	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DWD-MC- 1/4
	TOPIC	ISSUE NO. 1
	SERVICE PROVIDERS ACCREDITATION	REVISION NO. 0
	SUB-TOPIC	EFFECTIVE DATE
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1.0 REFERENCES

- a. U.N. Standard Minimum Rules for the Treatment of Prisoners (Mandela Rules);
- b. Executive Order No. 70 (ELCAC) dated December 4, 2018;
- c. DILG Memorandum Circular No. 2019-116 re: Engagement of all Civil Society Organizations (CSOs) and International Agencies (IAs) in P/CVEI PPAs in the Philippines;
- d. BJMP SOP No. 2010-05 Conduct of Body Searches on Jail Visitation; and
- e. Memorandum re: Issuance of Service Providers Identification (ID) Cards dated April 10, 2013.

2.0 RATIONALE

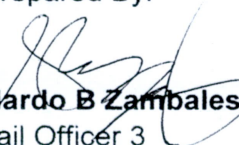



The Bureau of Jail Management and Penology (BJMP) is one of the five pillars of the Criminal Justice System (CJS). It is mandated to enhance public safety by ensuring humane safekeeping and development of Persons Deprived of Liberty (PDL) in all district, city and municipal jails.


In order to attain the goals of the BJMP, the participation and commitment of government and non-government stakeholders is vital in the holistic approach for the welfare and development of PDL. The programs of the stakeholders and service providers of the BJMP shall be harmonized in the context of shared understanding and linkages.

The Bureau acknowledges the expertise, experience and the range of resources that service providers can contribute to further enhance the provision and continuity of quality and responsive services to PDL. Records show that a total of 3,023 service providers are presently providing free services for PDL, complementing the Bureau's welfare and development programs.

The accreditations and issuance of identification (ID) cards will form part of their regulation in engaging interventions/activities inside the jail facility. It is for their safety and security and protection of privacy of PDL. It also ensures the coordinated provision of responsive programs and services and maintenance of order in jail facility.

MARILOU SANCHEZ-REYES
 Chief, Administrative Officer
 Document Controller
CERTIFIED COPY:

Prepared By:  Nardo B Zambales, LPT, MBA Jail Officer 3 Chief, Education/ALS Section Noted By:  ARNOLD F BUENACOSA Jail Chief Superintendent Director, Directorate for Welfare and Development	Reviewed By:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/Quality Management Representative	Approved By:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
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For these reasons, a comprehensive guidelines in the accreditation and issuance of ID cards to service providers is necessary.

3.0 OBJECTIVES

This policy aims to:

- a. Provide a system and/or regulation of accreditation and issuance of identification (ID) cards for service providers offering services and interventions programs to PDL in all BJMP manned jails;
- b. Strengthen the safety and security of personnel, PDL, service providers and jail facilities as well as ensure coordination of programs and services;
- c. Ensure legitimacy of accredited regular service providers and other visitors who are entering our jails;
- d. Screen and monitor service providers who are conducting projects, programs and activities in jails for purposes of ensuring that PDL become spiritually and morally uplifted, psychologically and emotionally balanced, family-oriented and intellectually developed; and
- e. Create sustainable partnerships with non-government organizations, civil society organization and other stakeholders for the improvement of the welfare and development of PDL in preparation for their eventual release to the community.


4.0 SCOPE

This Memorandum Circular shall apply to all Service Providers who are applying for accreditation in the Jail Bureau to provide interventions, assistance and services to Persons Deprived of Liberty (PDL).

5.0 DEFINITION OF TERMS

- a. Board – refers to National Accreditation Board or Regional Accreditation Board (NAB/RAB) responsible in the deliberation for accreditation of applying Service Providers offering programs and services to PDL inside jail facilities.
- b. Development – is the process of progression whereby activities/interventions are provided to effect change, enhancement or growth.
- c. Directorate for Welfare and Development – is the Directorate of the BJMP in-charge of implementing welfare and development programs and other services for PDL.
- d. Intervention - is a purposeful and planned activity which aims to change the attitudes, cognitive skills and processes, personality or mental health and social, educational or vocational skills of PDL that are believed to be the cause of the individual's misbehavior with the intention to reduce the chance that the individual will commit crimes in the future.
- e. Jail - refers to any place of detention of persons held in lawful custody.
- f. MOA or MOU – Memorandum of Agreement or Memorandum of Understanding both are used as formal written agreements that set mutual responsibilities and scope of association between two parties.
- g. Occasional Service Providers - those who do not conduct activities on a regular basis.

