




	MEMORANDUM CIRCULAR		DOCUMENT NO. BJMP-CDS-MC-139
	TOPIC INSTITUTIONALIZATION OF MEN OPPOSED TO VIOLENCE AGAINST WOMEN EVERYWHERE (MOVE)-TECHNICAL WORKING GROUP (TWG) AND FOCAL PERSON (FP) IN THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY	ISSUE NO. 1	REVISION NO. 0
		GUIDELINES AND POLICIES IN THE CREATION OF MEN OPPOSED TO VIOLENCE AGAINST WOMEN EVERYWHERE (MOVE) TECHNICAL WORKING GROUP (TWG) AND FOCAL PERSON	
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1.0 REFERENCES

- a. Section 14 Article II of the 1987 Constitution which provides that the State recognizes the role of women in nation building and shall ensure fundamental equality before the law of women and men;
- b. RA No. 6949 declaring March 8 of every year as special working holiday to be known as National Women's Day;
- c. RA No. 7877 otherwise known as "Anti-sexual Harassment Act of 1995";
- d. RA No. 10398 declaring November 25 as the National Consciousness Day for the Elimination of Violence Against Women and Children;
- e. Sections 2 and 32 of RA No. 9262 otherwise known as "Anti-Violence Against Women and their Children Act of 2004";
- f. Proclamation No. 1172 series of 2006 Declaring November 25 to December 12 of every year as the "18-Day Campaign to End Violence Against Women in the Philippines" dated November 17, 2006;
- g. RA No. 11313 otherwise known as Safe Spaces Act of 2018; and
- h. BJMP Gender and Development Operations Plan and Budget (GAD OPB) for FY 2022.

Prepared by:  Edmund B Pagarion Jail Officer III MOVE, Secretariat	Reviewed by:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative (QMR)	Approved by:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
Noted by:  PAULINO H MORENO JR Jail Chief Superintendent Officer-in-Charge, Office of the Chief of Directorial Staff of the Jail Bureau/ Chairperson, Men Opposed to Violence Against Women Everywhere (MOVE) Technical Working Group (TWG) and Focal Person		


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2.0 RATIONALE

The Jail Bureau is avowed with the State's policy to exert effort to address violence committed against women and children in keeping with the fundamental freedom guaranteed under the 1987 Constitution, the provisions of the Universal Declaration of Human Rights, the Convention on the Elimination of all Forms of Discrimination Against Women, and the Convention on the Rights of the Child. In this regard, our male jail officers are under obligation to abide by these existing state laws and international conventions on the protection of women's rights, thus, the need to institutionalize a mechanism within BJMP organization to pursue programs, activities and projects in line with the elimination of all forms of violence and discrimination against women and their children, promote Anti-Violence Against Women (VAW) efforts, and participate in human rights security awareness program for women.

3.0 OBJECTIVES

- a. Establish BJMP MOVE-TWG in the National Headquarters, Regional Offices, Jail Units, and a Focal Person at each Provincial Jail Administrator's Office;
- b. Inculcate in all male uniformed and non-uniformed personnel to respect women and girls in their home, workplace, and community;
- c. Encourage and empower all male uniformed and non-uniformed personnel to be Anti-VAW advocates;
- d. Strengthen the implementation of BJMP MOVE programs such as information drives, lectures, webinars, seminars, and conferences;
- e. Conduct meeting to formulate plans and programs relative to the promotion of MOVE advocacy;
- f. Identify programs, projects, and activities (PPAs) to be included in the national and regional GAD OPB;
- g. Collaborate with existing GAD Technical Working Group on matters pertaining to MOVE plans, programs, projects and activities;
- h. Include and incorporate MOVE concerns in the formulation, assessment, and updating of the BJMP's medium and long-term development plans;
- i. Incorporate and reflect MOVE concerns in the BJMP's performance commitment indicating key result areas for GAD as well as in the performance report; and
- j. Incorporate and reflect MOVE concerns in the GAD annual Agency Budget Proposals.


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4.0 SCOPE

This Memorandum Circular shall cover and apply to all BJMP offices, units, and personnel. It provides mechanisms in the establishment of Men Opposed to Violence Against Women Everywhere (MOVE)-Technical Working Group in the National Headquarters, Regional Offices, Jail Units and the designation of a Focal Person in each Provincial Jail Administrator's Office and small jails nationwide.

