



MEMORANDUM CIRCULAR

DOCUMENT NO.

BJMP-DPRM-MC-

111

ISSUE NO.

1

REVISION NO.

0

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TOPIC

ORGANIZATIONAL STRUCTURE OF BJMP JAIL UNITS

SUB-TOPIC

**PRESCRIBING THE NEW ORGANIZATIONAL SETUP,
TOGETHER WITH DESIGNATIONS AND ITS RESPECTIVE
DUTIES AND RESPONSIBILITIES, FOR ALL BJMP-
MANNED JAILS NATIONWIDE**

1.0 REFERENCES

- United Nations Standard Minimum Rules for the Treatment of Prisoners (The Nelson Mandela Rules). UN GA Res, 2015, 70: 175;
- BJMP Table of Organization 2014;
- BJMP Comprehensive Operations Manual Revised 2015;
- BJMP Manual Revised 2007;
- Handbook in the Management of BJMP High-Security Facilities; and
- BJMP-DPD-MC-23 dated November 21, 2016 re: Disaster Risk Reduction and Management.

2.0 RATIONALE

The BJMP Manual contains the mission, vision and mandate of the Jail Bureau, along with the basic information on its administrative and operational functions. Aside from the essential guidelines and policies that support the significant background of the Bureau, some of its annexes are the organizational structures of the National Headquarters, Regional Office, Jail Units and other offices under BJMP administration such as the Provincial Jail Administrator's Office and National Jail Management and Penology Training Institute, among others. On the other hand, the BJMP Table of Organization also indicates the organization structures, as well as its staffing pattern of the mentioned offices/units, in a more comprehensive detail since it supplements the ideal manpower requirement of the agency.

The BJMP Minimum Deployment Standard, a project of the Jail Bureau in collaboration with the International Committee of the Red Cross, aims to strategically deploy our human resource in every jail facility, providing due consideration on the current facility setup and vital statistical data that dictates the operational needs of every jail for human resource. With this, a new organizational structure for jail units has been established that is anchored in giving quality jail services to our PDL and providing a more specific designation titles for our personnel, aligned with the directives, guidelines and policies for jail units. As observed, the organizational structure in the jail unit varies due to their different needs, as well as the number of attending personnel.

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This Circular provides the new organizational structure, the designations with duties and responsibilities in every jail unit, and classification of designations as full-time or multi-tasked based on the PDL population in every jail.

3.0 OBJECTIVES

1. To update the organizational structure of jail units to further improve jail service.
2. To maximize the utilization of human resource by rationally deploying them in specific designations based on the actual needs of the facility.
3. To identify full-time and multi-tasked designations with the corresponding duties and responsibilities.

4.0 SCOPE

This policy shall be limited to the organizational structure of the jail units under the supervision and control of BJMP to include Special Treatment Centers and High Risk Security Facilities.

5.0 DEFINITION OF TERMS

The following terms, as used in this Circular shall be construed to mean:

1. **Accountable** – responsible for and having to explain actions.
2. **Appointing Authority** – any autonomous agency/person having the power of appointment of personnel.
3. **Control** – the power to influence or direct people's behavior or the course of events.
4. **Data Management** – administrative process that includes acquiring, validating, storing, protecting and processing required data to ensure the accessibility, reliability and timeliness of the data.
5. **Deployment** – is an action which ensures that the personnel of the agency would be continuous in optimal relation to the jobs and organizational structure. It has both qualitative and quantitative sides - i.e. the aim is to match the number, qualification and personality structure of human resources to the current structure and needs of the agency.
6. **Designation** –refers to the title given to a position that comprises a set of duties and responsibilities.
7. **Dynamic Security** –refers to security measures that involve movement of PDL, as well as the roles of jail personnel relating to security.



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8. **Full-time Designation** – a designation requiring exclusive and full attention to particular duty.
9. **High Risk Security Facilities** – jail facilities intended to house high-risk and/or high profile PDL.
10. **Human Resource** – the people who make up the workforce of an organization.
11. **Infirmary**-an area in a jail that is used as medical clinic where PDL who needs medical attention can be addressed by health staff.
12. **Management, Screening and Evaluation Committee (MSEC)** – responsible in the screening and evaluation of entitlement for Good Conduct Time Allowance (GCTA), Time Allowance for Study, Teaching and Mentoring (TASTM) and Special Time Allowance for Loyalty (STAL).
13. **Multi-task Designation**– a designation that can be held by one personnel with other designation/s at the same time.
14. **Officer of the Day** -a rotational job function on a daily basis that includes regular inspection of cellblocks and activity areas, supervision of the personnel on duty and monitoring of work and living conditions of PDL.
15. **Organizational Structure** – a hierarchical arrangement of lines of authority, communications, rights and duties of an organization.
16. **PDL Classification Board** – a board tasked to evaluate PDL to determine the cell assignment, the appropriate rehabilitative program, the type of supervision and degree of custody, and restrictions applicable to the PDL.
17. **PDL Disciplinary Board** – a board responsible for hearing disciplinary cases involving any PDL who violates jail rules and regulations.
18. **PDL Records** – an accumulated, factual and comprehensive information related to Persons Deprived of Liberty (PDL).
19. **Performance Management** – a process of ensuring that set of activities and outputs meet organizational goals in an effective and efficient manner.
20. **Personnel Records** – an accumulated, factual and comprehensive information related to personnel.
21. **Satellite Treatment Center (STC)** – a facility that accommodates PDL coming from different jails who are drug resistant, multi-drug resistant, tuberculosis positive or found positive for any contagious disease.
22. **Security Management System**–refers to the standard management of security and administration of PDL.

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23. **Selection Procedure** – an established selection methodology based upon certain criteria which results in an eligible list.

24. **Stakeholder** – a person/group/organization that has interest and concern in a jail facility.

25. **Static Security** – refers to jail personnel who is designated in a specific area and has the duty to guard that area until relieved.

26. **Subpoena** – a writ ordering a person to attend court hearing.

27. **Supervision**– is a workplace activity in which a supervisor oversees the activities and responsibilities of employees he/she manages.

28. **Table of Organization**– a structure illustrating the relationships and relative ranks, positions and capabilities within a specific unit.

29. **Training** – a course or program intended to enable the personnel to successfully perform the duties and responsibilities as indicated in the job description of the position to be filled.

30. **Transfer** – movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.

31. **Visitor Regulatory Board** – a governing body that is tasked to deliberate on the violations of PDL visitors and determine the appropriate penalty.




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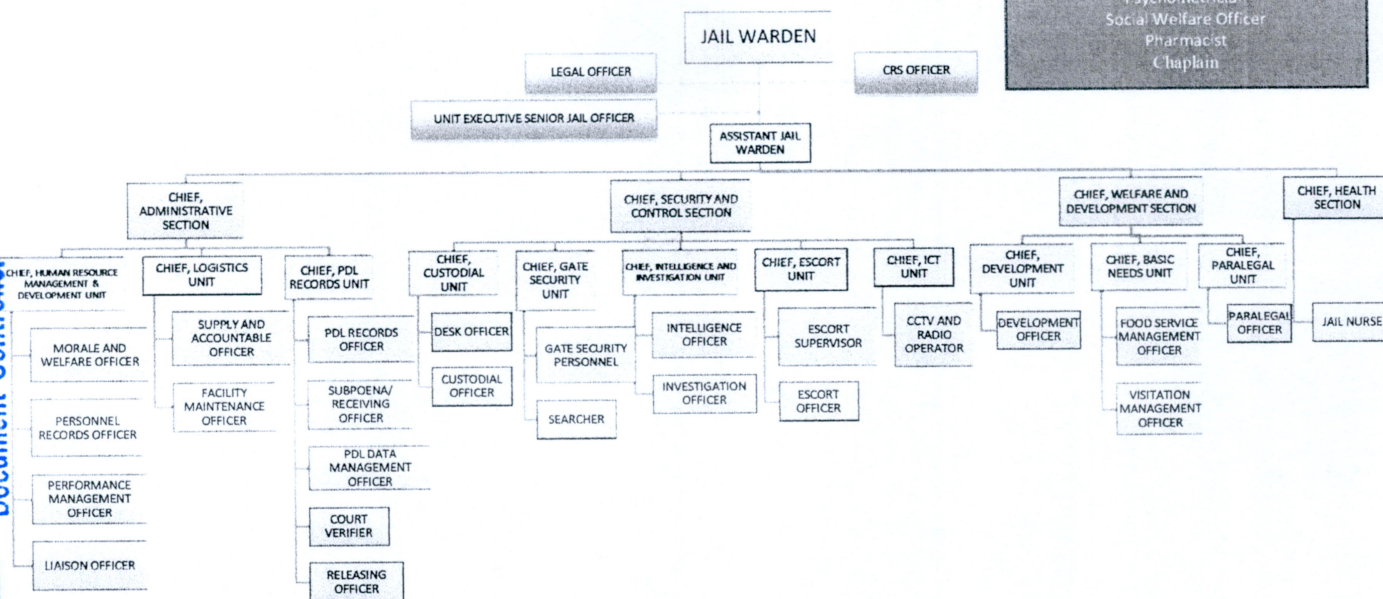
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6.0 PROCEDURES/DETAILS/GUIDELINES


A. ORGANIZATIONAL STRUCTURE FOR JAIL UNITS

Regional Clustered Services

- Medical Doctor
- Dentist
- Psychologist
- Psychometrician
- Social Welfare Officer
- Pharmacist
- Chaplain



- The organizational structure for a jail unit is composed of forty-five (45) designations, to wit:
 - Jail Warden;
 - Assistant Jail Warden;
 - Four (4) Section Chiefs;
 - Eleven (11) Unit Chiefs; and
 - Twenty-eight (28) Staff Designations.
- Likewise, the following designations are assigned at the Regional Office (Regional Clustered Services) to attend to the needs of the PDL detained in the jails under their area of jurisdiction:
 - Medical Doctor;
 - Dentist;
 - Psychologist;
 - Psychometrician;
 - Social Welfare Officer;
 - Pharmacist; and
 - Chaplain.

