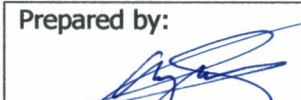




	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. BJMP-DPRM-MC-144
	TOPIC	ISSUE NO. 1
	<b>ACCREDITATION OF UNIFORM PROVIDERS</b>	REVISION NO. 0
	SUB-TOPIC	EFFECTIVE DATE
	<b>GUIDELINES AND PROCEDURES ON THE ISSUANCE OF CERTIFICATE OF CONFORMITY TO PROVIDERS OF BJMP UNIFORMS AND ACCOUTREMENTS</b>	PAGE 1 of 11  03 JAN 2023

## 1.0 REFERENCES

- A. Republic Act No. 6713, *An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees*, dated February 20, 1989;
- B. Republic Act No. 9492, *An Act Prescribing the Use of Philippine Tropical Fabrics for Uniforms of Public Official and Employees and for other purposes* dated February 10, 2004;
- C. Article 179, Republic Act No. 3815 Regarding the Illegal Use of Uniform and Insignia;
- D. BJMP Memorandum Circular 2015-001 Guidelines on the Proper Wearing of BJMP Uniforms dated February 17, 2015;
- E. Posting of Unofficial Document and Improper Wearing of Uniform through Social Media dated July 6, 2020;
- F. BJMP Uniform and Standards Committee Resolution No. 2021-25 A Resolution Prescribing the Use of Authorized Shade and Fabric of the BJMP Delta Uniform and Providing Appropriate Sanction for Violation Thereof dated May 27, 2021;
- G. BJMP Uniform and Standards Committee Resolution No. 2021-02 re Prescribed Tactical Cut Design of Delta Uniform for all BJMP Uniformed Personnel dated March 4, 2021;
- H. BJMP Uniform and Standards Committee Resolution No. 2021-26 A Resolution Allowing the Use of Lousy Hat in Civic Activities to include Disaster Relief Operations, Trainings, and other relevant events requiring its use except in rendering Custodial and Escort Duties dated September 10, 2021; and
- I. Minutes of the Uniform and Standards Committee Meeting dated September 10, 2021 discussing the accreditation of tailors of BJMP uniforms.

Prepared by:  <b>JOSHUA BENEDICT L. AZAÑES</b> Jail Inspector Secretariat, Uniform and Standards Committee	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>MILET B. BATAC</b> Jail Senior Superintendent Director for Personnel and Records Management Vice-Chairperson, Uniform and Standards Committee		<div style="border: 1px solid black; padding: 5px; text-align: center;">         U.P. LAW CENTER          OFFICE of the NATIONAL ADMINISTRATIVE REGISTER          Administrative Rules and Regulations    <div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">R E C E I V E D</div>           DEC 19 2022          TIME: _____ BY: <i>JMM</i> </div>



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## 2.0 RATIONALE

One of the main functions of the Uniform and Standards Committee (USC) is to prescribe the design, cut, fabric and other specifications of BJMP uniforms and ensure compliance of personnel with the directives on proper wearing of uniforms as prescribed. However, it has been observed that some BJMP uniforms worn by the personnel differ from one another in terms of the fabric used and its shade, cut, design and at times, some specifications are not strictly followed. In order to address this concern, the USC issued directives and memoranda reminding personnel to strictly observe the standards in wearing the BJMP prescribed uniforms. Despite these reiterations, the problem still persisted. Hence, the USC agreed on its meeting on September 10, 2021, to address one of the roots of the problem which is the non-compliance of some providers to the specifications prescribed for the BJMP uniforms.

In furtherance of the mandate of the USC to ensure the uniformity of BJMP uniforms, this Memorandum Circular is issued to provide guidelines and procedures in the issuance of Certificate of Conformity (COC) to uniform providers and ensure that their services are compliant with what has been prescribed by the USC.

## 3.0 OBJECTIVE


This Memorandum Circular aims to provide clear guidelines and procedures that shall be strictly observed and religiously followed by BJMP personnel, particularly the Uniform and Standards Committee in collaboration with the BJMP- Multipurpose Cooperative (BJMP-MPC) representatives, in the issuance of COC. This MC also prescribes the procedures to be followed by entities who intends to provide uniforms to the personnel of the Jail Bureau in the application for COC.

