



Bureau of Corrections

**POLICY FORMULATION, IMPLEMENTATION,
MONITORING AND EVALUATION**

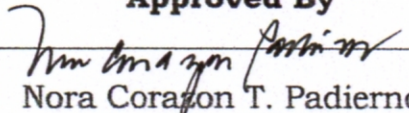
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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Nora Corazon T. Padiernos

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1. PURPOSE

To ensure that organizational decisions including identification of different alternatives and choosing on the basis of impact which among them will most likely to achieve desired outcome.

2. SCOPE

This procedure covers the management of all organizational policies and directives of BuCor.

3. DEFINITION OF TERMS

Policy	<ul style="list-style-type: none"> A plan or course of action, as of a government, political party, or business, intended to influence and determine decisions, actions, and other matters
Gap	<ul style="list-style-type: none"> an empty space or opening in the middle of something or between two things
PMO	<ul style="list-style-type: none"> Project Management Office
TWG	<ul style="list-style-type: none"> Technical Working Group

4. RESPONSIBILITIES

The top management is responsible for the Bureau of Corrections policy formulation.



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5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<pre> graph TD START([START]) --> Gap[Gap Analysis] Gap --> Research[Research] Research --> Consultation[Consultation] Consultation --> Review[Review & Approval] Review --> A((A)) </pre>	<ul style="list-style-type: none"> PMO/TWG/ CONCERNED UNIT 	<ul style="list-style-type: none"> The PMO/Concerned Unit/TWG identifies the gap, factors affecting the gap, records elements (e.g. manpower, financial, materials, methods) that make up the gap, and prepares a research design and list of policy options to bridge the gap 	<ul style="list-style-type: none"> Accomplishment Report, process
	<ul style="list-style-type: none"> PMO and TWG 	<ul style="list-style-type: none"> Gathers data and information relevant to the policy issue (e.g. historical data, statistics). Conducts a research and review on precedents and existing policies (e.g. laws, bills, orders). Draft the policy framework. 	<ul style="list-style-type: none"> Accomplishment Report, Reference materials, Draft Policy
	<ul style="list-style-type: none"> Project Management, Office, ADCA, TWG 	<ul style="list-style-type: none"> The PMO/Concerned Unit/TWG initiates a consultation on the draft policy. Using the results of the consultation, the PMO/Concerned Unit/TWG formulates the policy proposal The PMO/Concerned Unit/TWG consolidates and reviews all comments submitted, and incorporates them in the policy proposal. For Internal Policies, the DG reviews and approves the policy. 	<ul style="list-style-type: none"> Minutes of Meeting, Policy proposal draft
	<ul style="list-style-type: none"> PMO/TWG/ CONCERNED UNIT 		<ul style="list-style-type: none"> Policy Proposal, Recommendations, Comments



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Activity	Person Responsible	Details/Functions	References
	<ul style="list-style-type: none"> PMO, CONCERNED UNIT/ HR 	<ul style="list-style-type: none"> The PMO/Concerned Unit, in collaboration with the Chief Personnel and Human Resource Development organizes and conduct series of orientation sessions to communicate the new policy to concerned BuCor personnel and stakeholders. 	<ul style="list-style-type: none"> Approved policy
	<ul style="list-style-type: none"> PMO/TWG/ CONCERNED UNIT 	<ul style="list-style-type: none"> PMO/Concerned Unit/TWG prepares the Implementing Rules and Regulations (IRR) and Implementation Plan for the approved policy. All concerned BuCor Units and personnel adopt and observes the policy in the conduct of their day-to-day activities. The PMO/Concerned Unit regularly monitors and evaluates policy implementation. 	<ul style="list-style-type: none"> Approved IRR for Policy, Quality Audit Report

6. GUIDELINES

6.1. Gap Analysis

- 6.1.1 The PMO/Concerned Unit/TWG identifies the gap, factors affecting the gap, records elements (e.g. manpower, financial, materials, methods) that make up the gap, and prepares a research design and list of policy options to bridge the gap.
- 6.1.2 The PMO/Concerned Unit/TWG presents to the Director of Corrections the research design and the short list of policy options.

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6.2 Research


- 6.2.1 The PMO/Concerned Unit/TWG gathers data and information relevant to the policy issue (e.g. historical data, statistics).
- 6.2.2 The PMO/Concerned Unit/TWG conducts a research and review on precedents and existing policies (e.g. laws, bills, orders).
- 6.2.3 The PMO/Concerned Unit/TWG analyses the collected/gathered data and uses these results in the drafting of the policy framework.
- 6.2.4 The PMO/Concerned Unit/TWG drafts a policy recommendation.

6.3 Consultation

- 6.3.1 The PMO/Concerned Unit/TWG finalizes the policy proposal.
- 6.3.2 The concerned Head of Division/Chair of the TWG/Steering Committee submits the policy proposal to the Director of Corrections.
- 6.3.3 The PMO/Concerned Unit/TWG initiates a consultation on the draft policy.
- 6.3.4 Using the results of the consultation, the PMO/Concerned Unit/TWG formulates the policy proposal.

6.4 Review and Approval

- 6.4.1 The PMO/Concerned Unit/TWG disseminates the policy proposal to all Chiefs of Division, Heads of Operating Prison and Penal Farm (OPPFs) and concerned unit for final comments.
- 6.4.2 The concerned Chief of Division review and submit their inputs and comments on the policy proposal to the PMO/Concerned Unit/TWG.
- 6.4.3 The PMO/Concerned Unit/TWG consolidates and reviews all comments submitted, and incorporates them in the policy proposal.
- 6.4.4 For Internal Policies, the DG reviews and approves the policy.

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6.4.5 For Department of Justice (DOJ) - BuCor Policies, the Director of Corrections endorses the policy (final draft) through a Memorandum to the Secretary of Justice (SOJ) for approval.

6.4.6 The SOJ reviews, approves the policy and returns the signed policy to the Department of Justice (DOJ) Records Unit and ODG for dissemination and filing.

6.5 Policy Communication and Dissemination

6.5.1 For Internal Policies, the Records Section receives the approved policy document, assigns a number for the Administrative Order/Memorandum Order (MO)/Memorandum Circular (MC), reproduces copies for dissemination and files the original copy

6.5.2 The PMO/Concerned Unit, in collaboration with the Head of Personnel and Human Resource Development organizes and conducts a series of orientation sessions to communicate the new policy to concerned BuCor personnel and stakeholders.

6.6 Implementation

6.6.1 Whenever necessary, the PMO/Concerned Unit/TWG prepares the Implementing Rules and Regulations (IRR) and Implementation Plan for the approved policy.

6.6.2 All concerned BuCor Units and personnel adopts and observes the policy in the conduct of their day-to-day activities.

6.7 Monitoring and Evaluation

6.7.1 The PMO/Concerned Unit regularly monitors and evaluates policy implementation.