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OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

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BUREAU OF CORRECTIONS MANUAL 2024

BUREAU OF CORRECTIONS
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Bureau of Corrections
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FOREWORD



In the Philippines, the Bureau of Corrections (BuCor) embodies a critical facet of our national security and public welfare strategy. Under the guidance of President Ferdinand "Bongbong" Marcos Jr., our administration underscores the importance of strengthening our corrections facilities. This commitment is pivotal for achieving sustainable peace and preventing any regression into conflict.

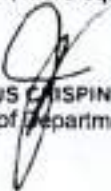
The challenges faced by our corrections system are numerous, especially within the delicate balance of our societal framework. The capacity of our corrections authorities to effectively manage these challenges is directly related to our broader objectives of maintaining peace and ensuring public safety. Recognizing this, our efforts to provide BuCor personnel with the necessary resources and training have been intensified, reflecting our dedication to public service and governance.

The modernization and restructuring of the Bureau, prompted by the enactment of Republic Act (RA) No. 10575 or the BuCor Act of 2013, signified a milestone in our journey toward reforming the correctional system. This act was a crucial step forward in enhancing transparency, accountability, and efficiency within the Bureau, marking the beginning of a transformative era.

The revision of the BuCor Manual aligns with these legislative changes, offering a comprehensive guide that encompasses the bureau's operational protocols and regulations. This manual is not merely a document; it is a manifestation of our commitment to the principles of justice and rehabilitation. It serves as an invaluable tool for our personnel, guiding them in their daily responsibilities and ensuring that their actions reflect our shared values of dignity and respect for human rights.

As we present this updated manual, we are reminded of our collective responsibility to those in our custody and to the society we serve. It is our hope that this manual will empower our personnel to excel in their roles and contribute significantly to the positive transformation of the Bureau. Through this endeavor, we reaffirm our commitment to building a correctional system that is just, humane, and capable of fostering genuine rehabilitation.

In this era of new beginnings under President Marcos, let us move forward with a renewed spirit of unity and determination. May this manual serve not only as a guide to best practices but also as a symbol of our dedication to creating a safer, more equitable society for all Filipinos.


HON. JESUS CRISPIN C. REMULLA
Secretary of Department of Justice



MESSAGE



The Bureau of Corrections (BuCor) has been on a journey of self-improvement since the implementation of Republic Act (RA) No. 10575, also known as the BuCor Act of 2013, in 2018. Despite its implementation, the Bureau is still grappling with numerous challenges that hinder its ability to effectively carry out its mandate. Overcrowding in corrections facilities as well as issues of corruption and internal inefficiencies plagued the institution, raising concerns about the effectiveness of the country's correctional system.

In response to these challenges, the introduction of an updated BuCor Manual — outlining the rules, regulations, and protocols that govern the operations within the Bureau — has set the groundwork for a more efficient and responsive corrections system.

This manual came to fruition through the dedicated and selfless service of a Technical Working Groups with expertise in various aspects of the corrections system. This group played a vital role in meticulously crafting the BuCor Manual that seeks to guide every BuCor personnel in the day-to-day operations of the bureau.

The crafting of the BuCor Manual aligns with the revolutionary reforms necessary to develop a world-class corrections system that our nation can take pride in and toward a relevant, sustainable, and respected BuCor in the 21st century. Through this manual, we are collectively advancing the professionalization of the correction system. Therefore, all personnel are mandated to follow the guidelines and procedures contained in this manual.

It is essential for all personnel to not only familiarize themselves with the content of the manual but also to implement these guidelines in their tour of duty. By doing so, they can contribute to the standardization of systems, processes, and procedures with utmost consistency across the bureau. Through this collective effort, BuCor can continue to evolve and improve, ensuring the well-being and security of both personnel and Persons Deprived of Liberty.

GENERAL GREGORIO PIO P. CATAPANG JR., AFP (Ret), CESE, CCLH
Director General, Bureau of Corrections



MESSAGE



The Bureau of Corrections has been updating the BuCor Manual since the passage of the Republic Act (RA) No. 10575, otherwise known as the BuCor Act of 2013, signed into law by then President Benigno Aquino in 2013 which aims to modernize, professionalize, and restructure the bureau. This manual serves as a valuable resource for all personnel working within this bureau aiming to provide essential guidelines, procedures, and best practices that will be useful in the daily performance of duty.

Appreciation of this manual to its core is a must to ensure a better understanding of the crucial role it plays, being a part of the criminal justice system, ensuring the twin mandates of the BuCor, the safekeeping and effective rehabilitation of the national prisoners. It is imperative that all personnel possess the necessary knowledge and skills to carry out their duties effectively.

This manual is our commitment to continuously improve our crafts as we aim for excellence. It is a by-product of precious collaboration of efforts among key officers and personnel done through numerous consultations and extensive research to ensure the current standards in the corrections service.

It is with hope that this BuCor Manual will be embedded in everyone's hearts and minds to successfully carry on the BuCor's Mission and Mandates.

Thank you for your dedication and commitment to the Bureau of Corrections as we all together strive for the betterment of this bureau.



ASEC ALI PERRERAS

Deputy Director General for Administration



MESSAGE




Developments in the field of corrections service became inevitable since the passage of the Republic Act (RA) No. 10575, otherwise known as the BuCor Act of 2013 when it was signed into law by then President Benigno Aquino in 2013. This law aims to modernize, professionalize, and restructure the bureau.

The Bureau of Corrections necessitates the updating of the BuCor Manual in order to supervene it to the aforementioned RA 10575. The invaluable inputs and collaboration from the personnel in the workplace who are considered experts in the field of operations have been instrumental in shaping this comprehensive resource. The unwavering commitment to carry on the mission for the effective safekeeping and rehabilitation of the national prisoners is truly remarkable.

I strongly encourage all the men and women of the Bureau of Corrections to be familiarized with the contents of this manual and effectively apply its principles in their daily work as I am confident that this manual will serve as an effective tool in our pursuit of excellence.

It is my desire that every page of this manual will be imbibed to the hearts and minds of every personnel including the stakeholders with optimism of excellent service of the bureau.

Thank you for your unwavering commitment and dedication to the Bureau of Corrections.



ASEC GIL T TORRALBA
Deputy Director General for Security and Operations



MESSAGE



Corrections is one of the firm foundations among the pillars of our justice system. The Bureau of Corrections (BuCor) Manual provides a clear definition that complements the status of Persons Deprived of Liberty (PDLs) and represents the dedicated endeavor of the contributors to accomplish beneficial services for both PDLs and the Bureau.

Several revisions to the old BuCor Manual have been made since the ratification of the Republic Act 10575, otherwise known as the "BuCor Modernization Act of 2013". As time evolves, the enhancement of the manual is needed to complement the gradual changes in improving the status of PDLs in all Operating Prisons and Penal Farms (OPPFs). The sustainability of the proper and orderly status of the PDLs and our agency is the primary course of action with collaborations from all concerned stakeholders.

It shall always be the utmost factor to consider the importance of the manual, for it served as the guiding principle and distinct controlling limits to abide by the rule of law in achieving excellence in the field of corrections service.

A handwritten signature in black ink, appearing to read "Celso S. Bravo". The signature is stylized and written over a large, faint "X" mark.

C/CSUPT CELSO S BRAVO
OIC, Deputy Director General for Reformation



WHEREAS, pursuant to Republic Act 10575 "The Bureau of Corrections Act of 2013", it is the policy of the State to promote the general welfare and safeguard the basic rights of every Persons Deprived of Liberty (PDL) incarcerated in our national penitentiary;

WHEREAS, coexisting with the Bureau of Corrections' mandate of safekeeping is reformation that shall be discharged by Professional Reformation Personnel through different Reformation Programs;

WHEREAS, on a national scope, the Bureau of Corrections shall be able to completely deliver the actual realization of deterrence, restraint, discipline, reformation, and restoration as major interventions for the treatment of law offenders towards a safe, secure, harmonious, and progressive Philippine society;

WHEREAS, the BuCor Manual is formulated to ensure the full regulation and implementation of the safekeeping and reformation of every PDL;

Now, THEREFORE, I, Director General, GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE, CCLH, by virtue of the powers vested in me, do hereby approve this Bureau of Corrections Manual, as follows:

BOOK I ADMINISTRATION

CHAPTER 1 OVERVIEW OF THE BUREAU OF CORRECTIONS

- Section 1. Mandate¹.** The BuCor shall be in-charge of safekeeping and instituting reformation programs to national PDL sentenced to more than three (3) years.
- Section 2. Vision.** By 2040, BuCor will be a highly efficient and competent corrections service that provides effective safekeeping and holistic reformation programs, in observance of domestic and international standards for PDL confined in Operating Prisons and Penal Farms (OPPF).
- Section 3. Mission.** To contribute to the protection of the society by ensuring that the PDL confined at BuCor are completely incapacitated from further committing criminal acts through instituting effective safekeeping and by engaging in different reformation programs to become a productive and law-abiding member of society upon release.
- Section 4. Functions.** The BuCor is tasked to safe keep and rehabilitate PDL by providing opportunities for reformation, decent environment, and secure settings.
- To extend exemplary public service, BuCor commits to:
- 3.1. Implement effective and strong security measures for all confined PDL;
 - 3.2. Provide PDL with basic necessities in accordance with existing domestic and international laws, rules and regulations;

¹ Sec 4 of Republic Act 10575 (2013)



- 3.3. Ensure that PDL undergo holistic rehabilitation program;
- 3.4. Establish linkages with other government agencies and non-government organizations that will support re-integration of released PDL with society;
- 3.5. Select highly qualified and competent personnel and empower them through continuous training and development programs;
- 3.6. Provide adequate corrections facilities; and
- 3.7. Continually improve the effectiveness of its Quality Management System.

Section 4. Core Values. The BuCor personnel are guided by the following core values:

- 4.1. God Centered – We center our lives joyfully and dynamically upon the person of God.
- 4.2. Integrity – We promote accountability, equity, and inclusiveness by adhering to high ethical and moral standards.
- 4.3. Vigilance – We are committed to enhance public safety by being responsive to the extreme demands of corrections duties.
- 4.4. Innovativeness – We seek continuing advancement in corrections management in order to face emerging challenges and to optimize application of resources.

Section 5. Objectives. The objectives of BuCor are the following:

- 5.1. To "accord the dignity of man" to PDL while serving sentence.
- 5.2. To completely incapacitate the PDL from further committing criminal acts and have them totally cut-off from their criminal networks (or contacts in the free society) while serving sentence in the BuCor, to ultimately protect the society against crime.
- 5.3. To have effective treatment of anti-social behavior and destructive personality disorders of a PDL;
- 5.4. To enhance the safekeeping, rehabilitation, and development of PDL in preparation for their eventual reintegration into the mainstream of society upon their release; and
- 5.5. To professionalize correctional services.

CHAPTER 2 ORGANIZATION OF THE BUREAU

- Section 1. Key Positions.** The BuCor shall be headed by a Director who shall be assisted by three (3) Deputy Directors: one (1) for Administration, one (1) for Security and Operations and one (1) for Reformation, all of whom shall be appointed by the President upon the recommendation of the Secretary of the Department of Justice (DOJ); Provided, that the Director and the Deputy Directors of the BuCor shall serve a tour of duty not to exceed six (6) years from the date of appointment: Provided,



further, that in times of war or other national emergency declared by Congress, the President may extend such tour of duty².

The following shall be the structure of Officers in Command of BuCor:

- 1.1. The Head of the BuCor, with the rank of Undersecretary shall have the position and title of Director General of the BuCor.
- 1.2. The second officers in command of the BuCor, with the rank of Assistant Secretaries shall have the position and title of Deputy Director Generals of the BuCor.
- 1.3. The third officer in command of the BuCor, with the rank of Chief Superintendent, shall have the position and title of Corrections Chief Superintendent.
- 1.4. The fourth officer in command of the BuCor, with the rank of Senior Superintendent, shall have the position and title of Corrections Senior Superintendent.
- 1.5. The fifth officer in command of the BuCor, with the rank of Superintendent, shall have the position and title of Corrections Superintendent.

Section 2. Rank Classification. For the purposes of efficient administration, supervision and control, the rank classification of the BuCor Uniformed Personnel are as follows:

- 2.1. Director General – Undersecretary
- 2.2. Deputy Director General – Assistant Secretary
- 2.3. Corrections Chief Superintendent/Corrections Technical Chief Superintendent equivalent to One Star General
- 2.4. Corrections Senior Superintendent/Corrections Technical Senior Superintendent equivalent to Colonel
- 2.5. Corrections Superintendent/Corrections Technical Superintendent equivalent to Lieutenant Colonel
- 2.6. Corrections Chief Inspector/Corrections Technical Chief Inspector equivalent to Major
- 2.7. Corrections Senior Inspector/Corrections Technical Senior Inspector equivalent to Captain
- 2.8. Corrections Inspector/Corrections Technical Inspector equivalent to Lieutenant
- 2.9. Corrections Senior Officer IV/Corrections Technical Senior Officer IV equivalent to Master Sergeant
- 2.10. Corrections Senior Officer III/Corrections Technical Senior Officer III equivalent to Technical Sergeant

¹ Sec 9, par (a) of RA 10575 (2013)



- 2.11. Corrections Senior Officer III/Corrections Technical Senior Officer II equivalent to Staff Sergeant
- 2.12. Corrections Senior Officer I/Corrections Technical Senior Officer I equivalent to Sergeant
- 2.13. Corrections Officer III/Corrections Technical Officer III equivalent to Corporal
- 2.14. Corrections Officer II/Corrections Technical Officer II equivalent to Private First Class
- 2.15. Corrections Officer I/Corrections Technical Officer I equivalent to Private

Section 3. Organizational Structure of the BuCor (details in ANNEX "A"). The Bureau shall carry out the functions through the following offices, directorates, and corrections facilities:

- 3.1. Offices under the Office of the Director General
 - 3.1.1. Office of the Director General Proper
 - 3.1.2. Office of the Director General for Administration
 - 3.1.3. Office of the Director General for Security and Operations
 - 3.1.4. Office of the Director General for Reformation
 - 3.1.5. Legal Service
 - 3.1.6. Internal Affairs Service
 - 3.1.7. Public Affairs Service
 - 3.1.8. Corrections National Training Institute
 - 3.1.9. BuCor Land Control and Management Center
 - 3.1.10. Internal Audit Services Unit
- 3.2. Directorates
 - 3.2.1. Directorate for Administration
 - 3.2.2. Directorate for Security and Operations
 - 3.2.3. Directorate for Reformation
 - 3.2.4. Directorate for Planning and Management
 - 3.2.5. Directorate for Health and Welfare Services
 - 3.2.6. Directorate for Reception and Diagnostics
 - 3.2.7. Directorate for External Relations
 - 3.2.8. Directorate for Comptrollership



- 3.3. Operating Prisons and Penal Farms
 - 3.3.1. San Ramon Prison and Penal Farm, Zamboanga City
 - 3.3.2. Iwahig Prison and Penal Farm, Puerto Princesa City, Palawan
 - 3.3.3. Correctional Institution for Women
 - 3.3.1. CIW – Mandaluyong City
 - 3.3.2. CIW – Mindanao
 - 3.3.3. CIW – Palawan
 - 3.3.4. Davao Prison and Penal Farm, B. E. Dujali, Davao Del Norte
 - 3.3.5. New Bilibid Prison, Muntinlupa City
 - 3.3.6. Sablayan Prison and Penal Farms, Sablayan, Occidental Mindoro
 - 3.3.7. Leyte Regional Prison, Abuyog Leyte

CHAPTER 3 BUCOR UNIFORMS

Section 1. Standard Uniforms. The Director General prescribes standard uniforms, insignia, and other paraphernalia to be worn during official functions, occasions, and other activities. The types of uniforms of BuCor Commissioned Officers and Non-Commissioned Officers are as follows:

- 1.1. White Duck (details in Annex "B") – It is worn by an officer during special and formal occasions, such as:
 - 1.1.1. testimonial parade (by the Honoree);
 - 1.1.2. pinning of ranks for officers;
 - 1.1.3. wedding ceremonies for BuCor officers; and
 - 1.1.4. other occasions as may be directed by the Director General.
- 1.2. Gala (details in Annex "C") – It is worn by an officer during occasions, such as:
 - 1.2.1. Graduation ceremonies;
 - 1.2.2. BuCor Anniversary celebration;
 - 1.2.3. New Year's Call; and
 - 1.2.4. Other occasions as may be directed by the BuCor, Director General.



