



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**CORDILLERA ADMINISTRATIVE REGION**

104 Abanao St., Baguio City  
TeleFax No. (074) 309-8599 Email: [bjmprocar@bjmp.gov.ph](mailto:bjmprocar@bjmp.gov.ph)



## MEMORANDUM

TO : All Personnel

SUBJECT : **VACANCIES IN NON-UNIFORMED PERSONNEL (NUP) POSITIONS**

DATE : January 25, 2022

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1. Reference: Memo from **JSSUPT MILET G BATAK**, Director, Directorate for Personnel and Records Management dated January 20, 2022 re: above-cited subject.

2. In connection with the above reference, be informed that of the vacancies in the NUP positions of the Bureau of Jail Management and Penology. Hereunder are the qualification standards for each position title:

| POSITION TITLE               | SG | NO. OF VACANCY | QUALIFICATIONS   |
|------------------------------|----|----------------|--|
| Intelligence Officer II      | 18 | 1              | <ul style="list-style-type: none"><li>○ Bachelor's Degree</li><li>○ 2<sup>nd</sup> Level Eligibility</li><li>○ 8 hours of Relevant Training</li><li>○ 2 years of Relevant Experience</li></ul> |
| Administrative Officer III   | 14 | 1              | <ul style="list-style-type: none"><li>○ Bachelor's Degree</li><li>○ 2<sup>nd</sup> Level Eligibility</li><li>○ 4 hours of Relevant Training</li><li>○ 1 year of Relevant Experience</li></ul>  |
| Administrative Assistant III | 9  | 1              | <ul style="list-style-type: none"><li>○ Completion of two (2) years studies in college</li><li>○ Career Service Sub-Professional</li></ul>   |
| Administrative Aide IV       | 6  | 2              | <ul style="list-style-type: none"><li>○ Completion of two (2) years studies in college</li><li>○ Career Service Sub-Professional</li></ul>   |
| Administrative Aide IV       | 4  | 1              | <ul style="list-style-type: none"><li>○ Completion of two (2) years studies in college</li><li>○ Career Service Sub-Professional</li></ul>   |

3. Interested applicants may submit the scanned copies of the following documents to [bjmprocar@bjmp.gov.ph](mailto:bjmprocar@bjmp.gov.ph) or printed copies to this Office (Attn: PRMD) not later than 15 February 2022:

- a. Letter of Intent;
- b. Endorsement from the Regional Director of the Jail Bureau from the concerned Director of Directorate or Chief of Office for those assigned at the NHQ (for BJMP personnel);
- c. Original Personal Data Sheet (Revised 2017) with 2x2 picture;
- d. Certificate of Eligibility;
- e. Transcript of Records (with Special Order no.);

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- f. Updated Service Record (if applicable), and
- g. Certificates of Relevant Training/Workshops (if applicable).

4. For information and dissemination.



**ROLAND LEE NG CAEL, DSC**  
Jail Senior Superintendent  
Regional Director of the Jail Bureau

