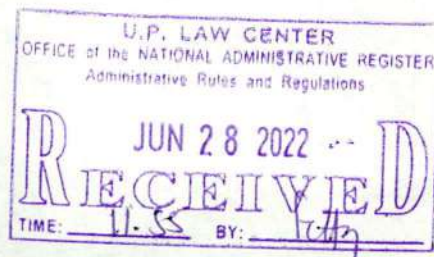





Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City,
Philippines, 1776
Telefax: +632-809-80-73




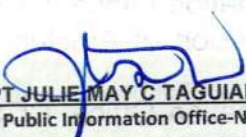


**PUBLIC INFORMATION POLICY ON THE
APPLICATION OF MEDIA COVERAGE BY
OUTSIDE ORGANIZATIONS**




"Reforming Lives, Community Thrives"

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-ODG-MC-09	
	TOPIC: Public Information Policy on the Application of Media Coverage by Outside Organizations	Revision No. 0	Date 6/28/22
	SUB-TOPIC: Providing Standard Operating Procedures for Allowing News Coverage and Feature Articles by Media or Other Outside Organizations in the BuCor Compounds	Page 1 of 25 JUL 13 2022	

APPROVAL

Prepared By:	Recommended By:	Approved By:
 <u>C/CSUPT JULIE MAY C TAGUIAM, JD</u> Chief, Public Information Office-NHQ		
Submitted By:		
 <u>C/CSUPT JULIE MAY C TAGUIAM, JD</u> Chief, Public Information Office-NHQ	 <u>ASEC GABRIEL P CHAC LAG</u> DDGA/CHAIRPERSON, DMB	 <u>USEC GERARDO BANTAG</u> DIRECTOR GENERAL, BUCOR


"Reforming Lives, Community Thrives"

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1. REFERENCES

- 1.1. 1987 Philippine Constitution;
- 1.2. Republic Act No. 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, To Uphold the Time-Honored Principle of Public Office Being A Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and For Other Purposes", dated February 20, 1989;
- 1.3. Article 19 of the Universal Declaration of Human Rights;
- 1.4. Freedom of Information (FOI) Manual (2017);
- 1.5. BUC-PIO-MC-01s. 2021 re Public Information Manual on the Right to Privacy of Employees and PDL of the BuCor (Providing Standard Operating Procedure for all Social Media Platforms Created by the BuCor for the Protection of the Right to Privacy of Employees and PDL of BuCor);
- 1.6. Memorandum dated 31 March 2020 re: Social Media Etiquette signed by CTCSUPT JOHN PAUL SANTOS, Acting Director, Directorate for Administration;
- 1.7. Memorandum of the Chief, Public Information Office, CCSUPT JULIE MAY C TAGUIAM, JD re Submission of Articles dated 07 June 2021;
- 1.8. Memorandum of the Chief, Public Information Office, CCSUPT JULIE MAY C TAGUIAM, JD dated 05 July 2021 re Guidelines in submitting News Articles;
- 1.9. Memorandum of the Chief, Public Information Office, CCSUPT JULIE MAY C TAGUIAM, JD dated 09 July 2021 re submission of Video Articles;
- 1.10. Memorandum of the Chief, Public Information Office, CCSUPT JULIE MAY C TAGUIAM, JD dated 14 July 2021 re Guidelines for Video Coverage; and

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1.11. Memorandum of the Chief, Public Information Office, CCSUPT, JULIE MAY C. TAGUIAM, JD dated 23 July 2021 re Supplemental Guidelines for Video Coverage.


2. RATIONALE

It has been an experience of the Bureau of Corrections (BuCor) that media and other private organizations are requesting entry to the BuCor facility in order to cover news events and related activities. However, there is a dilemma on how to address the requests as there is no uniform guideline for the BuCor authorities on how to deal with this. For one, the right to information to the public as a whole, vis-à-vis the Constitutional right of freedom of expression, is a mutual concern of the whole BuCor, through the Public Information Office-National Headquarters (PIO-NHQ), and other private organizations. This is in line with the doctrine of accountability of public officers.