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3. Classification of designations to all jails depends on the number of PDL population.
4. In accordance with the BJMP Minimum Deployment Standards, through the BJMP Deployment Tool, the number of personnel to be assigned under staff designations shall be determined based upon the following:
 - a. Monthly average number of PDL;
 - b. Monthly average of PDL commitment;
 - c. Monthly average of subpoena received;
 - d. Number of court branches being attended to;
 - e. Monthly average number of monthly releases;
 - f. Availability of functioning vehicle;
 - g. Monthly average of PDL escorted;
 - h. Current number of functioning fixed/mobile posts;
 - i. Size and design of facilities;
 - j. Monthly average number of high risk/profile PDL;
 - k. Monthly average number of visitors;
 - l. Number of gate intended for vehicles;
 - m. Monthly average congestion rate;
 - n. Monthly average number of clustered medical escorting; and
 - o. Monthly average number of PDL in the region.

B. FUNCTIONS OF DESIGNATION IN EACH SECTIONS

ADMINISTRATIVE SECTION

1. Jail Warden

- a. Exercises supervision and control of all personnel and PDL in the jail unit;
- b. Assumes responsibility for the formulation and implementation of emergency plans to preclude occurrence of jail incidents and disturbances;
- c. Advises the PJA as regards the implementation of plans, programs and policies of the Jail Bureau;
- d. Ensures the proper use and maintenance of all equipment and responsible for the overall management of the jail facility;
- e. Coordinates with other government agencies, NGOs and/or the media groups; and
- f. Acts on other matters as directed by the concerned PJA, Regional Director and/or higher authorities.

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2. Assistant Jail Warden

- a. Assumes the duties and responsibilities of the Jail Warden in the latter's absence;
- b. Assists the Jail Warden in the overall management of the jail unit; and
- c. Acts as the chairman of the MSEC, Visitor Regulatory Board, PDL Disciplinary Board, and PDL Classification Board.

3. Legal Officer


- a. Represents the Jail Warden in legal activities such as but not limited to court appearances, meetings with justice sector, as well as coordination with human rights advocates and the likes;
- b. Prepares drafts of memoranda, letters and other communications concerning legal matters affecting the jail; and
- c. Provides legal advice to the Jail Warden when need arises.

4. Community Relations Service (CRS) Officer

- a. Represents the Jail Warden in forums, conferences, interviews and community events;
- b. Maintains good relationship and partnership with government and non-government organizations, members of the media and the community;
- c. Builds a good image of the facility and informs the public about the different accomplishments and programs of the jail;
- d. Acts as media relations officer of the jail;
- e. Organizes and implements community relations programs;
- f. Coordinates with other government agencies, NGOs and LGUs regarding jail programs, projects and activities as directed by the Jail Warden; and
- g. Evaluates correspondence coming in/from the Jail Warden's Office.

5. Unit Executive Senior Jail Officer (UESJO)


- a. Assists and advises the Jail Warden on matters pertaining to the morale, welfare, discipline and professionalism of JNOR in the jail;

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- b. Facilitates Personnel Information and Education and other activities pertaining to the morale, welfare, discipline and professionalism of JNOR;
- c. Conducts seminars pertaining to R.A. No. 301 as amended or the Anti-Graft and Corruption Practices, R.A. No. 6713 or the Code of Conduct and Ethical Standards, and other related laws to acquaint and enlighten JNOR of the aforesaid laws. In this regard, UESJO in coordination with the Jail Warden shall invite speakers preferably government lawyers who shall lecture the provisions of the law;
- d. Undertakes periodic information campaign on the protocols, customs, and tradition of uniform personnel; and
- e. Addresses grievance and working problems of JNOR and makes appropriate recommendations to the Jail Warden.

6. Chief, Administrative Section

- a. Advises and assists the Jail Warden on administrative matters;
- b. Supervises the disposition of office orders, duty details of personnel, memoranda, administrative issuances and other communications in the jail facility;
- c. Supervises the disposition of personnel per designation according to the existing deployment standard;
- d. Monitors the HR records, morale and welfare, and performance management and liaison service of the jail unit;
- e. Supervises programs and projects for the welfare, development and maintenance of morale, discipline and adherence to law and order by the personnel;
- f. Ensures that all incoming calls, queries and transactions related to HR matters are being responded and provided with appropriate actions;
- g. Supervises the classification, filing, updating and security of all active records of personnel such as the 201 files, and other manuals, memorandum circulars and references;
- h. Develops strategies, concepts and innovations that will mainly improve HR systems and processes through application of technology;

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- i. Prepares the necessary reports for submission to Provincial Jail Administrator's Office and/or the Regional Office;
- j. Programs activities to jail information and education, trainings and seminars, and sports development and maintains and monitors both personnel records tracking and communications of the Administrative Section; and
- k. Ensures that the performance evaluation system for personnel is being observed in the jail and assists the Performance Management Officer for its effective implementation.

7. Chief, Human Resource Management and Development Unit

- a. Provides trainings, programs and interventions for the development of personnel through coordination with NGOs/LGUs and other means;
- b. Undertakes programs and projects for the welfare, morale and discipline of personnel;
- c. Monitors the rational distribution of personnel to their respective designations in the jail and recommends such to the Jail Warden for approval;
- d. Monitors the proper wearing of uniform, attendance and participation of all personnel in jail functions;
- e. Acts on initial evaluations of applications for leave of personnel;
- f. Ensures that the proper flow of communication in the jail is being observed;
- g. Ensures that all development officers are holders of National Certificate II or NC2 certified; and
- h. Identifies personnel in need for learning and developmental interventions.

8. Morale & Welfare Officer

- a. Manages the formulation and implementation of programs, projects and activities about morale and welfare of jail personnel;
- b. Recommends jail personnel who were qualified for commendation, grant of awards and service incentives to the Jail Warden;

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- c. Initiates and plans other activities that will further boost the morale and welfare of personnel and strengthen the service delivery inside the jail; and
- d. Evaluates documents submitted by newly promoted jail personnel prior submission to the Regional Office.

9. Personnel Records Officer


- a. Classifies, maintains and safekeeps all personnel records and other office documents;
- b. Recommends to the Chief, Human Resource Management and Development Unit, programs that will further improve the records management of personnel in the jail facility;
- c. Receives and processes leave applications and computes leave credits of personnel in the jail unit;
- d. Monitors all the incoming and outgoing communications received daily; and
- e. Publishes orders and other documents for dissemination.

10. Performance Management Officer

- a. Prepares and monitors the submission of Performance Commitment Review Forms of personnel in the jail facility;
- b. Identifies personnel in need of learning and developmental interventions by providing performance evaluation and assessment report thereof;
- c. Recommends to the Chief, Human Resource Management and Development Unit, programs that can further improve the performance of personnel in the jail facility; and
- d. Evaluates the implementation of the Strategic Performance Management System of the Jail Bureau in the jail facility.

11. Liaison Officer

- a. Ensures that all official communications of the jail facility shall be delivered on time to the concerned agency and/or office; and
- b. Submits reports to the Chief, Human Resource Management and Development Unit on all transactions and liaison activities and provides updates and status feedback thereof.

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12. Chief, Logistics Unit


- a. Prepares plans and programs for the logistical needs of the jail unit;
- b. Supervises and directs the utilization and maintenance of equipment and facilities of the jail;
- c. Ensures the effective administration and maintenance of control and accountability systems for government-issued property;
- d. Safekeeps all keys with tags, distinctly marked to avoid confusion during emergencies; and
- e. Submits reports on the maintenance and inventory of all equipment and other properties of the jail unit to the Chief, Administrative Section for purposes of accounting.

13. Supply Accountable Officer

- a. Maintains inventory records of properties/equipment and supplies;
- b. Provides markings, tags or symbols on equipment/properties to determine level of priority in the event evacuation is warranted;
- c. Receives, records and accounts all equipment and supplies issued by the Regional Office, local government units and other partner organizations;
- d. Facilitates the issuance of firearms, equipment and supplies to personnel;
- e. Prepares all memoranda and other documents and issuances relative to properties/equipment and supplies; and
- f. Implements the distribution of petroleum, oil and lubricants (POL), and equipment and other logistical supplies of the Bureau.

14. Facility Maintenance Officer

- a. Prepares scope of works, detailed drawings and cost estimates of repair, maintenance, renovation or consideration of new structure;
- b. Oversees the implementation of all logistical projects as per approved plans and specifications;
- c. Maintains building utilities; and

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- d. Secures duplicate keys to all emergency exits, cells, brigades, and stage places of fire safety equipment.

15. Chief, PDL Records Unit


- a. Submits reports on the management of all official documents, records and personal properties of PDL to the Chief, Administrative Section;
- b. Acts as the PDL property custodian where he/she receives all cash and properties of newly committed PDL from the Subpoena/Receiving Officer for proper safekeeping;
- c. Receives and issues corresponding receipt of deposited money and personal properties of PDL upon admission in the jail;
- d. Checks the PDL's belongings for any presence of contraband upon commitment; and
- e. Takes custody of all confiscated/recovered contraband with corresponding markings necessary as material evidence in court.

