	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM-MC- 142
	TOPIC FINANCIAL ASSISTANCE TO VICTIMS OF NATURAL CALAMITIES AND HUMAN-INDUCED DISASTER	ISSUE NO. 1
	SUPPLEMENTAL GUIDELINES IN THE DISTRIBUTION OF CALAMITY ASSISTANCE	REVISION NO. 1
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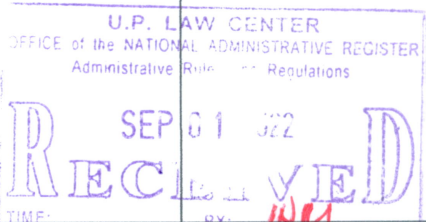
1.0 REFERENCES


- a. Department of Social Welfare and Development Circular No. 19 series of 2018, Guidelines in the Implementation of the Emergency Shelter Assistance for the Typhoon "Ompong" – Affected Households with Damaged Houses;
- b. Federal Emergency Management Agency (FEMA) Damage Assessment Operations Manual; and
- c. BJMP-DPRM-MC-43 dated July 26, 2018, Financial Assistance to Victims of Calamities and Man-Made Disasters.

2.0 RATIONALE

Environmental issues on climate change drastically altered weather phenomena. Since the Philippines adopted its three (3) signal warnings for the Tropical Cyclone Warning System (TCWS) in 1970's, it was raised to four (4) in 1997 since it was inadequate for typhoons with a wind speed of more than 118kph. In 2013, the onslaught of Typhoon "Yolanda" with the international name "Haiyan" justified the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) to modify again the typhoon warning system. In May 2015, the Updated Public Storm Warning Levels provided for Storm Signal Number 5 which characterized typhoons with wind impact of very heavy to widespread damage.

Looking after the welfare of personnel and their family in areas affected by calamities, the BJMP adopted BJMP-DPRM Memorandum Circular No. 43 dated July 26, 2018 to provide financial assistance in its availability and set the guidelines to facilitate distribution to qualified beneficiaries. Moreover, it has created the Disaster Response Committees in the National Headquarters and Regional Offices whose primary responsibility is to identify personnel as victims of calamities, both natural and human-induced. Included in its tasks is to validate reports on sustained damages to determine eligibility to receive assistance by applicants.

<p>Prepared by:</p>  <p>JESSELA L. TARIMAN Jail Chief Inspector OIC, Morale and Welfare Division</p> <p>Noted by:</p>  <p>MILET G. BATAC Jail Senior Superintendent Director for Personnel and Records Management</p>	<p>Reviewed by:</p>  <p>DENNIS U. ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative</p>	<p>Approved by:</p>  <p>ALLAN S. IRAL, CESE Jail Director Chief, BJMP</p> <div style="text-align: center;">  <p>U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rule and Regulations</p> <p>SEP 01 2022</p> <p>RECEIVED</p> <p>TIME: _____ BY: <i>WMA</i></p> </div>
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While the aforementioned circular provided for both substantive and procedural requirements for victims of calamities to be eligible to receive assistance from the Jail Bureau out of donations from persons, it lacks essential provisions in quantifying the extent of damage identified into categories or levels and setting the assistance in terms of amount the calamity is to be entitled after validation and compliance with the requirements set forth.

It is to be emphasized that in formulating the herein guidelines, the intention of the Jail Bureau is not to restore the damaged dwelling or damaged properties of personnel but to extend help within the available resources as they continue towards recovery. Further, it is only through the generosity of individuals that this program can sustain for no government funds will be used in this undertaking.

3.0 OBJECTIVES

This circular aims to:


- i. Authorize the concerned committees to determine the amount of assistance a calamity victim is to receive after compliance with the documentary and procedural requirements in case of availability of funds;
- ii. Classify the extent of damage as the basis to fix the amount of assistance to calamity victims;
- iii. Objectively identify personnel severely affected by the calamity and are to receive the equitable assistance herein provided;
- iv. Streamline the requirements and realign the functions of the respective committees delegated to implement this circular; and
- v. Identify possible sources of funds for calamity assistance.