- 1.3. Bush Coat (details in Annex "D") – It is worn by an officer during occasions, such as:
 - 1.3.1. flag ceremonies;
 - 1.3.2. meetings/conferences;
 - 1.3.3. seminars;
 - 1.3.4. courtesy call; and
 - 1.3.5. other occasions as may be directed by the BuCor, Director General.
- 1.4. General Office Attire A/B/C (Details in Annex "E") – It is worn by officers when reporting for duty, transacting official business with NHQ and other institutions.
- 1.5. Field Uniform (Details in Annex "F") – worn for everyday fieldwork and combat duty purposes.
- 1.6. Athletic Uniform (Details in Annex "G") – Exclusive use only of the BuCor personnel during the conduct of athletics, Physical Fitness Test, Fun Run, Disaster, Relief and Rescue Operations, and other similar activities.

CHAPTER 4 FUNCTIONS OF COMMAND GROUP, DIRECTORATES AND CORRECTIONS FACILITIES

Section 1. Functions of the Command Group. The Command Group shall have the following functions:

- 1.1. Director General
 - 1.1.1. Oversees the entire operations of the Bureau and exercises command, administration and supervision of the entire agency in pursuit of its mandate;
 - 1.1.2. Promulgates rules and regulations necessary to carry out the objectives and policies of the Bureau;
 - 1.1.3. Establishes policies and standards for the operation of the Bureau pursuant to the President's program of government;
 - 1.1.4. Delegates authority for the performance of any functions to offenders and employees under his/her direction;
 - 1.1.5. Represents the Bureau before other official bodies and official functions;
 - 1.1.6. Presides at periodic staff and general meeting of officers and employees of the Bureau;
 - 1.1.7. Submit periodic report to the Secretary of Justice on matters regarding the management and operations of this Bureau; and
 - 1.1.8. Performs such other functions as may be prescribed by law.



- 1.2. Deputy Directors for Administration, Security and Operations, and Reformation
 - 1.2.1. Advises and assists the Director of Corrections in the formulation and implementation of the Bureau's objectives and policies;
 - 1.2.2. Oversees all operational activities of the Bureau for which he shall be responsible for the Director;
 - 1.2.3. Coordinates the programs and projects of the Bureau of Corrections and be responsible for their economical, efficient and effective administration;
 - 1.2.4. Deputy of the Director General in all matters relating to the operation of the Bureau;
 - 1.2.5. Assumes the duties of the Director in the latter's absence; and
 - 1.2.6. Performs such other functions as maybe assigned by the Director General.

Section 2. Functions of Directorates. The following directorates shall have the following functions:

- 2.1. Directorate for Security and Operations – Plans, controls, directs, and coordinates the BuCor's security operations and integrated support activities. The Divisions under this Directorate are as follows:
 - 2.1.1. Security and Safekeeping Division;
 - 2.1.2. Intelligence and Investigation Division;
 - 2.1.3. PDL Documents and Processing Division; and
 - 2.1.4. Communications Tactical Operations Division.
- 2.2. Directorate for Reformation – Formulates plans, policies, and programs to further promote the delivery of reformation services through various interventions. The Divisions under this Directorate are as follows:
 - 2.2.1. Education and Training Division;
 - 2.2.2. PDL Sports and Recreation Division;
 - 2.2.3. Behavior Modification Division;
 - 2.2.4. Moral and Spiritual Division;
 - 2.2.5. Work and Livelihood Division; and
 - 2.2.6. Health and Welfare Division.
- 2.3. Directorate for Reception and Diagnostics – Formulates and oversees the implementation of policies, standards and rules on reception and diagnostics of PDL admission. The Divisions under this Directorate are as follows:



- 2.3.1. Administrative Division;
- 2.3.2. Assessment and Program Monitoring Division; and
- 2.3.2. Case Management Division.
- 2.4. Directorate for External Relations – Crafts and oversees the pre-release and post-release plans and programs for PDL who will be rejoining the society. The Divisions under this Directorate are as follows:
 - 2.4.1. Administrative Division; and
 - 2.4.2. External Affairs Division
- 2.5. Directorate for Administration – Manages the housekeeping operations of the Bureau such as administrative, financial, and general ancillary services. The Divisions under this Directorate are as follows:
 - 2.5.1. Administrative Division;
 - 2.5.2. Human Resource Division;
 - 2.5.3. General Service Division;
 - 2.5.4. Supply Division;
 - 2.5.5. Anti-Red Tape Authority;
 - 2.5.6. Doctrine Development Division; and
 - 2.5.7. Learning and Development Division.
- 2.6. Directorate for Planning and Management – Formulates plans, programs and projects, and monitors its implementation thereof. It shall also house the Management Information System (MIS). The Divisions under this Directorate are as follows:
 - 2.6.1. Planning and Statistics Division;
 - 2.6.2. Planning and Management Division; and
 - 2.6.3. Information and Communication Technology Division.
- 2.7. Directorate for Comptrollership – Advises the BuCor Director General on matters relating to Budgeting, Accounting and Fiscal Management. Oversees and monitors Resources and Fiscal Management attuned to the current developments and updates coming from the DBM and other related professional/governmental bodies. The Divisions under this Directorate are as follows:
 - 2.7.1. Budget Division; and
 - 2.7.2. Accounting Division.
- 2.8. Directorate for Health and Welfare Services – Formulates and oversees the implementation of policies and guidelines for the provision of quality health care



to PDL. Leads the monitoring, supervision, and evaluation of all hospitals in different colonies making sure of a standardized pattern of medical services rendered. The Divisions under this Directorate are as follows:

- 2.8.1. Administrative Division;
- 2.8.2. Medical Division; and
- 2.8.3. Mental and Behavioral Science Division.

Section 3. Functions of Support Offices. The Support Offices shall have the following functions:

- 3.1. Internal Affairs Service
 - 3.1.1 Has the sole authority overall administrative cases brought against its personnel, either *motu proprio* or through a valid complaint.
- 3.2. Public Affairs Service (PAS)
 - 3.2.1. Fosters open communication by delivering accurate, relevant, and timely information to the public regarding significant events and programs of the BuCor.
 - 3.2.2 Promotes open relationship among OPPF, media and community.
 - 3.2.3 Coordinates and establishes linkages and develop collaborative partnership with government and non-government organizations and encourages community involvement in corrections activities through the various forms of media to generate public support for the corrections service and the government in general.
 - 3.2.4 Conducts continuous information and education campaign among BuCor personnel on the observance of the customs, traditions and practices of the corrections service as well as keeping them updated on the policies, rules and regulation prescribed by higher authorities.
- 3.3. Corrections National Training Institute (CNTI)
 - 3.3.1. Primarily responsible in the conduct of training.
 - 3.3.2. Prepares and reviews the BuCor educational and training programs and supervises its implementation.
- 3.4. Legal Service
 - 3.4.1. Provides assistance to the Director General and the Bureau itself on all legal matters.
- 3.5. BuCor Land Control and Management Center (BLCMC)
 - 3.5.1. Designs, formulates, and implements land-use development plans and policies.



3.5.2. Prepares and implements a comprehensive and detailed development of all penal colonies.

3.6. Internal Audit Service

3.6.1. Conducts operations performance audit on BuCor activities, verifying the extent of compliance with its mandate, policies, government regulations, established objectives, systems and procedures, and contractual obligations.

Section 4. Functions of OPPF. All OPPF shall directly implement the administrative, custodial or security, and reformation activities and programs, following the policies set forth by the Director General and different Directorates. It shall be similarly structured to have the capacity to perform administrative, security and safekeeping and reformation functions.

**CHAPTER 5
QUALIFICATION STANDARDS IN THE APPOINTMENT
OF BUCOR PERSONNEL**

Section 1. Appointment of Personnel to the BuCor³. The appointment of the BuCor shall be effected in the following manner:

- 1.1. Director General and Deputy Director General shall be appointed by the President upon recommendation of the Secretary of the Department of Justice (DOJ) and endorsement by Chairman, Civil Service Commission (CSC).
- 1.2. All other personnel, both uniformed and non- uniformed, shall be appointed by the Director General of BuCor and attested by the CSC.

Section 2. Minimum Qualifications for Uniformed Personnel⁴. No person shall be appointed as uniformed personnel of the BuCor unless one possesses the following minimum qualifications:

- 2.1. A citizen of the Republic of the Philippines;
- 2.2. A person of good moral character;
- 2.3. Must have passed the psychiatric/psychological, drug and physical test for the purpose of determining his/her physical and mental health;
- 2.4. Must possess a baccalaureate degree from a recognized learning institution;
- 2.5. Must possess the appropriate civil service eligibility;
- 2.6. Must not have been dishonorably discharged or dismissed for cause from previous employment;
- 2.7. Must not have been convicted by final judgment of an offense or crime involving moral turpitude; and

³ Sec 12 of RA 10575 (2013)

⁴ Sec 11, par (a) of RA 10575 (2013)



- 2.B. Must be at least one meter and fifty-seven centimeters (1.57 m.) in height for males, and one meter and fifty-two centimeters (1.52 m.) for females: Provided, that a waiver for height and age requirements may be granted to applicants belonging to the cultural communities/indigenous peoples: Provided, further, that a new applicant must not be less than twenty-one (21) or more than forty (40) years of age. Except for this particular provision, the above-enumerated qualifications shall be continuing in character and an absence of one of them at any given time shall be ground for separation or retirement from the service: Provided, furthermore, that those who are already in the service upon the effectivity of this Act shall be given five (5) years from the date of such effectivity obtain the minimum educational qualification and eligibility with subsidiary assistance as provided for in this Act.⁵

Section 3. Minimum Qualifications for Non-Uniformed Personnel. Appointment of non-uniformed personnel at the BuCor shall be governed by the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

Section 4. Qualification Standards⁶. The BuCor shall establish the Qualification Standards subject to the approval of the Civil Service Commission for purposes of appointment to ranks.

4.1. Corrections Officers

- 4.1.1. Corrections Chief Superintendent – Must have a master's degree, has served two (2) years as Corrections Senior Superintendent, has undergone Corrections Officers Senior Executive Course (COSEC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.2. Corrections Senior Superintendent – Must have a master's degree, has served three (3) years as Corrections Superintendent, has undergone Corrections Officers Senior Executive Course (COSEC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.3. Corrections Superintendent – Must have a master's degree, has served three (3) years as Corrections Chief Inspector, has undergone Corrections Officers Advance Course (COAC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.4. Corrections Chief Inspector – Must have a bachelor's degree, has served three (3) years as Corrections Senior Inspector, has undergone Corrections Officers Advance Course (COAC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.

⁵ Sec 11, par (a)(8) of RA 11549 (2021)

⁶ CSC Resolution No. 1801364 dated December 4, 2028 Re: Qualification Standards for Uniformed Ranks in the BuCor



- 4.1.5. Corrections Senior Inspector – Must have a bachelor's degree, has served three (3) years as Corrections Inspector, has undergone Corrections Officers Basic Course (COBC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.6. Corrections Inspector – Must have a bachelor's degree, has served three (3) years as Corrections Senior Officer IV/ Lateral Entry, has undergone Corrections Candidate Course (COCC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.7. Corrections Senior Officer IV – Must have a bachelor's degree, has served two (2) years as Corrections Senior Officer III, has undergone Senior Corrections Supervisory Course (SCSC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.8. Corrections Senior Officer III – Must have a bachelor's degree, has served two (2) years as Corrections Senior Officer II, has undergone Senior Corrections Supervisory Course (SCSC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.9. Corrections Senior Officer II – Must have a bachelor's degree, has served two (2) years as Corrections Senior Officer I, has undergone Junior Corrections Supervisory Course (JCSC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.10. Corrections Senior Officer I – Must have a bachelor's degree, has served two (2) years as Corrections Officer III, has undergone Junior Corrections Supervisory Course (JCSC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.11. Corrections Officer III – Must have a bachelor's degree, has served two (2) years as Corrections Officer II, has undergone Corrections Officers Custodial Basic Course (COCBC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.12. Corrections Officer II – Must have a bachelor's degree, has served two (2) years as Corrections Officer I, has undergone Corrections Officers Custodial Basic Course (COCBC) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.1.13. Corrections Officer I – Must have a bachelor's degree, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.



4.2. Corrections Technical Officers

- 4.2.1. Corrections Technical Chief Superintendent – Must have a master's degree, has served two (2) years as Corrections Technical Senior Superintendent, has undergone Officers Senior Executive Course for Reformation (OSEC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.2. Corrections Technical Senior Superintendent – Must have a master's degree, has served three (3) years as Corrections Technical Superintendent, has undergone Officers Senior Executive Course for Reformation (OSEC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.3. Corrections Technical Superintendent – Must have a master's degree, has served three (3) years as Corrections Technical Chief Inspector, has undergone Officers Advance Executive Course for Reformation (OAC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.4. Corrections Technical Chief Inspector – Must have a bachelor's degree relevant to the job, has served three (3) years as Corrections Technical Senior Inspector, has undergone Officers Advance Course for Reformation (OAC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.5. Corrections Technical Senior Inspector – Must have a bachelor's degree relevant to the job, has served three (3) years as Corrections Technical Inspector/ Lateral Entry, has undergone Officers Basic Course for Reformation (OBC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility. This is the entry level rank for Highly Specialized Professionals, e.g. Doctor of Medicine, Lawyers, etc.
- 4.2.6. Corrections Technical Inspector – Must have a bachelor's degree relevant to the job, has served three (3) years as Corrections Technical Senior Officer IV/ Lateral Entry, has undergone Officers Candidate Course for Reformation (OCC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.7. Corrections Technical Senior Officer IV – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Senior Officer III, has undergone Senior Corrections Technical Supervisory Course for Reformation (SCTSC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.