16. PDL Records Officer

- a. Stores all PDL documents in the assigned PDL's carpeta;
- b. Verifies mittimus and other documents or papers necessary for the transfer of PDL to a correctional institution;
- c. Submits report to the Paralegal Officer of the names, cases and dates of detention of PDL who have not been arraigned yet;
- d. Records all documents received from courts, from prosecuting attorneys and from the counsel/s of PDL/s;
- e. Provides a duplicate copy of the current profiles and photographs of all PDL in their respective carpeta which shall be prepared on the day prior to the date of scheduled hearing and be given to the Chief, Escort Unit prior to the PDL transport; and
- f. Informs the court and immediate family members in case of death of the PDL.

17. Subpoena/Receiving Officer


- a. Receives PDL documents from the committing officer and conducts the following:

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- i. Verifies the authenticity of court orders, such as but not limited to subpoenas, release orders, mittimus, bail bonds, and records of pending and decided cases, if any;
- ii. Facilitates the signing of the PDL's manifestation if he/she subscribes with the same disciplinary rules applicable to convicted PDL. Otherwise, the Jail Warden issues a certification under oath manifesting that the PDL was apprised of the provision of Art. 29 of the RPC as amended and refused to abide by the same. In a dialect that the PDL understands, he/she shall be apprised of the said provision;
- iii. Performs booking procedures and accomplishes the jail booking sheet;
- iv. Takes all cash and other personal properties of the PDL, and lists them down on a receipt form with duplicate, duly signed by the personnel and counter signed by the PDL. The same will be turned-over to the Chief, PDL Records Unit for safekeeping. The original receipt shall be given to the PDL and the duplicate shall be kept by the personnel;
- v. Searches the PDL clothing and other belongings for any presence of contrabands; and
- vi. Notifies the PDL Data Management Officer for the new entry on the Single Carpeta System.

18. PDL Data Management Officer

- a. Submits reports to the Regional Office regarding any database requirement to sustain a PDL Monitoring System nationwide;
- b. Monitors and updates the database of all PDL detained in the facility;
- c. Secures and maintains repository equipment of all PDL statistical data;
- d. Assists the Chief, Administrative Section in the preparation of the monthly administrative reports to be submitted to the Regional Office; and
- e. Maintains a database of PDL's authorized visitors and ensures that he/she furnishes the same to the Visitation Management Officer.

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19. Court Verifier

- a. Verifies records(subpoenas and release orders) from the court and other related entities, its authenticity and other information relative to PDL cases;
- b. Safeguards documents received and submits the same to the PDL Records Officer;
- c. Reports to the Chief, PDL Records Unit about the results of daily transactions and liaison activities;
- d. Maintains record of daily transactions undertaken;
- e. Coordinates with the RTC, MTC and NBI pertaining to documents needed for the release of PDL; and
- f. Undertakes liaison activities to different court agencies or resolution of PDL cases.


20. Releasing Officer

- a. Processes all documentary requirements prior the release of PDL;
- b. Checks PDL records to ensure that the data in the release order is consistent with the data in the PDL's carpeta (spelling of name, offense, criminal Case number, etc.);
- c. Checks that the PDL has no other pending case/s;
- d. Routes the release paper to different signatories; and
- e. Orients the PDL and provide needed support and assistance prior release.

SECURITY AND CONTROL SECTION

1. Chief, Security & Control Section

- a. Assists and advises the Jail Warden on security and control matters especially on unforeseen circumstances;
- b. Reviews and recommends updates on jail security management system;
- c. Recommends duty details from units and forwards the same to the Chief, Administrative Section for information and preparation for the approval of the Jail Warden;

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- d. Monitors and submits reports to the Jail Warden the day-to-day security and control operations of the jail; and
- e. Implements cell assignment of PDL as approved by the Jail Warden.

2. Chief, Custodial Unit


- a. Ensures the conduct of guard mounting before assumption to the tour of duty of all personnel under Custodial Unit;
- b. Assigns and monitors custodial personnel in different posts;
- c. Monitors and submits reports to the Chief, Security and Control Section the day-to-day activities of the Custodial Unit;
- d. Assists in the supervision of all jail activities and any situation that calls for official intervention of the Chief, Custodial Unit; and
- e. Prepares, implements and reviews all security management system relating to custodial activities.

3. Desk Officer

- a. Records the newly committed PDL in the jail blotter;
- b. Accounts duty custodial personnel before guard mounting;
- c. Records accurate and complete entries of all activities during tour of duty including, but not limited to, actual PDL counts, movement and visits;
- d. Records and reports all PDL infractions to the Officer of the Day and/or the Jail Warden; and
- e. Maintains a system of key control and personally accounts all keys before and after tour of duty.

4. Custodial Officer

- a. Conducts headcount at least 5 times in a day or as necessary;
- b. Implements all security management system relating to custodial activities such as, but not limited to, static and dynamic security;
- c. Prevents impending security breaches and acts upon identified and/or observed threats during tour of duty;

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- d. Responds immediately to incidents within area of responsibility and reports the same to the Desk Officer; and
- e. Conducts cell search at least once a day and gives assistance during Greyhound Operations conducted by higher authorities.

5. Chief, Gate Security Unit


- a. Prepares, implements and reviews gate security management system;
- b. Ensures the proper implementation of relevant laws and directives expected from frontline services of the government;
- c. Records all entries of visitors in the logbook and ensures that visitors' names are indicated in the list provided by the Visitor Management Officer;
- d. Ensures implementation of all guidelines in the conduct of search for all personalities and their belongings including, but not limited to, visitors, personnel, vehicles and PDL;
- e. Prevents impending security breaches and act upon identified and/or observed threats at the gate; and
- f. Responds immediately to incidents within area of responsibility and report the same to the Desk Officer.

6. Gate Security Personnel

- a. Ensures that all personalities entering the jail facility are properly identified, recorded and have undergone security procedure;
- b. Administers the usage of biometrics system for visitors in the jail, if available; and
- c. Responds immediately to incidents within area of responsibility and reports the same to the Desk Officer.

7. Searcher


- a. Conducts body search and inspection on PDL, visitors and personnel including their belongings, consistent with existing policies;
- b. Inspects all parcels, packages and communications consistent with existing policies;

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- c. Inspects vehicles passing through the gates of the jail facility and those not compliant on jail security requirements;
- d. Ensures that security identifications are applied to all visitors entering the jail facility;
- e. Assists the visitors in signing the waiver before strip search or body cavity search;
- f. Ensures that contrabands confiscated during search are properly handled and recorded consistent with the existing policies; and
- g. Reports all incidents occurred to the Chief, Gate Security Unit for appropriate disposition.

8. Chief, Intelligence& Investigation Unit

- a. Assists the Jail Warden in the attainment of objectives through effective management of all intelligence and counter-intelligence operations of the jail facility;
- b. Reports any information of suspected members of security threat groups near the jail and coordinate with nearby friendly forces when necessary;
- c. Ensures the timely submission of periodic compliances to the Regional Office;
- d. Reports to the Jail Warden any criminal act of PDL, visitors or personnel that was planned or perpetrated inside the jail facility for immediate action;
- e. Relays information material to the conduct of greyhound/surprise search operation to operating unit/s;
- f. Conducts security inspection to monitor degree of compliance to security policies;
- g. Supervises investigation of cases involving deaths, misdemeanors, complaints involving visitors and service providers and others; and
- h. Facilitates the filing of cases to erring visitors that attempted to sneak in illegal drugs, ammunitions, explosives and other prohibited items.

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9. Intelligence Officer


- a. Monitors movement of PDL, personnel and visitors in jail;
- b. Monitors irregularities and illegal activities in his/her area of responsibility;
- c. Coordinates with Intelligence Officers in other jails, Regional Offices and other agencies and offices; and
- d. Assists the Chief, Intelligence and Investigation Unit in the collection and production of intelligence information and other intelligence and counter-intelligence operations of the jail facility.

10. Investigation Officer

- a. Investigates cases involving deaths, injuries, complaints and other incidents in the jail facility;
- b. Assists the Chief, Intelligence and Investigation Unit in the investigation and monitoring of complaints/cases against PDL, service providers and visitors; and
- c. Prepares investigation reports for the prosecution of erring personnel and PDL and other personalities involved.

11. Chief, Escort Unit

- a. Coordinates with the concerned sections and units regarding the number and names of PDL scheduled for court hearing and other activities outside jail facility as well as their respective destinations as approved by the Jail Warden;
- b. Conducts guard mounting and accounting of the members of the Escort Unit and carefully inspects their service firearms including other equipment to be used;
- c. Maintains a logbook containing all the escorting activities in the jail;
- d. Submits to the Chief, Security and Control Section all situational reports, observations and other unusual incidents;
- e. Plans the activities, itineraries and logistical requirements during movement of PDL; and
- f. Monitors the current situation of the PDL and their escorts during escorting activities.

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12. Escort Supervisor


- a. Checks and verifies the court calendar from the Chief, Escort Unit;
- b. Assigns escort personnel to specific courts and other authorized destinations;
- c. Reports all updates to the Chief, Escort Unit before, during and after escorting;
- d. Ensures the availability of transportation vehicle for escorting;
- e. Ensures that all security systems in escorting are properly implemented;
- f. Ensures that all PDL to be escorted are wearing the prescribed uniform and properly restrained before dispatch; and
- g. Ensures that all escort personnel are wearing the authorized uniform, including the necessary firearms and number of ammunitions for escorting.

13. Escort Officer

- a. Identifies the PDL to be escorted and ensures that escorting schedule is consistent with the court calendar;
- b. Reports all updates to the Escort Supervisor before, during and after escorting;
- c. Conducts inspection of the vehicle to ensure that it is road-worthy before transport; and
- d. Ensures that all PDL are properly restrained before going out of the jail.