In order to inform the public as to the happenings inside the four corners of prisons, The BuCor, through the Public Information Office (PIO), represents the organization in all media relations activities. The creation of the PIO-NHQ is congruent with the constitutional provision that "the right of the people to information on matters of public concern shall be recognized". Access to official records, documents, and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as the basis for policy development, shall be afforded to the citizen, subject to such limitations as may be provided by law.¹ However, there are times that other organizations outside BuCor are interested in covering news for purposes of public information. Thus, this Memorandum Circular (MC).

The functions of the BuCor are imbued with public interests. For reasons of transparency, it has come to a point of showing to the

¹ Section 7, Article III of our 1987 Constitution

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public the activities in the security and reformation of Persons Deprived of Liberty (PDL). Regardless of security's significance and accessibility, however, it is very vulnerable to abuse. There is no doubt of its massive potential in causing infinite damage to person/s or organizations when misused. As a result, people are posting on social media platforms without regard to the constitutional right to privacy of personnel, PDL, visitors, beneficiaries, stakeholders and all who deal with the BuCor.

It is not only the duty of the BuCor to protect the right to privacy of PDL and BuCor personnel, but it is also the duty of the BuCor to secure the Prison Compound against outside terrorism. The proliferation of illegal drugs is one, noteworthy to mention the gangs inside the prison which may be vulnerable to riots, noise barrage, and even rescue of outside forces in favor of escapees. Hence, these are also being managed by the BuCor Security and Operations, thus, coverage of cameras by media and other organizations are regulated under its pervasive police power.

For one, there are no Standard Operating Procedures for the Coverage of Media and Other Outside Organizations in the BuCor Compounds vis-a-vis the Protection of the Right to Privacy of Employees and PDL of BuCor. Thus, it is important that the agency, which is under the control and supervision of uniformed personnel, should exercise its utmost authority in the handling of confidential and sensitive information as part of the inherent authority to control and supervise its personnel. This is to protect the integrity and credibility of the organization and its personnel, and to protect the privacy of the PDL without any curtailment of the constitutional right to freedom of expression.

With this, there is a necessity to create Standard Operating Procedures for the Coverage of Media and Other Outside

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Organizations in the BuCor Compounds vis-a-vis the Protection of the Right to Privacy of Employees and PDL of BuCor.

3. OBJECTIVES


- 3.1. To establish uniform policy and procedures for the responsible coverage of media and other outside organizations on the activities of the Bureau of Corrections;
- 3.2. To regulate visitor's actions in using cameras and gadgets to cover the news activities inside the prison compound; and
- 3.3. To provide uniform guidelines for media and other outside organizations in the recording, uploading, posting, or disseminating of photos, videos, and other materials for purposes of publication of the activities of the Bureau of Corrections.

4. SCOPE

This Memorandum Circular applies to the following:

- 4.1. All media organizations with or without a Memorandum of Agreement with the BuCor;
- 4.2. All visitors who have the intention to cover news articles about the Bureau of Corrections; and
- 4.3. All personnel/Persons Deprived of Liberty (PDL) who will take part as interviewees for news articles.


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5. DEFINITIONS OF TERMS

- 5.1. **Disadvantageous** – not helpful or favorable; involving or creating unfavorable circumstances; causing or characterized by disadvantages; unfavorable; adverse; detrimental.
- 5.2. **Indiscriminately** – in a manner not carefully thought out or not making careful distinctions or choices; done or acting at random or without careful judgment.
- 5.3. **Non-Official Capacity** – performing actions that are purely personal in nature.
- 5.4. **Official** – refers to any social network created or utilized by the bureau including those that perform investigation and law enforcement functions.
- 5.5. **Official Capacity** – performing official duties using government equipment and resources.
- 5.6. **PPF PIO** – refers to Prison and Penal Farm Public Information Office.
- 5.7. **OPR** – Officer Primary Responsible, personnel who is writing an article or covering a news video clip for purposes of posting on the social media sites.
- 5.8. **PDL** – refers to Persons Deprived of Liberty under the custody of the Bureau of Corrections.
- 5.9. **Personnel** – a person on official assignment in the bureau in permanent or temporary status whether uniformed or non-uniformed.
- 5.10. **Publication** – the preparation of issuing a book, journal, piece of music, piece of video, pictures and documents for purposes of making known to the general public.
- 5.11. **Social Media Platform** – media for social interaction; describes websites that allow sharing of contents; it

