




	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. <b>BJMP-CBS-MC-133</b>
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. <b>1</b>
	SUB-TOPIC	REVISION NO. <b>0</b>
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE <b>1</b> of <b>302</b> <b>1 FEB 2022</b>

## 1.0 REFERENCES

- A. Office of the President Memorandum Circular No. 78, *Promulgating Rules Governing Security of Classified Matter in Government Offices*, dated August 14, 1964;
- B. Republic Act No. 11032, *Ease of Doing Business and Efficient Delivery of Government Services*, amending for the purpose Republic Act No. 9485, otherwise known as the *Anti-Red Tape Act of 2007*, and for other purposes, dated May 28, 2018;
- C. Republic Act No. 10173, *Data Privacy Act of 2012*, dated August 15, 2012;
- D. Republic Act No. 6713, *Code of Conduct and Ethical Standards for Public Officials and Employees*, dated February 20, 1989;
- E. DILG Circular No. 2021-16, *Guidelines and Standard Formats for Correspondences and Policy Issuances*, dated July 19, 2021;
- F. DILG Circular No. 2017-23, *Policies and Procedures in Document Handling and Security of Records/Information*, dated October 11, 2017;
- G. DILG Circular No. 2016-06, *Revised Policy in the Preparation/Release of DILG Administrative Issuances*, dated March 9, 2016;
- H. BJMP-ODI SOP No. 2010-06, *Security and Handling of Classified Matters and other Documents in the BJMP*, dated September 17, 2010;
- I. BJMP Intelligence Operations Manual, Copyright 2014;
- J. BJMP Memorandum re *Reiteration on the BJMP-NHQ Communication Flow*, dated March 20, 2020;
- K. BJMP Memorandum re *Reiteration on Protection of Bureau's Classified Information and Materials*, dated February 11, 2020;
- L. BJMP Memorandum re *Discouraging the Dissemination of Information, Issuance and Order through Facebook Messenger and other Social Media Platforms*, dated January 22, 2020;
- M. Memorandum re Standard Nomenclature for the Chief, BJMP for Regular Communications and Certificates, dated August 3, 2019;
- N. PNP MC 2019-013 re *Guidelines for the Standard Preparation of Communications*, dated March 5, 2019;

Prepared by:  <b>BERNADETTE TOMAS-CABE</b> Jail Senior Inspector Chief, Security Section/Aide-de-Camp, Office of the Deputy Chief for Operations of the Jail Bureau	Reviewed by:  <b>DENNIS U ROCAMORA, CESE</b> Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/QMR	Approved by:  <b>ALLAN S IRAL, CESE</b> Jail Director Chief, BJMP
Noted by:  <b>PAULINO H MORENO JR</b> Jail Chief Superintendent OIC, Office of the Chief of Directorial Staff of the Jail Bureau		

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- O. BJMP Memorandum re *Inscription of the Bureau Mantra*, dated June 19, 2018;
- P. BJMP DPRM-MC-016, *Flow of Communication*, dated January 20, 2016;
- Q. Freedom of Information Manual and Website;
- R. Presidential Complaint Center Website; and
- S. <https://corporatefinanceinstitute.com/resources/knowledge/other/meeting-minutes/>.

## 2.0 RATIONALE

It has been observed that communications and correspondences issued within the BJMP lack definite form. There are also documented cases wherein each office and unit use their own format. This concern contributes to the delay in the processing and approval of the recommended staff work and ultimately affects the quality of service delivered to persons deprived of liberty (PDL) and our stakeholders.

## 3.0 OBJECTIVES

This Memorandum Circular aims to:

- A. Promote consistency in the form of communications and correspondences issued by all offices and units of the BJMP;
- B. Prescribe uniform format of communications and correspondences;
- C. Revise existing customary preparation of communications;
- D. Delineate the duties and responsibilities of heads of offices, administrative officers and personnel; and
- E. Further enhance and expedite the delivery of communication services of the Jail Bureau.

## 4.0 SCOPE


This Memorandum Circular is issued to provide guidelines for BJMP standard format of communications and correspondences, thereby establishing uniformity and promoting professionalism and efficiency in the manner BJMP correspondences are crafted.

This policy shall apply to all issuances/correspondences of BJMP Offices/Units (National Headquarters, Regional Offices, Office of the Provincial Jail Administrators, and Jail Units).


## 5.0 DEFINITION OF TERMS

For purposes of this Memorandum Circular, the following terms shall be construed to mean:

- A. **Action Office (AO)** – the office designated by the Chief, BJMP/Regional Director of the Jail Bureau/Provincial Administrator/Warden, or the office to which a particular communication was coursed through, to institute the appropriate staff action.
- B. **Classified Document** – official document which contains classified information protected against unauthorized disclosure.

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- C. **Classified Information** – official information that has been determined to require protection against unauthorized disclosure and that which cannot be released for general consumption either within the government or the public, since such dissemination would be of material value to an enemy or potential enemy.
- D. **Command Group** – shall refer to The Chief, BJMP, The Deputy Chief for Administration of the Jail Bureau, The Deputy Chief for Operations of the Jail Bureau, and The Chief of Directorial Staff of the Jail Bureau.
- E. **Communications** – written documents used to facilitate the exchange of thoughts and ideas between individuals, offices or agencies.
- F. **Completed Staff Work (CSW)** – a staff work that is complete in form and substance with all the necessary attachments. It also contains all feasible courses of action to provide the appropriate authority with the necessary information to make a rational decision, in such a manner that the superior no longer needs to do further in the process other than reviewing the submitted document.
- G. **Copy Furnished or Courtesy Copy** – denotes that specific persons, agencies are furnished with a copy of the document. It is a small note commonly placed at the lower-left portion of a document, noted by the symbol “cc:” (derivative from the term carbon copy) followed by the name/s of person, office, or agency.
- H. **Correspondence** – for this purpose, correspondence shall refer to memoranda and letters utilized by the Bureau to communicate with offices within and outside the organization.
- I. **Distribution List** – affixed in the addressee line (FOR/TO: line) when a communication is intended for more than one recipient. It is usually written as “See Distribution,” while the list of recipients is located at the bottom left portion of the communication, in order of hierarchy of rank or office.
- J. **Documents** – refer to any recorded information regardless of its physical form and characteristics, to include but are not limited to written matter, whether handwritten or printed, or typed; all painted, drawn or engraved matter; all voice and sound recordings; all printed photographs and exposed or printed film, still or moving; and all reproductions of the foregoing for the purpose of communication.
- K. **Event Profile Sheet** – it shall be the cover page for communications on proposed events which shall bear the most important details of the activity.
- L. **Formal/business letter** – a correspondence commonly used in communicating with individuals and agencies not belonging to the hierarchical organization as well as communications that are personal in nature.
- M. **Jail Units** – refer to the district, city, and municipal jails operated and maintained by the Bureau headed by a Warden.


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- N. **Memorandum** – is a correspondence used when communicating instructions, directives, and other relevant information within the organization or the Bureau.
- O. **Policy** – is a set of principles and guidelines on a specific concern promulgated by the competent authority.
- P. **Priority Communications** – are communications to be acted upon within 72 hours upon receipt or upon issuance or upon expressed instructions of the Command Group, the DILG Secretary, or the President.
- Q. **Provincial Jail Administrator’s Office (PJA O)** – an office under the BJMP that oversees the implementation of jail services of all district, city and municipal jails within its territorial jurisdiction headed by a Provincial Administrator.
- R. **Regional Office (RO)** – refers to the regional offices operated and maintained by the Bureau in each of the administrative regions of the country that oversees the implementation of jail services in all district, city and municipal jails within the region headed by a Regional Director of the Jail Bureau.
- S. **Regular Communications** – are communications that are not tabbed/tagged as priority or urgent communications, which shall be processed on a first-come, first-served basis.
- T. **Urgent Communications** – above priority communications, these need to be acted upon within 24 hours upon receipt or upon issuance or upon expressed instructions of the Command Group, the DILG Secretary, or the President. A document may be tagged as “Urgent” when the deadline of submission for which the document is intended has already prescribed or based on a given timeline, it has already exceeded or will be exceeding the time allowed for its accomplishment.
- U. **Routing Slip** – a cover sheet that specifies the sequence of processing the communication has to or had passed through. It must be attached to the document to be processed. Each receiver is designed to evaluate the message, perform its function and invoke the next process the communication must undergo.

## 6.0 PROCEDURES/DETAILS/GUIDELINES

### A. GENERAL GUIDELINES

1. **Preparation Guidance.** All correspondence must be clear, concise, responsive, consistent, and complete in form and substance, giving primacy on the effective relay of information for the appropriate action of both the signatories and addressees.
2. **Responsibilities of Administrative Officer.** The Administrative Officer/s of each office/unit shall be responsible for disseminating directives and issuances to personnel under their control and supervision in accordance with Section 5 (a) of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 9 (b) of R.A. No. 11032 or Promoting Ease of

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Doing Business and Efficient Delivery of Government Service Act. The administrative officer/s shall be responsible for the following:

- a. Act promptly on letters and requests.
  - b. Submit annual performance reports.
  - c. Process documents and papers expeditiously.
  - d. Act immediately on the public's personal transactions.
  - e. Make documents accessible to the public.
  - f. Ensure that all communications are proofread prior to dispatch, especially those that are for signature/approval of the Chief, BJMP/Regional Director of the Jail Bureau/Provincial Administrator/Warden; hence, all communications of each division/section/unit must be coursed through the Chief, Administrative Officer prior routing/dispatch.
3. **Communication Protocol (NHQ Offices).** All correspondences from the directorates and NHQ offices addressed to the President and his staff and to other agencies of the national level must be coursed through the concerned directorate/office and the offices of the Command Group (i.e., OCDS, ODCO, ODCA, OCBJMP) for review and approval.

No correspondences from Directorates and NHQ Offices must be dispatched to other agencies of the national level without passing through the offices of the Command Group. Likewise, correspondences to regional offices and jail units must be routed to the offices of the Command Group for review and approval.


4. **Communication Protocol (Regional Offices).** All correspondences from regional offices to the NHQ must be coursed through the concerned directorate/office for appropriate staff action or recommendation. This shall be accomplished by affixing a "THRU" line below the name of the Chief, BJMP.

No correspondences from regional offices must be dispatched to other agencies of national level without routing it to the National Headquarters.

Regional offices may dispatch correspondence with other BJMP regional offices and other agencies of regional level, copy furnished the National Headquarters following the guidelines and format set forth in this policy.

5. **Communication Protocol [Provincial Jail Administrator's Office (PJAO)].** All official correspondences from the PJAO to the NHQ must be coursed through the Regional Director of the Jail Bureau routed to the concerned Division/Section for appropriate staff action or recommendation. This shall be accomplished by affixing a "THRU" line below the name of the Regional Director of the Jail Bureau.

No correspondences from the PJAO must be dispatched to the National Headquarters or be sent to other agencies of national and regional level without passing through the BJMP regional office.

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The PJAO may send correspondences with other BJMP PJAO and other agencies of provincial level, copy furnished the regional office following the guidelines and format set forth in this policy.


6. **Communication Protocol (Jail Units).** All correspondences from jail units to the NHQ must be addressed to the Regional Director of the Jail Bureau routed to the concerned Division/Section for appropriate staff action or recommendation. This shall be accomplished by affixing a "THRU" line below the name of the concerned Regional Director of the Jail Bureau.

No correspondences from the Jail units must be dispatched to the National Headquarters or be sent to other agencies of national and regional level without passing through the BJMP Regional Office.

Jail Units may send communication with other BJMP jails and other agencies of unit level copy furnished the provincial jail administrator's office and regional office following the guidelines and format set forth in this policy.

7. **Logistics and Funding Requests.** All documents requiring logistical support and funding allocation shall be routed to the Directorate for Logistics (Logistics Division) and Directorate for Comptrollership (Comptrollership Division), respectively.
8. **Office Primarily Responsible.** The Office of the Chief of Directorial Staff, Office of the Regional Chief of Directorial Staff, and Office of the Assistant Warden; shall be the Offices Primarily Responsible (OPR) for processing communications routed to the Command Group/Regional Command Group/Warden, as the case may be. Said offices shall be responsible for the following:
- a. Ensure compliance of correspondences in form and in substance set forth in this policy;
  - b. Ensure compliance of the action office to CSW principle;
  - c. Return to the source/action office all communications that do not conform with the principle of CSW; and
  - d. Ensure that all communications must pass through the appropriate office/s.
9. **Internal Mode of Comment.** All comments, recommendations, and compliances to the written (verbal) instructions of the Chief, BJMP/Regional Director of the Jail Bureau/Warden and other members of the Command Group which do not necessarily require approval shall be replied to and addressed in a memorandum format, signed by the Head of Office or his duly designated Officer-in-Charge.
10. **Formatting.** As a general rule, a memorandum is used when communicating with officials of the BJMP. **NEVER** use a memorandum format when communicating with officials/persons outside the BJMP; use a letter format instead.

**EXCEPTION:** The DILG writes letters to BJMP aside from issuing memoranda. As a courtesy, when the communication is received in

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letter format, the reply should be in the same form (memorandum to memorandum, letter to letter).

11. **Paper Size.** The paper sizes to be used shall be A4 or 8.27x11.69 inches and "folio" or 8.5x11 inches only.
12. **Margin.** The overall margin for all communications shall be one (1) inch from all sides of the paper.
13. **Typeface.** The standard font style and size for all BJMP communications shall be Tahoma 12. Font style and size for documents requiring the signature of Secretary, DILG shall be typeface **Arial 14 in accordance with the DILG issuances and guidelines.**

**NOTE:** All correspondences addressed to the Office of the President to be signed by the SILG shall be typeface **Arial 14 in accordance with the DILG issuances and guidelines.**

14. **Font Color.** Black text shall be used in all formal correspondences except for hyperlinks and email addresses.
15. **Spacing.** Spacing throughout the document is single space with one (1) vertical space after each paragraph and sub-paragraph. For enumerated sub-paragraphs, no space after every item is needed.

- Ex. 1. This is a sample text only.
- a. This is a sample text only.
  - b. This is a sample text only.


**16. Bullets and Numbering.**

- a. Bullets are used to enumerate items that need not to be in a particular order.
- b. Numbered items shall mean that it is written in a particular order. Sub-topics are indented half (½) inch from the major topic. The numbering shall be observed as shown:

1. This is a sample text only.
  - a. This is a sample text only.
    - 1) This is a sample text only.
      - a) This is a sample text only.