14. Chief, Information & Communications Technology Management Unit

- a. Ensures that the jail unit is provided with secure, reliable and cost effective ICT services;
- b. Supervises the monitoring of internet network, telephone, alarm and video surveillance of the jail unit;
- c. Ensures that all cable networks and equipment work well to provide smooth transaction in support to all ICT equipment to the jail facility;

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- d. Installs, modifies, troubleshoots and repairs desktop computers, laptops, printers, telephones, projectors and other ICT equipment of the jail unit; and
- e. Performs routine maintenance to ensure good operating conditions of the issued ICT equipment.


15. Closed Circuit Television (CCTV) and Radio Operator

- a. Monitors the CCTV of the jail facility 24/7;
- b. Ensures that all recorded footages from the CCTV are preserved and in accordance with security protocol for future purposes;
- c. Checks the functionality of CCTV and radios issued in the jail facility and submits concerns to the Supply Accountable Officer, if necessary; and
- d. Transmits or relays information to different posts within the jail facility.

WELFARE AND DEVELOPMENT SECTION

1. Chief, Welfare and Development Section

- a. Supervises and monitors the implementation of all welfare and development programs for the PDL, to include basic needs, paralegal and visitation in coordination with the Custodial Unit;
- b. Conducts regular information dissemination of welfare and development policies, programs and services to all jail personnel, PDL and visitors when applicable;
- c. Coordinates with the concerned government agencies, religious organizations, NGOs and other service providers for the implementation of welfare and development programs;
- d. Proposes schedule of program activities of all units in the section prior to implementation;
- e. Organizes regular dialogue between the jail management and service providers, between the jail management and PDL leaders, or between service providers and PDL;
- f. Conducts regular inspections in the kitchen areas, multi-purpose activity areas, visitation areas, sleeping quarters and such other

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areas where welfare and developmental activities are regularly held;


- g. Submits regular updates and reports to the Jail Warden regarding welfare and development programs and services; and
- h. Ensures the timely submission of reports of all welfare and development programs.

2. Chief, Development Unit

- a. Ensures proper and balanced assignment of welfare and development programs and services to the development officers of the unit;
- b. Reviews, consolidates, and recommends the activities of the different programs to the Chief, Welfare and Development Section prior to implementation of the development officers;
- c. Coordinates with other functional units of the jail regarding the schedule of activities to prevent conflicts in schedules and so as not to compromise safety and security;
- d. Supervises all the work performance of development officers in the jail facility;
- e. Develops appropriate trainings and programs geared towards PDL's needs applicable in the mainstream community upon release;
- f. Prepares a consolidated and updated directory of service providers and furnishes copy of the same to all concerned offices;
- g. Submits reports to the Chief, Welfare and Development Section regarding the status of implementation of the different welfare and development programs and services; and
- h. Coordinates with government and non-government organizations and establishes linkages for the post-release care of PDL.

3. Development Officer

- a. Briefs/Orients PDL upon entry in jail regarding policies and regulations on welfare and development program;
- b. Implements, monitors and evaluates all the development programs such as:
 - i. Counseling;


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- ii. Interfaith;
- iii. Cultural and Sports Recreation;
- iv. Educational;
- v. Livelihood;
- vi. TCMP;
- vii. Skills Enhancement;
- viii. Katatagan Kontra Droga sa Komunidad (KKDK) Program; and
- ix. All other WD programs.

- c. Prepares a schedule of activities and list of PDL to undergo development programs for review of the Chief, Development Unit;
- d. Facilitates the different activities within his/her program/s of assignment;
- e. Keeps records and reports of all Welfare and Development Section's activities and accomplishments;
- f. Establishes coordination with GOs, NGOs, LGUs, other service providers and the community through the Jail Warden on every PDL Welfare and Development activity to be undertaken;
- g. Supervises the issuance/s, safekeeping, accounting and disposal of welfare and development materials and items;
- h. Provides after-care referral of the PDL through the mechanism of BJMP Helpdesk;
- i. Provides regular feedback to the Chief, Development Unit regarding status of program implementation, level and quality of PDL participation, and such other issues and concerns affecting program implementation; and
- j. Ensures PDL's regular access to open air and participation to other outdoor activities.

4. Chief, Basic Needs Unit


- a. Oversees the implementation of the basic needs programs of the jail facility;
- b. Monitors and supervises the provision of basic clothing and hygienic materials for PDL;

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- c. Monitors and supervises the PDL's living condition to determine if PDL are provided with proper space occupancy and ventilation in their respective cells;
- d. Ensures the compliance of the jail facility in sanitation;
- e. Attends to PDL's concerns on family affairs (e.g. visitation, linkage/contact, etc.);
- f. Recommends the monthly food/meal menu to be approved by the Chief, Welfare and Development Section, Chief, Health Service Section and Jail Warden;
- g. Ensures that all the Food Service Management Officers and PDL food handlers are compliant to the health and sanitation requirements;
- h. Prepares and controls the shifting schedules of the Food Service Management Officers;
- i. Conducts regular inspection to ensure the proper and safe storage of food supplies;
- j. Evaluates inventories of food supplies, donated food supplies and goods, and kitchen equipment and submits evaluation to the Chief, Welfare and Development Section and Jail Warden; and
- k. Reports to the Chief, Welfare and Development Section regarding the basic needs program.

5. Food Service Management Officer

- a. Stores, prepares, distributes and disposes the overall PDL food supply;
- b. Purchases food supplies for PDL consumption;
- c. Prepares inventories of food supplies and kitchen equipment;
- d. Ensures the cleanliness, orderliness, safety and overall sanitation in the kitchen areas, food storage room and mess halls;
- e. Processes the Halal certification and dietary requirements consistent with the religious denominations of the PDL;

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- f. Supervises the PDL who are designated as food handlers in the preparation, cooking, and serving of meals; and
- g. Prepares reports on jail food service.

6. Visitation Management Officer

- a. Ensures and supervises the orderly conduct of visitations to PDL;
- b. Implements the visitors' orientations regarding jail rules and regulations and other concerns;
- c. Ensures the orderliness, safety and security of the common visitation areas, conjugal visit rooms and such other areas in the jail facility used for receiving visitors;
- d. Coordinates with the concerned functional units the schedules of other jail visits to prevent conflicts in schedules with regular PDL visitation and so as not to compromise safety and security;
- e. Supervises the development officer in implementing the E-DALAW program via calls, video chat or online messaging through the authorized jail account of jail facility;
- f. Receives visitors' feedbacks or complaints and forwards the same to the Chief, Basic Needs Unit for appropriate action;
- g. Provides immediate report to the concerned functional units and Jail Warden on any unusual observations noted from the visitation activities in the jail facility; and
- h. Safekeeps and maintains a separate logbook for PDL visitors.

7. Chief, Paralegal Unit


- a. Oversees the implementation of the paralegal program;
- b. Supervises the operation of all paralegal officers/paralegal volunteers and ensure that all policies relating to the program are strictly implemented;
- c. Determines and assigns the proper and balanced case load of each paralegal officer in the unit;
- d. Ensures the information and dissemination of all modes of release and other paralegal services available to the PDL;
- e. Monitors the case status of all PDL;

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- f. Coordinates with courts, judges, PAO and volunteer lawyers on the status of ongoing cases;
- g. Reviews, consolidates and recommends for approval the activities of the paralegal officers prior to implementation;
- h. Submits reports to the Chief, Welfare and Development Section regularly regarding the status of paralegal programs; and
- i. Develops and plans short-term and long-term programs and activities to enhance paralegal services.

8. Paralegal Officer

- a. Prepares the schedule of activities of his/her respective paralegal program/s for approval prior to implementation;
- b. Monitors the case status of PDL and acts appropriately on cases that qualify for early release of the PDL;
- c. Organizes, coordinates and supervises paralegal volunteers, service providers and other organizations that provide paralegal services;
- d. Supervises, trains and leads paralegal coordinators in promoting awareness of PDL rights, relevant laws and the modes of releases;
- e. Implements uniform guidelines for paralegal volunteers and NGOs providing paralegal services;
- f. Implements the approved plans, programs and activities to strengthen paralegal services;
- g. Conducts continuous orientations on the different early modes of release and time allowances available to PDL;
- h. Provides different paralegal assistance/services to the PDL;
- i. Provides regular feedback to the Chief, Paralegal Unit regarding status of program implementation, level and quality of PDL participation, and such other issues and concerns affecting program implementation; and
- j. Prepares all reports pertaining to his/her case load.

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HEALTH SERVICE SECTION

1. Chief, Health Service Section

- a. Supervises the overall work activity of the Health Service Section;
- b. Ensures that work standards, legal procedures and ethical practice regarding provision of care to clientele are strictly observed;
- c. Prepares and implements duty detail of jail nurse;
- d. Implements the health programs, policies and guidelines in the jail promulgated by the Directorate for Health Service;
- e. Formulates health contingency plans during natural and man-made calamities;
- f. Oversees the utilization of educational programs so that the jail nurse remains cognizant of the latest techniques and medical information;
- g. Monitors and evaluates data quality, including performance standards, health service utilization, adverse patient's events, population health indicators and referrals;
- h. Prepares request for medicines and medical supplies;
- i. Ensures that the patient has access to his/her medical records when necessary;
- j. Reports to the Jail Warden regarding the critical patient health concerns/conditions; and
- k. Advises the Jail Warden for food service, hygiene, sanitation, temperature, lighting, ventilation and physical activities.