- 4.2.8. Corrections Technical Senior Officer III – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Senior Officer II, has undergone Senior Corrections Technical Supervisory Course for Reformation (SCTSC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.9. Corrections Technical Senior Officer II – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Senior Officer I, has undergone Junior Corrections Technical Supervisory Course for Reformation (JCTSC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.10. Corrections Technical Senior Officer I – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Officer III, has undergone Junior Corrections Technical Supervisory Course for Reformation (JCTSC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.11. Corrections Technical Officer III – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Officer II, has undergone Corrections Technical Officers Basic Course for Reformation (CTOBC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.12. Corrections Technical Officer II – Must have a bachelor's degree relevant to the job, has served two (2) years as Corrections Technical Officer I, has undergone Corrections Technical Officers Basic Course for Reformation (CTOBC-R) or its equivalent, and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.
- 4.2.13. Corrections Technical Officer I – Must have a bachelor's degree relevant to the job and has RA 1080/ CS Professional/ CSC Police Officer (July 1998 onwards)/ Penology Officer, or any other appropriate Second Level Eligibility.

Section 5. Designations and Work Assignments. The following are the designations or work assignments for Corrections Officers:

5.1. Operations

5.1.1. Corrections Chief Superintendent (CCSUPT)

5.1.1.1. Regional Superintendent – For OPPF with a PDL population of over five thousand (5,000)

5.1.1.2. Director of Directorates



- 5.1.1.3. Other designations and work assignments as appointed by higher authorities.
- 5.1.2. Corrections Senior Superintendent (CSSUPT)
 - 5.1.2.1. Regional Superintendent – For OPPF with a PDL population of three thousand (3,000) but below five thousand (5,000).
 - 5.1.2.2. Other designations and work assignments as appointed by higher authorities.
- 5.1.3. Corrections Superintendent (CSUPT)
 - 5.1.3.1. Colony Superintendent – For OPPF with a PDL population of two thousand (2,000) but below three thousand (3,000).
 - 5.1.3.2. Chief of Intelligence and Investigation; Chief Internal Affairs Service (minimum).
 - 5.1.3.3. Other designations and work assignments as appointed by higher authorities.
- 5.1.4. Corrections Chief Inspector (CCINSP)
 - 5.1.4.1. Colony Assistant Superintendent
 - 5.1.4.2. Assistant Chief Internal Affairs Service; Assistant Penal Superintendent; Chief Base Police Support Service (highest); Chief Inmate Release and Subpoena Division (highest); Chief Operations Division (highest); Chief Separation Center (highest); Chief Training Officer (highest).
- 5.1.5. Corrections Senior Inspector (CSINSP)
 - 5.1.5.1. Sub-Colony Supervisor
 - 5.1.5.2. Assistant Chief Escort; Camp Mailing Communication Chief (highest); Chief Base Police Support Service (minimum); Chief Diversified and Maintenance Unit (highest); Chief Drug Treatment and Rehabilitation Center (DTRC) Security Unit (highest); Chief Escorting Division (highest); Chief Gate Security and Control Unit (highest); Chief Inmate Post Exchange (IPX) (highest); Chief Inmate Recovery Unit (highest); Chief Inmate Release and Subpoena Division (minimum); Chief Inmate Visitation and Services Unit (IVSU) (highest); Chief Intelligence Division; Chief Investigation Division; Chief K-9 (minimum); Chief NBP Court Section (highest); Chief Operations Division (minimum); Chief Overseer (highest); Chief Security Response/Patrol Unit (SRU/SPU) (highest); Chief Separation Center (minimum); Chief SWAT (highest); Chief Training Officer (minimum); Chief Camp Hospital or Infirmary Security Unit (highest); Chief Camp Kitchen Security Unit (highest); Commander of the Guards (COG) (highest); Deputy Assistant, Penal



Superintendent; Officer of the Day (highest); Reformation Security Chief Officer (Max/Med/Min) (highest) .

- 5.1.6. Corrections Inspector (CINSP) – Administrative Officer of the Assistant Penal Superintendent; Assistant Chief Escort; Assistant Chief Inmate Release and Subpoena (IRS) Division; Assistant Chief Intelligence Division; Assistant Chief Investigation Division; Assistant Chief Operations Center; Assistant Chief Training Officer; Camp Mailing Communication Chief (minimum); Chief Clean and Green Beautification Unit; Chief Diversified and Maintenance Unit (minimum); Chief Drug Treatment and Rehabilitation Center (DTRC) Security Unit (minimum); Chief Escorting Division (minimum); Chief Fire and Emergency Response (FER) Unit; Chief Gate Security and Control Unit (GSCU) (minimum); Chief Inmate Post Exchange (IPX) (minimum); Chief Inmate Recovery Unit (minimum); Chief Inmate Visitation and Services Unit (IVSU) (minimum); Chief Investigation Division; Chief K-9 (minimum); Chief Monitoring and Anti-Squatting (MAS) Unit; Chief NBP Court Section (min); Chief Overseer (minimum); Chief Range Officer; Chief Research and Plans Development Division (minimum); Chief Reservation Patrol Unit; Chief Security Response/Patrol Unit (SRU/SPU) (minimum); Chief SWAT (minimum); Chief Traffic Unit; Chief Camp Hospital or Infirmary Security Unit (minimum); Chief Camp Kitchen Security Unit (minimum); Commander of the Guards (COG) (minimum); Deputy Assistant, Penal Superintendent; Officer of the Day (minimum); Reformation Security Chief Officer Max/Med/Min) (minimum) .

5.2. Reformation, Engineering and Administrative⁷

- 5.2.1. Corrections Technical Chief Superintendent (CTCSUPT) – Directors for Directorates (highest).
- 5.2.2. Corrections Technical Senior Superintendent (CTSSUPT) – Directors for Directorates (highest).
- 5.2.3. Corrections Technical Superintendent (CTSUPT) – Directors for Directorates (minimum); Chief of Hospital (highest); Medical Officers (highest).
- 5.2.4. Corrections Technical Chief Inspector (CTCINSP) – Deputy Directors; Division Chiefs; Chief of Hospital (minimum); Medical Officers; Medical Specialist (highest); Project Evaluation Officers (highest); Document Examiners (highest); Financial Analyst (highest); Human Resource Management Officers (highest); Identification Officers (highest); Information Technology Officers (highest); PDL Carpeta Record Officers (highest); Logistics Management Officers (highest); Management and Audit Analysts; Supervising Administrative Officers (highest); Supervising Records Officers (highest); Supply Officers (highest); Training Specialist (highest).
- 5.2.5. Corrections Technical Senior Inspector (CTSINSP) – Office Chief in the Support Service/Command Group; Medical Officers; Medical Specialist; Project Evaluation Officers; Document Examiners; Financial Analysts; Human Resource Management Officers;

⁷ Sec. 14, Rule XIII of RIRR RA10575 (2016)



Identification Officers; Information Technology Officers; PDL Carpeta Record Officers; Logistics Management Officers; Management and Audit Analysis; project Development Officers; Registrar; Senior Budget Officers; Supervising Administrative Officers; Supervising Records Officers; Supply Officers; Training Specialist .

- 5.2.6. Corrections Technical Inspector (CTINSP) - Deputy Division Chief; Section Chiefs; Duty Dentist (highest); Duty Medical Technologist (highest); Duty Nurses (highest); Education Program Supervisor; Medical Officers; Medical Specialist (minimum); Project Evaluation Officers; Social Welfare Officers (Highest Rank); Sports Development Officers (highest); Supervising Penal Institution Program Officer; Duty Architects (highest); Document Examiners; Duty Accountants (highest); Financial Analysts; Human Resource Management Officers; Identification Officers (minimum); Information Technology Officers; PDL Carpeta Record Officers; Logistics Management Officers; Management and Audit Analysts; Project Development Officers; Property Officer (highest); Public Relation Officers (highest); Registrar; Senior Budget Officers; Supervising Administrative Officers (Min Rank); Supervising Records (minimum); Supply Officers; Training Specialist .

CHAPTER 6 PERSONNEL MECHANISM AND OTHER ACTIONS

- Section 1. Professionalization and Qualifications Upgrading⁹.** The DOJ shall design and establish a professionalization and qualifications upgrading program for personnel of the BuCor, in coordination with the CSC and the Commission on Higher Education (CHED), through an off-campus education program or other similar programs.
- Section 2. Philippine Corrections Academy⁹.** For sustained professionalism in service, the BuCor is directed to conduct study for the feasible establishment of the Philippine Corrections Academy, patterned after the Philippine National Police Academy (PNPA) of the Philippines National Police (PNP) and the Philippine Military Academy (PMA) of the Armed Forces of the Philippines (AFP) for its commissioned officers.
- Section 3. Corrections National Training Institute¹⁰.** The BuCor shall continue training its personnel through its Personnel Training School, which shall be renamed as Corrections Training School/ Institute patterned after the BJMP's Jail National Training Institute (JNTI), the Bureau of Fire's Fire Training Institute (FNTI) and the PNP's National Training Institute (PNTI).
- Section 4. Lateral Entry of Officer into BuCor¹¹.** In general, all original appointments of officers in the BuCor shall commence with the rank of Corrections Inspector wherein applicants for lateral entry into the BuCor shall include all those with highly specialized and technical qualifications such as, but not limited to, civil engineers, mechanical engineers, electrical engineers, chemical engineers, chemists, architects, criminologists, certified public accountants, nurses, physical therapists, dentists, social workers, psychologists, sociologists, guidance counselors and

⁹ Sec 15 of RA 10575 (2013)

⁹ Sec 11, par (c) of RA 10575 (2013)

¹⁰ Sec 11, par (d) of RA 10575 (2013)

¹¹ Sec 13 of RA 10575 (2013)



teachers, Doctor of Medicine, members of the Philippine Bar and chaplains shall be appointed to the rank of Corrections Senior Inspector/Corrections Technical Senior Inspector in their particular technical service.

Section 5. Promotion System for BuCor Personnel¹². The BuCor shall establish a system of promotion for the personnel of the BuCor through the following principles:

- 5.1. Rationalized Promotion System – The system of promotion shall be based on merit and on the availability of vacant ranks in the BuCor staffing pattern. Such system shall be gender-fair so as to ensure that women personnel of the BuCor shall enjoy equal opportunity for promotion as to men.
- 5.2. Requirements for Promotion
 - 5.2.1. Any personnel of the BuCor shall not be eligible for promotion to higher ranks unless one has met the minimum qualification standards or the appropriate civil service eligibility set by the CSC, and has satisfactorily passed the required psychiatric/psychological, drug and physical test; and
 - 5.2.2. Any personnel of the BuCor who has exhibited acts of conspicuous courage and gallantry at the risk of one's life above and beyond the call of duty or selected as such in a nationwide search conducted by any accredited civic organization, shall be promoted to the next higher rank; Provided, that these shall be validated by the DOJ and the CSC based on established criteria.

Section 6. BuCor Merit Selection Plan (MSP). It is the policy of the Bureau of Corrections to strictly adhere to the principles of merit, fitness, and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. Selection of employees for appointment in the Bureau of Corrections shall be open to all qualified men and women according to the principle of merit and fitness. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

In this pursuit, the Bureau of Corrections Merit Selection Plan aims to establish a system that is characterized by strict observance of the merit, fitness, and equality principles in the selection of employees for appointment to positions in the career and non-career service in the first, second and second level executive/managerial.

Also, it aims to create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the Bureau of Corrections.

- 6.1. This Merit Selection Plan shall cover both uniformed and non-uniformed positions in first, second level and second level executive/managerial positions in the Bureau of Corrections. It may also include non-career positions.
- 6.2. The following procedures shall be observed in filling any vacant positions in the Bureau of Corrections:

¹² Sec 17, par (a)(b)(1,2) of RA 10575 (2013)



- 6.2.1. The Human Resource Management (HRM) Office shall publish the vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the Bureau of Corrections for at least ten (10) working days. All qualified employees shall be encouraged to apply. The HRM Office may also issue a Memorandum to all units to ensure that all qualified employees can apply for the vacant position/s.
- 6.2.2. The HRM Office, on the basis of SRP, shall identify other employees within the Bureau who are deemed qualified for promotion and prepare listing of candidates aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees.
- 6.2.3. The HRM Office shall conduct preliminary evaluation of the qualification of all candidates and prepare the selection line-up. The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of performance, education and training, appropriate eligibility, experience and outstanding accomplishments, psychosocial attributes and personality traits, and potential.
- 6.2.4. The HRMPSB shall then conduct a panel interview, evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up submitted by the HRM Office and make a systematic assessment of the competence and qualifications of candidates vis-à-vis the minimum requirements corresponding to the level of vacant positions.
- 6.2.5. The HRMPSB shall submit the list of screened candidates from which the Appointing Authority shall choose the applicant to be appointed. The list should specify the top-ranking candidates whose overall scores are comparatively at par based on the comparative assessment of qualifications of all candidates.
- 6.2.6. The Head of the Bureau shall assess the merits of the list of screened candidates submitted by the HRMPSB and in the exercise of sound discretion, select, in so far as practicable, from among the top-ranking applicants deemed most qualified for appointment to the vacant position.
- 6.2.7. As soon as the appointment is issued, a notice announcing the appointment or promotion of an employee shall be posted a day after the issuance of the appointment in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- 6.3. The Human Resource Management Office shall have the following functions and responsibilities:
- 6.3.1. Disseminate copies of the Bureau of Corrections Merit Selection Plan (MSP) and its annexes to all employees of the agency after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the Human Resource Management Office within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Commission Field Office concerned for record purposes;



- 6.3.2. Develop a System of Ranking Position which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
- 6.3.3. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
- 6.3.4. Develop a plan which shall set forth the number, knowledge and skills of employees needed to achieve the organizations goals, objectives and programs;
- 6.3.5. Develop and maintain an updated qualifications database of employees of agency to include education, training, experience, skills, competencies and other similar information;
- 6.3.6. Develop a program to fast track the career movement of employees with superior qualifications;
- 6.3.7. Vacant positions in the career service, including vacant executive/managerial positions in the second and third level positions that are authorized to be filled, together with their corresponding qualification standards and *plantilla* item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days.
- 6.3.8. BuCor shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and *plantilla* item numbers (CS Form No. 9, Revised 2018) in electronic and printed copies to the Civil Service Commission Field Office (CSC FO) concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the Civil Service Commission Regional Office (CSC RO) concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC Website.