- c. The text must be at least one (1) to three (3) spaces away from the number, uniform in all pages of the document.
  1. Example 1 – 1 space
  2. Example 2 – 2 spaces
  3. Example 3 – 3 spaces

- d. If enumerated items are complete sentences, begin with a capital letter and end with a period. If items are words or phrases (not complete sentence), begin with lowercase except for proper nouns.
- e. Do not use 'and' or 'or' on the second-last item. Use an introductory text on listed items instead of using "and" or "or" in

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the second-last item, e.g., *Provide all the following documents or Provide at least one of the following documents.*

17. **Use of Abbreviation, Acronym and Initialism.** Words and phrases may be shortened in the entire document through the use of abbreviations, acronyms and initialisms, provided, they were spelled out in their first use with their meaning inside the parentheses right after.

Example: Office of the Chief, BJMP (OCBJMP)


**NOTE:** Abbreviations are used to shorten words literally but not to create a new one (Ave. for Avenue, Acronyms are formed when the first letters of a phrase are combined to create a new word (Ex. OPLAN, NASA, PAG-ASA, NEDA). Initialism, on the other hand, are formed when the first letters of a phrase are combined and the letters are pronounced individually (Ex. BJMP, ODCO, DO, DI).

The organization name "BJMP" may no longer be spelled out for internal communications bearing the BJMP official letterhead.

18. **Acronym/Initials/Abbreviations and nomenclature of offices and officers:**


OFFICE	OFFICE ACRONYM/ INITIALS/ ABBREVIATION	NOMENCLATURE/ REFERENT	DESIGNATION ACRONYM/ INITIALS/ ABBREVIATION
Office of the President	OP	President, Republic of the Philippines	N/A
Office of the Secretary, DILG	OSEC, DILG	Secretary, Department of the Interior and Local Government	SILG
Office of the Chief, BJMP	OCBJMP	Chief, BJMP	C, BJMP
Office of the Deputy Chief for Administration of the Jail Bureau	ODCA	The Deputy Chief for Administration of the Jail Bureau	TDCAJB
Office of the Deputy Chief for Operations of the Jail Bureau	ODCO	The Deputy Chief for Operations of the Jail Bureau	TDCOJB
Office of the Chief of Directorial Staff of the Jail Bureau	OCDS	The Chief of Directorial Staff of the Jail Bureau	TCDSJB
Directorate for Personnel and Records Management	DPRM	Director for Personnel and Records Management	D, DPRM
Directorate for Operations	DO	Director for Operations	D, DO
Directorate for Comptrollership	DC	Director for Comptrollership	D, DC
Directorate for Intelligence	DI	Director for Intelligence	D, DI
Directorate for Logistics	DL	Director for Logistics	D, DL
Directorate for Program Development	DPD	Director for Program Development	D, DPD



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Directorate for Welfare and Development	DWD	Director for Welfare and Development	D, DWD
Directorate for Human Resource Development	DHRD	Director for Human Resource Development	D, DHRD
Directorate for Health Service	DHS	Director for Health Service	D, DHS
Directorate for Investigation and Prosecution	DIP	Director for Investigation and Prosecution	D, DIP
Directorate for Information and Communications Technology Management	DICTM	Director for Information and Communications Technology Management	D, DICTM
Finance Service Office	FSO	Chief, Finance Service Office	C, FSO
Community Relations Service Office	CRSO	Chief, Community Relations Service Office	C, CRSO
Legal Service Office	LSO	Chief, Legal Service Office	C, LSO
Legislative Liaison Office	LLO	Chief, Legislative Liaison Office	C, LLO
Chaplaincy Service Office	CSO	Chief, Chaplaincy Service Office	C, CSO
Accounting Service Office	ASO	Chief, Accounting Service Office	C, ASO
Supply Accountable Office	SAO	Chief, Supply Accountable Office	C, SAO
Jail Service Intelligence Operations Center	JSIOC	Chief, Jail Service Intelligence Operations Center	C, JSIOC
Office of the National Executive Senior Jail Officer	ONESJO	National Executive Senior Jail Officer	NESJO
Headquarters Support Service Office	HSSO	Chief, Headquarters Support Service Office	C, HSSO
Retirement and Separation Benefits Administration Service Office	RSBASO	Chief, Retirement and Separation Benefits Administration Service Office	C, RSBASO
Internal Audit Unit	IAU	Chief, Internal Audit Unit	C, IAU
BJMP Preventing and Countering Violent Extremism Center	PCVEC	Chief, BJMP Preventing and Countering Violent Extremism Center	C, BJMP PCVEC
BJMP Center for Jail Excellence and Strategy Management	CJESM	Chief, Center for Jail Excellence and Strategy Management	C, CJESM
Office of the Regional Director of the Jail Bureau	ORDJB	Regional Director of the Jail Bureau	RDJB
Provincial Jail Administrator's Office	PJAO	Provincial Administrator	PA
Office of the Warden	OW	Warden	N/A

**NOTE:** The word "The" before the nomenclature of the TDCAJB, TDCOJB, and TCDSJB distinguishes the person from the office. With "The" refers to the person, without "The" or replaced with an "O" in the acronym refers to the Office.

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19. Other initialism of terms:

TERM	ACRONYM/ INITIALS/ ABBREVIATION	REMARKS
persons deprived of liberty	PDL	It shall be written without capitalizing the first letters when spelled out except when used at the beginning of a sentence, then the first word is written in capital letters. However, its initialism must be written in all caps, as shown.
regional office	RO	
jail unit	JU	


20. **Use of Paper/Binder Clips.** All communications must be presentable; hence, the use of multiple staples leaving staple marks is discouraged. Double binder clips and paper clips are highly encouraged.

21. **Categories of BJMP Correspondences**

- a. Memorandum – used for internal communications (within BJMP). A memorandum shall be used to give information or instructions from the higher to lower authorities, or vice versa, such as meeting schedules, reminders, and compliances which are temporary in nature.
- b. Letters – used when communicating with other agencies out of the linear relationship of the BJMP, like other National Government Agencies (NGAs), Bureaus or Offices, including Non-Governmental Organizations (NGOs), International Entities/Organizations and private persons.

**B. SPECIFIC GUIDELINES**

1. **Regular Communication/Requests.** These communications are acted upon on a first-come, first-served basis, in accordance with Section 5 (a) of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 9 (b) of R.A. No. 11032 or Promoting Ease of Doing Business and Efficient Delivery of Government Service Act.
2. **Document Security**
  - a. Classified documents shall be handled with caution to preserve its confidentiality and ensure security of premature dissemination. Personnel are directed to strictly observe confidentiality when preparing, handling, accessing, and receiving classified documents.
  - b. The posting of classified matters to social media platforms is strictly prohibited. Documents to be disseminated must be in press release format (declassified and sanitized) and cleared through the Community Relations Service Office for its publication.
  - c. All classified documents (restricted, confidential, secret, top secret) must be properly handled and hand-carried by the authorized personnel and be handed only to the Head of Office as much as practicable.

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**3. Letterhead/Header/Footer**

- a. All BJMP correspondences shall bear the approved letterhead on the first page bearing the appropriate logo and style (with flag symbol for Chief Superintendents and above). Such letterhead, whether in printed or computer-generated form, is acceptable as long as it conforms to the format below:

For National Headquarters:



Republic of the Philippines (font size 9)  
 Department of the Interior and Local Government (font size 9)  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY** (font size 12)  
**NATIONAL HEADQUARTERS** (font size 13)  
 144 Mindanao Avenue, Quezon City (font size 9)  
 Trunklines: (+632) 927-6383; 927-5505 (font size 9)  
 Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph) (font size 9)



- b. Logos of directorates and support offices may be used only in communications within the NHQ or those that are addressed to the Chief, BJMP. All communications with the national level agencies shall bear the BJMP and NHQ logos only.



Republic of the Philippines (font size 9)  
 Department of the Interior and Local Government (font size 9)  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY** (font size 12)  
**NATIONAL HEADQUARTERS** (font size 12)  
**DIRECTORATE FOR INTELLIGENCE** (font size 13)  
 144 Mindanao Avenue, Quezon City (font size 9)  
 Trunklines: (+632) 123-4567 (font size 9)  
 Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph) (font size 9)



- c. Regional offices and jail units may use their own logo in all official communications with the inclusion of the name of the regional office and/or Jail unit between the bureau name and the address of the office as shown:

For Regional Offices:



Republic of the Philippines (font size 9)  
 Department of the Interior and Local Government (font size 9)  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY** (font size 12)  
**NATIONAL CAPITAL REGION** (font size 13)  
 86 BLBC Bldg., Congressional Ave., Project 8, Brgy. Bahay Toro, Quezon City (font size 9)  
 Trunkline: (02) 1234-5678 (font size 9)  
 Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph) (font size 9)




For Provincial Jail Administrator's Office:



Republic of the Philippines (font size 9)  
 Department of the Interior and Local Government (font size 9)  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY** (font size 12)  
**REGIONAL OFFICE VI** (font size 12)  
**ILOILO PROVINCIAL JAIL ADMINISTRATOR'S OFFICE**  
 Barangay Ungka, Jaro, Iloilo City (font size 9)  
 Trunkline: (02) 1234-5678 (font size 9)  
 Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph) (font size 9)



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	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 12 of 30 <b>21 FEB 2022</b>

For Jail Units:

Republic of the Philippines (font size 9)

Department of the Interior and Local Government (font size 9)

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY** (font size 12)

**NATIONAL CAPITAL REGION** (font size 12)

**TAGUIG CITY JAIL-MALE DORMITORY** (font size 13)

Lower Bicutan, Taguig, Metro Manila (font size 9)

Trunkline: (+123) 456-7890 (font size 9)

Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph) (font size 9)



- d. A “clear space” shall always exist around the logo/s for maximum legibility. Clear space shall be equal to ¼ or 25% of the diameter of the logo.




- e. The minimum size of the brand logo and sub-brand marks should not be less than 10mm in width and shall be used only for special purposes such as branding in smaller items or elements. If the size of the logo is below the minimum size, it is then advised to spell out or use an acronym.
- f. The stationery/letterhead styles (e.g., for star ranks) must correspond to the signatory.
- g. Footer. Information contained in the footer may include footnotes, subject, pagination, mantra, and document security marks.
- h. Footnotes shall be in Tahoma 8, not bold (except for the BJMP mantra).
- i. BJMP Mantra. The standard font style and size for the BJMP mantra is Lucida Calligraphy, 11, bold, NOT in italics.

*“Changing Lives, Building a Safer Nation”*

All communications with BJMP Official Header must bear the BJMP Mantra from 0.25 inch (0.6 cm) to 1 inch from the margin below, in all the pages of the document (measurement made flexible due to other contents of the footer placed below the Mantra, e.g., page number, document security marks, etc.).

- j. Document security marks (restricted, confidential, secret, top secret) for the header and footer shall be placed above the letterhead and below the mantra, respectively, underlined,

*“Changing Lives, Building a Safer Nation”*

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. <b>BJMP-COC-MC-133</b>
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. <b>1</b>
	SUB-TOPIC	REVISION NO. <b>0</b>
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE <b>13</b> of <b>30</b> <span style="float: right;">12 FEB 2022</span>

center-aligned, and with font size of 14. The color of the text must correspond to the classification of the document, as shown:

Restricted – Black  
Confidential – Blue

Secret – Red  
Top Secret – Green

- k. Pagination shall be placed at the bottom, right-aligned as “Page 2 of 2” and so on, above the mantra. All documents exceeding one page shall bear page numbers.

<p><b>SAMPLE DETAILS ON FOOTER</b></p> <p style="margin-top: 20px;">5. For strict compliance.</p> <div style="text-align: right; margin-top: 20px;"> <p><b>JUAN A DELA CRUZ, CESE</b> Jail Director Chief, BJMP</p> </div> <hr style="width: 25%; margin-left: 0;"/> <p><sup>1</sup>Footnotes here.</p> <p>SUBJECT: FORMATS AND STANDARDS OF BJMP COMUNICATIONS</p> <div style="text-align: right; margin-top: 20px;"> <p>Page 2 of 2</p> <p><i>“Changing Lives, Building a Safer Nation”</i></p> <p style="color: red; text-align: center;"><b><u>SECRET</u></b></p> </div>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. **Caption.** All communications (except for formal/business letters) shall bear the appropriate caption indicating the category or type, written in capital and bold letters, left-aligned.

Ex. **MEMORANDUM**


5. **Addressee/s**

- a. Memorandum FOR is used to address offices of equal or higher level/hierarchy with respect to the sender.
- b. Memorandum TO is used to address offices of lower hierarchy/level with respect to the sender.

**NOTE:** The use of FOR and TO does not refer to the rank alone (JO1 to JDIR), but the level of designation; hence, it is imperative that the sender/drafter be aware of the relationships of the offices with respect to the receiver.

- c. The full name of the addressee/s must be written in uppercase and bold for Jail Officer Ranks (JOR), while in title case and bold for Jail Non-Officer Ranks (JNOR) and Non-Uniformed Personnel (NUP). It may be written in two, three, or four lines consisting the rank, name and designation, left-aligned.

*“Changing Lives, Building a Safer Nation”*

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-ODC-MC-133
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 14 of 30 <b>21 FEB 2022</b>

TWO LINES		
JOR	JNOR	NUP
<b>JCSUPT JUAN B DELA CRUZ</b> Director for Operations	<b>JO1 Juan B Dela Cruz</b> Searcher, Camalig District Jail	<b>Juan B. Dela Cruz</b> Administrative Aide III, DPRM

THREE/FOUR LINES		
JOR	JNOR	NUP
<b>JUAN B DELA CRUZ</b> Jail Chief Superintendent Director for Operations	<b>Juan B Dela Cruz</b> Jail Officer 1 Chief, Administrative Unit Camalig District Jail	<b>Juan B. Dela Cruz</b> Administrative Aide III Records Officer, DPRM

- d. For multiple addressees, the memorandum may be addressed to the group, all in title case, not bold. For multiple recipients, names may be presented through a distribution list, indicating the names at the bottom of the communication, in a hierarchical order of rank or office.