4.0 SCOPE

- 4.1 This circular covers all personnel of the BJMP, regardless of status, who are victims of calamity, both natural and human-induced. Natural calamity includes but is not limited to typhoons, flash floods, and earthquakes. Human-induced calamities are those brought by conflagration and battles.
- 4.2 The Committee shall consider applications involving declared damages specific to shelter or dwellings where the applicant actually resides, hence, to exclude applications on other damaged properties.
- 4.3 Personnel who sustains injury directly during the onslaught of the calamity may likewise be eligible for the assistance.

5.0 DEFINITION OF TERMS

Calamity Assistance Fund – refers to the amount in the custody of the

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Finance Service Office (FSO) collated out of donations from within and outside the Jail Bureau intended for distribution as assistance to personnel who are calamity victims.

Immediate family –refers to the spouse, children, parents, unmarried brothers and sisters, and any relative living under the same roof and dependent upon the employee for support.

6.0 PROCEDURES/DETAILS/GUIDELINES

6.1 COMMITTEE RECONSTITUTION


The committees to facilitate the implementation of this circular shall have the following title and composition:

a. National Disaster Relief Assistance Committee (NDRAC)

Chairperson	-	Director for Operations
Vice-Chairperson	-	Deputy Director for Personnel and Records Management
Members	-	Deputy Director for Investigation and Prosecution Deputy Director for Human Resource Development Deputy Director for Logistics Chief, Finance Service Office NESJO
Secretariat	-	Chief, Morale and Welfare Division

Duties and Responsibilities:

1. Review applications for assistance officially endorsed by the Regional Director of the Jail Bureau as endorsed by the Regional Disaster Relief Assistance Committee.
2. Deliberate on applications for assistance of personnel assigned in the National Headquarters and on detail service.
3. Validate compliance with documentary and procedural requirements for the grant of assistance.
4. Periodically review the effectiveness and timeliness of this circular vis-a-vis the needs of the Jail Bureau.
5. Determine with finality the entitlement to the assistance of personnel as calamity victims.

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b. Regional Disaster Relief Assistance Committee (RDRAC)


- Chairperson - Chief, Operations Division
- Vice-Chairperson - Chief, Personnel and Records Management Division
- Members - Chief, Regional Investigation and Prosecution Division
 Chief, Human Resource Development Division
 Chief, Logistics Division
 Chief, Finance Service Section
 RESJO
 NUP Representative
 Regional Engineer
- Secretariat - Morale and Welfare Section

Functions:

1. Monitor the post-calamity situation of personnel in the AOR.
2. Identify personnel severely affected by the calamity and direct submission of requirements for initial evaluation.
3. Within twenty-four hours, render a report to the NDRAC on the number and status of personnel affected by the calamity.
4. Coordinate with national government agencies and private institutions for the provisions of necessities to personnel and areas severely affected.
5. Deliberate on applications for assistance of calamity victims ensuring completeness of all the requirements.
6. Validate facts on claims for the assistance of the personnel.
7. Act on applications where grounds for denial are apparent.
8. In every fund-raising drive or similar activities, represent the cause of the committee to secure donations to the fund intended for distribution to calamity victims.
9. Submit recommendations for the effective implementation of the circular.

6.2 GUIDELINES:

- a. For determination of the assistance necessary to aid personnel damaged by calamities, operative descriptions of damage per category are as follows:

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- i. Destroyed – basic house components are totally destroyed which renders repair not practicable under the circumstances and new house construction is a better option.

Illustrative description:

- a. Irreparable house structural damage, e.g. roof, foundation, and walls;
- b. The remaining basic house components are imminent to collapse; and
- c. House foundation as remnants of a destroyed dwelling.

- ii. Major – damage to the dwelling will require extensive repairs without compromise on the house's structural integrity.

Illustrative description:

Structural failure of basic house components:

- i. Roof – more than 50% failure of rafters, ceiling joist and ridge board;
- ii. Wall – more than 50% failure of framing, sheathing, etc; and
- iii. Foundation – crumbling, bulging, collapsing, significant cracks on the foundation


- iii. Minor – damage of wide range but does not compromise the structural integrity of basic house components.