Vacant positions which are not filled within nine (9) months should be re-published and re-posted.
- 6.3.9. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skill test, interview and others;
- 6.3.10. Conduct background investigation of the applicants;
- 6.3.11. Notify all applicants of the outcome of the preliminary evaluation; and
- 6.3.12. Submit selection line-up to the HRMPSB for deliberation *en banc*.
- 6.4. The employees/applicants shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit letter of intent with supporting documents thereto to the HRM Office.
- 6.5. The Human Resource Merit, Promotion and Selection Board for first, second and second level executive/managerial position shall have the following functions and responsibilities:



- 6.5.1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - 6.5.1.1. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - 6.5.1.2. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- 6.5.2. Disseminate screening procedures and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedures and criteria for selection shall likewise be properly disseminated:
 - 6.5.2.1. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards the end, the HRMPSB may employ the assistance of external or independent resources person and may initiate innovative schemes in determining the best and most qualified candidate;
 - 6.5.2.2. Evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up;
 - 6.5.2.3. Submit the list of candidates for appointment from which the appointing authority shall choose the applicant to be appointed. The list of candidates submitted should specify the top five or as appropriate number of ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment;
 - 6.5.2.4. Maintain records of the deliberation which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and
 - 6.5.2.5. Orient the officials and employees in the agency pertaining to policies relative to human resource actions, including the gender and the development dimensions of the Merit Selection Plan.
- 6.6. The Appointing Authority shall have the following functions and responsibilities:
 - 6.6.1. Establish a Human Resource Merit, Promotion and Selection Board and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions;
 - 6.6.2. Assess the merits of the HRMPSB's screening of candidates for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:



- 6.6.2.1. Top five or as appropriate number of ranking applicants deemed most qualified to the vacant position;
 - 6.6.2.2. Applicants who have undergone deep selection and found to possess superior qualifications and competence; and
 - 6.6.2.3. Pool of Brightest for the Bureaucracy Program (BBP).
- 6.6.3. Issue appointments in accordance with the provisions of the agency Merit Selection Plan.
- 6.7. Protest and Revocation of Appointments – A qualified next-in-rank employee and/or any aggrieved party who is not considered for promotion may file a protest pursuant to Rule 18 of CSC Resolution No. 1701077 dated July 3, 2017 (Rules of Administrative Cases in the Civil Service or 2017 RACCS).
- 6.8. Amendment – The CSC approved Merit and Selection Plan shall be subject to subsequent amendment depending upon the evaluation of the CSC or the emerging needs of the BuCor.

Section 7. Performance Evaluation System¹³. The performance evaluation system shall be guided by the following provisions:

- 7.1. There shall be established a performance evaluation system which shall be administered in accordance with the rules, regulations and standards, and code of conduct for the personnel of the BuCor to be promulgated by the BuCor through the DOJ. Such performance evaluation system shall be administered in such a way as to foster the improvement of the individual efficiency and behavioral discipline, as well as the promotion of organizational effectiveness and commitment to public service.
- 7.2. The rating system as contemplated herein shall be based on standards prescribed by the BuCor through the DOJ and shall be considered the result of the annual psychiatric/psychological and physical test conducted on the personnel of BuCor.

Section 8. Program on Awards and Incentives for Service Excellence (PRAISE)¹⁴. The BuCor shall establish its own policies and procedures governing the implementation of Incentives and Awards system designed to promote morale and efficiency in the corrections service.

8.1. Basic Policies

- 8.1.1. The BuCor shall establish its own employee suggestions and incentive awards system.
- 8.1.2. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding uniformed and non-uniformed employees, government officials or institutions and private individuals or organizations, individually or in groups, for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other

¹³ Sec 18 of RA 10575 (2013)

¹⁴ CSC Approved BuCor PRAISE 2023



improvement in government operations, or for other extraordinary acts or services in the public interest.

- 8.1.3. The BuCor PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior and to commit to the following general policies and guidelines on Equal Opportunity Principles (EOP).
- 8.1.3.1. There shall be no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of the rewards and incentive program and nomination to awards and/or commendations.
- 8.1.3.2. Promote the use of Gender-Sensitive Language in the implementation of the program.
- 8.1.3.3. Promote the use of non-sexist language in all official documents, communications, minutes and issuances.
- 8.1.4. The BuCor PRAISE shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
- 8.1.5. The BuCor PRAISE shall provide both monetary and non-monetary awards and incentives to recognize acknowledge and reward productive, creative, innovative and ethical behavior of uniformed and non-uniformed employees through formal and informal mode.
- For this purpose, the BuCor PRAISE shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
- 8.1.6. At least 5% of the HRD Funds shall be allocated for the BuCor PRAISE and incorporated in the Bureau of Corrections' Annual Work and Financial Plan and Budget subject to the budgeting and auditing rules and regulations promulgated by the Department of Budget and Management and Commission on Audit.
- 8.1.7. The BuCor PRAISE shall be institutionalized through the creation of a PRAISE Committee in the Bureau of Corrections.
- 8.1.8. The PRAISE Committees shall preferably have the following compositions of National Headquarters and Operating Prison and Penal Farms shall preferably have the following compositions:
- 8.1.8.1. Deputy Director General for Administration as Chairperson;
- 8.1.8.2. Deputy Director General for Security and Operations as Vice Chairperson;



- 8.1.8.3. Directors of all BuCor Directorates;
 - 8.1.8.4. Commissioned Officer representative based on seniority Lineal List;
 - 8.1.8.5. Non-Commissioned Officer representative based on Senior Lineal List;
 - 8.1.8.6. Second-level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency;
 - 8.1.8.7. First-level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency; and
 - 8.1.8.8. Human Resource Division's Employee Morale and Welfare Section as Secretariat.
- 8.1.9. The Director General or his/her duly authorized representative shall be responsible in overseeing the PRAISE Committee's operation and the Human Resource Division's Employee Morale and Welfare Section shall serve as the PRAISE Committee's Secretariat.
- 8.1.10. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover uniformed and non-uniformed employees at all levels.
- 8.1.11. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. The Bureau of Corrections may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
- 8.1.12. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
- 8.1.13. The Bureau of Corrections shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Field Office. The Civil Service Commission Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.
- 8.1.14. Establishment of a CSC-approved PRAISE shall be the basis of the grant of awards and incentives. The Annual PRAISE Report shall be submitted by the agency to the Civil Service Commission Field Office concerned on or before the thirtieth day of January to enable all their uniformed and non-uniformed employees to qualify for nomination to the CSC sponsored national awards.
- 8.1.15. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.



8.2. Types of Awards

8.2.1. National Awards - The Bureau of Corrections shall participate in the search for deserving uniformed and non-uniformed employees who may be included in the screening of candidates for awards given by other agencies, private entities, NGOs and other award giving bodies such as the:

8.2.1.1. Presidential or Lingkod Bayan Award - conferred to an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.

8.2.1.2. Outstanding Public Official/ Employee or Dangal ng Bayan Award - granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his/her or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and the Ethical Standards for Government Officials and Employees.

8.2.1.3. Civil Service Commission or the PAGASA Award - conferred to an individual or group comprised of five (5) members for outstanding contribution/s resulting from an idea or performance that directly benefit more than one (1) department of the government.

8.2.1.4. Other Awards - given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

8.2.2. Department or Agency Levels Awards

8.2.2.1. Best Employee Award - granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding uniformed and non-uniformed employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Commissioned Officer, Best Non-Commissioned Officer, Best Non-Uniformed Personnel and other similar awards.

8.2.2.2. Gantimpala Agad Award - given outright to uniformed and non-uniformed employees commended by clients for their courtesy, promptness, efficiency and dedicated to duty.

8.2.2.3. Exemplary Behavior Award - based on the eight norms of conduct as provided under RA 6713 (Code of Conduct



and Ethical Standards). The awardee will be automatically nominated by the PRAISE Committee to the Dangal ng Bayan Award.

- 8.2.2.4. **Best Organizational Unit Award** - granted to the top organizational unit which may be a section, division or office/unit on the basis of meeting the organization's performance targets and other pre-determined criteria.
- 8.2.2.5. **Cost Economy Measure Award** - granted to a uniformed or non-uniformed employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions results in savings in term of man hour and cost or otherwise benefit the Bureau and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
- 8.2.2.6. **Service Award** - conferred on retirees whether under optional or compulsory retirement schemes provided the retiree is not imposed a penalty or suspension during the period of the grant held during a fitting ceremony on or before the date of their retirement.
- 8.2.2.7. Such other awards which the Bureau of Corrections may decide to give.
- 8.2.3. **Honor Awards**
- 8.2.3.1. **Medalya ng Kagitingan (BuCor Medal of Valor)** - awarded to BuCor personnel who has performed in action, a deed of personal bravery and self-sacrifice above and beyond the call of duty so conspicuous as to distinguish himself clearly above his/her comrades in the performance of more than ordinary hazardous service. This award may be given only if the enemy force is so overwhelming as compared to government troops. It shall be awarded by the President of the Republic of the Philippines to any uniformed personnel of the Bureau. The Medalya ng Kagitingan is accompanied by the following incentives: Php50,000 cash and parade honors.
- 8.2.3.2. **Medalya ng Kabayanihan (BuCor Distinguished Conduct Medal)** - awarded to BuCor personnel for acts of conspicuous courage and gallantry in the face of an armed aggressor or act of heroism so notable and involving a risk of life so extraordinary as to set him/her apart from his/her comrades. It shall be awarded by the Secretary of Justice to any uniformed personnel of the Bureau. The Medalya ng Kabayanihan is accompanied by Php30,000.00 cash incentive.
- 8.2.3.3. **Medalya ng Katapatan sa Paglilingkod (BuCor Distinguished Service Medal)** - awarded by the Secretary of Justice to any member of the Bureau for meritorious and invaluable services while occupying a position of major responsibility. The performance of duty must be such as to merit exceptional recognition in the BuCor service. The accomplishment of duty should have been completed prior to submission of recommendation is transferred prior to its completion, the



accomplishment must be progressive and rated as an exception or significant. BuCor personnel who have served as Director General, Deputy Director General for Administration, Deputy Director General for Security and Operations, Deputy Director General for Reformation, Directors of Directorates, Chief of NHQ Support Services and Superintendent Colonies for at least one (1) year shall qualify for the award.

- 8.2.2.4. Medalya ng Katapangan (BuCor Bravery Medal) - awarded for gallantry in action not warranting the award for Medalya ng Kagitingan or Medalya ng Kabayanihan.
- 8.2.2.5. Medalya ng Natatanging-Gawa (BuCor Outstanding Achievement Medal) - awarded by the Director General of the Bureau to any member of the Bureau of Corrections for distinguished or extraordinary achievement or service in the advancement of science, socio-economic, technical and other related fields contributing to the enhancement of BuCor services.
- 8.2.2.6. Medalya ng Pambihirang Paglilingkod (BuCor Special Service Medal) - awarded for eminently meritorious and invaluable service in the field of corrections service while in the position of major responsibility. The performance of duty must be such as to merit recognition by the service as exceptional.
- 8.2.2.7. Medalya ng Katangi-tanging Asal (BuCor Outstanding Conduct Medal) - awarded for the heroic acts by the individual while in action involving confrontation with lawless elements in a crime situation or life-saving situation, distinguishing himself conspicuously by gallantry and intrepidity at the risk of life above and beyond the call of duty.
- 8.2.2.8. Medalya ng Kadakilaan (BuCor Gallantry Medal) - awarded by the Director General of the Bureau to any uniformed personnel of the Bureau of Corrections for acts of heroism beyond the call of duty not involving actual dealing of riot suppression, hostage-taking negotiation and other similar prison incidents, wherein the enemy forces are more superior than the BuCor troops in terms of the number of combatants and/or logistical capabilities.
- 8.2.2.9. Medalya ng Kagalingan (BuCor Medal of Merit) - awarded for heroic achievement not warranting the award of Medalya ng Kadakilaan for a single act of heroism or a series of heroic acts in the performance of duties and responsibilities.
- 8.2.2.10. Medalya ng Papuri (BuCor Commendation Medal) - awarded for demonstrating exemplary efficiency, devotion, and loyalty to their assignments.
- 8.2.2.11. Medalya ng Sugatang Magiting (BuCor Wounded Personnel Medal) - awarded for having been wounded in action against a prisoner or lawless elements as a direct result of an act of the prisoner or lawless elements provided such wounds



necessitate treatment by a medical officer. For this purpose, wound is defined as an injury to any part of the body from an outside force, element or agent sustained as a result of a hostile act of the prisoner or cohorts.

8.2.2.12. Medalya ng Ugnayang Pangkumunidad (BuCor Community Relations Medal) - awarded by the Director of the Bureau subject to the following guidelines:

8.2.2.12.1. Participation and initiative to render service, time and assistance to any outreach program involving the community such as medical missions, dental mission, charity, feeding programs, mentoring and environmental projects

8.2.2.12.2. The award may be conferred *Motu Proprio* or applied for by the personnel. The endorsement must be accompanied by any of the following:

8.2.2.12.2.1. Photographs of the activities;

8.2.2.12.2.2. After-incident report/After Activity report;

8.2.2.12.2.3. Write-up containing the justification for the award;

8.2.2.12.2.4. Affidavit or testimonies of witnesses;

8.2.2.12.2.5. News clippings, publications; and

8.2.2.12.2.6. Other analogous forms of evidence.

8.2.2.13. Medalya ng Mabuting Asal (BuCor Good Conduct Medal) - awarded by the Director General of the Bureau, subject to the following guidelines:

8.2.2.13.1. The recipient should have rendered duty for a continuous period of five (5) years;

8.2.2.13.2. The personnel should have not incurred any record of administrative action, conviction or derogatory record (administrative, civil or criminal);

Note: Admonition shall not constitute a punishment; provided that three (3) admonitions as reflected in the 201 File of the personnel shall constitute a derogatory record.

8.2.2.13.3. The medal shall only be given once.

8.2.2.14. Medalya ng Paglilingkod (BuCor Service Medal) - awarded for completion of at least twenty (20) years of faithful and



honorable service. One Silver Star shall be added on the ribbon for every additional five (5) years of service provided that the employee is not imposed a penalty or suspension and shows unblemished performance during the period.

- 8.2.2.15. Medalya ng Pagtulong sa Nasalanta (BuCor Disaster Relief and Rehabilitation Medal) - awarded for active participation in an undertaking involving rescue/relief and rehabilitation operations connected with typhoons, floods, earthquakes, conflagrations, and other disasters/calamities for any period during and after disasters/calamities.
- 8.2.2.16. Medalya ng Katapatan (BuCor Loyalty Medal) - awarded by the Director General of the Bureau to any member of the Bureau of Corrections for notable acts of faithfulness to the Bureau's ideals and conspicuous sacrifice of extra time and effort to advance the interest of the Bureau. The recipient of the award must have no adverse report and must not have been found guilty of an administrative or criminal offense.
- 8.2.2.17. Medalya ng Kasanayan (BuCor Efficiency Medal) - awarded by the Director General of the Bureau to any member of the Bureau of Corrections for any of the following accomplishments:
- 8.2.2.17.1. Conduct of innovative seminars;
 - 8.2.2.17.2. Membership in working committees within the Bureau or in other organizations (national in scope);
 - 8.2.2.17.3. Successful formulation and implementation of policies not inherent to his/her function or duty;
 - 8.2.2.17.4. Successful drafting and launching of manuals;
 - 8.2.2.17.5. Thwarting of possible escape incidents;
 - 8.2.2.17.6. Successful recapturing of fugitives excluding personnel involved in the escape;
 - 8.2.2.17.7. Personnel temporarily augmented to high-risk PDL for a period of at least one (1) month outside the BuCor facilities;
 - 8.2.2.17.8. Accreditations from other agencies for any undertaking of the unit;
 - 8.2.2.17.9. Recipient of an award that brought honor and prestige to the BuCor; and
 - 8.2.2.17.10. Other analogous accomplishments.