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encompasses a broad sweep of online activity usually permanent online networks such as blogs, chat rooms, message boards, discussion groups, e-mail and texting wherein personnel writes, posts comments or is a member of professionally or personally. These are web-based technologies that allow interactive dialogue and include but are not limited to Facebook, Twitter, Instagram, YouTube or any network now in existence or to be created in the future.

5.12. **Subversive** – in opposition to authority or institution; tending or seeking to subvert, overthrow, or destroy an established government, institution, belief, seeking or intended to subvert an established system or institution.


5.13. **Vlog** – a personal website or social media account where a person regularly posts short videos.

6. PROCEDURES/DETAILS/GUIDELINES

6.1. GUIDELINES FOR THE APPROVAL OF THE APPLICATION TO COVER NEWS INSIDE THE BUCOR COMPOUNDS BY MEDIA OR BY OUTSIDE ORGANIZATIONS

- 6.1.1. Application can be secured at least 15 days before the intended activity coverage.
- 6.1.2. **APPLICATION FORM²** for this purpose is found in Annex A which can be secured at the PIO and/or the Superintendent's Office.
- 6.1.3. Said application in Annex A shall only be accepted upon the recommendation of the Director of Directorate, Superintendent of PPF or the Chief of Division/Section.

² Annex A-Application Form


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6.1.4. The applicant shall agree to abide in writing by the policies of the BuCor in the publication of articles and videos, as well as the searching procedures of the BuCor Compound through a **MANIFESTATION**³.

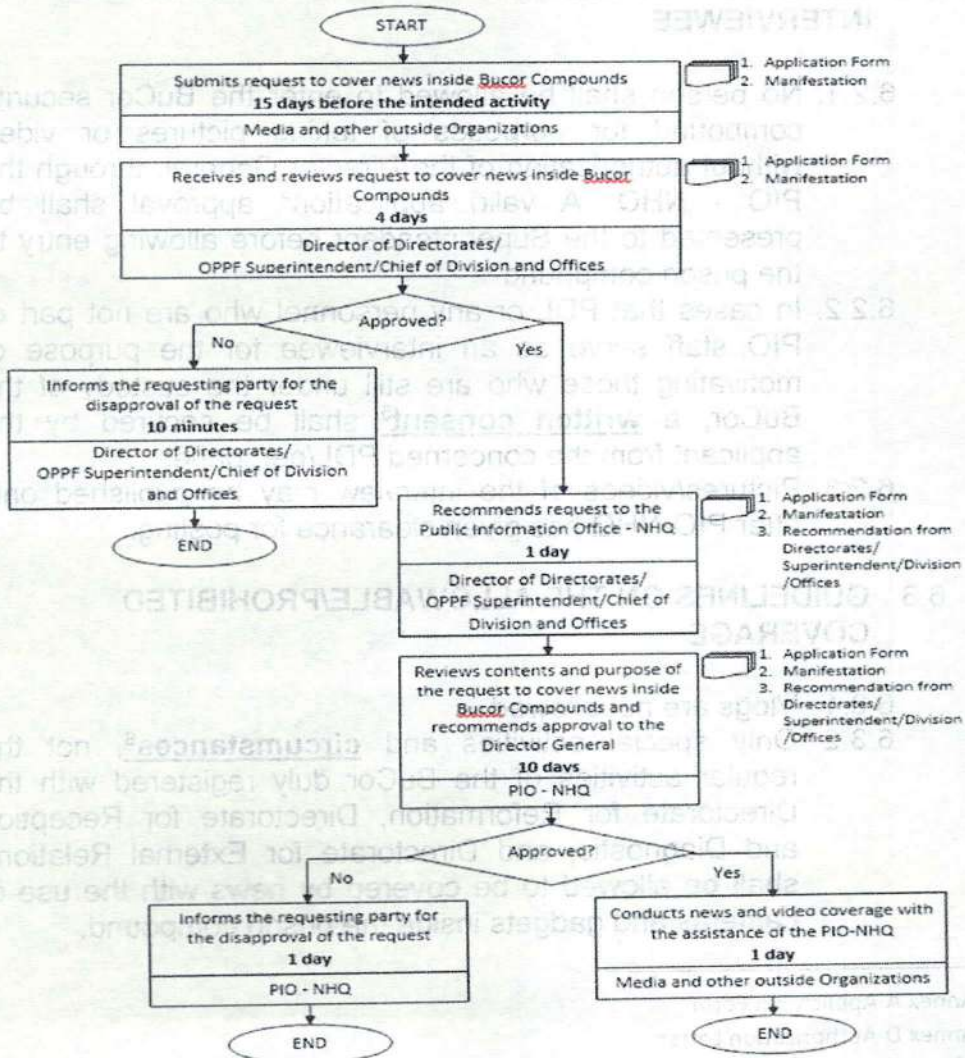
6.1.5. All requests shall be acted by the PIO-NHQ appropriately and conscientiously within ten (10) working days including the date of recommendation from the time it was officially received. After careful determination of the content and purpose, the PIO-NHQ has the authority to return the application to the concerned office if the application does not comply with the guidelines.