5.0 DEFINITION OF TERMS / ACRONYMS

Advocates	All male personnel of the Jail Bureau who are promoting and working for elimination of all forms of violence and discrimination against women and their children.
GAD	Gender and Development
GAD OPB	Refers to operations, plan, and budget containing programs, activities and projects addressing gender issues and concerns in the organization and constituencies in the context of the Jail Bureau's mandate.
Jail Unit MOVE TWG	Technical working group of MOVE in the BJMP jail facility.
Jail Unit MOVE - Focal Person	Designated male uniformed personnel as representative for MOVE in small jails where a creation of technical working group is not permissible due to limited number of male personnel.
JNOR	Jail Non-Officer Rank
JOR	Jail Officer Rank
MOVE	Men Opposed to Violence Against Women Everywhere
MOVE-TWG Members	All male personnel who are members of the Technical Working Groups of the National, Regional, and Jail Units.

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National MOVE-TWG	Technical working group of MOVE in the BJMP National Headquarters.
NESJO	National Executive Senior Jail Officer
NUP	Non-Uniformed Personnel
PJAO MOVE - Focal Person	A Provincial Jail Administrator, if a male JOR, or the second highest ranking male personnel in the Provincial Jail Administrator's Office.
PPA	Plans, Programs and Activities
Regional MOVE-TWG	Technical Working Group of MOVE in the BJMP Regional Office.
TWG	Technical Working Group
UESJO	Unit Executive Senior Jail Officer

6.0 PROCEDURE/DETAILS/GUIDELINES

6.1. The organization of the BJMP MOVE-TWG at the National Headquarters, Regional Offices, Jail Units, and Focal Persons in the Provincial Offices is hereby institutionalized with the following composition of male personnel:

6.1.1. National MOVE-TWG

- a) Chairperson: Senior Jail Officer Rank with rank of Jail Senior Superintendent and above preferably from the Command Group;
- b) Vice-Chairperson: Mid-level Jail Officer Rank from Jail Chief Inspector to Superintendent;
- c) Members:
 1. Junior Jail Officer Rank from Jail Inspector to Jail Senior Inspector;
 2. Chief, Chaplaincy Service Office;
 3. National Executive Senior Jail Officer, if male; or, if not, any second highest ranking male JNOR in the National Headquarters; and
 4. Male NUP representative.

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There shall be a secretariat to be composed of two (2) male personnel who may either be JORs or JNORs.

6.1.2. Regional MOVE-TWG

- a) Chairperson: Senior JOR from JSUPT to JSSUPT preferably in the Regional Command Group who shall serve as Chairperson;
- b) Vice-Chairperson: JOR with the rank of JSINSP to JCINSP;
- c) Members:
 1. JOR with the rank of JINSP;
 2. Regional Chaplain;
 3. RESJO if male or, if not, any second highest ranking male JNOR in the Regional Office;
 4. Male NUP representative; or if not available, a JNOR with the rank of JO1 to JO3.

There shall be a secretariat to be composed of two (2) male personnel who may either be JORs and JNORs.


6.1.3. Provincial Jail Administrator's Office MOVE-Focal Person

- a) Provincial Jail Administrator shall serve as MOVE-FP in the Provincial Jail Administrator's Office.
- b) If PJA is a female personnel, the second highest male personnel shall serve as MOVE-FP in the Provincial Jail Administrator's Office.

6.1.4. Jail Unit MOVE-TWG

- a) Chairperson: Assistant Jail Warden, if male or if not, the next highest ranking male personnel;
- b) Vice-Chairperson: UESJO, if male, or if not, the next highest ranking male JNOR in the jail unit;
- c) Members:
 1. Two (2) JNORs with the rank of SJO1 to SJO4;
 2. Two (2) JNORs with the rank of JO1 to JO3; and
 3. There shall be two (2) secretariats from among JNORs.

Further, in jails with limited number of male personnel, designation of MOVE-Focal Person may suffice.

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6.2. Duties and Functions. MOVE-TWG and Focal Person shall perform the following:

- a. Facilitate the institutionalization of MOVE mainstreaming activities;
- b. Identify MOVE strategies, programs, activities and projects in accordance with the identified priorities of the agency in response to violence and discrimination against women issues for inclusion in GAD OPB;
- c. Ensure the timely submission of the MOVE plan and budget, accomplishment report and other MOVE related reports to the GAD Focal Point System Chairperson;
- d. Conduct regular periodic meetings;
- e. Participate in summit, information drives, forum, dialogues, symposiums, lectures, seminars, meetings, conferences, and other capacity-building trainings as the National MOVE-TWG chapter may direct;
- f. Have the autonomy to design and promote MOVE advocacies within their sphere of influence;
- g. Empower all male jail officers to be Anti-VAW advocates who respect women and girls in their home, workplace, and community;
- h. Conduct linkages/partnerships with similar organizations or individuals pursuing protection of women's rights;
- i. Promote violence-free environment in their home, workplace, and community;
- j. Prepare corresponding report and condemnation of any transpired violence against women, if necessary, and shall refer the same to the appropriate authority, department, or office for the proper disposition of the case; and
- k. Perform other MOVE-related activities as directed by GAD/MOVE Chairpersons.