## 4.0 SCOPE

This policy prescribing the guidelines and procedures on the issuance of COC to providers of BJMP uniforms shall apply to all BJMP personnel and shall serve as reference for corporations, partnerships or entities who intend to provide uniforms to the BJMP personnel.


## 5.0 DEFINITION OF TERMS

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

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- A. **Accoutrements** – refer to additional paraphernalia, accessories or items that are carried, worn or attached to the uniform such as pins, badges, belts, whistle, helmet, body armor, etc.
- B. **Accreditation** - refers to the evaluation or assessment of conformity to the established standards by entities providing tailoring services or uniform paraphernalia to BJMP personnel.
- C. **Actual Sample** - pertains to the tailored (sewn) BJMP uniform or manufactured uniform paraphernalia submitted before the USC for visual and workmanship evaluation prior to the recommendation for issuance of COC.
- D. **Applicant** -pertains to any individual/entity applying for accreditation as an official uniform/paraphernalia provider of the BJMP.
- E. **BJMP Uniformed Personnel** – refers to the Jail Officer Ranks (JORs) and Jail Non-Officer Ranks (JNORs) of the Jail Bureau wearing prescribed BJMP uniforms.
- F. **BJMP-Multi-Purpose Cooperative** –pertains to the entity providing savings and loan services to BJMP personnel and exercises supervision and control over the sale, distribution and quality control, in collaboration with the USC, on the uniforms/paraphernalia procured/delivered by various certified providers.
- G. **Certificate of Conformity (COC)** - the certificate issued by the BJMP through the USC to the providers of BJMP uniforms as proof of accreditation. The COC shall specify the type of uniform/paraphernalia the entity is certified for.
- H. **Committee Resolutions** – are communications that resolve a matter or concern brought before the Uniform and Standards Committee. It is a collegial decision of the committee members to a certain subject that recommends to the Chief, BJMP necessary measures for a particular situation.
- I. **Laboratory Test** - the test conducted on the sample of materials submitted by the applicant subject to testing through any DOST accredited company for textile research and testing and the result of which is presented before the committee for verification of compliance to existing standards.



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- J. **Prescribed BJMP Uniforms** – pertains to the BJMP uniforms duly approved by the Chief, BJMP with the corresponding guidelines on its use and the design, cut, accoutrements and other relevant specifications.
- K. **Specifications** – these refer to the detailed description of the design which is inclusive of the shade and cut and the materials to be used in BJMP uniforms with reference to a given standard.
- L. **Tailors** – refers to the individuals or entities providing tailoring services to the BJMP uniformed personnel such as sewing and repairing of BJMP uniforms.
- M. **Test and Evaluation** – the determination of the compliance of a service provider to the standards set for a certain product such as visual test, laboratory test and workmanship evaluation.
- N. **Uniform and Standards Committee (USC or Committee)**– the collegial body responsible for providing guidelines for the selection of uniform designs and materials, deciding on issues relevant to the selection of BJMP uniforms and monitoring the implementation of committee resolutions and other issuances duly approved by the Chief, BJMP to ensure the compliance of BJMP personnel with the end view of achieving consistency and uniformity.
- O. **Uniform and Standards Committee (USC) Secretariat**- the staff responsible in monitoring the workflow of COC from application to issuance of appropriate certification and lobbying of uniform and standards issues and concerns to the Committee.
- P. **Uniform Providers (Providers)** – these refer to the individuals or entities supplying/providing uniforms, accoutrements and other paraphernalia or tailoring services to BJMP personnel.
- Q. **Workflow** - pertains to the sequence of processes particularly on the accreditation of tailors who intend to provide tailoring services to the BJMP.
- R. **Wear and Tear Test** – refers to testing of the durability of the uniforms and paraphernalia against fading, wrinkling or tearing-up.
- S. **Workmanship** – refers to the quality of a product in reference to a design and specification provided, which is measured in terms of the skill of the tailor, quality of materials and the craft involved in their use.