6.1.6. The Director General, thru PIO, shall approve the application upon determination of its legitimate purpose.


³ Annex B-Manifestation to Abide with the Social Media Policy BUC-ODG-MC-05 s 2021

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PROCESS FLOWCHART ON THE APPLICATION TO COVER NEWS INSIDE BUCOR COMPOUNDS



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6.2. GENERAL GUIDELINES FOR PERSONNEL/PDL AS INTERVIEWEE

- 6.2.1. No person shall be allowed to enter the BuCor security compound for purposes of taking pictures or video without authorization of the Director General, through the PIO - NHQ. A valid application⁴ approval shall be presented to the Superintendent before allowing entry to the prison compound.
- 6.2.2. In cases that PDL or any personnel who are not part of PIO staff serve as an interviewee for the purpose of motivating those who are still under the custody of the BuCor, a written consent⁵ shall be secured by the applicant from the concerned PDL/personnel
- 6.2.3. Pictures/videos of the interview may be published only after PIO-NHQ has given clearance for posting.


6.3 GUIDELINES ON THE ALLOWABLE/PROHIBITED COVERAGE

- 6.3.1 Vlogs are not allowed.
- 6.3.2 Only special activities and circumstances⁶, not the regular activities of the BuCor duly registered with the Directorate for Reformation, Directorate for Reception and Diagnostic, and Directorate for External Relations shall be allowed to be covered by news with the use of cameras and gadgets inside the prison compound.

⁴ Annex A-Application Form

⁵ Annex D-Authorization Letter

⁶ May include culminating activities, NCCW Celebrations, Visits of PAO/IBP, Anniversaries of the BuCor, and the like.

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6.3.3 The interviewee shall not be interviewed in an area where regular operational activities are ongoing (e.g. physical head counting, greyhound operations, guard mounting, actual court hearings, ongoing investigations, and other sensitive issues), nor in an area where CCTV security cameras, or maps of prison compound are placed, and areas which may compromise the security of the prison compound.

6.3.4 Any picture or statement which is subversive in nature shall not be allowed in any accounts created for BuCor in congruence with the state policy of peace, orderliness and rule of law.


6.3.5 No faces of PDL, their relatives or known visitors shall be uploaded except those who escaped from detention. Classified information shall at all times be prohibited to be posted in accordance with the Data Privacy Act.