2. Jail Nurse

- a. Conducts a comprehensive health assessment among newly committed PDL and notes relevant information on PDL Health Record (PHR);
- b. Conducts strip-search to newly committed PDL to check for any markings, cuts, bruises, tattoo, Bertillon marks, etc. and indicates the same in the booking report;


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- c. Classifies PDL using Alcohol, Smoking, Substance Involvement Screening Test (ASSIST) to detect and manage substance use and other related problems, and to provide interventions targeted to all substances irrespective of their criminal offense;
- d. Conducts orientation to newly committed PDL on how to avail of the health services in jail clinic;
- e. Conducts nursing assessment among PDL patients and make appropriate referrals to medical officer in charge;
- f. Conducts regular health education, promotion and prevention;
- g. Collaborates with local government unit and other stakeholders pertaining to health and other medical-related issues;
- h. Administers medication and other treatment procedures upon doctor's order and within the nursing practice;
- i. Collates and submits relevant health data to Regional Office;
- j. Performs triage and appropriate referral to medical officer in charge during an outbreak;
- k. Submits incident report to higher office when necessary;
- l. Refers PDL patients for treatment or confinement to hospital or other institutions as basis for the issuance of appropriate court order;
- m. Facilitates continuity of care during transfer/release;
- n. Secures copy of medical certificate or death certificate in case of hospitalization or death, respectively; and
- o. Coordinates with the Morale and Welfare Officer for the health concerns of personnel.

REGIONAL CLUSTERED SERVICE

1. Medical Officer

- a. Examines PDL and personnel and evaluates the diseases through clinical examination and other diagnostic tests;

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- b. Provides basic treatment for medical problems using standard treatment protocol;
- c. Reviews and follows-up patients under medication to ensure the completion of treatment and monitors the progress of the patients;
- d. Attends to emergency calls and referrals;
- e. Provides health updates and skills/trainings among jail health staff; and
- f. Deals with the management of health situations in jails, which concerns nutrition, sanitation, ventilation, hygiene and other health issues.

2. Psychiatrist


- a. Performs psychiatric evaluation and management of clientele;
- b. Prepares psychiatric report as may be directed by the court;
- c. Attends court hearings, as needed; and
- d. Conducts psychological rehabilitation of clientele.

3. Dental Officer

- a. Provides diagnosis and treatment to clientele with dental condition;
- b. Performs dental procedures;
- c. Conducts oral health promotion;
- d. Conducts dental missions to various jails; and
- e. Refers patient to other dental clinics when necessary.

4. Psychologist

- a. Provides psychological assessment and consultation services to PDL and personnel;
- b. Conducts counselling and psychotherapy to referred individuals;

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- c. Facilitates psychosocial programs to PDL and personnel such as Mental Health and Psychological Support (MHPS) and Katatagan Kontra Droga sa Komunidad (KKDK);
- d. Assists in the development of psychological programs which include psychological treatment and/or management of the client's psychosocial problem;
- e. Provides other mental health services for PDL and personnel such as stress debriefing and psychological first aid;
- f. Submits written reports pertaining to PDL psychological status in compliance to courts request;
- g. Attends to court hearings for psychological written reports; and
- h. Formulates psychosocial programs for personnel and PDL.

5. Psychometrician


- a. Administers, scores, and interprets objective and projective type of psychological test to PDL and personnel; and
- b. Assists the psychologist in preparing psychological report of PDL and personnel.

6. Pharmacist

- a. Establishes and updates pharmacological protocol, such as medicine supply utilization and disposal, that will be followed in all jail units;
- b. Conducts inventory of medicines and other supplies to ensure its proper procurement, storage and distribution; and
- c. Prepares and dispenses medications according to medical officer's order.

7. Chaplain

- a. Advises the Regional Director on matters pertaining to religion, morality and morale of PDL and personnel;

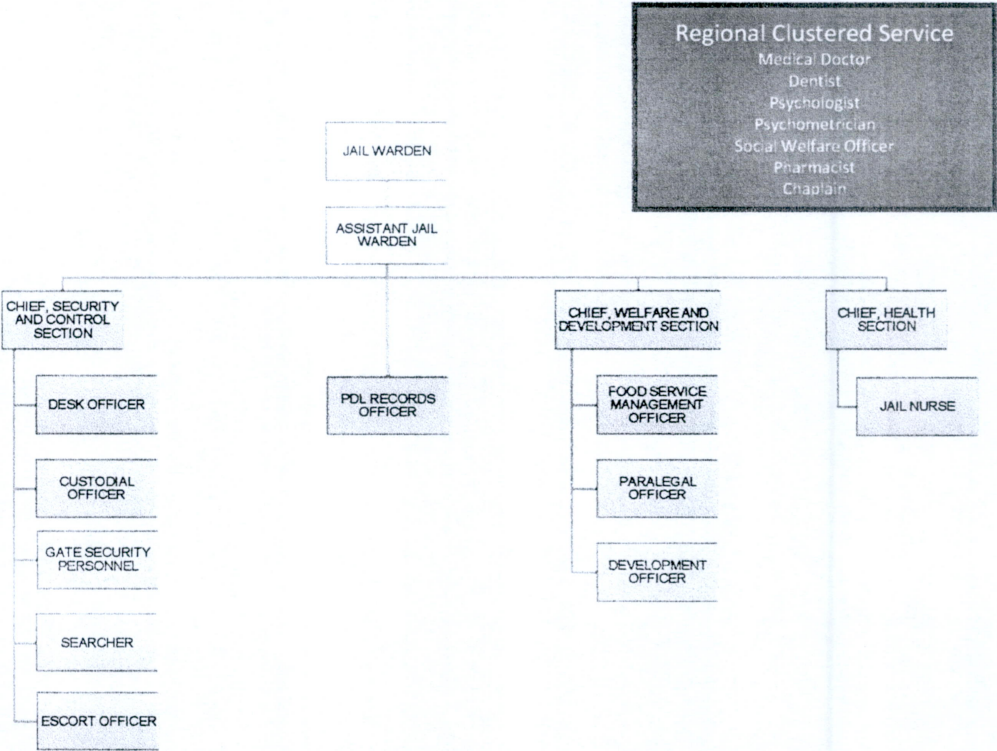
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- b. Implements and cascades programs and policies of the Chief, Chaplaincy Service Office, and conducts regular visits to various jails within the region under his responsibility;
- c. Promotes adequacy and effectiveness of the chaplaincy service programs in the particular region by issuing guidelines in accordance with the over-all programs and policies of the Chaplaincy Service Office;
- d. Reviews and maintains records, correspondence and other communications related chaplaincy services; and
- e. Acts as member of the Chaplaincy Board.

C. MULTI-TASKING OF JAIL DESIGNATIONS

SMALL JAIL (1 to 100 PDL Population)

1. Organizational Structure




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2. Designations that can be Multi-Tasked in Small Jails

ADMINISTRATIVE SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Jail Warden	FULL-TIME	
Assistant Jail Warden	NOT FULL-TIME	May be designated as Chief, Administrative Section and CRS Officer in Concurrent Capacity
Legal Officer	NOT FULL-TIME	Paralegal Officer
CRS Officer	NOT FULL-TIME	Assistant Jail Warden or Chief, Administrative Section
UESJO	NOT FULL-TIME	Highest ranking assigned JNOR
Chief, Administrative Section	NOT FULL-TIME	Assistant Jail Warden
Chief, Human Resource Management and Development Unit	NOT FULL-TIME	Assistant Jail Warden
Morale & Welfare Officer	NOT FULL-TIME	Assistant Jail Warden
Personnel Records Officer	NOT FULL-TIME	PDL Records Officer
Performance Management Officer	NOT FULL-TIME	PDL Records Officer
Liaison Officer	NOT FULL-TIME	PDL Records Officer
Chief, Logistics Unit	NOT FULL-TIME	Assistant Jail Warden
Supply Accountable Officer	NOT FULL-TIME	Assistant Jail Warden/ PDL Records Officer
Facility Maintenance Officer	NOT FULL-TIME	Assistant Jail Warden/ PDL Records Officer
Chief, PDL Records Unit	NOT FULL-TIME	Assistant Jail Warden
PDL Records Officer	FULL-TIME	
Subpoena/Receiving Officer	NOT FULL-TIME	PDL Records Officer
PDL Data Management Officer	NOT FULL-TIME	PDL Records Officer
Releasing Officer	NOT FULL-TIME	PDL Records Officer
Court Verifier	NOT FULL-TIME	PDL Records Officer


SECURITY AND CONTROL SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Chief, Security & Control Section	FULL-TIME	
Chief, Custodial Unit	NOT FULL-TIME	Chief, Security and Control Section
Desk Officer	FULL-TIME	
Custodial Officer	FULL-TIME	
Chief, Gate Security Unit	NOT FULL-TIME	Chief, Security and Control Section

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Gate Security Personnel	FULL-TIME	
Searcher	FULL-TIME	
Chief, Intelligence & Investigation Unit	NOT FULL-TIME	Chief, Security and Control Section
Intelligence Officer	NOT FULL-TIME	Escort Officer
Investigation Officer	NOT FULL-TIME	Escort Officer
Chief, ICT Management Unit	NOT FULL-TIME	Chief, Security and Control Section
CCTV and Radio Operator	NOT FULL-TIME	Desk Officer
Chief, Escort Unit	NOT FULL-TIME	Chief, Security and Control Section
Escort Supervisor	NOT FULL-TIME	Escort Officer
Escort Officer	FULL-TIME	