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## 6.0 PROCEDURES/DETAILS/GUIDELINES

### 6.1 GENERAL GUIDELINES

- 6.1.1 All applications for COC shall be addressed to the USC Chairperson through the USC Secretariat.
- 6.1.2 The applicants for COC shall submit the hereunder documents to the secretariat for initial evaluation:
- a. Request letter manifesting the intent to apply for issuance of COC;
  - b. Authenticated copy of DTI Certificate for Single Proprietorship or Partnership or SEC Certificate for Corporations;
  - c. Authenticated copy of Valid Municipal/City Business Permit;
  - d. Certified true copy of BIR Certificate of Registration;
  - e. Authenticated copy of latest Income Tax Return;
  - f. Authenticated copy of Tax Clearance;
  - g. Company or business profile (location and list of personnel, branches if available, relevant pictures of shop, machines used, products sewn/manufactured);
  - h. Contact details of applicant (mobile, email and trunk line);
  - i. Price quotation or the suggested retail price (SRP) of the item/s subject for application of COC; and
  - j. Notarized contract/Joint Venture Agreement in case of joint venture or partnership.
- 6.1.3 The USC Secretariat shall evaluate the validity and completeness of the documentary requirements submitted by the applicant for COC. Thereafter, upon determination of the completeness of documents, the USC secretariat shall require the applicant to submit an actual sample of the manufactured BJMP uniform/paraphernalia to determine if the cuts and design and other specifications are compliant with the standard of the Bureau and ascertain that the fabric/material used is sourced from the BJMP-MPC.
- 6.1.4 The applicant shall state in his/her letter of intent the following:
- a. That he/she availed of the prescribed fabric/material from the BJMP-MPC supported by a certification (Annex I);
  - b. The volume of fabric/materials intended to be acquired provided it does not exceed any limitation that the BJMP-MPC may impose on newly-accredited tailors; and



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c. Upon submission of the letter of intent, an applicant shall receive a letter of acknowledgment from the USC within three (3) working days. The letter of intent and the documentary requirements may be submitted electronically to the official email address of the USC provided that the hard copies shall follow. Failure to submit the hard copies within fifteen (15) working days shall mean forfeiture of the application.


6.1.5 To emphasize the goal of standardization, and to ensure the integrity of the application process, all submissions for accreditation, documentary requirements and actual samples shall be submitted to the USC at the NHQ for the required evaluation and testing. Regional Offices shall only be limited to receiving applications whether electronic or otherwise and shall forward the same to the NHQ for the required evaluation. Jail Units may duly receive an application for accreditation which shall be coursed through the corresponding Regional Office for transmittal to the NHQ.

6.1.6 Deficiencies in the documentary requirements shall be communicated to the applicant by electronic mail, courier or through contact numbers provided in the submitted documents. An applicant shall be given no more than 30 working days to comply with the deficiency. Failure to comply within the prescribed period shall mean forfeiture of the application. The status of applicants with noted deficiencies shall also be reported during Committee meetings.

6.1.7 Applicants who intends to supply fabric or other uniform paraphernalia to the BJMP-MPC shall fill out the prescribed Material Testing Template indicating the following:

- a. The type of fabric or uniform paraphernalia intended to be supplied stating the material used and other features as to the comfort of use, durability and other analogous descriptions;
- b. The volume of fabric or material intended to be supplied for approval;
- c. Relevant personal or business information of the applicant; and
- d. The filled-out template shall be signed by the BJMP-MPC representative prior to submission by the applicant to any DOST authorized fabric/material testing center and shall serve as proof of the existing application for accreditation. The Secretariat shall secure a copy of the accomplished form from the BJMP-MPC together with the certification issued by the BJMP-MPC for validation




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purposes. This process must be completed prior to the presentation of the actual sample to the USC.

