



Bureau of Corrections

STRATEGIC AND OPERATIONS PLANNING

Document Reference Code

BUC-STO-PR-008

Revision No.

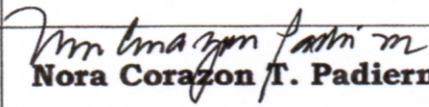
0


Effectivity Date

01/05/2018

Page 1 of 8

REVISION HISTORY AND APPROVAL

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

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 2 of 8	

1. PURPOSE

Develop plans and programs based on identified priorities and in conformity with the guidelines

2. SCOPE

This section covers BuCor's procedure in the establishment of the Agency's Strategic and Operation Planning.


3. DEFINITION OF TERMS

Strategic Planning	<ul style="list-style-type: none"> • s an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy
Operation planning	<ul style="list-style-type: none"> • is the process of planning strategic goals and objectives to tactical goals and objectives
Assessment	<ul style="list-style-type: none"> • A planned structured determination of a learner's competence against identified standards.

4. RESPONSIBILITIES

The following are responsible for the Strategic and Operation Planning:


1. Planning and Management Division (PMD)
2. Finance Division
3. Administrative Division
4. Project Management Office
5. Operations

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 3 of 8	

5. PROCEDURE DETAILS

5.1. Strategic Planning

Activity	Person Responsible	Details/Functions	References
<p>START</p> <p>↓</p> <p>Review and conduct of Strategic Planning</p> <p>↓</p> <p>Assessment and drafting of Strategic Plan</p> <p>↓</p> <p>Final Review</p> <p>↓</p> <p>Approval & Communication</p> <p>↓</p> <p>END</p>	<p>Chief PMD</p> <p>Chief, PMD and Planning Officers of different offices and OPPFs</p> <p>Project Management Office, Chief Admin., Chief Finance Div.</p> <p>Chief PMD, Project Management Office, HR</p>	<ul style="list-style-type: none"> Review of Strategic Plan Conduct of Strategic Plan Mobilize activities, prepare an updated organizational assessment report and prepare the draft revised/updated BuCor Strategic Plan. Conduct of review and evaluation for technical and financial completeness and merit, and endorse to the DG for approval. Prepares Communication Plan to disseminate the BuCor Strategic Plan to its internal and external stakeholders. Provide approved copy of Strategic plan to Records. 	<ul style="list-style-type: none"> Disposition Forms Department of Justice Memorandum DBM Circulars Special Order Special Order Strategic Plan Draft Final Draft of Strategic. Plan Director Memos DOJ Memorandums, and Guidelines Approved Strategic plan and Communication plan

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 4 of 8	


5.2. Operation/Annual Planning

Activity	Person Responsible	Details/Functions	References
START ↓ Preparation of Operation Plan Guidelines ↓ Conduct of Annual Planning & Budget Conference ↓ Review and Evaluation ↓ Orientation, Calibration and Dissemination ↓ END	Chief PMD	<ul style="list-style-type: none"> Prepares the Annual Planning and Programming Guidelines. 	<ul style="list-style-type: none"> Disposition Forms Department of Justice Memorandums DBM Circulars
	Chief, PMD and Planning and Budget Officers of different offices and OPPFs	<ul style="list-style-type: none"> Conduct of Annual Planning Conference Consolidation, completion and review of documents for the Agency Physical and Financial Plan 	<ul style="list-style-type: none"> Special Order Memos
	Chief PMD, Chief Budget, PMO	<ul style="list-style-type: none"> Final review and evaluation of the plan for Director's approval and submission to DBM for Budgetary Proposal 	<ul style="list-style-type: none"> Final Draft of Plan Director Memos DOJ Memorandums, and other related Guidelines
	Chief Budget, Chief PMD, PMO	<ul style="list-style-type: none"> Conduct Workshop for orientation for the approved projects and the preparation of Work and Financial Plan, Project Implementation Plan. 	<ul style="list-style-type: none"> Special Order GAA Guidelines Department Order