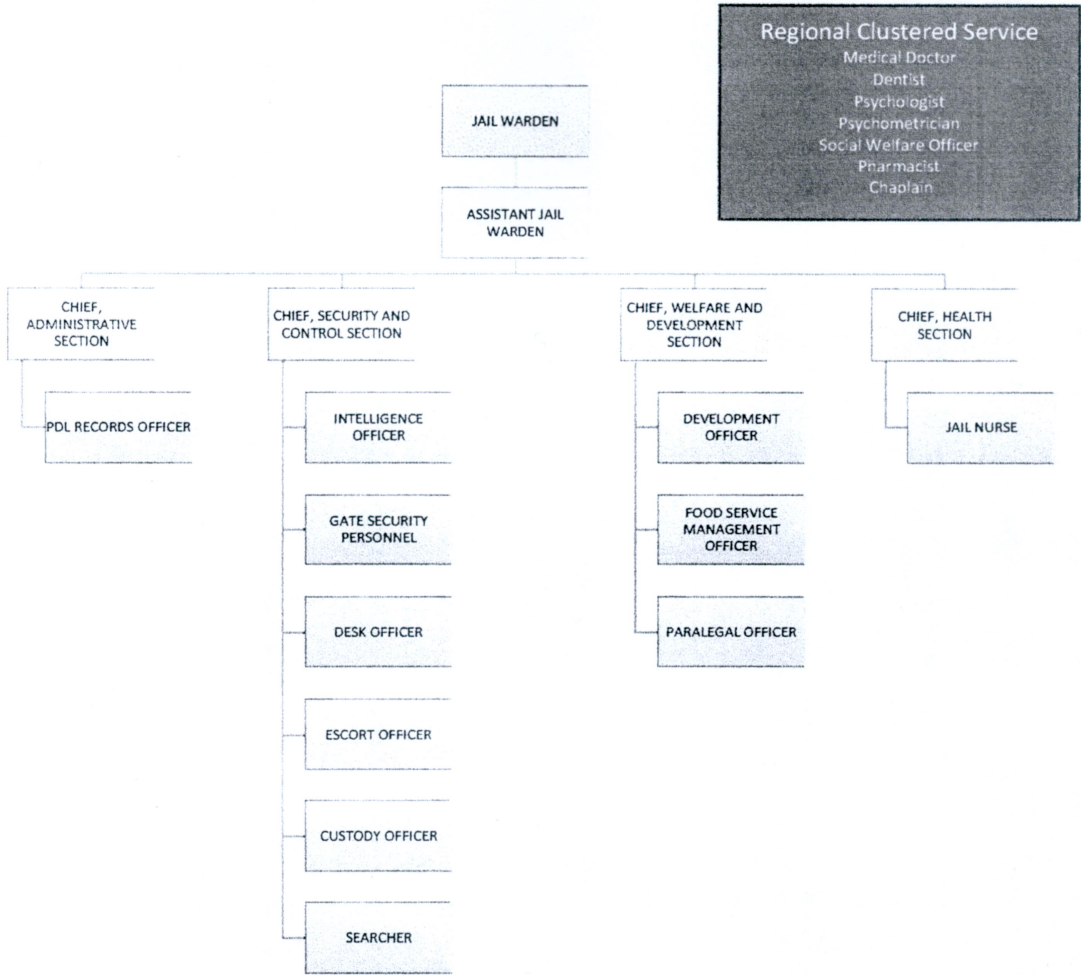
WELFARE AND DEVELOPMENT SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Chief, Welfare Development Section	FULL-TIME	
Chief, Basic Needs Unit	NOT FULL-TIME	Chief, Welfare Management Section or Development Officer
Food Service Management Officer	FULL-TIME	
Visitation Management Officer	NOT FULL-TIME	Development Officer
Chief, Development Unit	NOT FULL-TIME	Chief, Welfare Management Section or Development Officer
Development Officer	FULL-TIME	
Chief, Paralegal Unit	NOT FULL-TIME	Paralegal Officer
Paralegal Officer	FULL-TIME	

HEALTH SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Chief, Health Section	FULL-TIME	
Jail Nurse	FULL-TIME	

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MEDIUM JAIL (101 to 500 PDL Population)

1. Organizational Structure



2. Designations that can be Multi-Tasked in Medium Jails

ADMINISTRATIVE SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Jail Warden	FULL-TIME	
Assistant Jail Warden	FULL-TIME	
Legal Officer	NOT FULL-TIME	Paralegal Officer
CRS Officer	NOT FULL-TIME	Assistant Jail Warden or Chief, Administrative Section
UESJO	NOT FULL-TIME	Highest ranking assigned JNOR
Chief, Administrative	FULL-TIME	

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Section		
Chief, Human Resource Management and Development Unit	NOT FULL-TIME	Chief, Administrative Section
Morale & Welfare Officer	NOT FULL-TIME	PDL Records Officer
Personnel Records Officer	NOT FULL-TIME	PDL Records Officer
Performance Management Officer	NOT FULL-TIME	PDL Records Officer
Liaison Officer	NOT FULL-TIME	PDL Records Officer
Chief, Logistics Unit	NOT FULL-TIME	Chief, Administrative Section
Supply Accountable Officer	NOT FULL-TIME	Chief, Administrative Section
Facility Maintenance Officer	NOT FULL-TIME	Assistant Jail Warden
Chief, PDL Records Unit	NOT FULL-TIME	Chief, Administrative Section
PDL Records Officer	FULL-TIME	
Subpoena/Receiving Officer	NOT FULL-TIME	PDL Records Officer
PDL Data Management Officer	NOT FULL-TIME	PDL Records Officer
Releasing Officer	NOT FULL-TIME	PDL Records Officer
Court Verifier	NOT FULL-TIME	PDL Records Officer

SECURITY AND CONTROL SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Chief, Security & Control Section	FULL-TIME	
Chief, Custodial Unit	NOT FULL-TIME	Chief, Security and Control Section
Desk Officer	FULL-TIME	
Custodial Officer	FULL-TIME	
Chief, Gate Security Unit	NOT FULL-TIME	Chief, Security and Control Section
Gate Security Personnel	FULL-TIME	
Searcher	FULL-TIME	
Chief, Intelligence and Investigation Unit	NOT FULL-TIME	Chief, Security and Control Section
Intelligence Officer	FULL-TIME	
Investigation Officer	NOT FULL-TIME	Escort Officer
Chief, ICT Management Unit	NOT FULL-TIME	Chief, Security and Control Section
CCTV and Radio Operator	NOT FULL-TIME	Desk Officer
Chief, Escort Unit	NOT FULL-TIME	Chief, Security and Control Section
Escort Supervisor	NOT FULL-TIME	Escort Officer
Escort Officer	FULL-TIME	



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WELFARE AND DEVELOPMENT SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI- TASKED?
Chief, Welfare Development Section	FULL-TIME	
Chief, Basic Needs Unit	NOT FULL-TIME	Development Officer
Food Service Management Officer	FULL-TIME	
Visitation Management Officer	NOT FULL-TIME	Development Officer
Chief, Development Unit	NOT FULL-TIME	Chief, Welfare and Development Section or Development Officer
Development Officer	FULL-TIME	
Chief, Paralegal Unit	NOT FULL-TIME	Paralegal Officer
Paralegal Officer	FULL-TIME	

HEALTH SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI- TASKED?
Chief, Health Section	FULL-TIME	
Jail Nurse	FULL-TIME	



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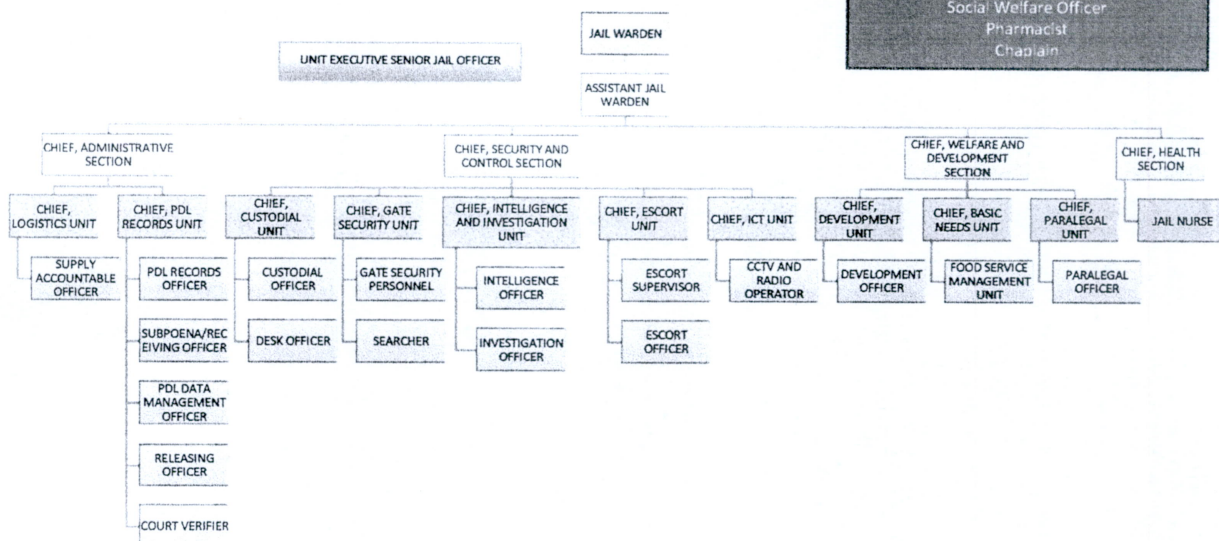
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LARGE JAIL (501 to 1000 PDL Population)

1. Organizational Structure



2. Designations that can be Multi-Tasked in Large Jails

ADMINISTRATIVE SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Jail Warden	FULL-TIME	
Assistant Jail Warden	FULL-TIME	
Legal Officer	NOT FULL-TIME	Paralegal Officer
CRS Officer	NOT FULL-TIME	Assistant Jail Warden or Chief, Administrative Section
UESJO	FULL-TIME	
Chief Administrative Section	FULL-TIME	
Chief, Human Resource Management and Development Unit	NOT FULL-TIME	Chief, Administrative Section
Morale & Welfare Officer	NOT FULL-TIME	PDL Records Officer
Personnel Records Officer	NOT FULL-TIME	Chief, Administrative Section