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- h. Persons Deprived of Liberty (PDL) – means a person who has been arrested, held in lawful custody, detained or imprisoned in execution of a lawful sentence.
- i. Safekeeping – is the temporary custody of a person for his/her own protection, safety and care.
- j. Service Provider (SP) – any individual or entity whether private, religious or non-religious organization and institution that offer welfare and development programs for the benefit/development of PDL.
- k. Service Providers I.D. – an Identification Card issued by the NAB/RAB to accredited service providers who are offering programs and services to PDL inside jail facilities.
- l. Welfare and Development Programs – are set of physical, psychological, intellectual, vocational and spiritual activities or interventions that facilitate PDL well-being and enhancement in accordance with the accepted social norms and ethical standards.


6.0 PROCEDURES/DETAILS/GUIDELINES

6.1 Accreditation Procedures:

The BJMP shall establish a National Accreditation Board (NAB) and Regional Accreditation Board (RAB) which shall be responsible for the processing of application for accreditation and issuance of Certificate of Accreditation and Service Providers' I.D. Card to service providers.

- 6.1.1 Interested service providers, individual or organizations, may apply for accreditation to Directorate for Welfare and Development (DWD) or Regional Welfare and Development Division (RWDD) by submitting the required documents for deliberation of the NAB and RAB, respectively.
- 6.1.2 Accreditation shall be done by the NAB for Service Providers who will be serving two (2) or more regional jurisdictions. Service Providers who will be serving jails within one region shall be deliberated by the concerned RAB within fifteen (15) calendar from receipt of application, provided required documents are complete. The Warden may recommend the specific service providers based on the needs of the jail.
- 6.1.3 The WD Officers must orient applying service providers about jail rules and regulations to include the accreditation process and to advise the latter to submit the required documents to the RAB or to the NAB, as the case may be. The presence of existing programs and services provided by the Jail Bureau or other Service Providers will nullify the application for accreditation to avoid duplication.
- 6.1.4 The NAB or RAB shall deliberate the application for accreditation and recommend for the approval to the Chief, BJMP or RD, respectively, the issuance of certificate of accreditation for government/private organizations and individuals.


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- 6.1.5 Memorandum of Agreement/Memorandum of Understanding (MOA/MOU) between the BJMP and Service Providers shall be prepared and reviewed by the Chief, Legal Service Office/Unit. After which, the NAB/RAB Secretariat shall notify applying Service Providers of the scheduled MOA/MOU signing. Signed MOA/MOU shall then be endorsed to the beneficiary jail (Attn: Chief, WD Unit) for reference and information.
- 6.1.6 Individual Service Providers need not to execute MOA/MOU with the BJMP. Once the application is approved by the Chief, BJMP or RD, respectively, the certificate of accreditation and identification cards shall be issued.
- 6.1.7 The focal person in jail units of all accredited service providers shall be the Chief, WD Unit. The Chief, WD Unit shall prepare the schedules allotted for accredited service providers to be concurred by the Chief, Custodial Unit and approved by the Warden.
- 6.1.8 The approved schedule shall be communicated to the accredited Service Providers for guidance and strict compliance. The Chief, WD Unit shall regularly update the Warden as to the compliance and performance of the accredited service providers.
- 6.1.9 The Warden shall submit an Annual Report of Service Providers activities in the jail facilities to the RAB. This will serve as one of the references for the evaluation of the performance of the service provider, as basis for renewal of their accreditation and for possible recommendation for appropriate award or recognition.
- 6.1.10 Organization, facilitation and documentation of the periodic dialogue will be the responsibility of the Chief, WD Unit. After Activity Reports shall be submitted to the Regional Director through the Chief, Regional Welfare and Development Division.
- 6.1.11 The Warden shall conduct periodic dialogue with accredited Service Providers on the following matters:
- a. To update Service Providers on activities and services schedule as well as to discuss issues and concerns concerning accreditation and its renewal;
 - b. To inform the accredited Service Providers on new policies that might affect the regular implementation of programs and services;
 - c. To provide opportunities for the Warden to mobilize support from the accredited Service Providers on projects of the jail facility that need augmentation of resources.