- 8.2.2.18. Tsapa ng Natatanging Yunit (BuCor Unit Citation Badge) - awarded for acts and services or exceptional devotion and fidelity.
 - 8.2.2.19. Mga Tsapa ng Kuwalipikasyon (BuCor Qualification Badges) - awarded for ability in specialized fields such as water, airborne, navigation, marksmanship, surveillance, electronics and technical expertise, special weapons, ordinance, explosives, chemical weapons, operations such as patrol, traffic, investigation, voice control, juvenile delinquency control, as well as administrative and auxiliary functions.
 - 8.2.2.20. BuCor's Best Medal - awarded by the Director General of the Bureau to the winners of the Annual Search for BuCor's Bests, who will be chosen by the National PRAISE Committee from among the most qualified corrections officers and personnel of the Bureau based on established criteria.
 - 8.2.2.21. Medalya ng Pangkahasayang Pang-Akademya (BuCor Academic Excellence Medal) - awarded by the Director General of the Bureau to any uniformed personnel of the Bureau of Corrections who has demonstrated exemplary academic performance while undergoing training/schooling in a BuCor accredited training institution such as, but not limited to the Corrections National Training Institute. He/she must have obtained a general average of at least 95% with grade no lower than 90% in his/her consolidated academic and non-academic subjects.
 - 8.2.2.22. Ribbon ng Tagapagsanay (BuCor Training Institute Service Ribbon) - awarded by the Director General of the Bureau to any uniformed personnel of the Bureau of Corrections for the faithful and dedicated service for a minimum period of one (1) year to the Corrections National Training Institute or any other training institute recognized by Bureau of Corrections.
 - 8.2.2.23. Ribbon ng Kahusayang Pang-Akademya (BuCor Academic Excellence Ribbon) - awarded by the Director General of the Bureau to any uniformed personnel of the Bureau who displayed commendable academic performance while undergoing training/schooling in a BuCor-accredited training institution such as Corrections National Training Institute. Further, the personnel should have received any of the following awards: Non-Academic Proficiency Award, Highest rating in Aptitude and Leadership Award.
- 8.3. Types of Incentives. The Bureau of Corrections shall continuously search, screen and reward deserving uniformed and non-uniformed employees to motivate them to improve the quality of their performance and instill excellence in public service. As such, the following types of incentives shall be regularly awarded:
- 8.3.1. Loyalty Incentive - granted to a non-uniformed employee who has served the agency continuously and satisfactorily for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php500.00 but



not more than Php1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:

- 8.3.1.1. 10 and 15 years - Bronze
- 8.3.1.2. 20 and 25 years - Silver
- 8.3.1.3. 30, 35 and 40 years - Gold

Other tokens such as wristwatch, ring, and others.

- 8.3.2. Career and Self-Development Incentive - granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense with performance rating of at least Very Satisfactory. A plaque of recognition may be given to qualified individuals during the Bureau of Corrections Anniversary celebration.
 - 8.3.3. Other Incentives which the PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.
- 8.4. Forms of Awards and Incentives
- 8.4.1. Flexiplace – work arrangement allowed for qualified non-uniformed employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside the workplace subject to established guidelines.
 - 8.4.2. "Salu-salo" Together – meal hosted by superiors or supervisors for uniformed and non-uniformed employees who have made significant contributions.
 - 8.4.3. Personal Growth Opportunities – incentives which may be in the form of attendance in conference on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
 - 8.4.4. Trophies, Plaques and Certificates
 - 8.4.5. Monetary Awards
 - 8.4.6. Travel Packages
 - 8.4.7. Other Incentives – incentives in kind which may be in the form of merchandise, computers, cellular phones, recognition posted at the Wall of Fame, feature in agency publication, and others.
- 8.5. Committee – The BuCor PRAISE Committee at the Central Office/National Headquarters and Operating Prisons and Penal Farms shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the agency. As such, the Committee shall meet periodically to perform the following tasks:



- 8.5.1. Establish a system of incentives and awards to recognize and motivate uniformed and non-uniformed employees for their performance and conduct;
- 8.5.2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- 8.5.3. Determine the forms of awards and incentives to be granted;
- 8.5.4. Monitor implementation of approved suggestions and ideas through feedback and reports;
- 8.5.5. Prepare plans, identify resources and propose budget for the system on annual basis;
- 8.5.6. Develop, produce, distribute a system policy manual and orient the uniformed and non-uniformed employees on the same;
- 8.5.7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 8.5.8. Submit annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- 8.5.9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- 8.5.10. Address issues relative to awards and incentives within fifteen (15) days from the date of receipt by the Committee.

To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participated in all committee meeting.

The Director General or his/her duly authorized representative shall be responsible in overseeing the System's operations and the Human Resource Division's Employee Morale and Welfare Section shall serve as the System's Secretariat.

The Bureau of Corrections may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

The Bureau of Corrections shall establish a separate PRAISE Committee in its National Headquarters and Operating Prisons and Penal Farms. The compositions are as follows:

8.6. Composition

8.6.1. National Headquarters

- 8.6.1.1. Deputy Director General for Administration as Chairperson;



- 8.6.1.2. Deputy Director General for Security and Operations as Vice Chairperson;
 - 8.6.1.3. Directors of all BuCor Directorates;
 - 8.6.1.4. Commissioned Officer representative based on Seniority Lineal List;
 - 8.6.1.5. Non-Commissioned Officer representative based on Seniority Lineal List;
 - 8.6.1.6. Second-Level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency;
 - 8.6.1.7. First-Level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency; and
 - 8.6.1.8. The Human Resource Division's Employee Morale and Welfare Section as Secretariat.
- 8.6.2. Operating Prisons and Penal Farms – PRAISE Committees may be composed to screen and recommend eligible candidates for National and Agency awards. Operating Prisons and Penal Farms PRAISE Committees may likewise grant informal awards based on the CSC-approved BuCor PRAISE:
- 8.6.2.1. Head of the Prison and Penal Farm or Correctional Institution;
 - 8.6.2.2. Head of the Administrative Unit;
 - 8.6.2.3. Head of the Human Resource Unit;
 - 8.6.2.4. Head of Reformation;
 - 8.6.2.5. Head of Security and Operations;
 - 8.6.2.6. Commissioned Officer representative based on Seniority Lineal List;
 - 8.6.2.7. Non-Commissioned Officer representative based on Seniority Lineal List;
 - 8.6.2.8. Second-Level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency;
 - 8.6.2.9. First-Level Non-Uniformed Personnel representative as endorsed by the BuCor Employees Association (BuCoREA) for the duration of incumbency; and
 - 8.6.2.10. The Human Resource Section as Secretariat.



- 8.6.3. Funding – The Bureau of Corrections shall allocate at least 5% of the HRD funds for the BuCor PRAISE and incorporate the same in its Annual Work and Financial Plan.

Section 9. Amendment. Approved PRAISE shall be subject to subsequent amendment depending upon the evaluation of the CSC or the emerging needs of the BuCor.

CHAPTER 7 GRIEVANCE MACHINERY

Section 1. Objectives. The BuCor Grievance Machinery seeks to promote harmony in the workplace and foster the productivity of each member of the organization. Specifically, it intends to help the BuCor;

- 1.1. Create a work atmosphere conducive to good supervisor-employee relations and improved employee morale;
- 1.2. Settle grievances at the lowest possible level in the organization;
- 1.3. Prevent discontent and disenchantment between and among the uniformed and non-uniformed personnel; and
- 1.4. Serve as a catalyst for the development of capabilities of personnel on conflict management and dispute settlement, especially among supervisors in the agency.

Section 2. Basic Policies. A grievance shall be resolved expeditiously at all times at the lowest level possible in the BuCor. However, if the grievance is not settled at the lowest level possible, an aggrieved party shall present his/her grievance through the appropriate channels or levels of the BuCor hierarchy.

- 2.1. The aggrieved party shall be assured freedom from coercion discrimination reprisal and biased action on the grievance.
- 2.2. The Director General, BuCor shall ensure equal opportunity for all employees to be represented in the Grievance Committee. There shall be no discrimination in the appointment of members on account of gender identity, sexual orientation, disabilities, religion and/or indigeneous group membership.
- 2.3. Grievance proceedings shall not be bound by legal Rules and technicalities. Even verbal grievance aired before a responsible officer must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
- 2.4. A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his/her immediate supervisor.
- 2.5. If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
- 2.6. Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing Civil Service Law, Rules and Regulations.
- 2.7. A grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the Grievance Committee.



- 2.8. The BuCor Grievance Machinery shall be submitted to the Civil Service Commission Regional Office concerned for approval. Subsequent amendments shall be subject to CSC approval and shall take effect immediately.

Section 3. Scope. The BuCor Grievance Machinery applies to all uniformed and non-uniformed personnel of the Bureau of Corrections.

Section 4. Application of Grievance Machinery. The following instances shall be acted upon through the BuCor Grievance Machinery:

- 4.1. Non-implementation of policies, and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- 4.2. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment;
- 4.3. Inadequate physical working conditions such as, but not limited to, the lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
- 4.4. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another; and
- 4.5. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

Section 5. Exclusion. The following cases shall not be acted upon through the BuCor Grievance Machinery:

- 5.1. Disciplinary cases which shall be resolved under the 2017 Rules on Administrative Cases in the Civil Service;
- 5.2. Sexual harassment cases as provided for in RA 7877; and
- 5.3. Union-related issues and concerns.

Section 6. Grievance Procedures. The procedures for seeking redress of grievance shall be as follows:

- 6.1. Discussion with Immediate Supervisor. At the first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his/her immediate supervisor;
- 6.2. The Supervisor shall inform verbally or in writing the aggrieved party of the corresponding action within three (3) working days from the date of presentation;



- 6.3. Provided, however, that where the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor;
- 6.4. Appeal to the Higher Supervisor. If the aggrieved party or the respondent is not satisfied with the immediate Supervisors decision, he/she may submit the grievance in writing within five (5) days to the next higher supervisor who shall render his/her decision within (5) working days from receipt of the grievance;
- 6.5. Appeal to the Grievance Committee. The grievance may be elevated to the Grievance Committee within five (5) working days from the receipt of the decision if the aggrieved party or the respondent is not satisfied with the said decision of the Higher Supervisor. The Grievance Committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the Grievance Committee, the aggrieved party may submit the grievance to the Top Management;
- 6.6. Appeal to the Top Management. If the aggrieved party is not satisfied with the decision of the Grievance Committee, he/ she may elevate his/her grievance within five (5) working days from receipt of the decision through the Committee to the Top Management who shall make the decision within ten (10) working days after the receipt of the grievance. Provided, however, that where the object of the grievance is the Top Management, the aggrieved party may bring his/her grievance directly to the Civil Service Commission Regional Office; and
- 6.7. Appeal to the Civil Service Commission Regional Office. If the aggrieved party is not satisfied with the decision of the Top Management, he/she may appeal or elevate his/her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG) which shall contain, among others, the following information: his/hertory and final action taken by the agency on the grievance. The Civil Service Commission Regional Office shall Rule on the appeal in accordance with existing Civil Service Law, Rules and Regulations.

Section 7. Composition of the Grievance Committee. Only personnel holding permanent appointments shall be elected or designated as members of the BuCor Grievance Committee. In the appointment or election of the Committee members, their integrity, probity, sincerity, and credibility shall be considered. Membership in the Committee shall be considered part of the member's regular duties.

The Bureau of Corrections shall establish separate Grievance Committees in its National Headquarters and Operating Prisons and Penal Farms. The compositions are as follows:

7.1. National Headquarters

- 7.1.1. The Directorate for Administration which is responsible for Human Resource Management (HRM) shall act as Chairperson;



- 7.1.2. Two (2) members coming from the Directorial Staff or officers holding equivalent positions, by such officers from among themselves;
 - 7.1.3. Two (2) members from the rank and file, as well as their designated alternates, who shall be chosen through a general assembly or any other mode of selection to be conducted for the purpose – one (1) from the first level and another from the second level. The first level representative shall participate in the resolution of grievances of first level employees while the second level representative shall participate in the resolution of grievances of second level employee. Both shall serve on the Committee for a term of two (2) years. Provided, that in case a Non-Uniformed Personnel (NUP) is involved in the grievance, one (1) representative from the NUP shall be chosen to participate in its resolution;
 - 7.1.4. The Bilis Aksyon Partner (BAP) duly designated; and
 - 7.1.5. HRD as secretariat.
- 7.2. Operating Prisons and Penal Farms
- 7.2.1. The Chief, Administrative Office shall act as Chairperson;
 - 7.2.2. Two (2) members coming from the Division Chiefs, by such officers from among themselves;
 - 7.2.3. Two (2) members from the rank and file, as well as their designated alternates, who shall be chosen through a general assembly or any other mode of selection to be conducted for the purpose – one (1) from the first level and another from the second level. The first level representative shall participate in the resolution of grievances of first level employees while the second level representative shall participate in the resolution of grievances of second level employee. Both shall serve on the Committee for a term of two (2) years. Provided, that in case a Non-Uniformed Personnel (NUP) is involved in the grievance, one (1) representative from the NUP shall be chosen to participate in its resolution;
 - 7.2.4. The Bilis Aksyon Partner (BAP) duly designated; and
 - 7.2.5. HR unit of the OPPF as secretariat.

Section 8. Functions and Responsibilities of the Grievance Committee. In addition to finding the best way to address specific grievance, the Committee shall have the following functions and responsibilities:

- 8.1. Establish internal procedures and strategies;
- 8.2. Develop and implement pro-active measures or activities to prevent grievances, such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;



- 8.3. Undertake continuing information drive on Grievance Machinery among officials and employees in collaboration with the Human Resource Division;
- 8.4. Conduct dialogue between and among the parties involved;
- 8.5. Undertake investigation and hearing(s) within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation;
- 8.6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
- 8.7. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the Agency on the grievance; and
- 8.8. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

Section 9. Amendment. The CSC approved Grievance Machinery shall be subject to subsequent amendment depending upon the evaluation of the CSC or the emerging needs of the BuCor.

CHAPTER 8 BUCOR ADMINISTRATIVE CASES

Section 1. Administering Office. The Internal Affairs Service (IAS) and the Legal Service are separate and distinct, both shall be treated differently. IAS has the sole authority over all administrative cases brought against all BuCor personnel either *motu proprio* or through a valid complaint, serving as the disciplining arm of the BuCor, established directly under the Office of the Director General (ODG) to ensure public accountability and utmost discipline in the corrections service.

The dispensation of the administrative case in the BuCor in the most economical, expeditious means, and most responsive to the needs of all stakeholders, and sufficient to protect public service. It shall also insure uniformity in adjudication of administrative complaints against erring personnel.

The investigation, prosecution, and adjudication of the administrative cases before the disciplining authorities shall be summary and inquisitorial in nature and shall not necessarily adhere to the technical rules of procedure observed in judicial proceedings and the pertinent provisions of the Civil Service laws, rules and regulations, the Revised Rules of Court and jurisprudence decided by the Supreme Court, unless specifically adopted, shall be applied suppletorily.

Section 2. OPPF IAS. The establishment of Operating Prisons and Penal Farms-IAS (OPPF-IAS) and the adaptation of uniform procedures in the National Headquarters (NHQ) and all OPPF are indispensable for the effective and speedy disposition of all disciplinary and non-disciplinary administrative cases.