6. GUIDELINES

6.1. STRATEGIC PLANNING

6.1.1 The Chief Planning and Management initiates the review of the BuCor Strategic Plan (Stratplan).

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 5 of 8	

- 6.1.2 If the review of the Stratplan indicates a need for revision, the PMD prepares a proposal to conduct a strategic planning activity and submits the same to management for review and approval.
- 6.1.3 Once approved, the PMD prepares a detailed **Project Implementation Plan** (PIP) for the conduct of Strategic Planning Workshop.
- 6.1.4 The PMD submits the PIP to Management for review and approval.
- 6.1.5 The Asst. Director for Administration (ADCA) reviews the PIP for technical and financial completeness and merit, and endorses to the DG for approval.
- 6.1.6 The Project Management Office (PMO) reviews the PIP and ADCA endorsement and briefs the DG on the PIP.
- 6.1.7 The DG approves the PIP.
- 6.1.8 The PMO facilitates information dissemination to the ADCA and PMD on the DG's approval of the PIP.
- 6.1.9 The PMD conducts mobilization activities, including the establishment of working groups, development data gathering instruments, and procurement of required resources.
- 6.1.10 The PMD, in collaboration with the relevant working groups, gathers and analyzes data, on the basis of which it prepares an updated organizational assessment report.
- 6.1.11 The PMD organizes the conduct of a Strategic Planning Workshop in order to produce a draft revised/updated BuCor Strategic Plan.
- 6.1.12 The DPM presents the draft revised/updated BuCor Strategic Plan to Management for finalization.
- 6.1.13 The Asst. Director for Admin., Reformation and Security Operations review the PIP for technical and financial


	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 6 of 8	

completeness and merit, and endorse to the DG for approval.


- 6.1.14 The Project Management Office (PMO) reviews the draft BuCor Strategic Plan and the ADCA endorsement and briefs the DG on the draft BuCor Strategic Plan.
- 6.1.15 The DG approves the BuCor Strategic Plan.
- 6.1.16 The PMO facilitates information dissemination to ADCA and PMD on the DG's approval of the draft BuCor Strategic Plan.
- 6.1.17 The PMD, in coordination with the PMO, prepares a Communication Plan for the Stratplan.
- 6.1.18 Chief Personnel and Human Resource Development initiates the communication of the BuCor Strategic Plan to its internal stakeholders.
- 6.1.19 The Public Affairs Office (PAO) initiates the communication of the BuCor Strategic Plan to its external stakeholders.
- 6.1.20 The PMD provides the Records Division a copy of the approved BuCor Strategic Plan.

6.2. Operation/Annual Planning

- 6.2.1. The DPM prepares the Annual Planning and Programming Guidelines for the succeeding fiscal year and the next two (2) years.
- 6.2.2. The Asst. Directors, PMD and Finance collaborate to formulate the joint Planning and Budgeting Guidelines and the joint memorandum for compliance to the Guidelines.
- 6.2.3. The Director issued Memorandum through C, Finance and PMD to all Offices and OPPFs to prepare and submit their Local Budget Proposals/PPMPs/APPs, **Work and Financial Plans** (WFPs) and other Budgetary Requirements for the Budget Proposal.

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 7 of 8	

- 6.2.4. The C PMD, along with the Budget Division, conducts an Annual Planning and Budget Conference.
- 6.2.5. The Divisions/Units/OPPFs prepare and finalize their respective **Physical Plans**, PPMPs/APPs, WFPs and other Budgetary Requirements to be submitted to the Budget Division for consolidation.
- 6.2.6. The C PMD consolidates the submitted Physical Plans, PPMPs/APPs and WFPs into an overall BuCor Physical Plan.
- 6.2.7. Once the National Budget Circular on the preparation and submission of agency budget, plans and targets (Budget Call) from the Department of Budget and Management (DBM) is received, the C PMD reviews and revises the BuCor Physical Plan using critical inputs from the Budget Call and the consolidated Local Budget Proposals/PPMPs/APPs/WFP as references; and forwards it to the Chief, Finance Division for incorporation into the Budget Proposal.
- 6.2.8. The Budget Division processes the **BuCor Physical Plan** for incorporation into the BuCor Budget Proposal.
- 6.2.9. The C PMD provides information and relevant documents to the Budget Division for the completion of the Budget Briefing Folio and budgetary requirements for submission to Congress.
- 6.2.10. The C PMD provides support to the ADCA, as BuCor representative during Technical Budget Hearings (TBH) and attends the TBH with DBM and DOJ and the subsequent Legislative review, consolidation and confirmation of the Bureau's budget.
- 6.2.11. Upon passage of the General Appropriations Act (GAA) for the following year, the C PMD, in collaboration with the Budget Office, organizes a Budget Orientation and Recalibration Workshop for the budget roll-out of the coming year.

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-008	
		Revision No. 0	Effectivity Date 01/05/2018
STRATEGIC AND OPERATIONS PLANNING		Page 8 of 8	

- 6.2.12. The various offices/units and OPPFs submit the revised WFPs and PPMPs/APPs to the Budget Division; PMD; and Procurement, Supply and Property Management Division (PSPMD) for consolidation.
- 6.2.13. The various offices/units and OPPFs prepare and submit the respective Basic Project Documents for their programs, activities and projects (PAPs), to the appropriate approving authorities for approval and forward implementation and management.
- 6.2.14. The various offices/units and OPPFs provide the PMO and PMD with copies of the approved Basic Project Documents and subsequent Project Status Reports.