MARILOU SANCHEZ REYES
 Chief, Administrative Officer
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6.2 Creation of Service Providers Accreditation Board

The Service Providers Accreditation Board shall be established and composed of the following:

A. National Accreditation Board (NAB)

Chairperson : Deputy Chief for Operations of the Jail Bureau
Vice Chairperson : Director for Welfare and Development

Members:

1. Director for Intelligence
2. Director for Operations
3. Director for Health Service
4. Chief, Chaplaincy Service Office
5. Chief, Legal Service Office

Secretariat: Directorate for Welfare and Development Staff headed by Deputy Director for DWD

Functions:

1. Shall deliberate, screen and evaluate documents and proposed modules as well as programs applied for accreditation by service providers; and
2. Shall recommend to the Chief, BJMP the approval of application for accreditation of Service Providers (SP) and subsequent issuance of Certificate of Accreditation and Identification (ID) Cards.

Functions of NAB Secretariat:


1. Shall notify the SPs regarding schedule of MOA signing with the Chief, BJMP if approved; if denied, applicant service provider/s shall be notified the reasons for denial through written communication;
2. Shall prepare and furnish copy of approved certificate of accreditation and issue identification (ID) cards;
3. Shall maintain a centralized Database for Service Providers; and
4. Shall monitor the expiration dates of issued identification (ID) cards, Certificate of Accreditation and MOA/MOU for renewal or termination and issue notification to SPs.

B. Regional Accreditation Board (RAB)

Chairperson : Assistant Regional Director for Operations (ARDO)
Vice Chairperson : Chief, Regional Welfare and Development Division

Members:

1. Chief, Regional Intelligence Division
2. Chief, Regional Operations Division
3. Chief, Health Service Division
4. Chief, Regional Chaplaincy Service Section
5. Chief, Regional Legal Service Section

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Secretariat: Regional Welfare and Development Staff

Functions:

1. Shall deliberate, screen and evaluate documents and proposed modules as well as activities applied for accreditation by service providers; and
2. Shall recommend to the Regional Director the approval of application for accreditation of Service Providers (SP) and subsequent issuance of Certificate of Accreditation and Identification (ID) Cards.

Functions of RAB Secretariat:


1. Shall notify the SPs regarding schedule of MOA signing with the Regional Director if approved; if denied, applicant service provider/s shall be notified the reasons for denial through written communication;
2. Shall prepare and furnish copy of approved certificate of accreditation and issue identification (ID) cards;
3. Shall maintain a centralized Database for Service Providers; and
4. Shall monitor the expiration dates of issued identification (ID) cards, Certificate of Accreditation and MOA/MOU for renewal or termination and issue notification to SPs.

6.3 GUIDELINES

6.3.1 General Guidelines

- a. All existing jail policies, rules and regulations concerning security procedures, system and policies in the conduct of PDL welfare and development activities inside BJMP facilities must be strictly followed.
- b. Only bonafide members of accredited individual providers shall be recommended for the issuance of SPs identification (ID) cards.
- c. Accredited individual shall also be recommended for the issuance of SPs identification (ID) cards.
- d. Accreditation and Identification (ID) cards to be issued to service providers shall be effective for two (2) years and renewable thereafter. Such renewal shall be done on the last day of National Correctional Consciousness Week (NACOCOW) celebration.
- e. Signed MOA/MOU between the BJMP and the organization/agency shall be revoked in case of violation of jail rules and regulations and non-compliance to the terms of such. Special activities not stipulated in the MOA shall be subject for approval of the Warden.
- f. Service providers with issued ID cards are required to undergo the routine security search when entering jail premises and are required to strictly follow jail rules and regulations.
- g. Participation of PDL in the different activities of accredited service providers is subject for approval of the WD officer for proper coordination and scheduling to ensure that all interventions are harmonized and duplicity of services is avoided.