- 6.1.8 Uniform paraphernalia/accoutrements that cannot be subjected to material composition testing (e.g. badge, pins, whistles and chains etc.) shall be subjected to visual evaluation by the Committee.
- 6.1.9 If the fabric/material is found compliant with the BJMP prescribed standards, the testing center shall issue the necessary certification or mark the Fabric Testing Template as approved/compliant and signed by the testing center's authorized signatory to attest to such compliance. The applicant shall submit the certification to the Secretariat for confirmation of the USC prior submission of actual sample.
- 6.1.10 As may be applicable, actual samples submitted before the committee for evaluation must contain the trademark/label of the business for identification purposes.
- 6.1.11 Actual samples evaluated by the USC secretariat as "compliant or complete" shall undergo visual and workmanship tests during the committee meeting. The visual and workmanship test shall be based on the actual standard.
- 6.1.12 Actual samples evaluated by the committee during deliberation as "compliant with the standard/prescribed specifications" shall be reflected in a resolution to be signed by the members of the committee recommending to the Chief, BJMP the accreditation and issuance of COC to the applicant. Thereafter, the secretariat shall prepare the COC and have it signed by the USC Chairperson before its release to the applicant and posting/updating on the lists of accredited uniform providers in the official BJMP website.
- 6.1.13 Accreditation shall be applied separately to the type of uniforms applied for if applicants wish to provide other BJMP uniforms.
- 6.1.14 To ensure the unprejudiced decision on the deliberation for the accreditation of uniform providers, no member of the Uniform and Standards Committee must be an individual owner or a partner of any uniform-providing business.



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## 6.2 DUTIES AND RESPONSIBILITIES


### 6.2.1 Secretariat

- a. Conduct initial screening on the completeness of documentary requirements submitted by applicants before the submission of actual samples;
- b. Facilitate the submission of actual samples by the applicants and forward the same to the BJMP-MPC representative for assistance on its submission to any DOST accredited company for testing;
- c. Present to the committee during meeting, the result/s of the test conducted on the samples after having undergone laboratory testing;
- d. Prepare resolutions relative to the accreditation of uniform provider/s, release the COC and furnish the BJMP-MPC a copy of such documents as reference;
- e. Coordinate with the DICTM for the posting/updating of accredited uniform providers of the Bureau to the official BJMP website using the posting/updating request form;
- f. Notify the committee on any complaint against any of the duly accredited tailoring service provider/s for deliberation and appropriate action;
- g. Notify the regional offices through the Regional Chief of Directorial Staff (RCDS) on the approval of accreditation of uniform providers within their jurisdiction and furnish a copy of the COC;
- h. File on record the documentary requirements, laboratory test results, COC, submitted/retained forms such as the letter of intent and copies of the Accomplished Testing Form; and
- i. Perform other tasks as directed.

### 6.2.2 Uniform and Standards Committee

- a. Convene and deliberate on the applications for accreditation as well as revocation/cancellation of COC issued to providers;
- b. Prescribe modifications on submitted samples and/or modify existing standards as the need arises; and
- c. Recommend the conduct of investigation and filing of appropriate charges in coordination with the Directorate for Investigation and Prosecution, Directorate for Intelligence and Legal Service Office on the violations of the provisions of this policy.



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### 6.2.3 Other Directorates and Offices involved

- a. The Directorate for Intelligence shall provide intelligence support and case build-up on individuals, establishments/entities providing uniforms and tailoring services without proper authority and perform other tasks as directed.
- b. The Directorate for Investigation and Prosecution shall initiate pre-charge investigation, and file appropriate charges against unauthorized uniform providers to BJMP personnel in coordination with the Legal Service Office and perform other tasks as directed.
- c. The Legal Service Office shall provide legal opinions on critical issues and concerns particularly in the enforcement of this policy and perform other tasks as directed.
- d. The Regional Offices, through the RCDS, shall facilitate in their respective jurisdiction, the accreditation of providers such as submission of documentary requirements (necessary forms will be made available in digital copy to the regional offices). Thereafter, the documents shall be forwarded to the National Headquarters through the USC Chairperson.
- e. To assure that all personnel are using the prescribed uniforms, regular uniform inspections shall be conducted by the NHQ through the OCDS and DPRM, in coordination with the NESJO. Likewise, uniform inspections shall be conducted by the RCDS and PRMD, in coordination with the RESJOs in the Regional Offices and by the Wardens and UESJOs in the Jail Units.
- f. The Directorate for Information and Communications Technology Management shall post the list of accredited uniform providers on the official BJMP website following the guidelines on posting and updating of contents on the BJMP website and using the BJMP Website Update/Posting Request Form.