Section 3. Procedural Guidelines. The following are essential guidelines in handling administrative cases:

- 3.1. Case evaluation of complaints or investigation reports, or *motu proprio* evaluation of cases for further investigation, dropping, or termination of the case;



- 3.2. Issues Notice or Show Cause Order, for the respondent's formal response, whereby copies of the complaint and investigation reports are attached for reference;
- 3.3. The Case Evaluator shall submit a Resolution with a recommendation, either for the dismissal of the case or for the issuance of a Formal Charge, upon establishment of a *prima facie* case;
- 3.4. The Resolution with recommendation for dismissal of the case shall be forwarded with the complete case folder to the Chief, BuCor IAS for proper disposition and shall be returned to the respective OPPF-IAS for appropriate action; and
- 3.5. The Resolution with recommendation for issuance of Formal Charge shall be submitted for signature and approval by the Director General through Chief, BuCor IAS and the same shall be returned to the respective OPPF-IAS for appropriate action.

Section 4. Election Of Formal Investigation. The following are essential guidelines in the election of Formal Investigation:

- 4.1. A Hearing Committee (HC) shall be created in each OPPF by the respective Superintendent, in reference to Memorandum Circular No. 31 series of 2017, or the Creation of IAS;
- 4.2. The HC shall be assisted by personnel from BuCor/OPPF-IAS as Committee Secretariat and Stenographer; and
- 4.3. If the respondent so elects, the HC shall review the subject's case folder and conduct the required Formal Investigation; the mere submission of a Position Paper by both parties is sufficient to decide a case.

Section 5. Decision. The following are essential guidelines in processing Decision for administrative cases:

- 5.1. After submission of the respondent's last pleading to the Formal Charge, a Decision/Resolution shall be drafted by the HC and submitted to the Chief, OPPF-IAS for initial review;
- 5.2. Reviewed draft Decision/Resolution of the HC shall be then transmitted to Chief, BuCor IAS for final review prior to the Director General approval/disapproval;
- 5.3. Within fifteen (15) days upon receipt of the Decision by the respondent, a Motion for Reconsideration (MR) may be filed to the Director General through the Chief, BuCor IAS; and
- 5.4. Within fifteen (15) days upon receipt of the denial of the MR, the respondent may file an appeal before the Secretary of the Department of Justice, copy furnished BuCor IAS.

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**BOOK II
SECURITY AND OPERATIONS**

**CHAPTER 1
ADMISSION AND CONFINEMENT OF PDL**

- Section 1. Reception and Diagnostic Center (RDC).** Every newly committed PDL shall be mandatorily housed at the RDC for not more than sixty (60) days, comprising of a 5-day quarantine period and a 55-day orientation, diagnostic evaluation, and initial security classification, after which, he/she shall be transferred to his/her assigned corrections facility based on the approved resolution of the RDC Initial Classification Board.
- Section 2. Facility.** The RDC shall be a separate facility located outside of the security camps (e.g. Maximum, Medium and Minimum).
- Section 3. Admission Process.** The RDC in each regional OPPF, shall receive a PDL from any competent authority upon presentation of the original and/or certified true copies of the following documents:
- 3.1. Mittimus or Commitment Order (must bear the dry seal of the court and the signature of the judge), or Recommitment Order;
 - 3.2. Information and Court decision in the case;
 - 3.3. Certificate of Detention, if any;
 - 3.4. Certification of on Appeal/Non-Appeal and No Pending Case;
 - 3.5. Provincial Form 35/Jail Booking Sheet with Mug Shots;
 - 3.6. Detainee's Manifestation;
 - 3.7. Certificate of GCT/VTASTM/STAL;
 - 3.8. Pregnancy Test (female offenders);
 - 3.9. Medical Certificate and Medical Records;
 - 3.10. Chest X-ray result;
 - 3.11. Drug Dependency Examination Certificate/Result, as required in the case decision; and
 - 3.12. Other related documents that may be required prior to the admission.
- Any deficiency or lacking in the aforementioned requirements shall be a sufficient ground for RDC to refuse or deny admission.
- Section 4. Female PDL.** A female PDL shall be received only at the Correctional Institution for Women (CIW).
- Section 5. Confinement of Convicted Children in Agricultural Camps and Other Training Facilities.** Child in Conflict with the Law (CICL) shall be committed directly to agricultural camps. Its operation shall be supervised and controlled by BuCor in coordination with DSWD and other stakeholders.



- Section 6. Body Search of PDL and Personal Belongings.** Upon admission, the PDL shall be searched thoroughly. He/she shall be allowed to possess such articles as authorized. A list of all articles taken from the PDL shall be entered in the PDL's record and receipted by the Officer-in-Charge thereof.
- 6.1. **Personal belongings/effects of PDL** – The PDL, subject to the approval of the Superintendent, may bring items deemed essential to his/her well-being. Provided that, the quantity, nature, and dimension thereof shall not interfere with the safety, security and living conditions of the PDL and others.
 - 6.2. **Wearing of jewelry** – A PDL may not wear jewelry items. He/She may, however allowed to wear an inexpensive/cheap watch.
 - 6.3. **Money** – A PDL shall be asked to declare any amount of money in his/her possession. He/She shall be apprised that the same shall be relinquished to the camp Trust Fund Officer and subjected to the existing policies. Any money undeclared and found in the possession of the PDL shall be treated as contraband and confiscated accordingly.
 - 6.4. **Medicines** – Any medicine brought in by PDL shall be turned over to the infirmary/hospital. The medical officer on duty shall decide on its proper dispensation.
 - 6.5. **Confiscation of Contraband** – Narcotics and all other prohibited drugs or substances, the possession and/or use of which are punishable by laws, all types of weapons, substances or chemicals that may cause injury to persons, and items or articles which a PDL are not allowed to possess under corrections rules or the law in general are deemed as contraband items and shall be confiscated accordingly without prejudice to any criminal prosecution against the PDL, where applicable.
 - 6.6. Any items that are not allowed inside the security camp in the possession of the newly transferred PDL shall be confiscated and safekept subject for return to the immediate family within the period of six months otherwise will be forfeited in favor of the government or to be disposed of accordingly.
- Section 7. Receiving.** Upon admission, the PDL shall be registered by the Receiving Officer and processed accordingly:
- 7.1. **Registration Logbook** – all committed PDL shall be officially recorded and must contain the basic entries, to wit:
 - 7.1.1. Name of PDL;
 - 7.1.2. Jail of origin;
 - 7.1.3. Date and hour of admission;
 - 7.1.4. Name of escort, contact number, email address (if any); and
 - 7.1.5. Name of receiving officer.
 - 7.2. **Issuance of Certificate of Appearance to the Committing Officer** – The Jail/Police/Committing personnel shall be issued an appropriate Certificate of



Appearance by the Overseer office, without delay and whether the purpose of the appearance is complete or otherwise, upon presentation of proper identification credentials and a mission order/directive.

- 7.3. Taking of fingerprints for the Registration Form, Criminal Fingerprint Chart, and Registration Sheet Form shall be conducted by the Identification Unit simultaneously with the taking of mug shots and photographs for the Carpeta conducted by Photography Unit. The original copy of the documents comprising the Carpeta shall be forwarded to the PDL Documents Processing Division (PDPD), duplicate original/certified true copy of the documents comprising the Carpeta shall be forwarded to the respective PDL Documents Processing Sections (PDPS) and Overseer Sections of corrections facility.
- 7.4. PDL Number - a newly-committed PDL shall be duly assigned a PDL number.
- 7.5. Issuance of PDL provisions - A PDL shall be initially issued with the following personal supplies:
 - 7.5.1. Toothbrush;
 - 7.5.2. Toothpaste;
 - 7.5.3. Pair of Slippers;
 - 7.5.4. Briefs/Panties;
 - 7.5.5. Brassieres;
 - 7.5.6. Prescribed Uniform;
 - 7.5.7. Short Pants;
 - 7.5.8. Jogging Pants;
 - 7.5.9. Bath Soap;
 - 7.5.10. Laundry Soap;
 - 7.5.11. Shoes;
 - 7.5.12. Bath Towel;
 - 7.5.13. Mosquito Net;
 - 7.5.14. Mat;
 - 7.5.15. Blanket;
 - 7.5.16. Pillow with Pillowcase; and
 - 7.5.17. PDL handbook.
- 7.6. A male PDL shall undergo the regulation haircut and his beard/mustache must be shaved off.
- 7.7. Hairpieces or wigs may be worn when recommended by the medical officer of the BuCor and approved by the Superintendent.



7.8. An Admission Slip shall be given to the Security and Housing Unit (SHU) and Kitchen and Mess Hall Unit which shall indicate where the PDL will be quarantined.

Section 8. Quarantine. The PDL shall be placed in a regular Quarantine Cell for at least five (5) days for medical observation, during which:

- 8.1. A Medical/Psychiatric examination shall be given to determine any handicap, physical or mental illness. A PDL found to be suffering from any communicable disease, mental or other severe illness/es shall be immediately confined in the Corrections Hospital/Infirmary; and
- 8.2. An Interview of the PDL by the Overseer Section shall be made to gather data/information to complete the Registration Form and are to be provided to all Diagnostic Sections. The PDL shall list down the names of his/her relatives or authorized visitors to be recorded in his/her Visitor's Registration Form. In case of illiterate/handicapped PDL, he/she shall be assisted by the Overseer Officer to fill in the necessary information. After completion, the PDL Record Jacket (PRJ) shall be forwarded to Identification Section (ID) for verification.

Section 9. Assignment of PDL. After the quarantine period, the PDL shall be transferred to a regular cell as assigned by the Overseer. During the stay at RDC, the PDL shall undergo the mandatory orientation, diagnostics, and classification for the next fifty-five (55) days.

Section 10. Mandatory Orientation. The PDL shall be oriented on corrections facility's rules and regulations, PDL rights and privileges, diagnostics procedures, PDL reformation programs, health services, Time Allowances and PDL Grievance Machinery.

CHAPTER 2 PDL DIAGNOSTICS

Section 1. Diagnostics. The PDL shall undergo procedures to be facilitated by the different Diagnostics Assessment. The results of said examinations shall be the basis for the PDL's recommended reformation programs.

- 1.1. Medical Assessment – The PDL shall undergo complete physical and mental examination to determine the medical history and present overall physical and mental fitness. This will also determine the PDL's immediate medical needs and serve as a reference in providing immediate medical interventions.
- 1.2. Sociology Assessment – The PDL shall undergo interview regarding his/her social background and societal role to facilitate his/her welfare needs.
- 1.3. Psychology Assessment – The PDL shall undergo Psychological Case History Interview, and battery of standardized psychological tests consisting of Mental Ability, Personality and Aptitude.
- 1.4. Educational Assessment – The PDL shall be assessed as to his/her educational background and recommend appropriate educational program as necessary.



- 1.5. Vocational Skills Assessment – The PDL shall be assessed as to his/her skills, training, and previous employment records.

Section 2. Case Coordination. The Case Coordination Section shall be in-charge with the gathering of diagnostic reports, conduct of comprehensive assessment and evaluation on PDL for the completion of CMR for submission to the RDC Overseer and PDPS.

Section 3. Program Monitoring and Assessment. The Program Monitoring and Assessment Section shall monitor the PDL's participation to the recommended reformation programs within six (6) months after being transferred, after which evaluate and submit recommendation to the Chief, RDC for proper disposition.

CHAPTER 3 CLASSIFICATION OF PDL

Section 1. Classification Board. The RDC shall be responsible for the conduct of initial classification of every PDL admitted. A PDL shall be classified according to sentence and security risk.

The Board shall convene to determine the appropriate individual Reformation Programs and Security Classification of PDL, taking into considerations the following order of priorities:

1. Mental Health;
2. Physical capability and capacity;
3. Educational attainment;
4. Skills and/or talents; and
5. Prior occupation

On the other hand, a re-classification board in each security camp shall be created, which will be responsible in determining the eligibility of the PDL for transfer to another security camp or downgrading of security status.

1.1. Initial Classification Board

Chairperson	:	RDC Camp Commander
Vice-Chairperson:		Deputy Camp Commander
Members	:	Chief, Medical Section
		Chief, Education Section
		Chief, Vocational Skills Section
		Chief, Intelligence and Investigation Section
		Colony/Camp Chief Overseer
		Chief, Monitoring Section
		Chief, Psychology Section
		Chief, Sociology Section
Secretariat	:	Case Coordination Section

1.2. Maximum and Medium Security Camps Classification Board

Chairperson	:	Camp Commander
Vice-Chairperson	:	Deputy Camp Commander



Members	:	Chief, Medical Section Chief, Board of Discipline Chief, Intelligence and Investigation Section Camp Reformation Coordinator
Secretariat	:	Chief, Overseer Section of Security Camp

Section 2. Security Classification of PDL. Shall be assigned to any of the following security groups:

- 2.1. **Maximum Security** – This shall include highly dangerous or high security risk PDL who require a high degree of control and supervision. Under this classification are:
 - 2.1.1. Those sentenced with Capital Offenses;
 - 2.1.2. Those whose minimum sentence is above twenty (20) years imprisonment;
 - 2.1.3. Those whose sentence is on appeal before the Court of Appeals or the Supreme Court;
 - 2.1.4. Those with pending cases;
 - 2.1.5. Those who are considered as recidivists, habitual delinquents and escapees;
 - 2.1.6. Those confined at the Reception and Diagnostic Center;
 - 2.1.7. Those under disciplinary punishment or safekeeping;
 - 2.1.8. Those who are criminally insane or those with severe personality or emotional disorders that make them dangerous to fellow PDL or the BuCor Officer/Personnel; and
 - 2.1.9. High-Risk, High-Profile, High-Risk and High-Profile; and Violent Extremist Offenders.
 - 2.1.9.1. High Risk PDL – those who are considered as extremely dangerous and require a more stringent security, control and supervision due to their supposed capability or capacity to escape, be rescued or instigate acts of violence inside the correctional facility. This includes those who are charged and convicted of heinous crimes as defined under R.A. 7659, as amended. Also included are those who were former servicemen (AFP, PNP, etc.) and those whose life is under impending threat or danger.
 - 2.1.9.2. High Profile PDL – those who require a high degree and sustained security because the crime they committed had garnered intense media coverage or sensationalized, controversial, notorious or have stirred public outrage or interest, and those whose social or personality status is considered famous or renown.



- 2.1.9.3. Violent Extremist Offenders (VEO) – those whose crimes are based on the beliefs and actions that support or use violence to achieve ideological, religious or political goals. This includes terrorism and other forms of politically motivated and collective violence.
- 2.2. Medium Security – This shall include PDL who cannot be confined in a less secured areas and those whose conduct or behavior require a lesser degree of supervision. Under this classification are:
 - 2.2.1. Those whose sentence of imprisonment is twenty (20) years and below;
 - 2.2.2. Those who are below eighteen (18) years of age or considered as Children in Conflict with the Law (CICL), regardless of the case and sentence;
 - 2.2.3. Those who have two (2) or more records of escapes. They can be classified as medium security PDL if they have served eight (8) years since they were recommitted. Those with one (1) record of escape must serve five (5) years; and
 - 2.2.4. First offenders sentenced to life imprisonment. They may be classified as medium security PDL if they have served five (5) years in maximum security camp, upon recommendation of the Superintendent. Those who were detained in a city and/or provincial jail shall not be entitled to said classification.
- 2.3. Minimum Security – This shall include those who can be reasonably trusted to serve their sentence under less restricted conditions. Under this category are:
 - 2.3.1. Those without pending case and whose convictions are not on appeal;
 - 2.3.2. Those with severe physical handicaps as certified by the Medical Officer;
 - 2.3.3. Those who are sixty-five (65) years old and above;
 - 2.3.4. Those who have served one-half (1/2) of their minimum sentence or one-third (1/3) of their maximum sentence, excluding Good Conduct Time Allowance; and
 - 2.3.5. Those who have only six (6) months more to serve before the expiration of their maximum sentence.