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- h. All educational and developmental courses to be offered by the Service Providers shall be submitted for screening and approval by the RAB prior to the implementation of the module. The purpose of the screening is to determine the applicability of the said courses for Time Allowance for Studying, Teaching and Mentoring (TASTM).
- i. Security is of primary importance hence welfare and development services provided by the SPs can be suspended or cancelled anytime when security of PDL and the facility is compromised.
- j. All current and existing SPs shall be required to adhere to this new guideline. They shall be required to renew their contract to conform with the said policy.

6.3.2 Requirements


A. Private

1. Letter of Intent signed by the President/Executive Director/Head of the Organization or Association.
2. Comprehensive profile of the organization or association that shall contain, but not limited to the following:
 - a. Name of organization and address
 - b. Type of business
 - c. Ownership
 - d. SEC Registration
 - e. Location
 - f. Company history
 - g. Vision and mission statements
 - h. Services
 - i. Objectives
 - j. NGOs Certificate from CHR or Office of the President
 - k. Authorized members who will provide services to the PDL shall submit the following:
 - photocopy of valid ID;
 - NBI clearance; and
 - Police Clearance issued by PNP.
 - l. Foreign health professionals should present certification of compliance with PRC regulations to practice his/her profession in the Philippines.
 - m. Business Permit/ DTI Registration
 - n. Comprehensive description of the programs and services to be provided, the target clients and expectations from the jail.

B. Individual Applicant

1. Letter of Intent stating the purpose, programs and services to be provided to PDL.

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2. Authorized individuals who will provide services to the jail shall submit portfolio that contains but not limited to the following:
 - One (1) government issued ID and one (1) company ID if there is any; and
 - NBI clearance/Police Clearance/RTC Clearance (any of the three).
3. Foreign health professionals should present certification of compliance with PRC regulations to practice his/her profession in the Philippines.

C. Occasional Service Providers

1. Letter request stating the purpose, nature and specific services shall be forwarded to the jail facility seven (7) working days prior to the intended date of visit/occasion. The Warden shall notify the requesting party on action/s undertaken.

D. Religious Service Providers

1. Roman Catholic - endorsement from local Bishop and Catholic Bishop Conference of the Philippines (CBCP);
2. Protestants and other Christian Denominations - endorsement from local Bishop and National Council of Churches in the Philippines (NCCP);
3. Muslim - endorsement from National Commission on Muslim Filipinos (NCMF);
4. Iglesia Ni Cristo - endorsement from the minister of Locale Congregation and minister of the INC District Office; and
5. Other religious groups- endorsement from local and national equivalent.

6.3.3 Reportorial Requirements:

The jail unit, through its Chief, Welfare and Development Unit shall prepare a Quarterly Performance Monitoring Report of SPs using the prescribed form (Annex G) to be submitted to Regional WD Officer. The Regional WD Division shall be responsible in consolidating the reports and submit them every 5th day of the month to the DWD-NHQ. After Activity Reports (AAR) on activities/events of SPs shall be prepared and submitted right after the activity.


7.0 MONITORING CLAUSE

The NHQ-DWD shall conduct program monitoring and evaluation based on the reports submitted and see to it that this policy is strictly followed.

8.0 SEPARABILITY CLAUSE

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

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9.0 REPEALING CLAUSE

All other existing issuances that are inconsistent with this policy are hereby amended or modified accordingly.

10.0 EFFECTIVITY

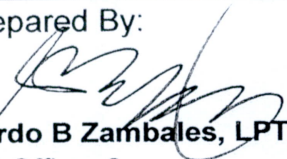



This Circular shall take effect fifteen (15) days after its filing at the Office of the National Administrative Register (ONAR), University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "The Administrative Code of 1987".