### 6.3 DURATION AND RENEWAL OF ACCREDITATION

The COC shall be valid for three (3) years and may be renewed subject to the approval of the USC Chairperson. Moreover, renewal shall mean undergoing the whole process of accreditation. Likewise, failure to renew accreditation within thirty (30) days from end of its validity shall result in the automatic cancellation of COC and removal from the list of accredited uniform providers.



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#### **6.4 GROUNDS FOR REVOCATION/CANCELLATION OF COC SUBJECT TO USC DELIBERATION AND APPROVAL OF THE USC CHAIRPERSON**

- a. Non-renewal of COC in due time;
- b. Misrepresentation or submission of fraudulent documentary requirements;
- c. Providing uniforms and tailoring services other than those indicated in the COC;
- d. Provider directly supplies uniform materials/accoutrements to personnel;
- e. Using the COC to engage in illegal activities; and
- f. Complaints from personnel on the non-compliance of the provider to the prescribed specifications for the BJMP uniforms, undue delays on delivery of services, and inability to deliver services due to acceptance of orders beyond capability shall be coursed through the USC for appropriate action.

#### **6.5 PENALTY CLAUSE**

Violation of the provisions of this policy shall be subject to investigation and filing of appropriate charges. Officers and personnel who violated or failed to comply with these guidelines shall be subject to administrative disciplinary action pursuant to Section 50, Rule 10 (Administrative Offenses and Penalties) of the 2017 Rules on Administrative Cases in the Civil Service; the 2017 Comprehensive Administrative Disciplinary Machinery, as Amended; and other pertinent and rules, without prejudice to the filing of criminal as well as civil actions under existing laws, rules and regulations.


#### **7.0 MONITORING PROCEDURE/TOOL**

The USC in the National Headquarters shall be the center for monitoring the compliance of all BJMP offices with this policy. Further, the ORCDS shall be primarily responsible in the facilitation of applications for accreditation and the dissemination, implementation, and monitoring of this policy and make recommendations subject to existing conditions within their jurisdiction.

#### **8.0 FINANCIAL CLAUSE**

The Bureau shall allocate funds for the activities and programs related to the implementation of this Circular.



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## 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.

## 10.0 REPEALING CLAUSE





All existing issuances that are inconsistent with this policy are hereby rescinded or modified accordingly. Likewise, all rules and regulations promulgated including those which may be created after the effectivity of this policy shall be implemented accordingly.

## 11.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days following the filing of its copy with the Office of the National Administrative Register at the University of the Philippines Law Center pursuant to Sections 3 and 4, Chapter II, Book of EO 292, otherwise known as "the Revised Administrative Code of 1987."

## 12.0 ANNEXES

- A Certificate of Conformity
- B Application for COC process flow
- C Template for posting of list of accredited uniform providers
- D Application form for accreditation
- E Checklist of documentary requirements
- F Acknowledgment of authenticity of documents submitted
- G Complaints process flow
- H Material Test Request Form

Prepared by:  <b>JOSHUA BENEDICT LAZANES</b> Jail Inspector Secretariat, Uniform and Standards Committee  Noted by:  <b>MILET G. BATAC</b> Jail Senior Superintendent Director for Personnel and Records Management Vice-Chairperson, Uniform and Standards Committee	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
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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



# CERTIFICATE OF CONFORMITY

is conferred to

**UNIFORM PROVIDER/TAILOR**  
**(Address)**

**AS ACCREDITED PROVIDER/TAILOR OF \_\_\_\_\_**

Pursuant to BJMP Uniform and Standards Committee Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, this certificate affirms that \_\_\_\_\_ is an accredited and legitimate tailor/provider of \_\_\_\_\_ uniform as determined after careful deliberation by the BJMP Uniform and Standards Committee.