Section 3. Color of Uniform. The color of the uniform of a PDL shall be based on his/her security classification, as follows:

- 3.1. Maximum Security – Tangerine;
- 3.2. Medium Security – Blue; and
- 3.3. Minimum Security – Brown.



**CHAPTER 4
CONFINEMENT AND ACCOMMODATION OF PDL**

Section 1. Operating Prisons and Penal Farms. The whole OPPF shall be under the control and supervision of the Superintendent. An OPPF shall, whenever possible, have separate camps for the segregation of PDL according to their security classification. There shall be at least five (5) types of camps: The SuperMax (Heinous Crimes Facility), Maximum, Medium, Minimum and RDC Camps. Administration, security and safekeeping and reformation of each camp shall be under the supervision of a Camp Commander and assisted by a Deputy Camp Commander.

Section 2. Separate Places of Confinement. The initial and camp classification boards shall internally classify PDL and be segregated, if facilities permit, according to crimes committed based on the related penal codes such as Crime Against Persons, Crimes Against Properties, Crimes Against Chastity, so on and so forth, as well as by the order related Special Laws, Custom and Immigration Laws.

In addition, PDL may also be placed in a separate place of confinement with hereunder categories:

- 2.1. Heinous Crimes Offender (under RA 11928);
- 2.2. Children in Conflict with the Law (CiCL) (under RA 9344);
- 2.3. High-Risk and/or High-Profile PDL;
- 2.4. Persons with Physical Disability;
- 2.5. Senior Citizen;
- 2.6. Those with mental illness;
- 2.7. Drug Dependents;
- 2.8. Violent Extremist Offender;
- 2.9. Those exhibiting violent behavior who may cause imminent danger to the lives and limbs of Officers and other PDL; and
- 2.10. Violators of rules and regulations as recommended by BOD.

Section 3. Corrections Facility Accommodation Standards. The BuCor shall operate with a standardized facilities, for security, reformation, and administrative purposes, through all its correctional institutions. All facilities shall be in conformity with the Philippine building, architectural, structural, electrical, plumbing, fire safety, flood codes/standards and must be accessible to persons with disability (PWD). The following facilities should be established, to wit:

- 3.1. Dormitory;
- 3.2. Administrative Building;
- 3.3. Perimeter/Security Fence with Post Tower;
- 3.4. Hospital/Infirmary;



- 3.5. Recreation/Multipurpose Hall;
- 3.6. Training/Lecture Center;
- 3.7. Workshop Facilities;
- 3.8. Kitchen and Mess Hall;
- 3.9. Visiting Area;
- 3.10. Conjugal Rooms;
- 3.11. Water Supply System;
- 3.12. Powerhouse;
- 3.13. Service Personnel Facilities;
- 3.14. Due for Release Dormitories; and
- 3.15. Separation and Placement Center

CHAPTER 5 TRANSFER OF PDL

Section 1. Transfer of PDL to Another OPPF. A PDL may be transferred by the Director General upon the recommendation of the PDL Transfer Board concerned to another OPPF.

Section 2. Transfer of PDL within OPPF. A PDL may be transferred within the OPPF based on the approved resolution of the Classification Board or deemed necessary for security reasons. A PDL transfer must be duly covered by a Corrections Order issued by the Superintendent.

Section 3. Transfer Requirements. Every PDL transfer shall be accompanied by his/her Duplicated Carpeta, which shall include the following, to wit:

- 3.1. Certificate of Pending/No Pending Case;
- 3.2. Certificate of On-Appeal/Non-Appeal;
- 3.3. Medical Diagnostic Record;
- 3.4. Visitation Registration Form;
- 3.6. Case Management Record;
- 3.7. Case Information/Decision;
- 3.8. Detainee's Manifestation;
- 3.9. Certificate of Detention;
- 3.10. Certificate of GCTA or other time allowances from jail;
- 3.11. Four (4) 2 x 2 ID photo; and



3.12. Registration Form.

Section 4. Other Transfers. Other PDL transfers are as follows:

- 4.1. Transfer of PDL with Mental Illness – A PDL who has been confirmed with mental illness may be transferred to a mental health facility upon the recommendation of Director, Directorate Health and Services with the approval of the Director General. Such transfer, however, must be properly communicated to the sentencing court;
- 4.2. Transfer of PDL to a stockade of military and other law enforcement agencies – For purposes as hereunder stated shall be duly covered with Memorandum of Agreement/Understanding between the parties concerned:
 - 4.2.1. For confinement – The confinement of a PDL under the following classifications may be transferred to a military or other law enforcement agency upon order of competent authority:
 - 4.2.1.1. High-Profile;
 - 4.2.1.2. High-Risk;
 - 4.2.1.3. High Value Target;
 - 4.2.1.4. Violent Extremist Offenders; and
 - 4.2.1.5. Under Witness Protection Program; or
 - 4.2.1.6. As directed by competent authority.
 - 4.2.2. For manual service – A certified Minimum-Security risk PDL may be utilized as manual worker provided that the PDL does not belong to any of the following categories:
 - 4.2.2.1. Classified in the preceding sub-section;
 - 4.2.2.2. Serving *reclusion perpetua*, life imprisonment, or sentenced with capital punishment;
 - 4.2.2.3. With record of escape;
 - 4.2.2.4. Recidivist/Habitual Delinquent;
 - 4.2.2.5. Serving sentence for a crime involving moral turpitude;
 - 4.2.2.6. Female PDL;
 - 4.2.2.7. Had previously been transferred to a military or other law enforcement agency stockade and was returned to a corrections facility for just cause;
 - 4.2.2.8. More than fifty (50) years old or can no longer perform manual work due to health condition; and



4.2.2.9. With pending case or a witness in any pending criminal case.

- 4.3. **Transfer to Any Jail Facility** – The President of the Philippines may direct, as the occasion may require, the transfer of PDL from a security camp to a jail. Likewise, a PDL whose sentence has already expired but still has a pending case shall be transferred or turned over to a jail under the jurisdiction of the court where the case is pending.

Section 5. Mental and Physical Examination of PDL to be Transferred. The PDL must undergo a mental and physical examination prior to his/her transfer, unless otherwise directed by the Director General for security reasons. Provided, that said examinations of PDL shall be done at the facility where he/she has been transferred.

CHAPTER 6 MOVEMENT OF PDL

Section 1. Movement of PDL Outside Security Camps. The Director General may authorize a PDL to be taken out of the security camp, under the following instances:

- 1.1. To appear in court, subject to the condition that an express authority of the Supreme Court is obtained upon proper application to effect the transfer of a PDL;
- 1.2. To appear before in any Congressional inquiry in aid of legislation;
- 1.3. For medical examination/treatment or hospitalization in an outside clinic or hospital:
 - 1.3.1. Emergency Referral – duly approved by the Superintendent; and
 - 1.3.2. Regular Referral/OPD – prior approval of the DOJ Secretary is required.
- 1.4. To view the remains of a deceased relative – A Medium or Minimum Security PDL may be allowed to view the remains of his/her relatives upon written application and submission of original or certified true copies of Local Civil Registrar (LCR)/Philippine Statistics Authority (PSA) of the death certificate, the burial permit, and the documents specified hereunder:
 - 1.4.1. Marriage Certificate/Contract (Wife or Husband);
 - 1.4.2. Birth Certificate of the child and marriage certificate of the PDL or Birth Certificate of the child only in case of unmarried parents (Child);
 - 1.4.3. Birth Certificate of brother/sister and Birth Certificate of the PDL (Brother/Sister);
 - 1.4.4. Birth Certificate of the PDL (Father/Mother);
 - 1.4.5. Birth Certificate of the grandchild and of the latter's parent who is the child of the PDL (Grandchild); or
 - 1.4.6. Birth Certificate of the PDL and of his/her parent who is the child of the deceased grandparent (Grandparent).



In the case of high-risk or high-profile PDL, the application and its supporting documents, together with the PDL record, the favorable recommendation of the Superintendent thereof and the Director General, shall be forwarded to the Secretary of Justice for approval or consideration at least three (3) working days before the privilege is to be availed.

The PDL may be allowed not more than three (3) hours upon arrival to view the deceased relative in the place where the remains lie in state but shall not be allowed to pass any other place in transit, or to join the funeral cortege.

The privilege may be availed only if the deceased relative is in a place within a radius of thirty (30) kilometers by road from the corrections facility. Where the distance is more than thirty (30) kilometers, the privilege may be extended if the PDL can leave and return to his/her place of confinement during the daylight hours of the same day.

- 1.5. CIW-PDL visit to PDL relatives confined to the nearest OPPF; and
- 1.6. When performing work institutional assignments outside of security camps.

Section 2. Primary Duties of Escort Personnel. Escort personnel shall always exercise extreme caution and shall ensure that the PDL does not:

- 2.1. Escape;
- 2.2. Converse with unauthorized persons;
- 2.3. Obtain forbidden articles, especially intoxicants or weapons;
- 2.4. Annoy passersby; and
- 2.5. Suffer harm or humiliation.

Section 3. Distance of Corrections Officer from PDL. In escorting a lone PDL, who is under restraint, a Corrections Officer shall keep an arm's length distance from his/her charge.

If escorting a group of PDL, a guard shall keep a distance of not less than ten (10) paces from his/her charge. Upon arrival at the destination, he/she shall station himself/herself at a vantage point where all PDL are within sight and can be properly controlled.

When on board a ship or boat, the group of PDL shall be positioned in the most secured part of the vessel and shall be required to sit. The escort personnel shall station himself/herself at strategic points where he/she can effectively respond. A PDL shall not be allowed to stand or move about until the vessel is ready to dock, except when the escort personnel need to have a clear view of the port and starboard passages.

Section 4. Basic Escort Procedures. An escort personnel shall strictly observe the instructions written at the back of the PDL's pass and the purpose and destination of the escort mission. These include, but not limited, to the following:



- 4.1. While in transit, the PDL shall not be allowed to stop at any place or contact any person until the destination is reached;
- 4.2. A PDL shall at all times be placed under proper restraint e.g. handcuffs. However, for escort duties for court hearing, the same shall be removed only upon the instruction of the judge. A PDL shall be returned to the corrections facility immediately after the purpose of the pass has been served; and
- 4.3. The use of a privately-owned vehicle in transporting a PDL is prohibited.

Section 5. Escort Procedures for Court Appearance. In escort duties for court hearing, the Superintendent shall provide at least two (2) Corrections Officers for every PDL. However, when two or more PDL are to be escorted, the number of Corrections Officers may be reduced proportionally without sacrificing security requirements. If a PDL is identified as high profile, high risk, VEO, High Value Target (HVT), additional escort personnel shall be assigned.

Section 6. Appearance in Metro Manila courts. In conducting appearances in Metro Manila courts, the escort detail shall be headed by a Senior Corrections Officer. If the court concerned is in the suburbs of Metro Manila e.g., Cavite, Bulacan, Rizal, Laguna and Batangas, the escort personnel shall return his/her wards to the NBP or CIW immediately after the hearing.

Section 7. Turnover of PDL to Local Jail. A Corrections Officer assigned to escort a PDL for court hearings who cannot return to the corrections facility of origin on the same day shall request the court to issue an order turning over the PDL to the nearest provincial/city jail or police detention cell. The escort personnel shall not stay in a private dwelling or hotel with the PDL.

Section 8. Acknowledgment of Turnover of PDL. Upon turn-over of the PDL to an authorized officer at the destination, the escort-in-charge shall secure an acknowledgment receipt for the custody of the PDL. It shall clearly bear the name of the receiving officer, his/her designation and the date and time the PDL was received.

Section 9. Procedure if Escort Personnel Becomes Sick. If the escort personnel become sick, he/she shall notify the Superintendent, through the Chief, Escort Group, of the corrections facility of origin thereof by the fastest means available so that a replacement can be sent to continue the mission.

Section 10. Fake or Spurious Subpoena. If the subpoena turns out to be spurious, or if, in spite of a valid subpoena, the scheduled trial is not held, the PDL shall be immediately returned to the corrections facility of origin unless not feasible in which case the PDL shall be immediately turned over to the nearest jail/police detention facility. The escort-in-charge shall submit a written report to the Superintendent, through the Chief, Escort Group, on the matter.

Section 11. Certificate of Appearance. Immediately after the trial but before leaving the court premises, the escort-in-charge shall secure from the clerk of court a certificate or other proof of appearance.

Section 12. Procedure During Outside Movement of PDL. The following security procedures shall be observed during the outside movement of a PDL:

12.1. Before departure from the corrections facility

12.1.1. The written mission order issued by the Superintendent, the mittimus and other corrections records of the PDL shall be given to



the escort personnel. In case of a detainee, the records shall include the written authorization of the appellate or sentencing court for the outside movement of the detainee.

- 12.1.2. Whenever possible, the transfer shall be effected during the daylight hours.
 - 12.1.3. The escort personnel shall be given detailed instructions on his/her duties and responsibilities, to include the instruction that he/she uses the most direct travel route to his/her authorized destination.
 - 12.1.4. The PDL shall be thoroughly searched for contraband or deadly weapons or objects which may be used for escape or self-destruction.
 - 12.1.5. Money found in the possession of the PDL shall be treated as a contraband and duly confiscated. The same shall be turned over to the cashier pending investigation.
 - 12.1.6. If the PDL is to be confined and needs money for medicines or food, he/she may be allowed to possess money withdrawn from his/her account from the PDL Savings Program. Upon return, all expenses incurred by the PDL shall be duly receipted and any excess or loose change thereof shall be deposited back into the PDL's savings account.
 - 12.1.7. The PDL shall be placed in handcuffs or other instrument of restraint. If there is more than one PDL to be transferred, they shall be grouped in pairs and securely connected to one another by a rope, ascertaining that the PDL does not have crippled, deformed or very small hands to allow him/her to slip the handcuffs off.
 - 12.1.8. Handcuffs shall be properly adjusted for tightness before departure to avoid the need of adjusting the same while in transit.
 - 12.1.9. The PDL shall stay inside the corrections facility premises until the vehicle to be used in transporting him/her is ready for boarding. The PDL shall board a motor vehicle ahead of the escort personnel.
- 12.2. In Transit
- 12.2.1. The handcuffs or instruments of restraint shall not be removed while the PDL are in transit. A PDL shall not be handcuffed to any part of the vehicle during transit to avoid being trapped in case of a vehicular accident.
 - 12.2.2. If it is necessary to board public transportation such as a ship or an airplane, the escort personnel shall position himself/herself with his/her PDL in an area that is cleared of civilians, or if not possible, shall sit/position himself/herself between the civilians and the PDL.
 - 12.2.3. All PDL being escorted shall be under the supervision of an escort personnel at all times, including going to the toilet or washroom. The escort personnel shall always be close enough to the PDL to respond to any untoward incident.