6.3.6 Do not take pictures/videos of PDL who use different kinds of uniforms. Orange should be grouped as one, also for blue and brown, respectively. This is to ensure that activities are done according to the classifications of PDL (maximum, medium, minimum)

6.3.7 Photos of activities should show that personnel is supervising the activity.

6.3.8 All OPR shall be held fully responsible for the protection of the privacy of all persons within AOR. For the purpose of this policy, the OPR shall be the Superintendent, the Director, and/or the Chief of the Units/Offices who allowed the entry (e.g. Directorate for Reformation if the entry is for the activity of the Reformation Program). To state otherwise, the Director, Superintendent, Division/Section Chiefs shall have the power to monitor,

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supervise and control the taking of pictures and video of the AOR and control over his personnel within his jurisdiction involving social media posting representing the BuCor is consistent with the BUC-ODG-MC-05 s. 2021 (Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor).

6.3.9 Only personnel with given specific authority to speak on behalf of the Bureau, its Directorate, Division or Office should do so. He must exercise due diligence and efforts to get himself well informed of the policies, rules and regulations of any network or form of social media.

6.3.10 All persons authorized to enter the BuCor security compound with a camera or video gadget are strictly prohibited to record, upload, post or disseminate **classified information**⁷. They are enjoined to exhaust all efforts to determine, prior to the release of information, if such will violate bureaus' policy, confidentiality and legal guidelines.

7. MONITORING PROCEDURE/TOOL


7.1 The PIO – NHQ shall record, arrange by date, and compile the **Application of Entry of Camera/Video Gadget**⁸ bearing control number commencing from No. 1, s 2021

7.2 The **Application Form**⁹ shall be verified and checked by the Deputy Chief, PIO.

⁷ Annex C-Documents/Information Classification

⁸ Annex E-Application of Entry of Camera/Video Gadget

⁹ Annex A-Application Form

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8. COMPLAINT CLAUSE

Any complaint, suggestion or recommendation pertaining to comment, post or information made open to the public shall be immediately addressed to the administrator/author/reporter of the BuCor-PIO Page whose name and designation appeared on the account or to the nearest BuCor office. Thus, the name of the administrator shall be made available on the social media platform.

9. FINANCIAL CLAUSE

All expenses incidental to the application shall be charged against the applicant.

10. SEPARABILITY CLAUSE


If any parts hereof are declared invalid or unconstitutional, the remaining part of the provisions not otherwise affected shall remain valid and subsisting.

11. PENALTY CLAUSE

Any violation of the provisions of this MC shall be dealt with administratively which may include but is not limited to insubordination and/or neglect of duty on the part of the officer of the BuCor, consistent with the BuCor Administrative Machinery and/or Civil Service rules and with the provisions of Republic Act No. 6713.

On the part of private Organizations, any violation shall be dealt with in accordance with applicable laws, rules and regulations of the Republic of the Philippines which may include criminal and civil charges.

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12. REPEALING CLAUSE

All BuCor policies, directives and other issuances that are inconsistent with the provisions of this Memorandum Circular are hereby deemed rescinded or modified accordingly.

13. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from the filing of a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

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ANNEX "A"

APPLICATION FORM


LETTER REQUEST	Handcarry <input type="checkbox"/>	Mail Request <input type="checkbox"/>
-----------------------	------------------------------------	---------------------------------------

TYPE OF REQUEST		
Interview <input type="checkbox"/>	Documentation <input type="checkbox"/>	Photo Shoot <input type="checkbox"/>
Media entity _____		
Media Personnel _____		
No of Crew / Staff _____		
Videographer <input type="checkbox"/>	Cameraman <input type="checkbox"/>	
Contact Number _____ Email Address _____		
Purpose _____		

RECOMMENDATION

 SIGNATURE OVER PRINTED NAME
 DATE: _____

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ANNEX "B"


MANIFESTATION LETTER

I, _____ (Media Personnel), hereby declare that I will abide by the BUCOR Policy on Media Coverage and accept full responsibility for the social media actions of my subordinates in the posting and commenting on the social media account.

I voluntarily sign this MANIFESTATION this _____ day of _____, year _____.