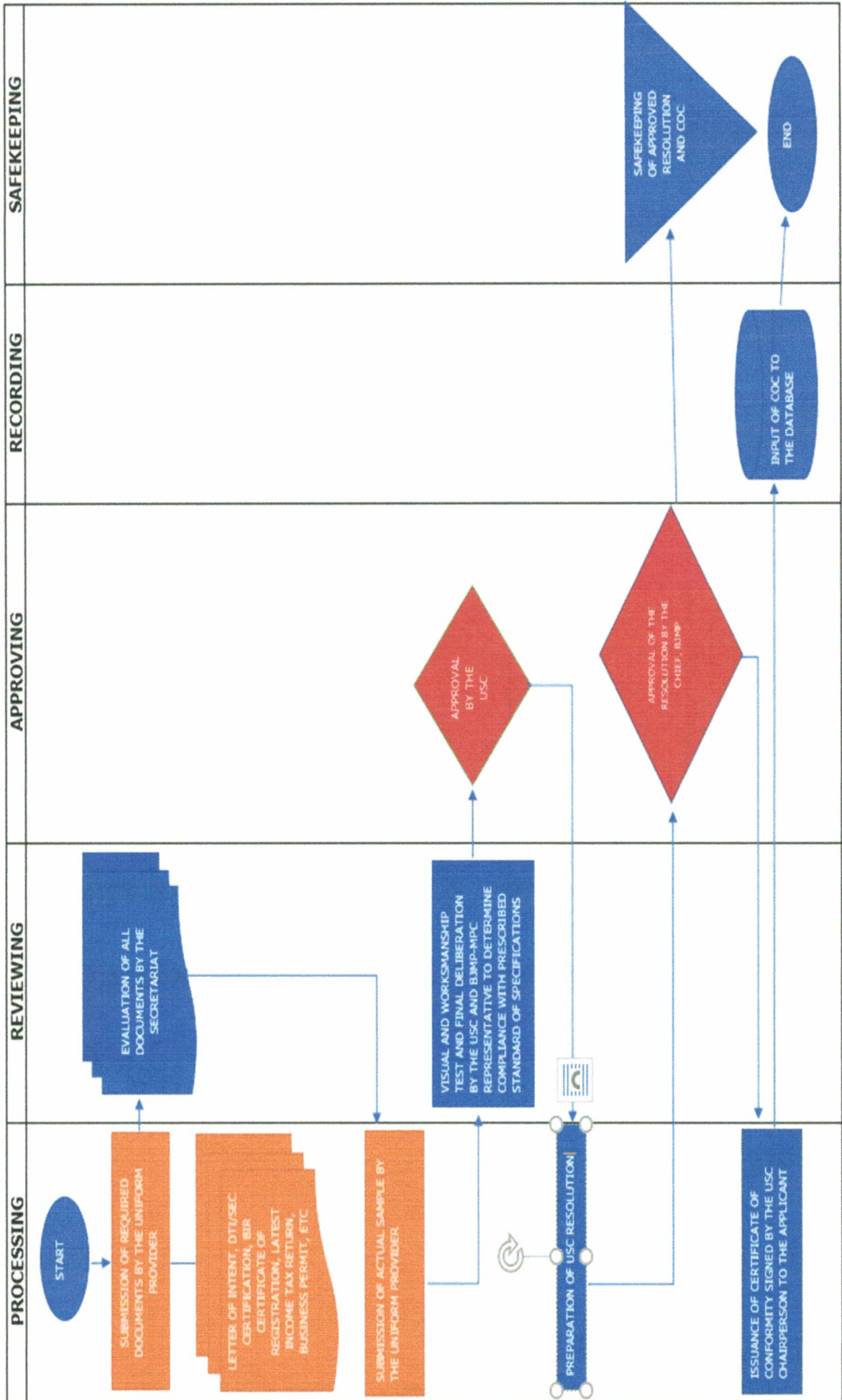
This accreditation is in compliance with the provisions of the Memorandum Circular on Accreditation of Uniform Providers and other relevant rules governing uniform and standards of the BJMP.