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Performance Management Officer	NOT FULL-TIME	PDL Records Officer
Liaison Officer	NOT FULL-TIME	Court Verifier
Chief, Logistics Unit	FULL-TIME	
Supply Accountable Officer	NOT FULL-TIME	Chief, Logistics Unit
Facility Maintenance Officer	NOT FULL-TIME	Chief, Logistics Unit
Chief, PDL Records Unit	FULL-TIME	
Subpoena/Receiving Officer	FULL-TIME	
PDL Data Management Officer	FULL-TIME	
PDL Records Officer	FULL-TIME	
Releasing Officer	FULL-TIME	
Court Verifier	FULL-TIME	

SECURITY AND CONTROL SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI-TASKED?
Chief, Security & Control Section	FULL-TIME	
Chief, Custodial Unit	FULL-TIME	
Desk Officer	FULL-TIME	
Custodial Officer	FULL-TIME	
Chief, Gate Security Unit	FULL-TIME	
Gate Security Personnel	FULL-TIME	
Searcher	FULL-TIME	
Chief, Intelligence and Investigation Unit	FULL-TIME	
Intelligence Officer	FULL-TIME	
Investigation Officer	FULL-TIME	
Chief, Information and Communications Technology Management Unit	FULL-TIME	
CCTV and Radio Operator	FULL-TIME	
Chief, Escort Unit	FULL-TIME	
Escort Supervisor	FULL-TIME	
Escort Officer	FULL-TIME	



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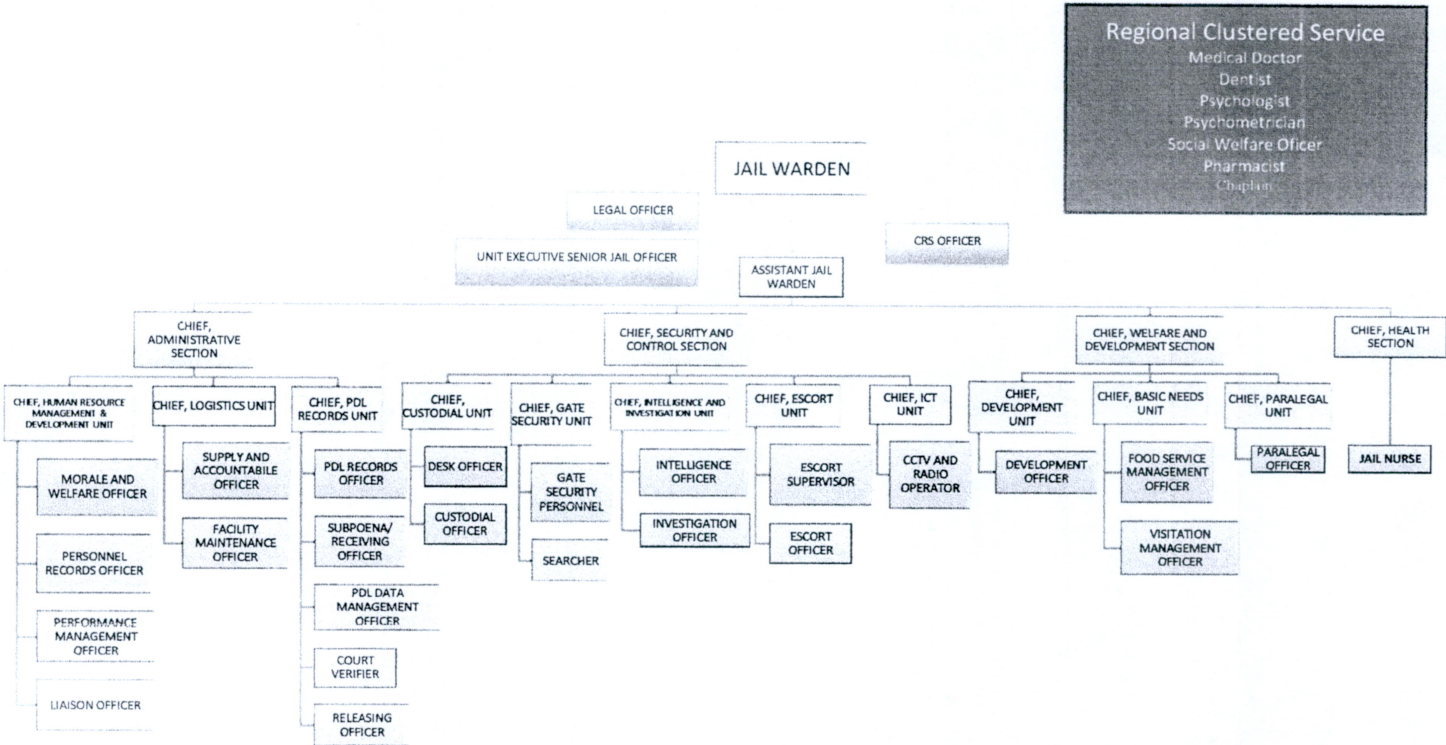
WELFARE AND DEVELOPMENT SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI- TASKED?
Chief, Welfare Development Section	FULL-TIME	
Chief, Basic Needs Unit	FULL-TIME	
Food Service Management Officer	FULL-TIME	
Visitation Management Officer	NOT FULL-TIME	Development Officer
Chief, Development Unit	FULL-TIME	
Development Officer	FULL-TIME	
Chief, Paralegal Unit	FULL-TIME	
Paralegal Officer	FULL-TIME	

HEALTH SECTION	FULL-TIME OR NOT FULL-TIME	IF NOT FULL-TIME, WHAT DESIGNATION WILL IT BE MULTI- TASKED?
Chief, Health Section	FULL-TIME	
Jail Nurse	FULL-TIME	

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VERY LARGE JAIL (1,001 and above PDL Population)

1. Organizational Structure



2. Designations that can be Multi-Tasked in Very Large Jails

ADMINISTRATIVE SECTION	FULL TIME DESIGNATION
Jail Warden	FULL-TIME
Assistant Jail Warden	FULL-TIME
Legal Officer	FULL-TIME ONLY IN JAILS WITH MORE THAN 3000 PDL POPULATION
CRS Officer	FULL-TIME
UESJO	FULL-TIME
Chief Administrative Section	FULL-TIME
Chief, Human Resource Management and Development Unit	FULL-TIME
Morale & Welfare Officer	FULL-TIME
Personnel Records Officer	FULL-TIME
Performance Management Officer	FULL-TIME



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Liaison Officer	FULL-TIME
Chief Logistics Unit	FULL-TIME
Supply Accountable Officer	FULL-TIME
Facility Maintenance Officer	FULL-TIME
Chief, PDL Records Unit	FULL-TIME
Records Officer	FULL-TIME
Subpoena/Receiving Officer	FULL-TIME
PDL Data Management Officer	FULL-TIME
PDL Records Officer	FULL-TIME
Releasing Officer	FULL-TIME
Court Verifier	FULL-TIME

SECURITY AND CONTROL SECTION	FULL TIME DESIGNATION
Chief Security & Control Section	FULL-TIME
Chief, Custodial Unit	FULL-TIME
Desk Officer	FULL-TIME
Custodial Officer	FULL-TIME
Chief, Gate Security Unit	FULL-TIME
Gate Security Personnel	FULL-TIME
Searcher	FULL-TIME
Chief, Intelligence and Investigation Unit	FULL-TIME
Intelligence Officer	FULL-TIME
Investigation Officer	FULL-TIME
Chief, ICT Management Unit	FULL-TIME
CCTV and Radio Operator	FULL-TIME
Chief, Escort Unit	FULL-TIME
Escort Supervisor	FULL-TIME
Escort Officer	FULL-TIME

WELFARE AND DEVELOPMENT SECTION	FULL TIME DESIGNATION
Chief, Welfare Development Section	FULL-TIME
Chief, Basic Needs Unit	FULL-TIME
Food Service Management Officer	FULL-TIME
Visitation Management Officer	FULL-TIME
Chief, Development Unit	FULL-TIME
Development Officer	FULL-TIME
Chief, Paralegal Unit	FULL-TIME
Paralegal Officer	FULL-TIME