 Printed Name Over Signature

Date: _____

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ANNEX "C"

FREEDOM OF INFORMATION (FOI)
BUREAU OF CORRECTIONS
DOCUMENTS/INFORMATION CLASSIFICATION

PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
1. BUCOR Accomplishment Report 2. Office Accomplishment Report 3. Contract Project a) detailed plans and estimates b) work program c) scope of works 4. Transfer Certificate of Transfer (TCT) 5. Program of Work/ Budget Cost of Construction 6. Bill of Materials 7. Project Procurement Management Plan 8. Project Justification 9. Statement of Asset and Liabilities and Net Worth SALN 10. CSC Monthly Reports on Accession and Separation 11. Employee Master List 12. Plantilla position	1. Memorandum (Order, Circular) 2. Court Orders/ Decision 3. Department (Order, Circular) 4. BUCOR Special Order 5. Index of Payments 6. Appointment (CS Form 33) 7. Case Resolutions 8. Applicants and Employees for Promotion and Interview Results. 9. Medical Certificates (CSC Form 211) 10. Service Record 11. List of Training/Seminars/Workshops Attended. 12. Trainees Medical and Academic Records 13. Personal Data Sheet 14. Individual Performance Rating	1. Carpeta a) Fiscal Information b) Commitment Order c) Decision Form Court/ Entry of Judgement/ Certificate of Finality. d) Certificate of Detention from Jail e) Certificate of Non-Appeal. f) Certificate of No Pending Case g) Certificate of GCTA from Jail/MSEC. h) Jail Booking Sheet (PDL Profile) i) Detainee's Manifestation. j) Order of Commutation. 2. PDL (Inmates) Prison Records. 3. PDL Case Profile 4. Prison Record Jacket/Assignment Card 5. List of High Profile/High Risk/High ValuePDL

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
<ul style="list-style-type: none"> 13. Program of Instructions 14. Course Curriculum 15. Contract Undertaking/ Waiver of CBRC Trainees 16. Evaluation Form of Training/Seminars/ Workshops Completed. 17. Minutes of Meeting (Procurement Process) 18. Notice of AWARDS. 19. Notice to Proceed 20. Invitation to Observer 21. Bidding Documents 22. Financial Accountable Report 23. Financial Statement- Year-End 24. Financial Report 25. Annual Procurement Plan 26. Budget Proposals 27. Dump Print (National Expenditure Program) 28. Monthly Disbursement Program 29. Registry of Appropriation and allotments 30. Registry of Budget, Utilization and Disbursements. 	<ul style="list-style-type: none"> 15. Office Performance Commitment Rating 16. Purchase/Job Order 17. Memorandum of Agreement/Lease/Contracts/Joint Venture of Agreement. 18. Certification of Remuneration Remittances/Benefits/ Payments Received. 19. Descriptive Records (Escape Alarm) 20. Approved Decision/Resolution (Decision/Resolution pages only) 21. Case Management Record 22. Psychological Abstract for PPFs and Newly Arrived Inmates. 23. Psychological Evaluation (for PDL requested by BPP) 24. SOCIOLOGY Case History 25. Sociology Assessment and Recommendation. 26. Functional Literacy Test Result/Assessment. 27. Certificate of 	<ul style="list-style-type: none"> 6. Certificate of Discharge from Prison 7. PDL Visitors List 8. Transfer Order of Inmates 9. Medical/Psychiatric Examination 10. Inmate Medical Record 11. Inmate Medical Abstract 12. Drug Test Result PDL and Employees. 13. Patients' Chart (Admitting Charts, OPD Charts/Records. 14. Inmate (PDL) Mental 15. Status Exam/Psychiatric Evaluation 16. Mission Order 17. Classification Board Resolution. 18. Personnel 201 File 19. BUCOR Vicinity Map 20. BUCOR Building and Dormitory Matrix. 21. Investigation Report 22. CCTV Footages.