#### MEMORANDUM


**TO** : The Command Group  
Directors Of Directorates  
Chiefs Of Offices, NHQ  
Regional Directors of the Jail Bureau

#### MEMORANDUM

**TO** : See Distribution

<u>Example of Distribution List</u>		
		<b>JUAN A DELA CRUZ, CESE</b> Jail Director Chief, BJMP
<b>DISTRIBUTION: (font size:8, bold)</b>		
JCSUPT JUAN A DELA CRUZ	SJ02 Juan A Dela Cruz	JO2 Juan A Dela Cruz
JSUPT JUAN A DELA CRUZ	SJ01 Juan A Dela Cruz	JO1 Juan A Dela Cruz
JINSP JUAN A DELA CRUZ	JO3 Juan A Dela Cruz	Mr. Juan A. Dela Cruz
SJ03 Juan A Dela Cruz	JO2 Juan A Dela Cruz	
<i>"Changing Lives, Building a Safer Nation"</i>		

- e. The use of additional titles (CESE, TLPE, etc.) succeeding the names of BJMP personnel shall be permitted. However, in case of multiple eligibilities, the title corresponding to the highest degree shall be used; multiple titles are highly discouraged. However, as a courtesy to non-BJMP personnel who used multiple titles, the reply to their communication must also bear the multiple titles he/she used in his/her name.

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	SUB-TOPIC	REVISION NO. <b>0</b>
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- f. Official titles may be appended to the name:
- 1) Law and Doctoral Degrees (Atty. Dr.)
  - 2) Royal titles (King, Queen, Duke)
  - 3) Religious Titles (Bro, Sis, Pope, Rev, Fr)
- g. All middle initials and name suffixes shall be dotted except for the names of personnel in uniformed services.

**6. Channel**

- a. The through (THRU) line signifies routing of a document to an office or a person where staff action is necessary prior to seeking the approval and the attention of approving authority. The thru line, therefore, is used in correspondences where the sender is from a lower office and is addressed to a higher office (Jail unit to regional office, regional office to NHQ).


Example of a memorandum where the sender is from lower office to higher office (regional office to NHQ):

<b>MEMORANDUM</b>	
<b>FOR</b>	<b>JUAN A DELA CRUZ, CESE</b> Jail Director Chief, BJMP
<b>THRU</b>	<b>JUAN A DELA CRUZ, DM</b> Jail Senior Superintendent Director for Operations
<b>SUBJECT</b>	<b>AAR RE TREE PLANTING ACTIVITY</b>
<b>DATE</b>	January 1, 2020

- b. The attention line (ATTN) appears if the sender writes to a person in an organization who can act in his official capacity on the subject matter. The attention line, therefore, is used in correspondences where the sender is from a higher office and is addressed to a lower office (NHQ to regional office, regional office to jail unit).

Example of a memorandum where the sender is from higher office to lower office:

<b>MEMORANDUM</b>	
<b>TO</b>	<b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Regional Director of the Jail Bureau, BJMPRO-NCR
<b>ATTN</b>	<b>JUAN A DELA CRUZ</b> Jail Superintendent Chief, Operations Division

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-COC-mc-133
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- c. The addressee (FOR/TO) line, Channel (THRU/ATTN) line and the Subject and Date lines shall be written in uppercase, bold, and one (1) line space below the addressee.
- d. The ATTN and THRU line may be used in memoranda and formal/business letters.

#### 7. Subject

- a. The subject line must encompass the entirety of the memorandum. It must be brief, simple, and direct to the point, as details may be provided in the body.
- b. The subject must be written in **UPPERCASE AND BOLD LETTERS**.
- c. Abbreviations and acronyms may be used in the subject line, provided that it shall be spelled out/defined in the body. Moreover, words in abbreviation or acronym may be used only if it will be mentioned again in the succeeding paragraphs, provided it was spelled out in the body in its first use.
- d. The subject must not exceed ten (10) words.
- e. The subject of the memorandum should also be placed at the footer (above the mantra, aligned with the page number) in **Tahoma 8 UPPERCASE BOLD**, which shall be present in documents with more than one page, beginning from the second page.

<b>SUBJECT : GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS</b>
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#### 8. Date and Time


- a. The date line reflects the official signing of the communication and should be consistent in a format throughout the document.
- b. The date line should be written as Month Day, Year.

**DATE : January 1, 2020**

- c. For multiple days, the date (in the body of a memorandum or letter) shall be written as:
  - Same month, continuing days – January 1-2, 2020
  - Same month, different days – January 1, 3, & 5, 2020
  - Different month, different days – January 1, 2020 to February 5, 2020
  - Different/same month, different/same days, different year – January 1, 2020 to January 1, 2021/January 1, 2020 to March 2, 2021
- d. Time should be written as follows:
 

1:00 AM/PM                      12:00 NN/MN
- e. The date shall be printed on the document if the communication does not need to require approval and signature of the Chief, BJMP/Regional Director of the Jail Bureau/Warden. However, the date line shall be left blank for communications to be signed and approved by the Chief, BJMP/Regional Director of the Jail



	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-CDs-MC-133
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Bureau/Warden, or those correspondences with authority lines. It shall be date stamped by the staff of the OCBJMP/ORD/OW upon signature or approval.

#### 9. Body

- a. The body must be factual and answer the 5Ws and 1H of the subject.
- b. The first line of the first paragraph is indented half (½) inch from the margin. The succeeding lines are aligned with the margin, justify text.
- c. A general-purpose memorandum usually starts with the reference/s, listed right after the colon, if only one reference is cited. Two or more references should be listed below. Please see format below:

##### One reference:


1. Reference: This is how it is written for a memorandum with one reference only.

##### More than one reference:

1. References:
  - a. Letter Orders Number 2019-0001.
  - b. Letter Orders Number 2019-0002.
  - c. Letter Orders Number 2019-0003.
- d. The references shall be written based on the hierarchy of its authority or "recent to oldest" principle.
  - 1) Constitution
  - 2) Republic Acts/Presidential Decree
  - 3) CSC/COMELEC/COA Issuances
  - 4) Department Orders/Issuances
  - 5) BJMP Issuances
  - 6) Other references
- e. Reference pattern: What-Who-What-When

Example: Memorandum from JCSUPT JUAN A DELA CRUZ, Regional Director of the Jail Bureau, BJMPRO-NCR with subject: *Spot Report on Escape at Quezon City Jail*, dated January 1, 2020;

*\*Notice that the subject is italicized.*

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10. **Closing a Memorandum.** The following shall be used in closing a memorandum:

a. From higher office to lower office:

For guidance, compliance, information, dissemination, appropriate action, attention, etc.


b. From lower office to higher office:

For information, favorable action, consideration, request for guidance, approval, perusal, etc.

11. **Authority Line.** Authority line is used when the signatory acts as an agent or representative of the principal (Head of Office). In this case, the agency representative directs the action of offices/personnel not directly under his/her command; hence, the need for authorization. It should be in boldface and placed one (1) line space after the last line of the last paragraph, aligned with the first letter of the first line of the last paragraph.

AUTHORITY LINE	AUTHORIZED TO USE AUTHORITY LINE
Chief, BJMP	TDCAJB, TDCOJB, TCDSJB, and Directors of Directorates and Chiefs of Offices of the NHQ only
Regional Director of the Jail Bureau	ARDA, ARDO, RCDS, Division Chiefs
Provincial Administrator	Division Chiefs
Warden	Assistant Warden

EXAMPLES	
<b>NATIONAL HEADQUARTERS</b>	
5. For information and compliance.	
	<b>BY AUTHORITY OF THE CHIEF, BJMP:</b>
	<b>RUEL S RIVERA</b> Jail Chief Superintendent Deputy Chief for Administration of the Jail Bureau
<b>REGIONAL OFFICES</b>	
5. For information and compliance.	
	<b>BY AUTHORITY OF THE REGIONAL DIRECTOR OF THE JAIL BUREAU:</b>
	<b>JUAN DELA CRUZ</b> Jail Senior Superintendent Assistant Regional Director for Administration

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-OS-MC-133
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<b>PROVINCIAL JAIL ADMINISTRATOR'S OFFICE</b>
5. For information and compliance.  <b>BY AUTHORITY OF THE PROVINCIAL ADMINISTRATOR:</b>  <p style="text-align: center;"><b>JUAN DELA CRUZ</b> Jail Inspector Chief, Administrative Division</p>
<b>JAIL UNITS</b>
5. For information and compliance.  <b>BY AUTHORITY OF THE WARDEN:</b>  <p style="text-align: center;"><b>JUAN DELA CRUZ</b> Jail Inspector Assistant Warden</p>


12. **Signatory**

- a. Generally, the signature block must not be separated from the body of the document. If unavoidable, signature block must be accompanied by at least two (2) lines or the last paragraph (excluding authority line) of the communication.
- b. The signature block must be at least 3 to 4 spaces from the last paragraph or from the authority line.
- c. For memoranda and formal/business letters, the name, rank, and designation of the signatory may be written in two or three lines.

THREE LINES	TWO LINES
<b>JUAN A DELA CRUZ, CESE</b> Jail Director Chief, BJMP	<b>JDIR JUAN A DELA CRUZ, CESE</b> Chief, BJMP

- d. Always observe proper nomenclatures for all government officials, specially of the President, DILG Secretary, Undersecretaries and Assistant Secretaries, and the members of the BJMP Command Group, as follows:

<p><b>JUAN A DELA CRUZ</b> President Republic of the Philippines</p> <p><i>Note: On a case to case basis, honorific titles such as "Your Excellency," "His Excellency" may be used depending on the current administration.</i></p>
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	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-CDC-MC-133
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<p><b>JUAN A DELA CRUZ</b> Secretary, DILG</p> <p><i>*All communications addressed to the Secretary, DILG must be coursed through the concerned offices of the DILG.</i></p>
<p><b>JUAN A DELA CRUZ</b> Undersecretary for Public Safety, DILG</p>
<p><b>JUAN A DELA CRUZ</b> Assistant Secretary for Public Safety and Security, DILG</p>

**NOTE:** All DILG communications must be coursed through the Office of the Undersecretary for Public Safety and Office of the Assistant Secretary for Public Safety and Security.

<p><b>JUAN A DELA CRUZ</b> Jail Director Chief, BJMP</p>
<p><b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Deputy Chief for Administration of the Jail Bureau</p>
<p><b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau</p>
<p><b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Chief of Directorial Staff of the Jail Bureau</p>
<b>FOR OICs</b>
<p><b>UNDERSECRETARY JUAN A DELA CRUZ</b> Officer-in-Charge, DILG DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City</p>
<p><b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Officer-in-Charge, BJMP</p>
<p><b>JUAN A DELA CRUZ</b> Jail Chief Superintendent Officer-in-Charge, Office of the Deputy Chief for Administration of the Jail Bureau</p>

- e. All outgoing communications shall be signed by the Head of Office or his duly authorized/designated Officer-in-Charge in his absence, with due regard to the rules in using authority line.
- f. Personnel not holding key positions are NOT authorized to sign/send official communications directly to the Command Group, Directors of Directorates and Chiefs of Offices, except for

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personal communications not related to official functions; however, Division and Section Chiefs may send communications to their Head of Office.

- g. In the absence of the Head of Office, the authorized/designated Officer-in-Charge to sign a communication shall not sign above the name of the Head of Office, instead, the name of the authorized/designated Officer-in-Charge shall be written below the name of the Head of Office to sign for signatory, as shown:

5. For information and compliance.

**JUAN A DELA CRUZ**  
Jail Chief Superintendent  
Director for Operations

Signed for:

**JUAN A DELA CRUZ**  
Jail Senior Superintendent  
Deputy Director  
Directorate for Operations

*\*Applicable only for communications within the office*

- h. All pages of documents for signature shall be properly marked with "For signature," "Signature," or "Please sign here" tabs or stickers.

**13. Enclosures/Annexes/Courtesy Copies**

- a. Supporting documents may be included under enclosures. It should be cited at the lower left portion of the document from the margin, after the signature block in title case with font size of 8, and not bold. The same goes with courtesy copies (cc). Enclosures come first, followed by courtesy copy/ies, with details placed one (1) space away from the colon. See format:


Encl: Guidelines, Formats, and Standards of BJMP Communications

**cc: JUAN A DELA CRUZ**  
Undersecretary for Public Safety, DILG

- b. Annexes are documents for reference and additional information labeled alphabetically as they are mentioned in the document. See the format below:

**ANNEXES**

- A General Order/Special Order/Letter Order
- B Completed Staff Work Memorandum

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- C Report Format
- D PDL Population

14. **Document Control Number (DCN).** It is a combination of text and numbers that determines the origin of the correspondence (incoming and outgoing) with the following details:

DCN Incoming Documents Format:

OCDS-21-01-0001  
Office-Year-Month-Number of Document

DCN Outgoing Documents Format:


OCDS21010001  
OfficeYearMonthNumber of Document

15. **Formal/Business Letters**

- a. It shall be used to communicate with individuals and agencies not belonging to the hierarchical organization such as but are not limited to National Government Agencies (NGAs), Bureaus or Offices, including Non-Governmental Organizations (NGOs), International Entities/Organizations as well as communications that are personal in nature.
- b. The style to be used in all BJMP Formal/business letters shall be Full Block.
- c. The font style and size, header, and date line of formal/business letters shall be the same as that of the formats/standards set for memoranda.
- d. Inside Address. The addressee shall be written in four or five lines consisting of the following:
  - 1) Courtesy Title/Name/Rank and Name
  - 2) Position/Designation/Business Title
  - 3) Agency/Bureau/Office/Organization name
  - 4) Building/House No./Street/Barangay Address
  - 5) City, Province, Country, and Zip Code


Example:

<p><b>RODRIGO ROA DUTERTE</b> President Republic of the Philippines Malacañang Complex, J.P. Laurel St. San Miguel, Manila 1005</p> <p><b>NOTE:</b> <i>Malacañan refers to the Office of the President, while Malacañang refers to Malacañang compound.</i></p> <p><b>EDUARDO M. AÑO</b> Secretary Department of the Interior and Local Government DILG-NAPOLCOM Center, EDSA corner Quezon Avenue Quezon City 1104</p>
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	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. bjmp-cps-mc-133
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12 FEB 2022

<p><b>NESTOR F. QUINSAY, JR.</b> Undersecretary for Public Safety Department of the Interior and Local Government DILG-NAPOLCOM Center, EDSA corner Quezon Avenue Quezon City 1104</p>
<p><b>ALEXANDER L. MACARIO</b> Assistant Secretary for Public Safety and Security Department of the Interior and Local Government DILG-NAPOLCOM Center, EDSA corner Quezon Avenue Quezon City 1104</p>
<p><b>JDIR ALLAN S IRAL, CESE</b> Chief Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<p><b>JCSUPT RUEL S RIVERA</b> Deputy Chief for Administration of the Jail Bureau Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<p><b>JCSUPT DENNIS U ROCAMORA, CESE</b> Deputy Chief for Operations of the Jail Bureau Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<p><b>JCSUPT PAULINO H MORENO JR</b> Chief of Directorial Staff of the Jail Bureau Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<b>FOR OICs</b>
<p><b>USEC. BERNARDO C. FLORECE, JR.</b> Officer-in-Charge Department of the Interior and Local Government DILG-NAPOLCOM Center, EDSA corner Quezon Avenue Quezon City 1104</p>
<p><b>JCSUPT JUAN A DELA CRUZ</b> Officer-in-Charge Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<p><b>JCSUPT JUAN A DELA CRUZ</b> Officer-in-Charge, Office of the Deputy Chief for Administration of the Jail Bureau Bureau of Jail Management and Penology 144 BJMP Bldg., Mindanao Avenue, Project 8 Quezon City 1106</p>
<p><i>(same format for DCO and CDS)</i></p>

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- e. The name of the addressee must be written in **UPPERCASE AND BOLD** regardless of rank/position/designation.
- f. The title or position of the addressee may be used as an alternative to his/her name in the inside address when the exact name of such official or person cannot be ascertained. In this case, it shall be written in three (3) lines only.