Given this \_\_\_\_ day of \_\_\_\_\_ at the Bureau of Jail Management and Penology National Headquarters, 144, Mindanao Ave., Project 8, Quezon City. This certificate shall be valid until \_\_\_\_\_.

**PAULINO H MORENO JR**  
Jail Chief Superintendent  
Officer-in-Charge, Office of the  
Chief of Directorial Staff  
of the Jail Bureau/ Chairperson,  
Uniform and Standards Committee



APPLICATION FOR COC PROCESS FLOW





Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Quezon City  
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Email Address: [chief@bjmp.gov.ph](mailto:chief@bjmp.gov.ph) Website: [www.bjmp.gov.ph](http://www.bjmp.gov.ph)



# **BJMP ACCREDITED UNIFORM PROVIDERS**

<b>TAILORING</b>	<b>OWNER/REPRESENTATIVE</b>	<b>ADDRESS</b>	<b>CONTACT DETAILS</b>	<b>UNIFORM</b>

**\*\*\*\* Nothing Follows\*\*\*\***

**PAULINO H MORENO JR**  
Jail Chief Superintendent  
Officer-in-Charge, Office of the  
Chief of Directorial Staff  
of the Jail Bureau/ Chairperson,  
Uniform and Standards Committee

*"Changing Lives, Building a Safer Nation"*



**ANNEX "D" APPLICATION FORM FOR ACCREDITATION**



Republic of the Philippines  
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Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph



**APPLICATION FORM FOR ACCREDITATION AS OFFICIAL BJMP  
UNIFORM PROVIDER**

Name of Tailoring Business

: \_\_\_\_\_

Address

: \_\_\_\_\_

No. & Street

Barangay

City/ Municipality

Province

Region

Telephone/ Fax No.

: \_\_\_\_\_

Name of Owner/  
Representative

: \_\_\_\_\_

Contact No.

: \_\_\_\_\_

Status of Application:

( ) New

( ) Renewal

Accreditation No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Over Printed Name

**ANNEX "E" CHECKLIST FOR DOCUMENTARY REQUIREMENTS**



Republic of the Philippines  
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**CHECKLIST OF APPLICATION DOCUMENTS**

Please tick ( / ) the appropriate boxes under column B or C

No.	Documentary Requirements	/	X	Remarks
1	Request letter manifesting the intent to apply for issuance of COC;			
2	Authenticated copy of DTI Certificate for Single Proprietorship or Partnership or SEC Certificate for Corporations;			
3	Authenticated copy of Valid Municipal/City Business Permit;			
4	Certified True Copy of BIR Certificate of Registration;			
5	Authenticated copy of latest Income Tax Return;			
6	Authenticated copy of Tax Clearance;			
7	Company or business profile (location and list of personnel if any must be indicated);			
8	Contact details of applicant (mobile, email and trunk line);			
9	Price quotation or the suggested retail price (SRP) of the item/s subject for application of COC; and			
10	Notarized contract/Joint Venture Agreement in case of joint venture or partnership.			

Verified by:

\_\_\_\_\_  
Signature of Secretariat Over Printed Name



**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
CITY/ MUNICIPALITY OF \_\_\_\_\_

S.S.

I, \_\_\_\_\_, of legal age, \_\_\_\_\_ and a resident of \_\_\_\_\_, after having been sworn in accordance with law hereby depose and say that I am executing this affidavit to attest to the completeness and truth of the foregoing information and the attached documents required for the Accreditation as Official BJMP Uniform Provider.

\_\_\_\_\_  
*Signature*

Before me, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ in the City/ Municipality of \_\_\_\_\_, Philippines, personally appeared