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
31. Notice of Obligation Request and Status Adjustment.	28. Rehabilitation and Treatment Program	
32. Budget Utilization Request and Status.	29. Cert. of Detention and Confinement.	
33. Notice of Budget Utilization Request and Status Adjustment.	29. Request for photo and video shoot on any part of prison facility and inmate interview	
34. Statement of appropriations, allotments, obligations, disbursements, and balances, disbursement and balances by the object of expenditures- FAR No. 2-A.	30. Death Certificate	
35. Summary of appropriations, allotments, obligations, disbursements, balances by the object of expenditures- FAR no. 1-A.	31. Payroll for Salaries, Allowances, Transportation and Gratuity and their Report of Disbursement.	
36. List of allotments and sub allotments and sub allotments - FAR no. 1-B	32. Checks and advice of checks issued and canceled.	
37. Statement of the approved budget, utilization, disbursements, and	33. Advice to Debit Account (ADA)	
	34. Cashiers Monthly Report.	
	a) Collection Report.	
	b) Reports of checks issued.	
	c) Report ADA issued	
	d) Disbursement List	
	e) Cancelled checks	
	f) Report Disbursement for Fund	

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**Providing Standard Operating
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and Feature Articles by Media or Other
Outside Organizations in the BuCor
Compounds**

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
<p>balances by the object of expenditures- FAR NO.2</p> <p>38. Summary of the approved budget, utilization, disbursements, and balances by the object of expenditures – FAR no. 2-A.</p> <p>39. Registry of Allotments and Notice of Cash Allocations.</p> <p>40. Request Retention Money.</p> <p>41. BUCOR Physical Plan</p> <p>42. BUCOR Quarterly Physical Report of Operations.</p> <p>43. BUCOR Goal, Thrust, and Objectives.</p> <p>44. BUCOR Programs, Projects, and Activities</p> <p>45. BUCOR Major Final Output (MFO)</p> <p>46. Agency Performance Measures.</p> <p>47. BUCOR Monthly Notable Accomplishments.</p> <p>48. BUCOR Statistical Information (inmate profile, prison congestion, inmate profile in confinement</p>		

“Reforming Lives, Community Thrives”

Bureau of Corrections

Document Reference Code

BUC-ODG-MC-09



TOPIC:
Public Information Policy on the Application of Media Coverage by Outside Organizations

Revision No.	Date
0	6/28/22

SUB-TOPIC:
Providing Standard Operating Procedures for Allowing News Coverage and Feature Articles by Media or Other Outside Organizations in the BuCor Compounds

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JUL 13 2022

PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
49. System of Ranking of Delivery Units (strategic performance management system) 50. PDL Fingerprint Chart and Index 51. Copies of Civilian Clearance for Employment/Visa – for travel abroad. 52. Policies/Guidelines Pertaining to Security and Operations. 53. Legal Comments/Opinions. 54. Approved Formal Charge.		


Sincerely,

Printed Name and Signature

 (Officer Primary Responsible)
 I attest that I did not force or threaten (name of person giving authority) to submit this report as part of my report in the Official Social Media Account of the BuCor

Officer Primary Responsible

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	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-ODG-MC-09	
	TOPIC: Public Information Policy on the Application of Media Coverage by Outside Organizations	Revision No. 0	Date 6/28/22
	SUB-TOPIC: Providing Standard Operating Procedures for Allowing News Coverage and Feature Articles by Media or Other Outside Organizations in the BuCor Compounds	Page 22 of 25 JUL 13 2022	

ANNEX "D"

Control No. _____

Authorization Letter

Date _____

TO WHOM IT MAY CONCERN:

I, _____ (Name of the person giving the authorization) would like to AUTHORIZE _____ (Name of Media Personnel with Media Entity) to post publicly my name, photograph and/or video in their official social media accounts as part of the articles/video coverage report.

This authorization is done voluntarily this _____ day of _____, year _____.


Sincerely,

 Printed Name and Signature

I, _____ (Officer Primary Responsible), attest that I did not force nor threat _____ (name of person giving authority) to submit his person as part of my report in the Official Social Media Account of the BuCor.