11.0 ANNEXES

- Annex A: Application for Accreditation
- Annex B: The Accreditation Procedure
- Annex C: Certificate of Accreditation
- Annex D: Application for SPs Identification (ID) Cards
- Annex E: ID Design with QR Code
- Annex F: Consolidated List of Service Providers
- Annex G: SP's Performance Monitoring Form
- Annex H: Certificate of Orientation


MARILOU SANCHEZ-REYES
 Chief, Administrative Officer
 Document Controller

CERTIFIED COPY:

Prepared By:  Nardo B Zambales, LPT, MBA Jail Officer 3 Chief, Education/ALS Section Noted By:  ARNOLD F BUENACOSA Jail Chief Superintendent Director, Directorate for Welfare and Development	Reviewed By:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/Quality Management Representative	Approved By:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
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SAMPLE ONLY

ANNEX A1:

**APPLICATION FOR ACCREDITATION
(Individual Applicant)**

08 December 2020

JDIR ALLAN S IRAL, CESE
Chief, BJMP
144 BJMP Bldg., Mindanao Avenue, Quezon City

Dear Jail Director IRAL:

I would like to apply as an accredited service provider of the BJMP. For this purpose, I hereby submit the following information:

Name: _____ Sex: Male Female
Birthday: _____ Age: _____
Office Address: _____
Residence Address: _____
Telephone Number: _____
Purpose: _____

I will comply with all the existing BJMP rules and regulations as well as guidelines that may be issued from time to time during the period of my/our accreditation.

Very truly yours,

Mr. NARDO B. ZAMBALES
General Manager

MariLou Sanchez-Reyes
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Chief, Administrative Officer
Document Controller

SAMPLE ONLY

ANNEX A2:

**APPLICATION FOR ACCREDITATION
(Organization)**

08 December 2020

JDIR ALLAN S IRAL, CESE
Chief, BJMP
144 BJMP Bldg., Mindanao Avenue, Quezon City

Dear Jail Director IRAL:

We would like to apply as an accredited service provider of the BJMP. For this purpose, following information are hereby submitted:

Name of Private Organization/Association: _____

Office Address: _____

Telephone Number: _____

TIN: _____

Date of Registration: _____

Purpose: programs/services _____

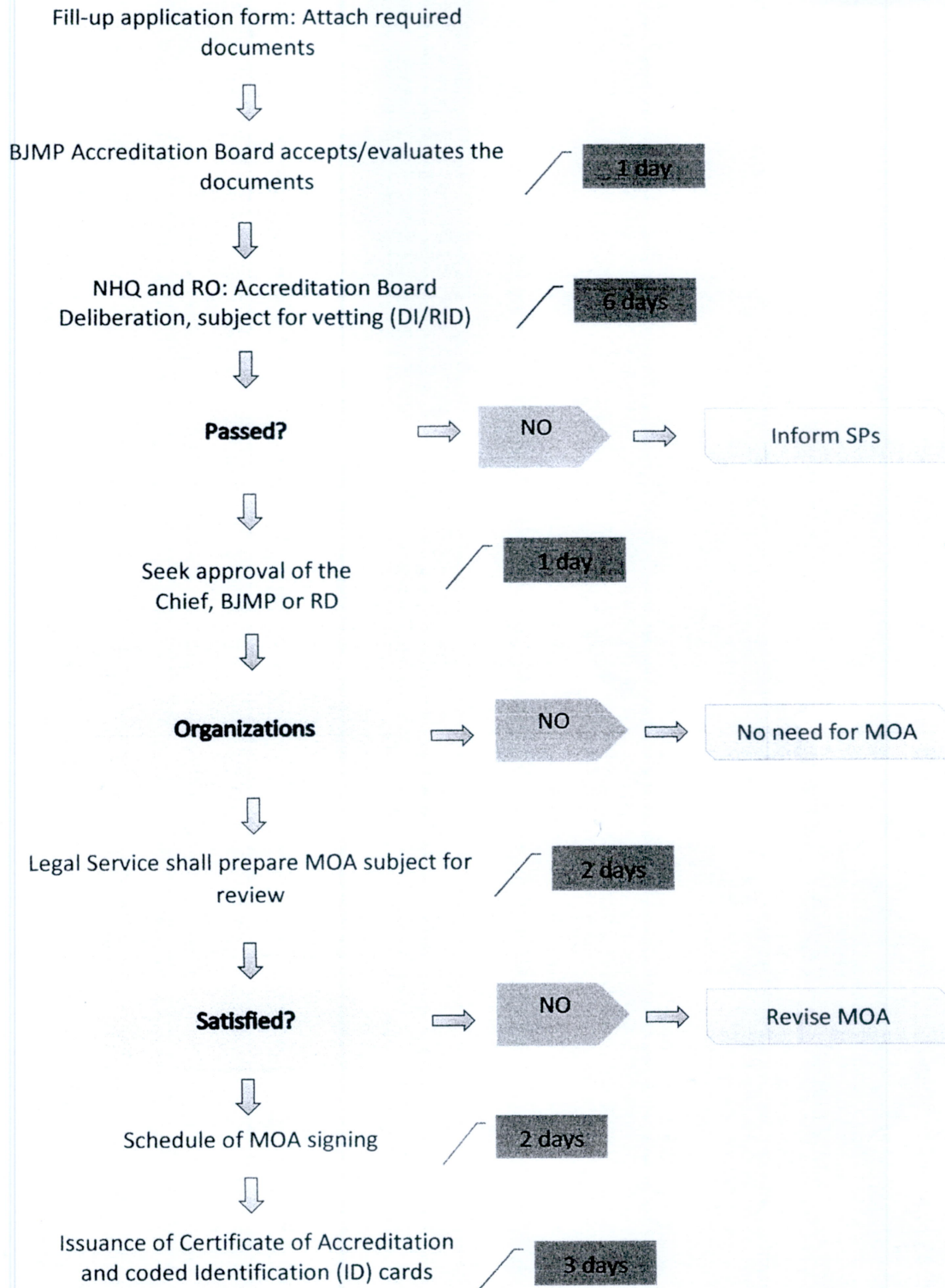
We will comply with all the existing BJMP rules and regulations as well as guidelines that may be issued from time to time during the period of my/our accreditation.