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HEALTH SECTION

Chief, Health Section

Jail Nurse

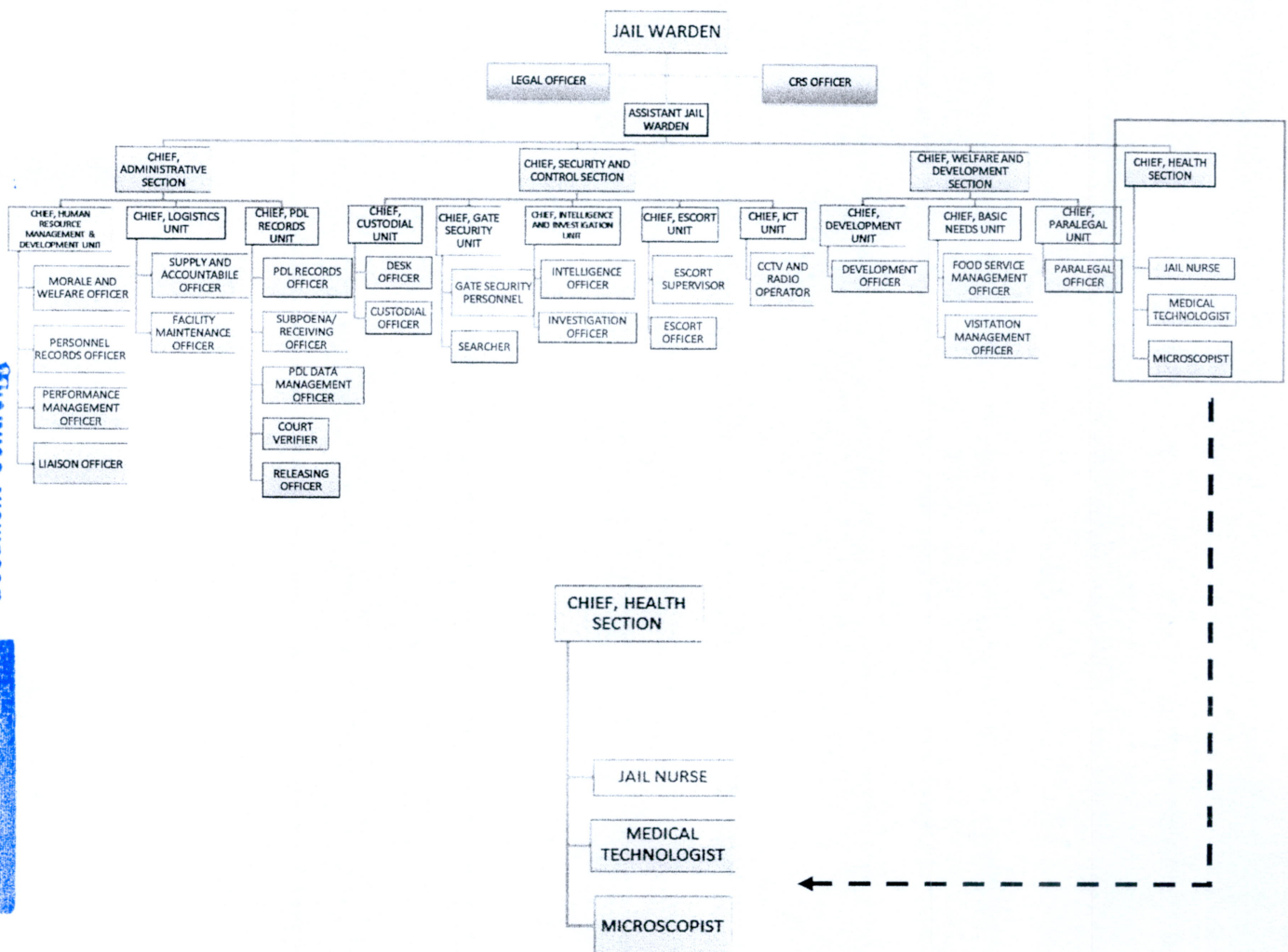
FULL TIME DESIGNATION

FULL-TIME


FULL-TIME

ORGANIZATIONAL STRUCTURE FOR SPECIAL JAIL FACILITIES

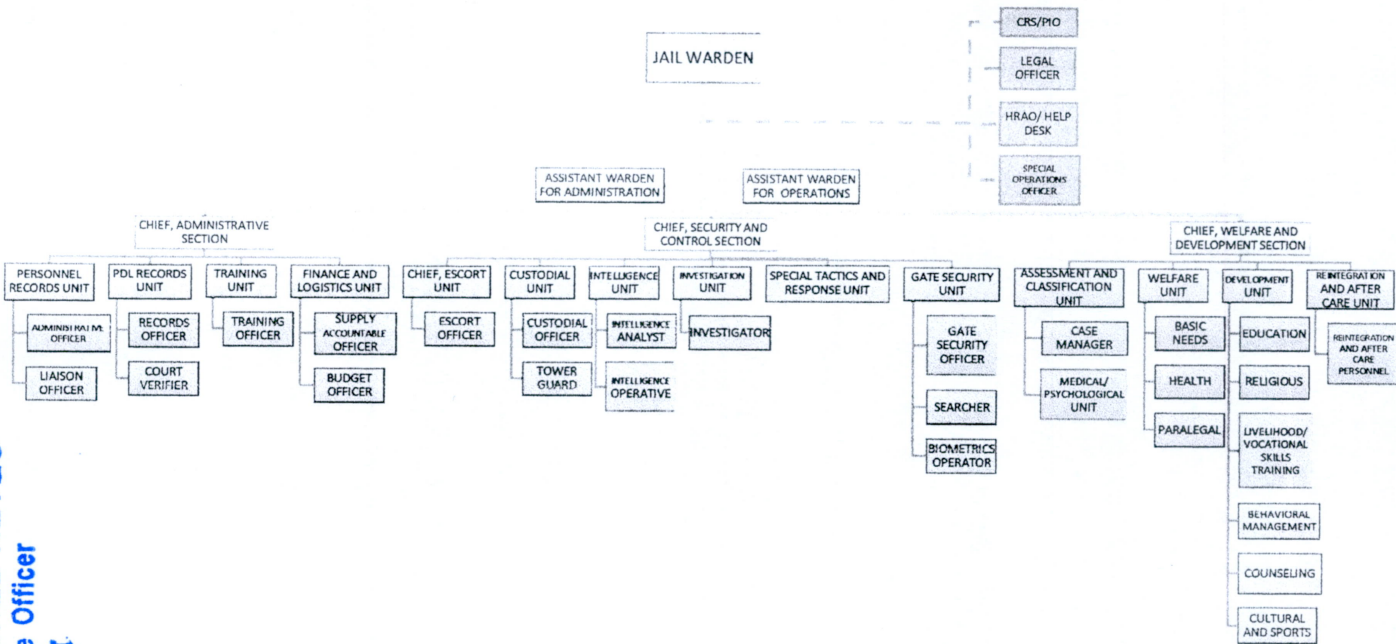
1. Satellite Treatment Center/Infirmary



Satellite Treatment Centers/Infirmarys shall have the same organizational structure from the regular BJMP jail, with the same determination whether full-time or multi-tasked designations based on the PDL population. However, there will be additional designations under the Health Section, namely the **Medical Technician** and **Microscopist** as shown, and shall be full-time regardless of PDL population, to attend to the special needs of the PDL incarcerated thereof.

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2. High-Security Jail Facility




High-Risk Security Jail Facility shall adopt the organizational structure provided in the Handbook in the Management of BJMP High-Security Facilities. Determination of full-time and multi-tasked designations similar to the designations indicated in the regular jails shall be in accordance with the number of PDL population.

However, for the purpose of this policy, the Health Office under the Welfare Unit shall have the structure and manpower complement similar to the regular jail with corresponding PDL population.

D. GUIDELINES

1. All Section and Unit Chiefs are responsible for the timely submission of reports, communications and compliances emanating in their respective Section/Units, maintaining and safekeeping all administrative records in their respective areas and supervision and monitoring of their staff as per discipline, work performance and others. The Jail Warden may consider personnel's

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skills, educational background and/or other qualification in determining his/her personnel's designations.

- 2. Likewise, the Assistant Jail Warden, Section Chiefs and Unit Chiefs with the rank of at least SJO4 can be included in the detail for the Officer of the Day.
- 3. The Jail Warden must be guided on the mentioned designations to be multi-tasked by not full-time designations. However, on cases where the jail lacks personnel to perform such, the Jail Warden may exercise his/her discretion on jail management and can designate personnel to multi- task other designations not mentioned hereto, provided that it will not compromise the delivery of service of their primary designations.
- 4. Other tasks in the jail such as HRAO, Helpdesk representative and UESJO, among others, can be delegated and performed by other BJMP personnel provided that the personnel are qualified to perform such in accordance with existing rules and policies.

7.0 MONITORING PROCEDURE/TOOL

- 1. Thirty (30) days after dissemination of this policy, all Jail Warden must provide an After Activity Report reflecting the implementation of this said policy in their respective areas of responsibility, the challenges encountered during the transition and other significant information relative to the implementation of such, to be channeled to the respective Regional Director.
- 2. The Regional Director shall then report the same to the Chief, BJMP (thru: Director for Personnel and Records Management) for information and evaluation.

8.0 FINANCIAL CLAUSE

No funding requirement shall be needed in the adoption and implementation of the organizational structure in the BJMP Jail Units.

9.0 SEPARABILITY CLAUSE


In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

10.0 REPEALING CLAUSE

All issuances inconsistent with this policy are hereby rescinded or modified accordingly.

MARILOU SANCHEZ-REYES
Chief, Administrative Officer
Document Controller

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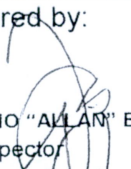
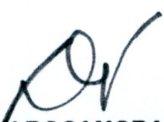
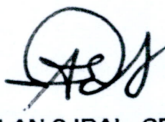
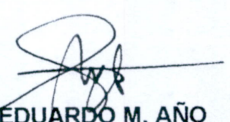

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11.0 EFFECTIVITY

This Memorandum Circular (MC) shall take effect fifteen (15) days from filing thereof at the Office of the National Administrative Register, University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4 Chapter II, Book VII of Executive Order No. 292, otherwise known as the "Administrative Code of 1987".

MAURICIO SANCHEZ-REYES
National Administrative Officer
Document Controller

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Prepared by:	Reviewed by:	Recommended by:	Approved by:
 ARSENIO "ALLAN" B CADUCIO JR Jail Inspector OIC, Administrative, Appointments and Other Human Resource Actions Division	 DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative	 ALLAN S IRAL, CESE Jail Director Chief, BJMP	 EDUARDO M. AÑO Secretary, DILG
Noted by:			
 REBECCA B PAWID Jail Chief Superintendent Director for Personnel and Records Management			