 Officer Primary Responsible

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	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-ODG-MC-09	
	TOPIC: Public Information Policy on the Application of Media Coverage by Outside Organizations	Revision No. 0	Date 6/28/22
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ANNEX "E"

CONTROL NO: _____

ENTRY OF CAMERA OR VIDEO GADGET

NAME OF ORGANIZATION : _____

ACTIVITY : _____

DATE OF COVERAGE : _____

TIME OF COVERAGE : _____

PLACE OF COVERAGE (Specify) : _____


TYPE OF GADGET : _____

CAMCORDER
 CAMERA
 SMART PHONE

NUMBER OF PERSONS ALLOWED TO COVER: _____
 (Limited to three (3) persons only)

Printed Name Over Signature

DATE:

	<h1>Bureau of Corrections</h1>		Document Reference Code BUC-ODG-MC-09
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ACKNOWLEDGEMENT

The Memorandum Circular of Public Information Office on the Application of Media Coverage by Outside Organizations would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the **Doctrine and Policy Making Board (DPMB)**:

USEC. GERALD Q BANTAG
 Director General

ASEC GABRIEL P CHACLAG
 Chairperson, DPMB

Members

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 Acting Director, Directorate for Administration

C/CSUPT VICTOR ERICK L PASCUA
 Director, Directorate for Security and Operations

CT/CSUPT MARIA FE R MARQUEZ
 Director, Directorate for Reformation

CT/SUPT EDGAR F ANGELES JR
 Director, Directorate for Reception and Diagnostic


C/CSUPT HENRY N FABRO
 Director, Directorate for Health Services

C/CSUPT JULIE MAY TAGUIAM, JD
 Director, Directorate for External Relations

MS. NORA CORAZON T PADIERNOS
 Director, Directorate for Planning and Management

ATTY. ROY P LAWAGAN
 Chief, Legal Section Office

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	<h1>Bureau of Corrections</h1>		Document Reference Code BUC-ODG-MC-09
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SECRETARIAT:

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 Head Secretariat/Chief, PMDDD

MS MARITES C MAGTALAS
 Deputy Chief, PMDDD

C/INSP CATHERINE D CAPANANG

CO3 Mira Flor L Bayogo

CO3 Alleza E Bagnol

CO1 Rafael M Mayo

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

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DOCTRINE AND POLICY MAKING BOARD (DPMB)

=====

DPMB RESOLUTION No. 2022-10

WHEREAS, on March 23, 2022, the Doctrine and Policy Making Board, as part of its functions, convened and deliberated the Memorandum Circular on Public Information Policy on the Application of Media Coverage by Outside Organizations during its 12th DPMB Meeting.

WHEREAS, the Memorandum Circular on Public Information Policy on the Application of Media Coverage by Outside Organizations aims to standardize the guidelines and set procedures in the coverage of media and other outside organizations that will serve as public information for the Bureau of Corrections.

WHEREAS, on the same date, after deliberation and thorough review by the Doctrine and Policy Making Board (DPMB), **ADOPTED** and recommended **APPROVAL** of the Memorandum Circular on Public Information Policy on the Application of Media Coverage by Outside Organizations.

NOW WHEREFORE, the Board hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on Public Information Policy on the Application of Media Coverage by Outside Organizations.

ADOPTED this 23rd day of March 2022 at the Bureau of Corrections, Muntinlupa City.


DOCTRINE AND POLICY MAKING BOARD


ASEC GABRIEL P CHACLAG ✓
Chairperson


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CT/CSUPT JOHN PAUL O. SANTOS, PhD., LL.B., CSP
Member



C/CSUPT VICTOR ERICK L. PASCUA
Member

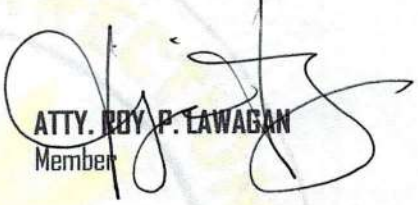

CT/CSUPT MARIA FE R. MARQUEZ, MNSA
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CT/SUPT EDGAR F. ANGELES JR.
Member


C/CSUPT HENRY N. FABRO
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NORA CORAZON T. PADIERNOS
Member


ATTY. ROY P. LAWAGAN
Member


C/SUPT ROY C. VILLASI, LLB
Head Secretariat/Chief, PMDD

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