**THE CITY MAYOR**

Local Government of Laoag  
Laoag City Hall, Laoag City, Ilocos Sur

- g. Channel. The guidelines on the use of “Thru” and “Attn” line for memoranda also apply to letters.
- i. Subject Line. The subject line provides an overview of the “meat” of the letter. The use of the subject line is optional.
- j. Salutation. It is the formula of words to address the person being written to. It shall be always be spelled out when written. Below are some of the standard salutations for key positions in the government, professions, and other designations/positions:

Addressee	Salutation
President of the Philippines	Dear Mr. or Madam President: Your Excellency:
Senator, Congressmen, Governor, Mayor, Councilor	Dear Senator [last name]: Dear Representative [last name]: Dear Governor [last name]: Dear Mayor [last name]: Dear Councilor [last name]:
Cabinet Member, Undersecretary, Assistant Secretary	Dear Mr. or Madam Secretary: <i>or</i> Dear Secretary [last name]: Dear Undersecretary [last name]: Dear Assistant Secretary [last name]:
Judge or Justice	Dear Justice [last name]: Dear Judge [last name]:
Ambassador	Dear Mr. or Madam Ambassador [last name]: <i>or</i> Your Excellency:
Professor	Dear Professor [last name]
Physician	Dear Dr. [last name]:
Lawyer	Dear Atty. [last name]
Military or Uniformed Personnel	Dear [rank] [last name]: <i>Example:</i> Dear Police General Dela Cruz:
Priest	Reverend Sir: Dear Father [last name]: Dear Archbishop [last name]: Dear Bishop [last name]:
Minister	Dear Reverend [last name]:
Others	Dear Mr. or Ms. [surname]:



	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-CDS-MC-123
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 25 of 30 1 FEB 2022

- k. Body of the Letter. The body must be factual and must answer the 5Ws and 1H of the message a writer wants to convey. As much as practicable, each paragraph shall be composed of not more than 5 lines.
- l. Complimentary Close. Use "Respectfully yours," for communications addressed to the Office of the President and its officials, members of the Senate and the Congress to be signed by the SILG. Use "Very truly yours," for all other BJMP official Formal/business letters.
- m. Authority Line. It is used when signatory acts as an agent or representative of the principal (Head of Office) who directs action of offices/personnel not directly under his/her command; hence, the need for authorization. It must be clear that only the designations of the Chief, BJMP, the Regional Directors of the Jail Bureau, Provincial Administrators, and the Wardens are the designations using authority lines.


AUTHORITY LINE	AUTHORIZED TO USE AUTHORITY LINE
Chief, BJMP	TDCAJB, TDCOJB, TCDSJB, and Directors of Directorates and Chiefs of Offices of the NHQ only
Regional Director of the Jail Bureau	ARCO, ARDA, RCDS, Division Chiefs
Provincial Administrator	Division Chiefs
Warden	Assistant Warden

1) The authority line to be used for letters should be the following:

**FOR THE CHIEF, BJMP:**  
**FOR THE REGIONAL DIRECTOR OF THE JAIL BUREAU:**  
**FOR THE PROVINCIAL ADMINISTRATOR:**  
**FOR THE WARDEN:**

2) It should be in boldface and placed one (1) line space after the complimentary close (see format).

<b>NATIONAL HEADQUARTERS</b>
Very truly yours,  <b>FOR THE CHIEF, BJMP:</b>   <b>RUEL S RIVERA</b> Jail Chief Superintendent Deputy Chief for Administration of the Jail Bureau

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-CDS-MC-133
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 26 of 30 12 FEB 2022


<b>REGIONAL OFFICES</b>
<p>Very truly yours,</p> <p><b>FOR THE REGIONAL DIRECTOR OF THE JAIL BUREAU:</b></p> <p><b>JUAN DELA CRUZ</b> Jail Senior Superintendent Assistant Regional Director for Administration, BJMPRO-I</p>
<b>JAIL UNITS</b>
<p>Very truly yours,</p> <p><b>FOR THE WARDEN:</b></p> <p><b>JUAN DELA CRUZ</b> Jail Inspector Assistant Warden San Mateo Municipal Jail</p>

- n. Signatory. The signature block must be at least 3 to 4 spaces from the authority line or from the complimentary close and must be written in three lines.

<p>Very respectfully yours,</p> <p style="text-align: right;">} <b>3-4 SPACES</b></p> <p><b>JUAN A DELA CRUZ, CÉSE</b> Jail Director Chief, BJMP</p>	<p>Very truly yours,</p> <p style="text-align: right;">} <b>1 SPACE</b></p> <p><b>FOR THE CHIEF, BJMP:</b></p> <p style="text-align: right;">} <b>3-4 SPACES</b></p> <p><b>JUAN A DELA CRUZ</b> Deputy Chief for Administration of the Jail Bureau</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**16. Use of Footnotes and Endnotes**

- a. A footnote may be used to explain or add details or in citing references. In this way, the continuity and brevity of the body of the letter are ensured while details or references are provided.
- b. Single footnotes, unless too lengthy, may be written directly in the body of the memorandum/letter instead of writing it as a footnote.

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-COS-MC-133
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 27 of 30 <b>18 FEB 2022</b>

Dear Senator Juan A. Dela Cruz:

This pertains to your letter dated September 1, 2020 requesting data on the number of released Persons Deprived of Liberty (PDL) from the BJMP.

The Jail Bureau reported 30,000<sup>1</sup> releases from March to September 2020. Out of this number, 1,500 PDL were released through OCA Circular No. 91-2020<sup>2</sup> while 1,000 PDL were released through Supreme Court Administrative Circular No. 38-2020.<sup>3</sup>

Footnotes (Tahoma, 8)

- 1 The exact figure is 30,378 PDL based on the Official Monthly data of the BJMP
- 2 Subject: Release of Qualified Persons Deprived of Liberty approved on April 20, 2020
- 3 Subject: Reduced Bail and Release on Recognizance as Modes of Releasing Indigent Persons Deprived of Liberty During the Period of Public Health Emergency During the Resolution of their Cases

*“Changing Lives, Building a Safer Nation”*

- c. An endnote refers to a note placed at the end of a text. Endnotes (1) acknowledge the source of a quotation, paraphrase, or summary; and (2) provide explanatory comments that would not interrupt the flow of the main text.

Dear Judge Juan X. Dela Cruz:


This pertains to your letter dated September 1, 2020 inquiring about the legal basis of visitation protocols and requesting a copy of any issuances pertaining to visitation that the Bureau of Jail Management and Penology (BJMP) implements in jails.

Please be informed that the BJMP’s main legal basis in the implementation of visitation policy for Persons Deprived of Liberty (PDL) is the Bill of Rights of the 1987 Constitution mandating that “No person shall be deprived of life, liberty or property nor shall any person be denied the equal protection of the laws” (*Article III, Section 1*). Another legal anchor of the BJMP on the matter is Republic Act No. 7438 which provides, among others, the rights of persons arrested, detained or under custodial investigation (*Section 2*).

Endnotes in Tahoma, 12, Italic

17. **Routing Slip.** All outgoing communications must bear a routing slip which shall be signed by the Head of the Office, or his duly authorized or designated Officer-in-Charge or staff.
18. **Priority Tags**
  - a. Tags shall be used only if the correspondences fall under the parameters of Urgent and Priority. Regular communications must not bear these tags.
  - b. Communications with **URGENT** tags need immediate staff action and produce the required output within or less than **24 hours** upon receipt of the AO.
  - c. Other communications may be tagged as urgent upon express instruction of the members of the Command Group and must be processed the earliest possible time.

*“Changing Lives, Building a Safer Nation”*

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-CDC-MC-133
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 28 of 30

21 FEB 2022

- d. Communications with **PRIORITY** tags need immediate staff action and produce the required output within **72 hours** upon receipt of the AO.
- e. For communications that need routing prior approval of the Chief, BJMP, documents with **URGENT** tags must be processed by an office within 1 hour or less, while **PRIORITY** tags must be processed within 3 hours or less. The time frame is set to consider the bulk of documents being processed by the Command Group catering to approximately 20 offices, to exclude communications received outside BJMP.
- f. Communications shall be tagged as follows:
  - Urgent:
    - Tag Size: 3" by 1"
    - Font style, size and color: Tahoma, 40, red text in white background
    - Location: Protrude at the **top rightmost** edge of the routing slip




Priority

- Tab Size: 3" by 1"
- Font style, size and color: Tahoma, 40, blue text in white background
- Location: Protrude at the **top leftmost** edge of the routing slip



19. **Other Guidelines and Style Issues:**

- a. Do not add space before and after a slant (his/her).
- b. Do not use bold, italics, and quotation marks at the same time. Choose only one format for emphasis, except in legal writing which necessitates such.
- c. As a general rule, periods, commas, and other punctuation marks always go inside quotation marks, even inside single quotes.
- d. Title of books, magazines, newspapers, plays, movies, artworks, and musical compositions are always in title case and set in italics.
- e. Numbers 1 to 9 must be written in words, for 10 and above, write in numerical figures.

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-COR-MC-133
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 29 of 30 1 FEB 2022

## 7.0 MONITORING PROCEDURE/TOOL

The Office of the Chief of Directorial Staff of the Jail Bureau, through the Office of the Secretary to the Command Group, shall be the center for monitoring the compliance of all BJMP offices with this policy. Further, the Administrative Division/Section/Unit of each BJMP Office shall be the office primarily responsible for dissemination, implementation, and monitoring of this policy.

## 8.0 FINANCIAL CLAUSE

All activities and programs relevant to the implementation of this policy shall be funded by the Bureau through its regular Maintenance and Other Operating Expense (MOOE) which shall be included in the annual budget proposal of concerned Directorate or Office.

## 9.0 SEPARABILITY CLAUSE

In the event that any provision or part of this policy be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective. Moreover, these guidelines shall not apply to those documents required by other agencies which are in a prescribed format.

## 10.0 REPEALING CLAUSE


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

## 11.0 EFFECTIVITY

This Memorandum Circular shall take immediately upon approval of the Chief, BJMP.




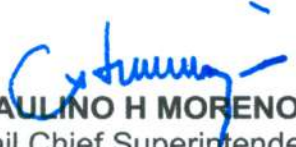
## ANNEXES

- A Letterhead & Mantra Format
- B Memorandum Format for General Purposes
- C Memorandum Format for Requests
- D After Activity Report (AAR) Format
- E Formal/business letter Format
- F Guidelines in Writing Communications in Filipino Language
  - F1 Memorandum in Filipino
  - F2 Formal/business letter in Filipino
- G DILG Central Office Official Letterhead
  - G1 Format of DILG Letter for Signature of DILG Officials
  - G2 Format of BJMP Memorandum to DILG
  - G3 Format of BJMP Letter to DILG

	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-COC-MC-123
	TOPIC <b>COMMUNICATIONS POLICY</b>	ISSUE NO. 1
	SUB-TOPIC	REVISION NO. 0
	<b>GUIDELINES, FORMATS AND STANDARDS OF BJMP CORRESPONDENCES</b>	EFFECTIVE DATE PAGE 30 of 36 <b>21 FEB 2022</b>

**OTHER FORMATS**

- H Spot Report
  - H1 Progress Report
  - H2 Final Report
  - H3 OPLAN/IMPLAN Format
- I Routing Slip for National Headquarters
  - I1 Routing Slip for Regional Offices
  - I2 Routing Slip for Jail Units
- J Notice of Meeting Format
- K Minutes of the Meeting Format
- L Committee Resolutions Format
- M Event Profile Sheet Format
- N Common Jail Issuances

Prepared by:  <b>BERNADETTE TOMAS-CABE</b> Jail Senior Inspector Chief, Security Section/ Aide-de-Camp, Office of the Deputy Chief for Operations	Reviewed by:  <b>DENNIS U ROCAMORA, CESE</b> Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/QMR	Approved by:  <b>ALLAN S IRAL, CESE</b> Jail Director Chief, BJMP
Noted by:  <b>PAULINO H MORENO JR</b> Jail Chief Superintendent OIC, Office of the Chief of Directorial Staff of the Jail Bureau		

2.4 cm or 1 in

ANNEX "A" LETTERHEAD AND MANTRA FORMAT



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**  
144 Mindanao Avenue, Quezon City  
Trunklines: (+632) 927-6383; 927-5505)  
Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



2.4 cm or 1 in

2.4 cm or 1 in



*"Changing Lives, Building a Safer Nation"*

0.6 cm

2.4 cm or 1 in



Republic of the Philippines  
Department of the Interior and Local Government

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
Trunklines: (+632) 927-6383; 927-5505

Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



(2 spaces)

**MEMORANDUM**

(1 space)

**TO** : The Command Group  
Directors of Directorates  
Chiefs of Offices, NHQ  
Regional Directors of the Jail Bureau

(1 space)

**SUBJECT** : **GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS**

(1 space)

**DATE** :

(1 space)

1. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
    - 1) \_\_\_\_\_
    - a) \_\_\_\_\_
    - b) \_\_\_\_\_
  - 2) \_\_\_\_\_

(1 space)

2. \_\_\_\_\_

(1 space)

3. \_\_\_\_\_

(1 space)

**BY AUTHORITY OF THE CHIEF, BJMP:**

**JUAN C DELA CRUZ**  
Jail Chief Superintendent  
Officer-in-Charge, Office of the  
Chief of Directorial Staff  
of the Jail Bureau



2.4 cm or 1 in

**ANNEX "C" MEMORANDUM FORMAT FOR REQUESTS**



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
Trunklines: (+632) 927-6383; 927-5505

Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



(2 spaces)

**MEMORANDUM**

(1 space)

**FOR** : **JUAN A DELA CRUZ**

Jail Director  
Chief, BJMP

(1 space)

**SUBJECT**

**GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS**

**DATE**

**ACTION REQUESTED:**

(1 space)

1 cm ← 1. \_\_\_\_\_

2 cm ← a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

3 cm ← 1) \_\_\_\_\_

4 cm ← a) \_\_\_\_\_  
b) \_\_\_\_\_

5 cm ← a) \_\_\_\_\_  
b) \_\_\_\_\_

(1 space)

2) \_\_\_\_\_

(1 space)

**BACKGROUND/JUSTIFICATION:**

(1 space)

2. \_\_\_\_\_

(1 space)

3. \_\_\_\_\_

(1 space)

**RECOMMENDATION:**

(1 space)

4. \_\_\_\_\_

(1 space)

**SUBJECT: GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS**

*"Changing Lives, Building a Safer Nation"*

0.6 cm

2.4 cm or 1 in

5. \_\_\_\_\_

(3-4 spaces)

11.5 cm

**JUAN B DELA CRUZ**  
Jail Senior Superintendent  
Director for Operations

(1 space)

**DECISION MATRIX**

Recommended by:

(3-4 spaces)

**JUAN C DELA CRUZ**  
Jail Chief Superintendent  
Officer-in-Charge, Office of the  
Chief of Directorial Staff  
of the Jail Bureau

**JUAN D DELA CRUZ**  
Jail Chief Superintendent  
Deputy Chief for Operations  
of the Jail Bureau

(3-4 spaces)

**JUAN E DELA CRUZ**  
Jail Chief Superintendent  
Deputy Chief for Administration  
of the Jail Bureau

(1 space)

Approved  Disapproved

(3-4 spaces)

**JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP

**REMARKS:**

(1 space)

Encl:  
(1 space, font size 8)  
Guidelines, Formats, and Standards of BJMP  
Official Communications

Cc:  
(1 space, font size 8)  
**JCSUPT HILBERT M FLOR, MPSA**  
Director, NJMPTI

**SUBJECT: GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS**

*"Changing Lives, Building a Safer Nation"*

0.6 cm

2.4 cm or 1 in



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

**FOR :** **JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP

**SUBJECT :** **AAR RE CONDUCT OF INSPECTION AT MANILA CITY JAIL**

**DATE :** \_\_\_\_\_

**1. REFERENCE/S:**

- a. \_\_\_\_\_
- \_\_\_\_\_
- b. \_\_\_\_\_

**2. MISSION/PURPOSE:** \_\_\_\_\_

\_\_\_\_\_

**3. PLACE/S COVERED:** \_\_\_\_\_

**4. DATE COVERED:** \_\_\_\_\_

**5. PARTICIPANTS:** \_\_\_\_\_

**6. NARRATIVE:**

- a. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b. \_\_\_\_\_
- \_\_\_\_\_
- c. \_\_\_\_\_

**7. ISSUES/CONCERNS/RECOMMENDATIONS:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**JUAN Z DELA CRUZ**  
Jail Chief Superintendent  
Regional Director of the Jail Bureau



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

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Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



*(2 spaces)*

January 1, 2021

*(1 space)*

**JUAN G. DELA CRUZ**

President

Republic of the Philippines

Malacañan, Manila

*(1 space)*

**THRU** ↔ : ↔ **JUAN H. DELA CRUZ**

*(5 spaces)*

Secretary, DILG

*(1 space)*

Dear **Mr. President:**

*(1 space)*

Greetings from the Jail Bureau!

*(1 space)*



*(1 space)*

*(1 space)*

*(1 space)*

Very respectfully yours,

*(3-4 spaces)*

**JUAN A DELA CRUZ**

Jail Director

Chief, BJMP

*(1 space)*

Cc:

*(1 space)*

**JUAN I. DELA CRUZ**

Undersecretary for Public Safety, DILG

*(1 space)*

**JUAN J. DELA CRUZ**

Assistant Secretary for Public Safety and Security, DILG

*"Changing Lives, Building a Safer Nation"*

0.6 cm

2.4 cm or 1 in

**GUIDELINES IN WRITING COMMUNICATIONS WRITTEN IN FILIPINO LANGUAGE**

1. Memoranda and Letters written in Filipino are encouraged during the observation of "Buwan ng Wika," or when a letter addressed to the BJMP is in Filipino language, and as directed by higher offices.
2. Below are the guidelines to be observed when using Filipino language in communications:
  - a. Filipino version of commonly-used terms in communications:

<b>ENGLISH</b>	<b>FILIPINO</b>
<b>NOMENCLATURES</b>	
President, Republic of the Philippines	Pangulo, Republika ng Pilipinas
Secretary, Department of the Interior and Local Government	Kalihim, Kagawaran ng Interyor at Pamahalaang Lokal
Undersecretary for Public Safety	Pangalawang Kalihim para sa Kaligtasang Pampubliko
Undersecretary for Public Safety and Security	Kawaksing Kalihim para sa Kaligtasang Pampubliko at Seguridad
Chief, BJMP	Hepe, Kawanihan ng Pamamahala sa Piitan at Penolohiya
Deputy Chief for Administration of the Jail Bureau	Pangalawang Hepe para sa Pangasiwaan ng Pamamahala sa Piitan at Penolohiya
Deputy Chief for Operations of the Jail Bureau	Pangalawang Hepe para sa Pakilusan ng Kawanihan ng Pamamahala sa Piitan at Penolohiya
Chief of Directorial Staff of the Jail Bureau	Hepe ng mga Direktoryo ng Kawanihan ng Pamamahala sa Piitan at Penolohiya
Director for Personnel and Records Management	Direktor para sa Pamamahala ng Tauhan at Talaan
Director for Operations	Direktor para sa Pakilusan
Director for Comptrollership	Direktor para sa Comptrollership
Director for Intelligence	Direktor para sa Intelihensiya
Director for Logistics	Direktor para sa Logistics
Director for Program Development	Direktor para sa Pagpapaunlad ng Programa
Director for Human Resource Development	Direktor para sa Pagpapaunlad ng Yamang Tao
Director for Health Service	Direktor para sa Serbisyong Pangkalusugan
Director for Investigation and Prosecution	Direktor para sa Imbestigasyon at Prosekusyon
Director for Information and Communications Technology Management	Direktor para sa Pamamahala ng Teknolohiyang Impormasyon at Komunikasyon
Chief, Finance Service Office	Hepe, Opisina ng Serbisyong Pananalapi
Chief, Community Relations Service Office	Hepe, Opisina ng Serbisyo para sa Ugnayang Pampamayanan
Chief, Legal Service Office	Hepe, Opisina ng Serbisyong Pambatasan
Chief, Legislative Liaison Office	Hepe, Opisina ng Lehislatibong Tagapag-ugnay
Chief, Chaplaincy Service Office	Hepe, Opisina ng Serbisyong Pang-kapelyan
Chief, Accounting Service Office	Hepe, Opisina ng Serbisyong Pagtutuos
Chief, Supply Accountable Office	Hepe, Opisina ng Mananagot sa mga Panustos
Chief, Retirement and Separation Benefits Administration Service Office	Hepe, Opisina ng Pangasiwaan sa mga Benepisyo ng Pagreretiro at Pagbubukod
Chief, Internal Audit Unit	Hepe, Yunit ng Awdit Internal
Chief, Preventing and Countering Violent Extremism Center	Hepe, Sentro ng Pagpigil at Pagsalungat sa Sukdulang Karahasan
Chief, BJMP Center for Jail Excellence Strategy Management	Hepe, Sentro para sa Kahusayan at Pamamahala ng Stratehiyang Pampiitan
<b>COMMON TERMS</b>	

**ANNEX "F" GUIDELINES IN WRITING COMMUNICATIONS IN FILIPINO LANGUAGE**

Bureau of Jail Management and Penology	Kawanihan ng Pamamahala sa Piitan at Penolohiya
National Headquarters	Pambansang Punong Tanggapan
Regional Office	Panrehiyong Tanggapan
Jail	Piitan
Jail Officers	Mga namumuno sa Piitan
Persons Deprived of Liberty	Taong Pinagkaitan ng Kalayaan

**NOTE:** The BJMP mantra shall remain in its English form.

- b. Recommended Salutations and Complimentary Close in a Formal/business letter written in Filipino:

Mahal na Ginoo: (may be abbreviated as "G.")

Ginoo:

Mahal na Ginang: (may be abbreviated as "Gng.")

Mahal na Binibini: (may be abbreviated as "Bb.")

Binibini:

Mahal na Tagapangulong Morales:

Mahal na Punong Mahistrado Peralta:

Mahal na Kalihim Año:

- c. Use the salutation "Kagalang-galang" in greeting officials occupying high positions such as the President of the Philippines, Senators, Representatives, Governors, Cabinet Secretary, Ambassador, Secretary and Assistant Secretary, Justices and Judges, Commissioners, Mayors.

- d. Recommended Complimentary Close in a Formal/business letter written in Filipino:

Ginoo:

Kagalang-galang:

} Magalang na sumasainyo,  
Lubos na gumagalang,

Mahal na Bb. Santos:

Mahal na Gng. Yap:

Mahal na G. Reyes:

Mahal na Ginoo:

} Matapat na sumasainyo,



Republika ng Pilipinas  
 Kagawaran ng Interyor at Pamahalaang Lokal  
**KAWANIHAN NG PAMAMAHALA  
 SA PIITAN AT PENOLOHIYA  
 PAMBANSANG PUNONG TANGGAPAN**  
 144 Mindanao Avenue, Quezon City  
 Telepono bilang: (+632) 927-6383; 927-5505  
 Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)

(2 espasyo)

**MEMORANDUM**

**PARA KAY :**

**PAKSA :**

**PETSA :**

(1 espasyo)

1. \_\_\_\_\_;
  - a. \_\_\_\_\_;
  - b. \_\_\_\_\_; and
  - c. \_\_\_\_\_
    - 1) \_\_\_\_\_
      - a) \_\_\_\_\_; and
      - b) \_\_\_\_\_.
    - 2) \_\_\_\_\_.

(1 espasyo)

2. \_\_\_\_\_.

(1 espasyo)

3. \_\_\_\_\_.

**SA PAMAMAGITAN NG AWTORIDAD NG HEPE, KAWANIHAN NG PAMAMAHALA SA PIITAN AT PENOLOHIYA:**

(3-4 na espasyo)

**JUAN C DELA CRUZ**  
 Jail Chief Superintendent  
 Hepe ng mga Direktoryo  
 ng Kawanihan ng Pamamahala  
 sa Piitan at Penolohiya



Republika ng Pilipinas

Kagawaran ng Interyor at Pamahalaang Lokal

**KAWANIHAN NG PAMAMAHALA  
SA PIITAN AT PENOLOHIYA  
PAMBANSANG PUNONG TANGGAPAN**

144 Mindanao Avenue, Quezon City

Telepono: (+632) 927-6383; 927-5505)

Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



(2 espasyo)

Enero 1, 2020

(1 espasyo)

**JUAN V. DELA CRUZ**

Kalihim

Kagawaran ng Ugnayang Panlabas

2330 Roxas Boulevard

Lungsod ng Pasay, Pilipinas

(1 espasyo)

Tawag-pansin:

**JUAN U. DELA CRUZ**

Pangalawang Kalihim

Kagawaran ng Ugnayang Panlabas

(1 espasyo)

Kagalang-galang na Kalihim Locsin:

(1 espasyo)

Ang Pambansang Punong Tanggapan ng Kawanihan ng Pamamahala sa Piitan at Penolohiya ay nagpapasalamat sa inyong walang humpay na suporta sa mga programa para sa mga dayuhang indibidwal na hakabilanggo sa mga piitan ng aming ahensya.

(1 espasyo)

Nais din naming ipaabot na sa kasalukuyan ay mayroong dalawang daang (200) dayuhang bilanggo sa aming kustodiya.

(1 espasyo)

Makakaasa kayo sa aming patuloy na suporta sa mga adhikain ukol sa kapakanan ng dayuhang indibidwal sa aming piitan.

(1 espasyo)

Lubos na gumagalang,

(3-4 na espasyo)

**JUAN A DELA CRUZ**

Jail Director

Hepe, Kawanihan ng Pamamahala sa

Piitan at Penolohiya

Petsa

Patunguhan

Tawag  
Atensyon

Bating  
Pambungad

Katawan  
ng Liham

Pamitagang  
Wakas

Lagda

*\*Spacing, margins, and indentions  
are the same with memoranda*



**Annex A-1**  
Official Letterhead  
Central Office

**Country**  
Font: Arial  
Size: 10  
Color: Black  
Typeface: Sentence Case  
Alignment: Center



**ANNEX "G" DILG CENTRAL OFFICE  
OFFICIAL LETTERHEAD**

**Logo**  
Size: 2.54 cm x 2.54 cm  
Color: Full color  
Alignment: Center

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City  
[www.dilg.gov.ph](http://www.dilg.gov.ph)

**Name of Department**  
Font: Arial  
Size: 11  
Color: Black  
Typeface: Uppercase  
Style: Bold  
Alignment: Center

**Website**  
Font: Arial  
Size: 10  
Color: blue (in hyperlink)  
Alignment: Center

**Office Address**  
Font: Arial  
Size: 10  
Color: Black  
Typeface: Sentence Case  
Alignment: Center

**Note:**

Paper Size: A4

For multi-page documents,  
Letterhead and Footer shall only be  
used/placed on the first page.