Illustrative description:

- a. Non - structural damage to roofing;
- b. Non - structural damage to the wall; and
- c. House submerged in floodwaters.

b. Subject to availability of funds, the NDRAC is to act on applications for assistance, proportionate to the extent of damage on the dwelling and not to exceed:

Destroyed – P2,500.00	to	P5,000.00
Major – P1,500.00	to	P2,499.00
Minor – P500.00	to	P1,499.00

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c. Should an immediate family die by direct reason of the calamity, the Committee, on its own, may extend assistance in an amount it deem appropriate, subject to availability of funds.

d. Supporting documents for applications for assistance are as follows:


- i. Barangay Certification (actual residence and damage)
- ii. Photos
- iii. Verification by the applicant
- iv. Endorsement resolution from RDRAC
- v. Transmittal by the Regional Director of the Jail Bureau of applications of personnel assigned in regions.

e. Personnel who sustains serious injury directly by reason of the calamity may be granted assistance as may be determined by the Committee, subject to availability of funds. The application should be supported by the following:

- i. Medical Certificate
- ii. Assessment of the Injury or Certification from the DHS/RHS
- iii. Police or Barangay Blotter of the incident
- iv. Endorsement by the RDRC
- v. Transmittal by the Regional Director of the Jail Bureau of applications of personnel assigned in regions.

6.3 ADDITIONAL GUIDELINES

- 6.3.1 In case personnel dies in the event of calamity, benefits availing are those provided under applicable laws on retirement and separation in the Jail Bureau for uniformed personnel or death benefits under GSIS for non-uniformed personnel.
- 6.3.2 The Offices of the National Executive Senior Jail Officer (NESJO) and Regional Executive Senior Jail Officers (RESJO) shall initiate a call for assistance to personnel severely affected by the calamity and the pooled amount shall be transmitted to the Finance Service Office (FSO) which shall maintain a separate account for the earmarked fund.
- 6.3.3 Prior to action on applications for assistance, the FSO shall deliver a report to the NDRAC on the status of funds or its availability. Otherwise, the Committee shall deny all applications for lack of funds. There will be no reconsideration on denied applications should funds be available thereafter.
- 6.3.4 Applications with incomplete documents and/or fails to comply with the procedural requirements shall be returned by the Secretariat for compliance. The NDRAC will act on applications received within 15 days from the declaration of the state of calamity by the proper authorities unless it allows an extension.

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6.3.5 In other cases of calamity or disaster, the NDRAC is left with discretion whether the circumstances, supported by proof, warrant necessary assistance to the personnel.

6.3.6 After determination on the eligibility of personnel to receive the assistance, the FSO shall credit the approved amount through the payroll system.

7.0 MONITORING PROCEDURE/TOOL

7.1 The NDRAC shall render an annual committee report to the Office of the Deputy Chief for Administration of the Jail Bureau on its accomplishments to measure the effectiveness of this circular. It shall submit this circular for review by stakeholders to make way for improvement as deemed necessary to achieve the set objectives.

7.2 The FSO at the end of the calendar year shall render an account on the collected and disbursed funds and certify the remaining amount to promote transparency.

8.0 FINANCIAL CLAUSE

8.1 In addition to the provisions of the BJMP-DPRM Memorandum Circular No. 43 under the same title, the NDRAC shall automatically endorse the list of identified beneficiaries for possible assistance to lending institutions affiliated with the BJMP such as BJMP Provident Fund, BJMP Multipurpose Cooperative, BJMP Mutual Benefit Association (BJMPMBAI) and BJMP Savings and Loan Association, Inc. (BJMPSLAI).

8.2 Fundraising activities initiated by Regional Office and other units, except those organized to primarily benefit Person Deprived of Liberty (PDL) shall apportion from the donations received at least 30% to the standing calamity assistance fund in custody of the NDRAC.

9.0 SEPARABILITY CLAUSE


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

10.0 REPEALING CLAUSE





Provisions of other issuances inconsistent with this circular are hereby rescinded or modified accordingly.

11.0 EFFECTIVITY

This Circular shall take effect fifteen (15) days following its filing of copy with

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the Office of the National Administrative Register at the University of the Philippines pursuant to Section 3 and 4, Chapter II, Book 7 of EO 292, otherwise known as "The Revised Administrative Code of 1987.

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