6.3. Term of Office. A designated MOVE-TWG member or Focal Person in the Provincial Jail Administrator's Office or Jail Units, if applicable, shall serve for a period of one (1) year from the date of his official designation or until a new member is designated to occupy his position, except when a renewal of his designation is issued.

Whenever a vacancy in the MOVE-TWG occurs within the current year, the Chairperson, as soon as he is notified by the Secretariat, shall call a special meeting for the selection of a new member to fill up said vacancy.

"Changing Lives, Building a Safer Nation"

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Provided further, that the newly designated member shall assume the vacated position to perform duties and functions only for the unexpired portion of the term of his predecessor.


6.4. Relinquishment of Duties and Responsibilities. MOVE TWG members or Focal Person in the Provincial Jail Administrator's Office or Jail Units, if applicable, shall relinquish his duties and functions on the following instances:

- a. termination of designation;
- b. transfer of assignment;
- c. having an approved study leave for a minimum period of more than one (1) month;
- d. retirement;
- e. resignation;
- f. suspension from the service for more than two (2) months;
- g. incapacity on account of unauthorized leave of absence, sickness, or any other temporary incapacity leading to causes which may prevent him from performing his duties and functions; and
- h. Members with any VAWC related cases (such as sexual harassment, child abuse), and other reasonable causes analogous to the foregoing.

7.0 MONITORING CLAUSE

The Chairpersons, through their Secretariats, shall be in-charge of the monitoring, implementation, and compliance with this Memorandum Circular in the following manner:

- (a) Data Collection Method. All data pertaining to the conduct of MOVE activities, persons involved, budgetary inclusions, venue, pictures, programs, and other relevant information shall be collected through the submission of after activity reports as may be directed by the National MOVE-TWG Chairperson.
- (b) Monitoring and Evaluation of Roles and Responsibilities. The Secretariat of National, Regional, and Jail Unit MOVE-TWG, and the Provincial Jail Administrator's Office or Jail Unit Focal Person shall be responsible in tracking the compliance and submission of activities and reports as required in this Policy.

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(c) Reporting Plan.

- i. The National MOVE-TWG shall submit a quarterly consolidated accomplishment report within three (3) days before the last day of each quarter to the Chief, BJMP copy furnished the GAD Chairperson of the said report.
- ii. The Regional MOVE-TWG shall render and submit to National MOVE-TWG a consolidated accomplishment report together with the consolidated accomplishment reports of Jail Unit MOVE TWGs, Focal Persons of small jails; and Provincial Jail Administrator's Office Focal Persons on a quarterly basis to the National MOVE-TWG Chairperson relative to the activities and program achievements in the region. The report shall be submitted within seven (7) days before the last day of each quarter; and

(d) Reporting Tools. The reporting shall be done quarterly, unless urgently required, through a standard Memorandum format containing the following matrix and information:


THEME/TITLE OF MOVE ACTIVITIES	VENUE WHERE THE ACTIVITY IS CONDUCTED	NUMBER OF PARTICIPANTS	NAME OF SPEAKER/LECTURER	SPONSORED OR NOT SPONSORED

8.0 FINANCIAL CLAUSE

All funding requirements in connection with the mandate of this Memorandum Circular shall be supported and chargeable against available funds programmed in the GAD OPB.

9.0 SEPARABILITY CLAUSE

In the event that any provision of this Memorandum Circular (MC) is declared illegal or rendered invalid by any competent authority, the provisions not affected shall remain valid and effective.

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10.0 REPEALING CLAUSE

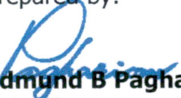



All other existing BJMP issuances which are inconsistent with the provisions of this Memorandum Circular (MC) are hereby rescinded or modified accordingly.

11.0 EFFECTIVITY

This Memorandum Circular (MC) shall take effect fifteen days upon approval of the Chief, BJMP.

12.0 ANNEXES

- a. Annex "A" – MOVE Technical Working Group (TWG) and Focal Person (FP) Organizational Structure *(See attached file)*
- b. Annex "B" – MOVE Activity Implementation Process Flow *(See attached file)*

Prepared by:  Edmund B Pagarion Jail Officer III MOVE, Secretariat	Reviewed by:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative (QMR)	Approved by:  ALLAN S IRAL, CESE Jail Director Chief, BJMP
Noted by:  PAULINO H MORENO JR Jail Chief Superintendent Officer-in-Charge, Office of the Chief of Directorial Staff of the Jail Bureau Chairperson, Men Opposed to Violence Against Women Everywhere (MOVE) Technical Working Group (TWG) and Focal Person (FP)		