**Annex A-1-1**  
Official Footer  
Central Office

**DILG Brand Personality**  
Font: Arial  
Size: 9  
Color: Black  
Typeface: Sentence Case, Bold  
Alignment: Center

**DILG CO Trunkline**  
Font: Arial  
Size: 9  
Color: Black  
Typeface: Sentence Case  
Alignment: Center

**"Matino, Mahusay at Maaasahan"**  
Trunkline No.: 8876-34-54

1/2 inch

**Annex B-9**  
Sample Document  
Letter (Individual)



**Note:**

Use the business letter to communicate with agencies, businesses or individuals outside the DILG.

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City  
[www.dilg.gov.ph](http://www.dilg.gov.ph)

2 line spaces

January 26, 2021

1 line space

**Ms. MABEL S. CORTEZ** (All capital letters, except the courtesy title)

Finance Specialist

ADB TRTA Integrated Flood Risk Management Project

CTI Engineering International Co. Ltd.

S&L Building, 1500 Roxas Boulevard

Ermita Manila, Philippines

1 line space

Dear **Ms. Cortez:** (Type "Dear" in normal text followed by the Addressee's courtesy title and surname and a colon in bold. )

1 line space

This pertains to the request for data for the financial management assessment of DILG in line with the ongoing study on the Transaction Technical Assistance (TRTA) for the Integrated Flood Risk Management Sector Project (IFRMSP) under the Asian Development Bank's (ADB) Technical Assistance Special Fund (TASF).

In this regard, we are providing you the following necessary documents/information for your reference:

1. DILG's Organization Chart and number of employees as of 2020 (regular, JOs)
2. Finance Organization Chart including the corresponding sections (Accounting and Budget)
  - a. No. of employees as of 2020 (regular, job order)
  - b. Functional chart of Accounting and Budget Division
3. Organizational and functional chart of OPDS and no. of employees
4. Accomplished ADB Financial Management Assessment Questionnaires

The abovementioned data and documents can be accessed at [bit.ly/ADBTransactionalAssistance](http://bit.ly/ADBTransactionalAssistance).

1 line space

Very truly yours,

3 line spaces

**ESTER A. ALDANA, CESO II**

Assistant Secretary for Finance, Administration and Comptrollership

OASFC/EAA/MD/abc



Republic of the Philippines  
Department of the Interior and Local Government

**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
Trunklines: (+632) 927-6383; 927-5505)

Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



**MEMORANDUM**

**FOR** : **JUAN H DELA CRUZ**  
Secretary, Department of the Interior and Local Government

**THRU** : **JUAN I DELA CRUZ**  
Undersecretary for Public Safety, DILG

**JUAN J DELA CRUZ**  
Undersecretary for Public Safety and Security, DILG

**SUBJECT** : **GUIDELINES, FORMATS AND STANDARDS OF BJMP COMMUNICATIONS**

**DATE** : January 1, 2020

---

**ACTION REQUESTED:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**BACKGROUND:**

3. \_\_\_\_\_
4. \_\_\_\_\_

**RECOMMENDATION:**

5. \_\_\_\_\_

**JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP



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**JUAN H. DELA CRUZ**

Secretary  
 Department of the Interior and Local Government  
 DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue  
 West Triangle, Quezon City

**THRU : JUAN I. DELA CRUZ**  
 Undersecretary for Public Safety, DILG

**JUAN J. DELA CRUZ**  
 Undersecretary for Public Safety and Security, DILG

Dear **Secretary Año:**

Greetings from the Jail Bureau!

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Very truly yours,

**JUAN A DELA CRUZ**  
 Jail Director  
 Chief, BJMP



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

**FOR** : **JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP

**THRU** : **JUAN F DELA CRUZ**  
Jail Senior Superintendent  
Director for Operations

**SUBJECT** : **SPOT REPORT RE ESCAPE INCIDENT AT ABCD CITY JAIL**

**DATE** :

---

- 1. REFERENCE/S:
- 2. DETAILS/FACTS OF THE CASE:
- 3. ACTION/S TAKEN:
- 4. DISPOSITION/FINDINGS:
- 5. ISSUES/CONCERNS:
- 6. RECOMMENDATIONS:

**JUAN Z DELA CRUZ**  
Jail Chief Superintendent  
Regional Director of the Jail Bureau  
BJMPRO-NCR



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**MEMORANDUM**

**FOR** : **JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP

**THRU** : **JUAN F DELA CRUZ**  
Jail Senior Superintendent  
Director for Operations

**SUBJECT** : **PROGRESS REPORT RE ESCAPE INCIDENT AT ABCD CITY JAIL**

**DATE** :

---

1. REFERENCE/S:
2. DETAILS/FACTS OF THE CASE:
3. ACTION/S TAKEN:
4. DISPOSITION/FINDINGS:
5. ISSUES/CONCERNS:
6. RECOMMENDATIONS:

**JUAN Z DELA CRUZ**  
Jail Chief Superintendent  
Regional Director of the Jail Bureau  
BJMPRO-NCR



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Department of the Interior and Local Government  
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**MEMORANDUM**

**FOR** : **JUAN A DELA CRUZ**  
Jail Director  
Chief, BJMP

**THRU** : **JUAN F DELA CRUZ**  
Jail Senior Superintendent  
Director for Operations

**SUBJECT** : **FINAL REPORT RE ESCAPE INCIDENT AT ABCD CITY JAIL**

**DATE** :

---

- 1. REFERENCE/S:
- 2. DETAILS/FACTS OF THE CASE:
- 3. ACTION/S TAKEN:
- 4. DISPOSITION/FINDINGS:
- 5. RECOMMENDATION:

**JUAN Z DELA CRUZ**  
Jail Chief Superintendent  
Regional Director of the Jail Bureau  
BJMPRO-NCR



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**OPLAN/IMPLAN** \_\_\_\_\_

**I. SITUATION**

- A. General
- B. Program of Activities
- C. Enemy Forces
- D. Friendly Forces
- E. Attachments and Detachments
- F. Assumptions

**II. MISSION**

**III. EXECUTION**

Commander's Intent

- A. Concept of Operations
- B. Task to Units

**IV. ADMINISTRATION**

**V. SERVICE SUPPORT**

Coordinating Instructions

**VI. COMMAND AND SIGNAL**

- A. Command
- B. Signal

ACKNOWLEDGE

**Juan Y Dela Cruz**  
Jail Officer 3  
Operations, JNOR

**JUAN B DELA CRUZ**  
Jail Senior Inspector  
Chief, Operations Division



**ANNEXES:**

- A Task Organization
- B Program of Activities
- C Intelligence Summary
- D Personnel Manning
- E Route Survey
- F Site Survey
- G Deployment Plan
- H Convoy Plan
- I Logistics Plan
- J Radionet Diagram
- K Extrication/Medical Evacuation Plan

DOCUMENT CLASSIFICATION: \_\_\_\_\_



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**ROUTING SLIP**

DOCUMENT NO. \_\_\_\_\_

DATE : \_\_\_\_\_

SUBJECT : \_\_\_\_\_

SENDER	FROM/TO	SIGN HERE	IN		OUT		COMMENTS/INSTRUCTIONS REMARKS/NOTATION/SPECIAL INSTRUCTION, IF ANY;
			DATE	TIME	DATE	TIME	
JCSUPT A	D, DPRM						Entries in the table are example of routing process only. Entries will depend on the appropriate channeling of the document.
	DL						
	DC						
JCSUPT B	CDS						
	LSO						
JCSUPT C	DCO						
JCSUPT D	DCA						
JDIR E	OCBJMP						

**ACTION REQUEST**

- |                                                 |                                                           |
|-------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> APPROVAL/SIGNATURE     | <input type="checkbox"/> INFORMATION                      |
| <input type="checkbox"/> APPROPRIATE ACTION     | <input type="checkbox"/> DISPATCH                         |
| <input type="checkbox"/> COMMENT/RECOMMENDATION | <input type="checkbox"/> FILE/REFERENCE                   |
| <input type="checkbox"/> STUDY/INVESTIGATION    | <input type="checkbox"/> PREPARE SPEECH, MESSAGE, REMARKS |
| <input type="checkbox"/> REWRITE/REDRAFT        | <input type="checkbox"/> SEE REMARKS                      |
| <input type="checkbox"/> REPLY DIRECT TO WRITER |                                                           |

**INSTRUCTIONS FROM THE CHIEF, BJMP:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED/DISAPPROVED:**

**JDIR JUAN A DELA CRUZ**  
 Chief, BJMP

Date: \_\_\_\_\_ Time: \_\_\_\_\_

DOCUMENT CLASSIFICATION: \_\_\_\_\_



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**  
 86 BLBC Bldg., Congressional Ave., Project 8, Brgy. Bahay Toro, Quezon City  
 Trunkline: (02) 8650-9500  
 Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



**ROUTING SLIP**

DOCUMENT NO. \_\_\_\_\_

DATE : \_\_\_\_\_

SUBJECT : \_\_\_\_\_

SENDER	FROM/TO	SIGN HERE	IN		OUT		COMMENTS/INSTRUCTIONS REMARKS/NOTATION/SPECIAL INSTRUCTION, IF ANY;
			DATE	TIME	DATE	TIME	
JCNSP A	PRMD						Entries in the table are example of routing process only. Entries will depend on the appropriate channeling of the document.
JSUPT B	RCDS						
JSUPT C	ARDO						
JCSUPT D	ARDA						
JCSUPT E	ORD						

**ACTION REQUEST**

- |                                                 |                                                           |
|-------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> APPROVAL/SIGNATURE     | <input type="checkbox"/> INFORMATION                      |
| <input type="checkbox"/> APPROPRIATE ACTION     | <input type="checkbox"/> DISPATCH                         |
| <input type="checkbox"/> COMMENT/RECOMMENDATION | <input type="checkbox"/> FILE/REFERENCE                   |
| <input type="checkbox"/> STUDY/INVESTIGATION    | <input type="checkbox"/> PREPARE SPEECH, MESSAGE, REMARKS |
| <input type="checkbox"/> REWRITE/REDRAFT        | <input type="checkbox"/> SEE REMARKS                      |
| <input type="checkbox"/> REPLY DIRECT TO WRITER |                                                           |

**INSTRUCTIONS FROM THE REGIONAL DIRECTOR OF THE JAIL BUREAU:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED/DISAPPROVED:**

**JCSUPT JUAN Z DELA CRUZ**  
 Regional Director of the Jail Bureau, BJMPRO-NCR

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**DOCUMENT CLASSIFICATION:** \_\_\_\_\_



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**  
**TAGUIG CITY JAIL**



Lower Bicutan, Taguig, Metro Manila  
 Trunkline: (+123) 456-7890  
 Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)

**ROUTING SLIP**

**DOCUMENT NO.** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**SUBJECT :** \_\_\_\_\_

**ACTION REQUEST**

SENDER	FROM/TO	SIGN HERE	IN		OUT		COMMENTS/INSTRUCTIONS REMARKS/NOTATION/SPECIAL INSTRUCTION, IF ANY;
			DATE	TIME	DATE	TIME	
JO3 A	WD Section						Entries in the table are example of routing process only. Entries will depend on the appropriate channeling of the document.
	Paralegal						
JINSP A	Assistant Warden						
	Operations Section						
JSUPT A	Warden						

- APPROVAL/SIGNATURE
- APPROPRIATE ACTION
- COMMENT/RECOMMENDATION
- STUDY/INVESTIGATION
- REWRITE/REDRAFT
- REPLY DIRECT TO WRITER

- INFORMATION
- DISPATCH
- FILE/REFERENCE
- PREPARE SPEECH, MESSAGE, REMARKS
- SEE REMARKS

**INSTRUCTIONS FROM THE WARDEN:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVED/DISAPPROVED:**

**JSUPT JUAN X DELA CRUZ**  
 Warden, Manila City Jail

Date: \_\_\_\_\_ Time: \_\_\_\_\_



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 Department of the Interior and Local Government  
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 Email Address: chief@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)

(1 space)

Date

**NOTICE OF MEETING**

(1 space)

**WHAT** :

(1 space)

**WHEN** :

**TIME** :

(1 space)

**WHERE** :

(1 space)

**PRESIDING OFFICER:**

(1 space)

**ATTENDEES** : See Distribution

(1 space)

**RESOURCE PERSON/S/**

**INVITED ATTENDEES** (if there be any) :

(1 space)

**AGENDA** :

(1 space)

**PRESENTER/S** :

(1 space)

**OTHER TASK/S** :

100% attendance is enjoined.

(1 space)

**BY AUTHORITY OF THE CHIEF, BJMP:**

(3-4 spaces)

**JUAN A DELA CRUZ**  
 Jail Chief Superintendent  
 Deputy Chief for Operations  
 of the Jail Bureau

Distribution:

Committee Members

TWG

Secretariat

D, DHS \_\_\_\_\_

JSINSP DELA CRUZ \_\_\_\_\_

JINSP DELA CRUZ \_\_\_\_\_

etc.

etc.

etc.

ANNEX "K" MINUTES OF THE MEETING FORMAT



(2 spaces)

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
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1 **MINUTES OF THE \_\_\_\_\_ MEETING AT (VENUE/AVENUE) ( ON**  
2 **\_\_\_\_\_ AT \_\_\_\_ H**

3  
4 **ATTENDANCE:**

- 5  
6 1. JDIR JUAN A DELA CRUZ  
7 2. JCSUPT JUAN B DELACRUZ  
8 3. JSSUPT JUAN C DELA CRUZ  
9 4. SJO3 Juan D Dela Cruz  
10 5. JO1 Juan E Dela Cruz

11  
12 **CALL TO ORDER:**

13  
14 2. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) \_\_\_\_\_, called the meeting to order at exactly \_\_\_\_ H.

15  
16 **INVOCATION:**

17  
18 3. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) \_\_\_\_\_, led the invocation.

19  
20 **ROLL CALL/CERTIFICATION OF QUORUM:**

21  
22 4. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) \_\_\_\_\_, reported that all the \_\_\_\_\_ were present or  
23 duly represented hence, a quorum was certified.