Very truly yours,

Mr. NARDO B. ZAMBALES
General Manager

MariLou
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Chief, Administrative Officer
Document Controller

ANNEX B: The Accreditation Procedure and Period for Each Process



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ANNEX C:

CERTIFICATE OF ACCREDITATION

BJMP-SPNAB No: 2020-0001

This is to certify that

ORGANIZATION/ASSOCIATION NAME

has been accredited by
the BJMP Service Providers Accreditation Board

for a period of two (2) years commencing on
December 2020 up to December 2022

to provide (State desired assistance/services to PDL)
in accordance with BJMP Rules and Regulations
and Accreditation Standards.

Stamp

JDIR ALLAN S IRAL, CESE
Chief, BJMP

MariLou Sanchez-Reyes
MARILOU SANCHEZ-REYES
Chief, Administrative Officer
Document Controller

CERTIFIED COPY:

ANNEX D:

APPLICATION FOR SPs IDENTIFICATION (ID) CARDS

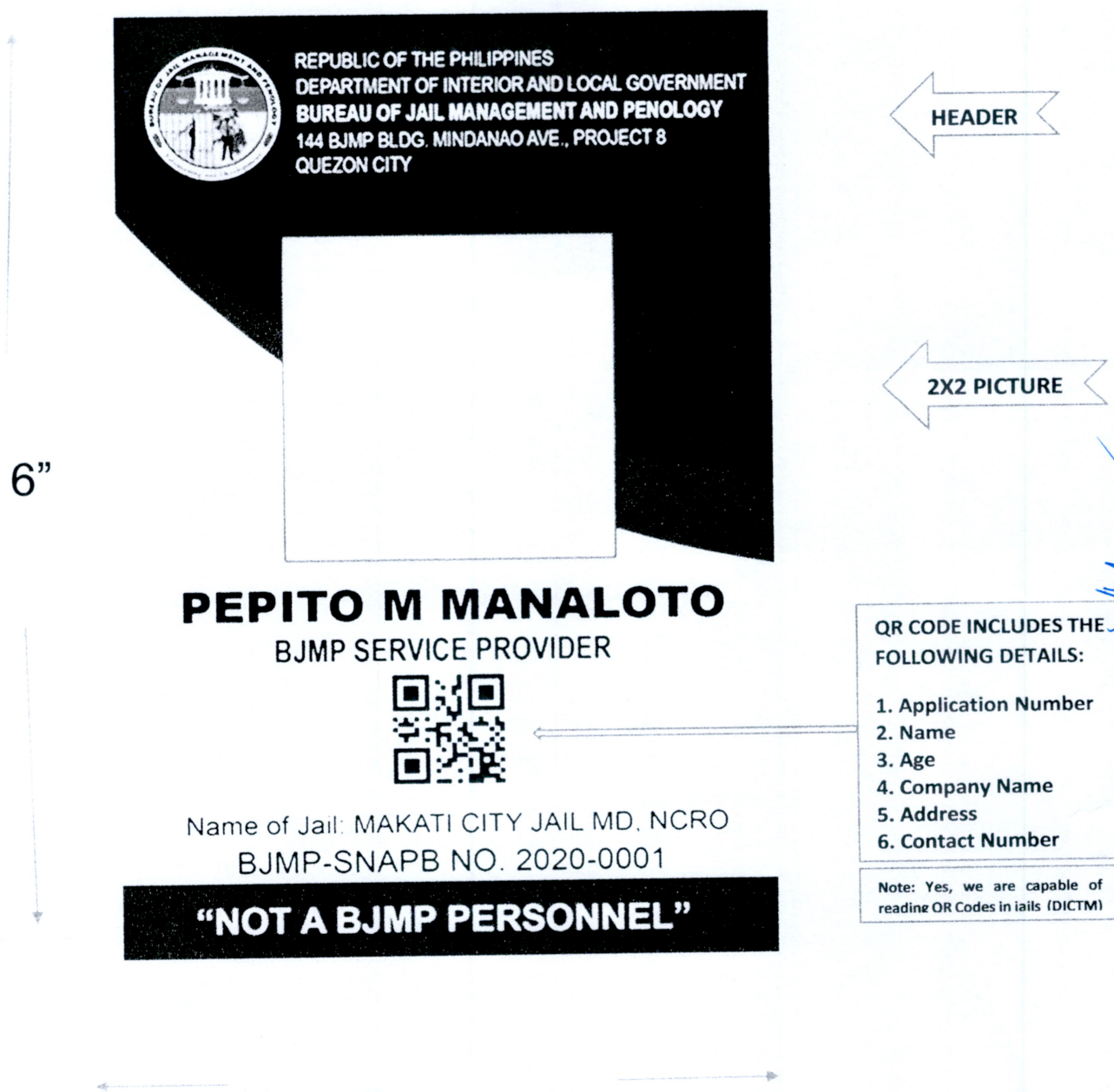
2x2 taken not less than 3 months from the day of application	Last Name		First Name	Middle Name
	Home Address			
Date of Birth		Tax Identification Number		Weight
Color of Eyes	Color of Hair	Complexion	Religion	Government ID Presented
Name of Organization				
