs</li> </ul>	<ul style="list-style-type: none"> <li>NBP-PR-011-F107</li> </ul>
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Interview applicant Religious Volunteer	Chaplaincy Staff	<ul style="list-style-type: none"> <li>Conduct interview to RVO applicant</li> <li>Ensure his/her honest intention and willingness to volunteerism</li> </ul>	
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Orientation	Chaplain	<ul style="list-style-type: none"> <li>Orient context of MOA and Rules and Regulation</li> </ul>	<ul style="list-style-type: none"> <li>NBP-PR-011-F108</li> </ul>
↓			
Signs MOA and Preparation of Pass/Permit	Chaplain and RVO as Second Party	<ul style="list-style-type: none"> <li>Prepare and sign MOA,</li> <li>Notarization of the signed MOA</li> </ul>	<ul style="list-style-type: none"> <li>NBP-PR-011-F108</li> </ul>
↓			
END			

## 6. GUIDELINES

- 6.1 Chaplain/Religious Officer receives RVO letter of intent to provide religious program for PDL;
- 6.2 Examines the veracity of documents submitted by RVO (SEC Registration, Endorsement of the Head of the Church, List of PDL members, church members/RVW, Clearances from NBI, Police and Barangay);
- 6.3 Conducts interview to aspirant RVO;
- 6.4 Conducts orientation:

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- 6.4.1 Provides input on Prison Rules and Regulation;
- 6.4.2 Explains contents of MOA and the Role of two (2) parties;
- 6.5 Prepare Official MOA for the two parties;
- 6.6 Signing of MOA.
- 6.7 Notarize MOA
- 6.8 Prepare and secure approved Monthly Pass/Permit for the RVO entry to camps/OPPFs.