24  
25 **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING:**

26  
27 5. A motion to approve the minutes of the previous meeting dated \_\_\_\_\_, subject  
28 to corrections if any, was made by \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) \_\_\_\_\_, duly seconded by  
29 \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) \_\_\_\_\_.

30  
31 **BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING:**

- 32  
33 6. **Business Arising 1;** OPR  
34 7. **Business Arising 2;** OPR

35  
36 **MEETING PROPER:**

- 37  
38 8. Topic 1  
39  
40 9. Topic 2  
41  
42 10. Topic 3

43  
44 **OTHER MATTERS:**

- 45  
46 11. Topic 1  
47  
48 12. Topic 2

49  
50

**ANNEX "K" MINUTES OF THE MEETING FORMAT**



*(2 spaces)*

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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51 **ADJOURNMENT:**

52  
53 13. The meeting adjourned at exactly \_\_\_\_H, moved by \_\_\_\_ (Name) \_\_\_\_, \_\_\_\_ (Designation) \_\_\_\_,  
54 duly seconded by \_\_\_\_ (Name) \_\_\_\_, \_\_\_\_ (Designation) \_\_\_\_, without objection from the body.  
55

56  
57 Prepared by:

Noted by:

58  
59  
60  
61 **Juan J Dela Cruz**  
62 Jail Officer 2  
63 Secretariat

**JUAN K DELA CRUZ**  
Jail Superintendent  
Head, Secretariat

64  
65 Approved by:

66  
67  
68  
69 **JUAN C DELA CRUZ**  
70 Jail Chief Superintendent  
71 Chief of Directorial Staff  
72 of the Jail Bureau

ANNEX "L" COMMITTEE RESOLUTIONS FORMAT



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
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(2 spaces)



**COMMITTEE RESOLUTION NO. \_\_\_**  
**Series of 20\_\_**

**"A RESOLUTION** \_\_\_\_\_ **"**

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**NOW THEREFORE,** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**RESOLVED FURTHER,** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**UNANIMOUSLY APPROVED.**

Done at \_\_\_\_\_, Philippines this \_\_\_ day of \_\_\_\_\_.

**NAME**  
Rank  
Designation

**NAME**  
Rank  
Designation

**NAME**  
Rank  
Designation

**NAME**  
Rank  
Designation

**NAME**  
Rank  
Designation

**NAME**  
Rank  
Designation



**ANNEX "M" EVENT PROFILE SHEET FORMAT**



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
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<b>EVENT PROFILE SHEET</b>	
<b>EVENT TITLE</b>	
<b>THEME</b>	
<b>DATE &amp; TIME</b>	
<b>VENUE/VTC LINK</b>	
<b>BACKGROUND/ JUSTIFICATION</b>	
<b>GOHS/GUEST</b>	
<b>ROLE/S OF THE GOHS/GUEST</b>	
<b>PROPOSED MESSAGE/TALKING POINTS OF GOHS/GUEST</b>	
<b>RECOMMENDED ATTIRE FOR THE GOHS/GUEST</b>	
<b>LIST/PROFILE OF ATTENDEES/LETTER ORDER</b>	
<b>MEDIA/ DOCUMENTATION</b>	
<b>CONTACT PERSON/S</b>	
<b>PROGRAM DETAILS</b> (Program, Tarpaulin Layout, Virtual Background, Event Link if via VTC, Floor Plan, Others)	

**LIST OF COMMON JAIL ISSUANCES**

Annex N1 Certificate of Detention  
Annex N2 Certificate of Discharge

Formats as prescribed by the BJMP Manual on Time Allowances for Persons Deprived of Liberty:

Annex N3 Detainee's Manifestation  
Annex N4 Detainee's Waiver  
Annex N5 MSEC Resolution on Recognition of CPI to Qualified PDL  
Annex N6 MSEC Resolution on Granting Good Conduct Time Allowance to Qualified PDL  
Annex N7 MSEC Resolution on Granting Time Allowance For Study, Teaching or Mentoring to Qualified PDL  
Annex N8 MSEC Resolution on Granting Special Time Allowance for Loyalty  
Annex N9 Certification on Credited CPI and Time Allowances  
Annex N10 Summary of Credited CPI and Granted Allowances  
Annex N11 Certificate of Qualification  
Annex N12 Certificate of Disqualification  
Annex N13 Template of Letter to Judge



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**  
**TAGUIG CITY JAIL**  
 Lower Bicutan, Taguig, Metro Manila  
 Trunkline: (+123) 456-7890  
 Email Address: sample@bjmp.gov.ph Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



**CERTIFICATE OF DETENTION**

This is to certify that as per available records in this office, the herein Person Deprived of Liberty (PDL) with the following details is currently/has been detained in this unit:

Name:			
Surname	First Name	Middle Name	Nationality
Alias/a.k.a:			
File Number	Date of Birth (mm/dd/yyyy)	Status of PDL: (Detained/Released on _____)	
Date of Commitment (mm/dd/yyyy) From: _____ To: _____			
Address:			
Offense/s Charged	Criminal Case No./s	Court	Case Status / Date
1. Theft	1234-56-789	RTC Branch 8, ABC City	Provisionally Dismissed/Sept 23, 2020
2. Theft	1234-56-780	RTC Branch 8, ABCD City	Ongoing Trial
NOTHING FOLLOWS			
Issued to/Relationship with the PDL:			
Purpose/s ( ) Bail bond application  ( ) Application for probation ( ) Other legal purpose: (please specify) _____			
Date Accomplished: (mm/dd/yyyy)			

Prepared by:

Certified Correct:

**JO1 Juan O Dela Cruz**  
 PDL Records Officer

**JCINSP JUAN X DELA CRUZ**  
 Warden, Taguig City Jail



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**CERTIFICATE OF DISCHARGE**

Name:		<i>latest photo</i>	
Surname	First Name		Middle Name
Alias/a.k.a.:			
File Number:	Date of Commitment: (mm/dd/yy)		
Address:			
Date of Birth: (dd/mm/yy)	Age:	Nationality:	

Offense/s Charged	Criminal Case No./s	Court	Case Status/Date
1. Theft	1234-56-78	RTC Branch 8, ABCD City	Provisionally Dismissed/Sept 23, 2020
NOTHING FOLLOWS			
Date of Release (mm/dd/yy)	LEFT THUMBMARK		RIGHT THUMBMARK
Remark/s: (TB DOTS/Jail Task Force COVID-19)			
Mode of Release:			
_____ Signature over Printed Name of PDL			

**JO1 Juan A Dela Cruz**  
PDL Records Officer

**JO1 Juan B Dela Cruz**  
Releasing Officer

**JO1 Juan C Dela Cruz**  
Chief, Paralegal Unit

**JO1 Juan D Dela Cruz**  
Chief, PDL Records Unit

**JO1 Juan E Dela Cruz**  
Officer of the Day

**JO1 Juan F Dela Cruz**  
Nurse on Duty

**JCINSP JUAN X DELA CRUZ**  
Warden, Taguig City Jail



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PDL No. \_\_\_\_\_ (to be filled out  
by the prison/jail authority)

**DETAINEE'S MANIFESTATION**  
***Pahayag ng Detenido***

Pursuant to RA No. 10592  
*Ayon sa RA No. 10592*

I, \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (Surname), \_\_\_\_\_ (Alias), \_\_\_\_\_ (Citizenship), \_\_\_\_\_ (Civil Status), \_\_\_\_\_ (Sex), \_\_\_\_\_ (age) years of age manifesting the following:

*Ako si \_\_\_\_\_ (Pangalan) \_\_\_\_\_ (Apelyido sa Ina) \_\_\_\_\_ (Apelyido), \_\_\_\_\_ (Alyas), \_\_\_\_\_ (Pagkamamamayan), \_\_\_\_\_ (Katayuang Sibil), \_\_\_\_\_ (Kasarian), \_\_\_\_\_ (Edad) taong gulang na nagpapahayag ng mga sumusunod:*

1. That I am currently detained in \_\_\_\_\_ (Name of Jail/Prison), charged with \_\_\_\_\_ (Crime), under Criminal Case Number \_\_\_\_\_, undergoing trial/appeal before \_\_\_\_\_ (Court and Branch No./Division), City/Municipality of \_\_\_\_\_, Metropolitan Manila/Province of \_\_\_\_\_.

*Na ako ay kasalukuyang nakapiit sa \_\_\_\_\_ (Pangalan ng Piitan) na nahahabla sa kasong \_\_\_\_\_ (krimen), na may Kasong Kriminal Bilang \_\_\_\_\_ na nililitis/may apila sa \_\_\_\_\_ (Korte at Sangay/Dibisyon, Lungsod/Munisipalidad ng \_\_\_\_\_).*

2. That I am not disqualified from the benefit of Article 29 of the Revised Penal Code, as amended by RA No. 10592.

*Na ako ay hindi diskwalipikado sa benepisyo na nasasaad sa Artikulo 29 ng Revised Penal Code, na inamyendahan ng RA No. 10592.*

3. That I was informed of the rules and regulations being enforced upon detainees and convicted Persons Deprived of Liberty (PDL).

*Na ipinaliwanag sa akin ang mga alituntunin at regulasyon na ipinapatupad sa detenido at sentensyadong PDL.*

4. That I voluntarily agree to abide by the same disciplinary rules imposed upon a convicted PDL, in order to be credited full CPI, pursuant to RA No. 10592.

*Na ako ay kusang loob na susunod sa mga alituntunin tulad ng ipinapatupad sa mga sentensyadong PDL upang pagkalooban ng buong CPI, ayon sa itinatakda ng RA No. 10592.*

**SIGNED** this \_\_\_\_\_, in the  
City/Municipality of \_\_\_\_\_.

NILAGDAAN nitong \_\_\_\_\_, Lungsod/Munisipalidad  
ng \_\_\_\_\_.

\_\_\_\_\_  
Signature above Printed Name of PDL  
*Lagda sa itaas ng Pangalan ng PDL*

**SUBSCRIBED**      **AND**      **SWORN**      to      before      me,      this  
\_\_\_\_\_,                      in                      the                      City/Municipality                      of  
\_\_\_\_\_.

*NILAGDAAN AT SINUMPAAN sa harap ko nitong*  
\_\_\_\_\_, *sa Lungsod/Munisipalidad ng*  
\_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of Counsel  
*Pangalan at Lagda ng Abogado*



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PDL No. \_\_\_\_ (to be filled out  
by the prison/jail authority)

**DETAINEE'S WAIVER**

*Pagtalikda ng Detenido*

Pursuant to RA No. 10592

*Ayon sa RA No. 10592*

I, \_\_\_\_ (First Name) \_\_\_\_ (Middle Name) \_\_\_\_ (Surname), \_\_\_\_ (Alias), \_\_\_\_  
(Citizenship), \_\_\_\_ (Civil Status), \_\_\_\_ (Sex), \_\_\_\_ (Age) years of age manifesting the  
following:

*Ako si \_\_\_\_ (Pangalan) \_\_\_\_ (Apelyido sa Ina) \_\_\_\_ (Apelyido), \_\_\_\_ (Alyas),  
\_\_\_\_ (Pagkamamamayan), \_\_\_\_ (Katayuang Sibil), \_\_\_\_ (Kasarian), \_\_\_\_ (Edad) taong  
gulang  
na nagpapahayag ng mga sumusunod:*

1. That I am currently detained in \_\_\_\_\_ (Name of Jail/Prison),  
charged with \_\_\_\_\_ (Crime), under Criminal Case Number \_\_\_\_\_, undergoing  
trial/appeal before \_\_\_\_\_ (Court and Branch No./Division), City/Municipality of  
\_\_\_\_\_, Metropolitan Manila/Province of \_\_\_\_\_.

*Na ako ay kasalukuyang nakapiit sa \_\_\_\_ (Pangalan ng Piitan) na nahahabla sa kasong  
\_\_\_\_ (krimen), na may Kasong Kriminal Bilang \_\_\_\_\_ na nililitis/may apila sa  
\_\_\_\_ (Korte at Sangay/Dibisyon), Lungsod/Munisipalidad ng \_\_\_\_\_, Metropolitan  
Manila/Probinsya ng \_\_\_\_\_.*

2. That I was informed of the rules and regulations being enforced upon detainees and  
convicted Persons Deprived of Liberty (PDL).

*Na ipinaliwanag sa akin ang mga alituntunin at regulasyon na ipinapatupad  
sa detenido at sentensyadong PDL.*

3. That I do not agree to abide by the same disciplinary rules imposed upon a sentenced  
PDL in order to be credited full CPI, pursuant to RA No. 10592.

*Na ako ay hindi sumasang-ayon na susunod sa mga alituntunin na ipinapatupad sa  
mga sentensyadong PDL upang pagkalooban ng buong CPI, ayon sa itinatagda ng RA  
No. 10592.*

4. That this is voluntarily done with the assistance of counsel.

*Na ito ay kusang-loob at aking ginawa sa tulong ng abogado.*

**SIGNED** this \_\_\_\_\_, in the  
City/Municipality of \_\_\_\_\_.

NILAGDAAN nitong \_\_\_\_\_,  
Lungsod/Munisipalidad ng \_\_\_\_\_.

\_\_\_\_\_  
Signature above Printed Name of PDL  
*Lagda sa itaas ng Pangalan ng PDL*

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_,  
in the City/Municipality of \_\_\_\_\_, Metropolitan Manila/Province of \_\_\_\_\_.

NILAGDAAN AT SINUMPAAN nitong \_\_\_\_\_,  
Lungsod/Munisipalidad ng \_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of Counsel  
*Pangalan at Lagda ng Abogado*

-----  
**NOTE:** This portion shall be accomplished by the prison/jail authority in case the PDL shall refuse to sign either a Detainee's Manifestation or Waiver.

This is to certify that the above-named PDL refused to sign either a Detainee's Manifestation or Waiver.

The refusal of the PDL to sign either a Detainee's Manifestation or Waiver shall be construed and considered as an implied waiver and the subject PDL may be entitled to four-fifths (4/5) credit of CPI, if qualified.

Done this \_\_\_\_\_, in \_\_\_\_\_ (name of jail/prison), \_\_\_\_\_ (address of jail/prison).