Office Address				
Contact Number/s				
Name of Jail				
Address/Region				
Person to Notify in case of Emergency		Relationship		
Address			Contact Nos.	
Signature			Date Applied	
			Date Released	

[Handwritten Signature]

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ANNEX E: DESIGN OF ID

FRONT DESIGN



6"

← HEADER

← 2X2 PICTURE

PEPITO M MANALOTO
BJMP SERVICE PROVIDER



QR CODE INCLUDES THE FOLLOWING DETAILS:

1. Application Number
2. Name
3. Age
4. Company Name
5. Address
6. Contact Number

Name of Jail: MAKATI CITY JAIL MD, NCRO
BJMP-SNAPB NO. 2020-0001

"NOT A BJMP PERSONNEL"

Note: Yes, we are capable of reading QR Codes in jails (DICTM)

Note:

4"

SIZE OF ID MUST BE LONG BOND PAPER DIVIDE INTO FOUR (4)

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BACK DESIGN

IMPORTANT

This card is valid for two (2) years subject to renewal commencing from June 2020 until June 2022

Use this card within BJMP facility only.

Date Issued: _____

If found, this BJMP SP Card must be returned to the nearest BJMP facility or DWD Office

Name:

Contact Number:

Address:

This is to certify that the person whose signature and picture appear hereon is a certified service provider of the BJMP.