- 12.2.4. If there is more than one (1) PDL being escorted, there shall be a head count of PDL every turnover of shift. The escort-in-charge of the escort personnel shall conduct an inspection during all shifts.
 - 12.2.5. A PDL shall not be allowed to tinker with his/her handcuffs or other instrument of restraint.
 - 12.2.6. An escort personnel shall always walk behind and not in front of the PDL being escorted.
 - 12.2.7. If armed, the escort personnel shall not sit, stand or walk beside the PDL, or in any case, allow the PDL to reach his/her firearm.
 - 12.2.8. The escort personnel shall not pass any unauthorized place while in transit.
- 12.3. Arrival at Destination
- 12.3.1. Upon arrival at the authorized destination, the escort personnel and his/her assigned PDL shall stay in the public transportation until the same is cleared of other passengers. They shall only disembark after the PDL and his/her personal belongings have been searched/inspected and the transportation that will bring them to their final destination is ready for boarding.
 - 12.3.2. The handcuffs or instrument of restraint may be removed at the authorized destination if there is no danger of escape.
 - 12.3.3. The escort personnel shall return the PDL to the corrections facility of origin as soon as the purpose of the outside movement has been served.
- 12.4. After-Mission Report
- 12.4.1. After completing the mission, the escort-in-charge shall submit a written report to the Superintendent, together with copies of the transmittal letter and Certificate of Appearance.
 - 12.4.2. In case of a PDL being transferred to another corrections facility, jail institution, or competent authority, the responsibility for said PDL shall remain with the custodian until formally received by another custodian.
- 12.5. Medical Referrals
- 12.5.1. The PDL who is brought to an outside hospital for medical treatment/examination shall be provided with at least two (2) escorts and returned to the corrections facility of origin during the daylight hours after treatment is completed. Upon said return, the Department of Justice shall be furnished copies of the PDL medical certificate, diagnosis and plan of management.
 - 12.5.2. If the PDL is to be confined in a hospital, the PDL may be handcuffed to the bed if he/she is ambulatory and there is a risk that he/she may escape.



Section 13. Outside Work Institution Detail of Medium and Minimum Security PDL. In case a Medium or Minimum Security PDL is detailed to work outside the immediate vicinity of the security camp, the following security procedures shall be observed:

- 13.1. In no case shall a PDL be allowed to work outside the security camp without an escort personnel and duly covered by a Corrections Order.
- 13.2. Escort to PDL ratio:
 - 13.2.1. Medium Security - 1:6
 - 13.2.2. Minimum Security - 1:10
 - 13.2.3. In the event that the number of PDL to be escorted to work outside exceeds the prescribed in the above-mentioned ratios, the number of escort personnel shall be increased accordingly.
- 13.3. The PDL shall be bodily searched before and after his/her work detail.

CHAPTER 7 RIGHTS AND PRIVILEGES OF PDL

Section 1. Rights of a PDL. A PDL shall have the following basic rights as embodied in domestic and international laws, specifically:

- 1.1. To receive an authorized compensation for any work or institutional assignment he/she performs;
- 1.2. To be credited with time allowances such as Good Conduct Time Allowance (GCTA), Special Time Allowance for Loyalty (STAL), Time Allowance for Studying, Teaching and Mentoring (TASTM), where applicable;
- 1.3. To send and receive mail matter;
- 1.4. To practice his/her religion or faith;
- 1.5. To receive authorized visitors;
- 1.6. To ventilate his/her grievances through proper channels; and
- 1.7. To receive pecuniary aid and benefits for injuries or death suffered.

Section 2. Privileges of a PDL. The following privileges shall be extended to a PDL:

- 2.1. Attend or participate in any educational, entertainment or athletic activity within the OPPF;
- 2.2. Read books in the library;
- 2.3. Participate in civic, religious and other activities authorized by corrections authorities;
- 2.4. Receive gifts of nominal value and prepared food from visitor/s subject to inspection; and



- 2.5. Use of telephone. All PDL who demonstrate good behavior shall earn one telephone call to an authorized individual every month. In such case, the telephone call shall be monitored and shall have a duration not exceeding five (5) minutes. When making the call, the PDL shall identify himself/herself as a PDL.

CHAPTER 8 INSTITUTIONAL WORK ASSIGNMENT

Section 1. Institutional Work Assignment. A PDL may be assigned to available institutional work assignment.

- 1.1. PDL may be assigned to work or engage in institutional work according to his/her knowledge, skills, health and security risk that involves cleanliness, orderliness and beautification, agro-industrial projects and general services in the OPPF.
- 1.2. An able-bodied PDL may be required to work for eight (8) hours a day. However, in the interest of service, he/she may be required to work on extended hours or Sundays and holidays.
- 1.3. PDL shall be compensated with remuneration as prescribed in the General Appropriations Act (GAA), to be sourced from BuCor's Fund 284.
- 1.4. A PDL eligible for institutional work assignment shall be included in a workers *plantilla*.

Section 2. Female, PWD and Elderly PDL. The following shall be the institutional work assignment of female, Persons with Disability, and elderly PDL:

- 2.1. Female PDL shall be assigned to an institutional work that is suitable to her age and physical condition. She shall be supervised by female Corrections Officers; and
- 2.2. Persons with Disability and Elderly may be excused to participate in work assignments that involve heavy, rigid or physically exhausting task or workload.

Section 3. Place of Institutional Work Assignment. The designated work area for PDL shall be, but not limited to, the OPPF premises. The Medium and Minimum Security PDL shall be allowed to work in agricultural projects and other general services. They shall always be under proper security escort. Maximum Security PDL shall only be allowed to do institutional assignment within the Maximum Security Camp.

Section 4. Work Programs. Work Programs shall be conducted in security camps to promote good habits and self-esteem among PDL and not as a means to exploit cheap prison labor or as a punishment for deviant behavior.

Section 5. PDL Compensation. A PDL shall be retained in the institutional work assignment and shall receive compensation thereto, provided that he/she maintains good conduct and shows interest and a definite degree of progress in the particular work assigned to him/her.

- 5.1. Keeping of Work Record of PDL – A record shall be kept showing the PDL's attendance and workmanship for compensation purposes. The Corrections



Order, which bears the institutional assignment of the PDL, must reflect his/her entitlement to compensation.

- 5.2. **Compensation Earned, How Applied** – The whole or part of the compensation credit earned by a PDL may be forfeited and applied to the payment of supplies and equipment lost or damaged resulting from the PDL's misconduct of willful negligence. A part of the PDL earnings may be disbursed by the Bureau for paying restitution or fines ordered by the sentencing court. The whole compensation shall be credited to the PDL Savings Program.

CHAPTER 9 PDL SAVINGS PROGRAM

Section 1. Savings Program. Compensation credits earned by the PDL as provided for in the preceding section and all monies received by him/her from any legitimate source shall be deposited in the PDL General Trust Fund provided for the purpose.

- 1.1. **Cashless Transaction** – A PDL may receive or send money, borne out of legitimate sources or transactions, only by means of a cashless transaction through the OPPF postal or duly accredited electronic money transfer services.
- 1.2. **IPX (Inmate Post Exchange)** – It shall operate similar to that of a commissary or a warehouse of goods that are approved for PDL ownership and consumption.
- 1.3. **PDL Commerce** – All purchase transactions of PDL inside security camps shall be on a cashless basis.

Section 2. PDL General Trust Fund. It shall be established purposely for funds held in trust by a BuCor's designated Trust Fund Officers, derived either from money surrendered or confiscated from a PDL, or sent by his/her relatives and friends through postal money order or other means of money transfer as authorized by BuCor, including those earned by PDL while serving his/her sentence.

Section 3. Indemnification. PDL shall be indemnified against injury including occupational diseases. The indemnity should follow the rates approved by the proper authority. If a full time or regular PDL worker is injured during regular established working hours and injury is not the result of his/her negligence or misconduct, the PDL shall receive regular pay for the day he/she was absent due to injury at the maximum period of six (6) months.

Section 4. Withdrawal from Trust Fund Account. The PDL may withdraw part or all from his/her savings from the Trust Fund Officer with prior approval of the Superintendent for purposes of the following:

- 4.1. Personal medical expenses (certified by the BuCor Medical Officer);
- 4.2. Other personal necessities; and
- 4.3. Immediate family financial needs.



- Section 5. Payment of Savings Program Deposit Amount to Released PDL.** Upon the PDL's discharge from the corrections facility he/she shall be immediately given the full balance of his/her savings.

CHAPTER 10 VOLUNTEER COMMUNITY SERVICE PROJECTS

- Section 1. Volunteer Community Service Projects, Concept.** The Director General may, upon the recommendation of the Superintendent, authorize a PDL to participate in a volunteer community service project. As used herein, a volunteer community service project is one that is sponsored and developed by a local government unit or by a nonprofit charitable organization; and is designed to provide for the public good in keeping with the overall goals of the community, such as community-wide beautification or public safety. The sponsoring organization shall certify to the Bureau that its community service project will not displace regular employees, supplant employment opportunities ordinarily available within the sponsoring organization, or impair contracts for services.
- Section 2. Nature of Volunteer Community Service Projects.** A volunteer community service project is not a work assignment. A PDL who chooses to participate therein does so voluntarily and may not receive compensation for participation in the service project.
- Section 3. Request to Participate in Community Activity.** A PDL may volunteer to participate in community service project by submitting a written request to the Superintendent. The PDL must be given a Minimum Security classification and be otherwise eligible for the conditions of the service project. The decision of the Superintendent to approve or disapprove a PDL's request shall be final.

CHAPTER 11 PECUNIARY AID TO PDL

- Section 1. Pecuniary Aid to PDL Killed or Injured in the Performance of Duty.** Pecuniary aid shall be paid to a PDL, through his/her PDL savings program, who is killed, injured or disabled while preventing a riot, prison escape, assisting during times of natural calamities or catastrophes, or while in the performance of duties required of him/her in any institutional work assignment and not due to his/her negligence.
- Section 2. When Pecuniary Aid is Given.** The pecuniary aid shall be given to the injured or disabled PDL at the time of release or anytime during confinement if he/she so desires. If the PDL dies as a result of the injury sustained in relation to the preceding paragraph, prior to his/her release, payment shall be made to his/her legal heirs.
- Section 3. Amount of Pecuniary Aid.** The amount of pecuniary aid shall be fixed in accordance with a schedule of benefits prepared and presented by the Director General and duly approved by the Secretary of Justice. In no case shall the amount be lower than what is prescribed under existing laws of the Pecuniary Aid.

CHAPTER 12 MANAGEMENT, SCREENING AND EVALUATION COMMITTEE (MSEC) (PURSUANT TO RA10592)

There shall be created National/Central Management, Screening and Evaluation Committee and its local counterpart in every BuCor facility, as may be necessary.



The MSEC shall be responsible for the screening and evaluation of the PDL's entitlement to GCTA, Time Allowance for Studying, Teaching and Mentoring (TASTM), Special Time Allowance for Loyalty (STAL) and shall submit its recommendation to the Director General for approval.

- Section 1. Creation of MSEC.** There shall be an MSEC created in every OPPF. The composition of which shall be determined by the Director General of the Bureau of Corrections. There may be several MSEC created as necessary and as determined by proper authority.
- Section 2. MSEC Office, Creation.** There shall be a regular office of MSEC for each OPPF which shall be placed under the office of the Deputy Superintendent for Operations. The Head of MSEC shall be at least a graduate of Bachelor of Laws.
- Section 3. Composition of MSEC.** Membership in the MSEC shall not be less than five (5) personnel and may include a representative from the appropriate records office, reformation office or welfare and development office, discipline office, legal/paralegal, office of the overseer, and if available, a psychologist and a social worker.
- Section 4. MSEC Observers.** The MSEC shall invite representatives from the Parole and Probation Administration (PPA), National Prosecution Service (NPS) of the DOJ and accredited civil society organizations to appear as observers during its deliberations.
- Section 5. Access to PDL's Information.** The MSEC shall maintain the integrity of sensitive personal information contained in the PDL's records and shall ensure faithful compliance with the provisions of RA No. 10173, otherwise known as the "Data Privacy Act of 2012".

CHAPTER 13 TIME ALLOWANCES FOR GOOD CONDUCT, LOYALTY, AND STUDY/TEACHING/MENTORING¹⁵

- Section 1. Who may Grant GCTA.** The Director General may grant a Good Conduct and Time Allowance (GCTA) to a national PDL who displays good behavior and who has no record of breach of discipline or violation of rules and regulations. The grant of GCTA is subject to existing laws, rules and regulations, and established jurisprudence on the matter.
- Section 2. Effects of GCTA.** The Good Conduct Time Allowance shall entitle an eligible PDL to the following deduction from the period of his/her sentence:
- 2.1. During the first two (2) years of his/her imprisonment, he/she shall be allowed a deduction of twenty (20) days for each month of good behavior;
 - 2.2. During the third to fifth year, inclusive of his/her imprisonment, he/she shall be allowed a deduction of twenty-three (23) days for each month of good behavior;
 - 2.3. During the following years until the tenth year, inclusive, of his/her imprisonment, he/she shall be allowed a deduction of twenty-five (25) days for each month of good behavior;

¹⁵ Sec 2 of RRR of RA 10592



- 2.4. During the eleventh and successive years of his/her imprisonment, he/she shall be allowed a deduction of thirty (30) days for each month of good behavior; and
- 2.5. At any time during the period of imprisonment, he/she shall be allowed another deduction of fifteen (15) days, in addition to the preceding items hereof, for each month of study, teaching or mentoring service time rendered (TASTM).

Section 3. Computation of GCTA. Calendar months and years are considered reference to sentences and time served. Thirty (30) days constitute a month while 365 days constitute a year in computing GCTA credits.

Section 4. Restoration of Acquiring GCTA. The GCTA which a PDL is deprived because of misconduct shall be restored immediately after completion or full service of the penalty imposed that affected the same.

Section 5. Special Time Allowance for Loyalty. A deduction of one-fifth (1/5) of the period of his/her sentence shall be granted to a PDL who, after evading the service of his/her sentence on the occasion of a disorder resulting from a conflagration, earthquake, explosion, or similar catastrophe, or during a mutiny on which he/she has not participated, gives himself/herself up voluntarily to the authorities within forty-eight (48) hours following the issuance of a proclamation announcing the passing away of such a calamity.

A deduction of two-fifths (2/5) of the period of his/her sentence shall be granted in case said PDL choose to stay in the place of his/her confinement notwithstanding the existence of a calamity or catastrophe enumerated in Article 158, Revised Penal Code (RPC).

CHAPTER 14 PDL COMMUNICATION

Section 1. Right to Communicate. A PDL shall have the right to communicate or correspond with persons and organizations and to send and receive letters, packages, books, periodicals, and other materials that can be lawfully sent by mail.

Section 2. Censorship of Mail Matter. All mail sent or received by a PDL, as well as magazines, books, periodicals, and all reading matters, shall be subjected to censorship to prevent the entry of contraband and the entry or exit of information that may adversely affect the security of the corrections facility.

Section 3. Guidelines on Censorship of Mail Matter. The sending and receiving of mail by all PDL shall be governed by the following guidelines:

- 3.1. PDL mail shall be secured until such time that the authorized personnel/censors examined it;
- 3.2. PDL mail shall be opened in the presence of the PDL concerned;
- 3.3. Mails and parcels shall be carefully examined, and fillers of any kind found therein shall be collected for laboratory examination;
- 3.4. Photographs shall be marked on the reverse side and shall be placed back inside the envelope;