\_\_\_\_\_  
Signature above Printed Name of Prison/Jail Authority

Attested by:

\_\_\_\_\_  
Signature above Printed Name of Counsel



ANNEX "N5" MSEC RESOLUTION ON RECOGNITION  
OF CPI TO QUALIFIED PDL



Republic of the Philippines  
Department of the Interior and Local Government  
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**MSEC RESOLUTION No.** \_\_\_\_\_

**A RESOLUTION RECOMMENDING THE RECOGNITION OF CPI TO QUALIFIED PDL  
FOR THE PERIOD** \_\_\_\_\_

**WHEREAS**, the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) or the BJMP Wardens, and Wardens of the Provincial Jails are mandated to create their respective MSEC under the 2019 Revised Implementing Rules and Regulations of Republic Act No. 10592;

**WHEREAS**, the MSEC shall assess, evaluate, and recommend to the Director General of the BUCOR, the Chief of the BJMP and Wardens of the provincial, district, city and municipal jails, as the case may be, the recognition of CPI and the grant of GCTA, TASTM or STAL to a qualified PDL;

**WHEREAS**, the MSEC, through the majority of its members shall declare a quorum to be able to validly act on the recognition of time credits and the grant of time allowances to PDL. They shall decide on the final recommendation to be submitted to the prison/jail authority for appropriate action;

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVES** as it is hereby **RESOLVED** to adopt and approve this Resolution **RECOMMENDING** to the (prison/jail authority) the crediting of CPI to the following PDL:

Name of PDL	Jail/Prison No.	Crime/Offense	Period of Detention (mm-dd-yyyy to mm-dd-yyyy)	Credit for Preventive Imprisonment (Total no. of days)	Remarks (Indicate whether the PDL executed a Detainee's Manifestation or Waiver, or refused to sign)
1.					
2.					
3.					
NOTHING FOLLOWS					

Done this \_\_\_\_\_, in the City/Municipality of \_\_\_\_\_,  
Province of \_\_\_\_\_.

**APPROVED:**

\_\_\_\_\_  
Chairperson

**ANNEX "N5" MSEC RESOLUTION ON RECOGNITION  
OF CPI TO QUALIFIED PDL**

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**ACTIONS TAKEN BY THE PRISON/JAIL AUTHORITY:**

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

RETURNED: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Date

ANNEX "N6" MSEC RESOLUTION ON GRANTING GOOD CONDUCT TIME ALLOWANCE TO QUALIFIED PDL



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**MSEC RESOLUTION No.** \_\_\_\_\_

**A RESOLUTION**  
**GRANTING GOOD CONDUCT TIME ALLOWANCE TO**  
**QUALIFIED PDL FOR THE PERIOD** \_\_\_\_\_

**WHEREAS**, the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) or the BJMP Wardens, and Wardens of the Provincial Jails are mandated to create their respective MSEC under the 2019 Revised Implementing Rules and Regulations of Republic Act No. 10592;

**WHEREAS**, the MSEC shall assess, evaluate, and recommend to the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) and Wardens of the provincial, district, city and municipal jails, as the case may be, the grant of GCTA to a qualified PDL;

**WHEREAS**, such grant of GCTA is pursuant to Section 3 of Republic Act No. 10592 which provides that:

"The good conduct of any offender qualified for credit for preventive imprisonment pursuant to Article 29 of this Code, or of any convicted prisoner in any penal institution, rehabilitation or detention center or any other local jail shall entitle him to xxx deductions from the period of his sentence."

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVES** as it is hereby **RESOLVED** to adopt and approve this Resolution **RECOMMENDING** to the prison/jail authority the grant of GCTA to the following PDL who have shown good conduct:

Name of PDL	Jail/Prison No.	Crime/Offense	Period Covered (mm-dd-yyyy to mm-dd-yyyy)	Indicate Scale (Scale 1, 2, 3 or 4)	Good Conduct Time Allowance (Total no. of days)	Remarks
1.						
2.						
3.						

NOTHING FOLLOWS

Done this \_\_\_\_\_, in the City/Municipality of \_\_\_\_\_,  
Province of \_\_\_\_\_.

**APPROVED:**

\_\_\_\_\_  
Chairperson

**ANNEX "N6" MSEC RESOLUTION ON GRANTING GOOD  
CONDUCT TIME ALLOWANCE TO QUALIFIED PDL**

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Member

---

Member

---

Member

---

Member

**ACTIONS TAKEN BY THE PRISON/JAIL AUTHORITY:**

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

RETURNED: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Signature/Date

**ANNEX "N7" MSEC RESOLUTION ON GRANTING TIME ALLOWANCE FOR STUDY, TEACHING OR MENTORING TO QUALIFIED PDL**



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Department of the Interior and Local Government  
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**MSEC RESOLUTION No.** \_\_\_\_\_

**A RESOLUTION GRANTING TIME ALLOWANCE  
FOR STUDY, TEACHING or MENTORING TO QUALIFIED PDL  
FOR THE PERIOD** \_\_\_\_\_

**WHEREAS**, the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) or the BJMP Wardens, and Wardens of the Provincial Jails are mandated to create their respective MSEC under the 2019 Revised Implementing Rules and Regulations of Republic Act No. 10592;

**WHEREAS**, the MSEC shall assess, evaluate, and recommend to the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) and Wardens of the provincial, district, city and municipal jails, as the case may be, the grant of TASTM to a qualified PDL;

**WHEREAS**, such grant of TASTM is pursuant to Section 3 (5) of Republic Act No. 10592 which provides that:

"At any time during the period of imprisonment, shall be allowed another deduction of fifteen days, xxx, for each month of study, teaching or mentoring service time rendered."

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVES** as it is hereby **RESOLVED** to adopt and approve this Resolution **RECOMMENDING** to the prison/jail authority the grant of TASTM to the following PDL:

Name of PDL	Jail/Prison No.	Crime/Offense	Period Covered (mm-dd-yyyy to mm-dd-yyyy)	TASTM (Total no. of days)	Remarks (Indicate Student, Teacher or Mentor)
1.					
2.					
NOTHING FOLLOWS					

Done this \_\_\_\_\_, in the City/Municipality of \_\_\_\_\_,  
Province of \_\_\_\_\_.

**APPROVED:**

\_\_\_\_\_  
Chairperson

**ANNEX "N7" MSEC RESOLUTION ON GRANTING TIME ALLOWANCE FOR STUDY, TEACHING OR MENTORING TO QUALIFIED PDL**

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**ACTIONS TAKEN BY THE PRISON/JAIL AUTHORITY:**

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

RETURNED: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature/Date

**ANNEX "NB" MSEC RESOLUTION ON GRANTING SPECIAL  
TIME ALLOWANCE FOR LOYALTY**



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**MSEC RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION GRANTING SPECIAL TIME ALLOWANCE FOR LOYALTY  
TO QUALIFIED PDL**

**WHEREAS**, the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) or the BJMP Wardens, and Wardens of the Provincial Jails are mandated to create their respective MSEC under the 2019 Revised Implementing Rules and Regulations of Republic Act No. 10592;

**WHEREAS**, the MSEC shall assess, evaluate, and recommend to the Director General of the Bureau of Corrections (BUCOR), the Chief of the Bureau of Jail Management and Penology (BJMP) and Wardens of the provincial, district, city and municipal jails, as the case may be, the grant of STAL to a qualified PDL;

**WHEREAS**, such grant of STAL is pursuant to Section 4 of Republic Act No. 10592 which provides that:

"A deduction of one fifth of the period of his sentence shall be granted to any prisoner who, having evaded his preventive imprisonment or the service of his sentence under the circumstances mentioned in Article 158 of this Code, gives himself up to the authorities within 48 hours following the issuance of a proclamation announcing the passing away of the calamity or catastrophe referred to in said Article. A deduction of two-fifths of the period of his sentence shall be granted in case said prisoner chose to stay in the place of his confinement notwithstanding the existence of a calamity or catastrophe enumerated in Article 158 of this Code.

This Article shall apply to any prisoner whether undergoing preventive imprisonment or serving sentence."

**WHEREAS**, there occurred a disorder particularly described as follows:

(indicate description of the disorder)

**WHEREAS**, said disorder was declared by \_\_\_\_\_ to have occurred on \_\_\_\_\_ (date and time) and proclaimed by \_\_\_\_\_ to have passed on \_\_\_\_\_ (date and time);

**WHEREAS**, the PDL enumerated below were found to have evaded preventive imprisonment or service of sentence, or chose to stay but gave themselves up to the authorities within 48 hours following the issuance of a proclamation announcing the passing away of the disorder;

**WHEREFORE**, premises considered, the undersigned members, after conscientious deliberations and discussions **RESOLVES** as it is hereby **RESOLVED** to adopt and approve this Resolution **RECOMMENDING** to the prison/jail authority the grant of STAL to the following PDL:

**ANNEX "NB" MSEC RESOLUTION ON GRANTING SPECIAL  
TIME ALLOWANCE FOR LOYALTY**

Name of PDL	Jail/Prison No.	Crime/Offense	Date and Time the PDL gave himself to the authority (mm-dd-yyyy/hh-mm)	Period of Sentence (years-months-days)	STAL (Total no. of days)	Remarks (Indicate if evaded preventive imprisonment or service of sentence [1/5], or chose to stay [2/5])
1.						
2.						
NOTHING FOLLOWS						

Done this \_\_\_\_\_, in the City/Municipality of \_\_\_\_\_,  
Province of \_\_\_\_\_.

**APPROVED:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**ACTIONS TAKEN BY THE PRISON/JAIL AUTHORITY:**

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

RETURNED: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Date



**ANNEX "N9" CERTIFICATION ON CREDITED CPI AND TIME ALLOWANCES**



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 Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
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**CERTIFICATION**

This is to certify that the following Persons Deprived of Liberty (PDL) were CREDITED CPI and GRANTED TIME ALLOWANCES per MSEC Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ covering the period of from \_\_\_\_\_ to \_\_\_\_\_.

Name of PDL	Jail/ Prison No.	Crime/ Offense	CPI (Total no. of days)	GCTA (Total no. of days)	TASTM (Total no. of days)	STAL (Total no. of days)	Remarks
1.							
2.							

NOTHING FOLLOWS

This certification is being issued pursuant to 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances of PDL.

Done this \_\_\_\_\_, in \_\_\_\_\_ (name of jail/prison), \_\_\_\_\_ (address of jail/prison).

\_\_\_\_\_  
Signature above Printed Name of Prison/Jail Authority

**ANNEX "N10" SUMMARY OF CREDITED CPI AND GRANTED ALLOWANCES**



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 Department of the Interior and Local Government  
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**SUMMARY OF CREDITED CPI AND GRANTED TIME ALLOWANCES**

This is to certify that PDL \_\_\_\_\_ have been credited with CPI and granted Time Allowances per Certifications dated \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ covering the period of from \_\_\_\_\_ to \_\_\_\_\_.

Name of PDL	Jail/ Prison No.	Crime/ Offense	CPI (Total no. of days)	GCTA (Total no. of days)	TASTM (Total no. of days)	STAL (Total no. of days)	Remarks
NOTHING FOLLOWS							

This certification is being issued pursuant to 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances of PDL.

Done this \_\_\_\_\_, in \_\_\_\_\_ (name of jail/prison), \_\_\_\_\_ (address of jail/prison).

\_\_\_\_\_  
Signature above Printed Name of Prison/Jail Authority



Republic of the Philippines  
Department of the Interior and Local Government  
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**CERTIFICATE OF QUALIFICATION**

This is to certify that PDL \_\_\_\_\_ (Indicate name of PDL) is QUALIFIED to avail of \_\_\_\_\_ (Indicate CPI, GCTA, TASTM and STAL) under the existing laws, rules and regulations based on available records on file, unless the subject PDL is subsequently found to be disqualified which will authorize the revocation of credited CPI and granted Time Allowances pursuant to Section 3, Chapter 3 of the 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances of PDL.

Issued this \_\_\_\_\_, in \_\_\_\_\_ (name of jail/prison), \_\_\_\_\_ (address of jail/prison).

\_\_\_\_\_  
Signature above Printed Name of Prison/Jail Authority

**ANNEX "N12" CERTIFICATE OF DISQUALIFICATION**



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**  
**TAGUIG CITY JAIL**  
Lower Bicutan, Taguig, Metro Manila  
Trunkline: (+123) 456-7890  
Email Address: [sample@bjmp.gov.ph](mailto:sample@bjmp.gov.ph) Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



**CERTIFICATE OF DISQUALIFICATION**

This is to certify that PDL \_\_\_\_\_ (Indicate name of PDL) is DISQUALIFIED to avail of \_\_\_\_\_ (Indicate CPI, GCTA, TASTM and STAL) under the existing laws, rules and regulations based on available records on file on the ground that subject PDL is \_\_\_\_\_ (Indicate type of disqualification).

This certification is being issued pursuant to 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances of PDL.

Issued this \_\_\_\_\_, in \_\_\_\_\_ (name of jail/prison), \_\_\_\_\_ (address of jail/prison).

\_\_\_\_\_  
Signature above Printed Name of Prison/Jail Authority

ANNEX "N13" TEMPLATE OF LETTER TO JUDGE FOR THE GRANT OF TIME ALLOWANCES



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**  
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Date

**HONORABLE (NAME OF THE JUDGE)**

RTC/MTC/MeTC Branch\_\_\_\_

City/Municipality

Address of the Court

Re: Grant of Good Conduct Time Allowance

Dear Sir/Ma'am:

May we respectfully inform the honorable court of the grant of time allowance to our Persons Deprived of Liberty pursuant to Republic Act No. 10592.s

The following is the list of inmates granted with good conduct time allowances for the month of \_\_\_\_\_ 20\_\_.

Name of PDL	Criminal Case No.	Crime/Offense	Good Conduct Time Allowance (GCTA)	Time Allowance for Study, Teaching and Mentoring (TASTM)	Special Time Allowance for Loyalty (STAL)	Original Expected Date of Release (Based on Maximum Imposable Penalty)	Adjusted Expected Date of Release

If you have further questions or concerns, please feel free to contact or reach us through mail or contact number provided below.

Very truly yours,

Name of Warden

Rank

Name of City/District/Municipal Jail

Contact No. of City/District/Municipal Jail

Email Address

Cc:

Name of Prosecutor

Address of Prosecutor's Office

Name of Complainant/Plaintiff

Address of Complainant/Plaintiff