JCSUPT ARNOLD F BUENACOSA, DSC
Director for DWD
AUTHORIZED SIGNATURE



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ANNEX F:

Consolidated List of Service Providers (SPs)

Region:

Jail:				
Name of Service Provider	Address	Contact Person/s	Programs and Services offered	Remark/s (indicate if with MOA with BJMP)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL OF SPs				10
GRAND TOTAL OF SPs				10

Prepared by:

Approved by:

RWD JNOR

Chief, RWD Div

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Chief, Administrative Officer
Document Controller



Republic of the Philippines
 Department of the Interior and Local Government
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
DIRECTORATE FOR WELFARE AND DEVELOPMENT
 144 BJMP Bldg., Mindanao Avenue, Project 8, Quezon City



ANNEX G:

SERVICE PROVIDERS PERFORMANCE MONITORING FORM

General Instructions: Use this form to evaluate the overall performance of the Service Providers (SP) you are currently working with. Include all information associated with the (SP) and apply a performance rating. Definitions are provided below. Be factual and do not include unsubstantiated opinions. SP performance evaluations are recommended for all SPs to report all levels of service (exceptional, satisfactory or unsatisfactory). SPs receiving an **overall UNSATISFACTORY RATING** will be informed of the rating by the Warden and they will be provided a reasonable opportunity to respond. The Chief, BJMP and/or Regional Director will be informed of the resolution for his appropriate actions or recommendations.

Name of Service Provider:	
Date of Evaluation:	
MOA expiration date:	
Name of Warden:	
Name of Jail:	
Total Number of SPs Involved	_____ Male _____ Female
Total PDL Benefitted	
Date and Time of Inspection	

DEFINITIONS OF PERFORMANCE RATINGS

EXCEPTIONAL	SATISFACTORY	UNSATISFACTORY
Exceeds contractual requirements. The actions taken by the SP met the contractual requirements and the scopes of services were accomplished.	Meets contractual requirements. The actions taken by the SP were Satisfactory	Does not meet contractual requirements, and recovery is not likely in a timely manner. The SP services appear or were ineffective.

SERVICE PROVIDERS SUPPORT IN THE BJMP PROGRAMS AND SERVICES OFFERED

PERFORMANCE RATING		COMMENTS/RECOMMENDATIONS
SERVICES PERFORMED IN COMPLIANCE WITH CONTRACT/MOA OR MOU.	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
MATERIALS, SUPPLIES AND EQUIPMENT PROVIDED OR DONATED AS REQUIRED.	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
SERVICE PROVIDER'S AVAILABILITY	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
TIMELINESS OF WORK	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	

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SERVICE PROVIDER'S PROFESSIONALISM	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
QUALITY OF SERVICE RENDERED/DONATED	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
COMMUNICATION AND ACCESSIBILITY	<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
WOULD YOU RECOMMEND USING THIS SP FOR RENEWAL OF MOA/MOU AGAIN?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(EXPLAIN)

OVERALL PERFORMANCE

- EXCEPTIONAL
- SATISFACTORY
- UNSATISFACTORY

Resolutions for unsatisfactory performance should be documented in the SP's reply section below and should be reviewed and approved by the Warden.

SP/Head name: _____ SP/Organization Name: _____

Signature: _____ Date: _____

WARDEN'S RECOMMENDATIONS.

_____ Warden

Date: _____

CERTIFIED COPY: MARILOU SANCHEZ-REYES
 Chief, Administrative Officer
 Document Controller

ANNEX H:

SAMPLE ONLY

JAIL UNIT'S LETTER HEAD

CERTIFICATE OF ORIENTATION

This is to certify that

ORGANIZATION/ASSOCIATION NAME

has undergone mandatory orientation about BJMP Jail Rules and Regulations by the Welfare and Development Officer (WDO) of Lipa City Jail

Given this 15th day of June 2020 at Lipa City Jail, Lipa, Batangas

Stamp

JCINSP JUAN D DELA CRUZ
Warden

CERTIFIED COPY: **MARILOU SANCHEZ-REYES**
Chief, Administrative Officer
Document Controller