*Owner*

*Community Tax Number*

*Issued at/ on*

\_\_\_\_\_

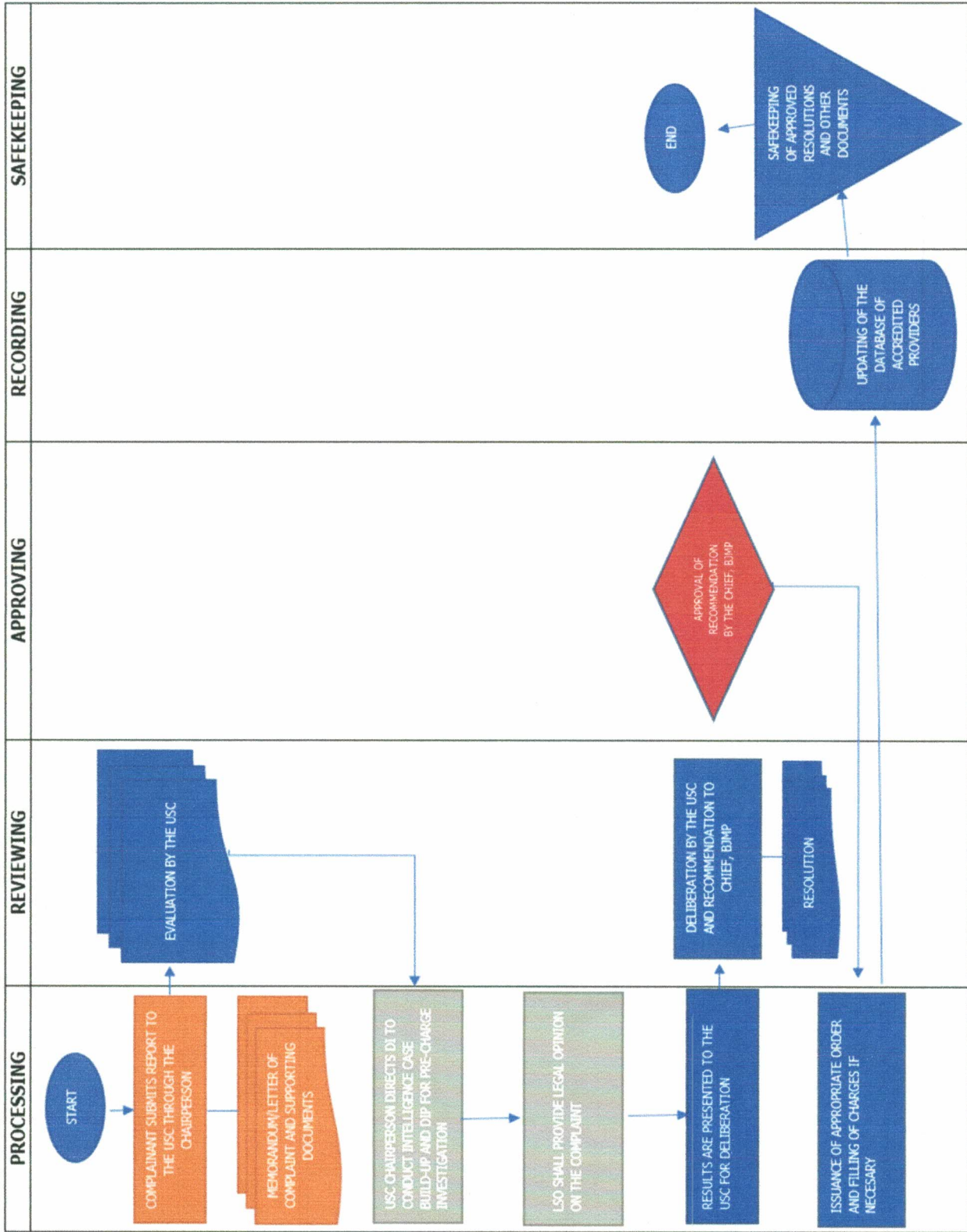
known to me to be the same person/s who executed the foregoing instrument and they acknowledge to me that the same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_.

\_\_\_\_\_

**ANNEX "G" PROCESS FLOW FOR COMPLAINTS AGAINST ACCREDITED UNIFORM PROVIDERS**

**COMPLAINTS AGAINST ACCREDITED UNIFORM PROVIDERS PROCESS FLOW**



**LEGEND**

UNIFORM PROVIDER

UNIFORM AND STANDARDS COMMITTEE

DIRECTORATE FOR INTELLIGENCE,  
DIRECTORATE FOR INVESTIGATION AND PROSECUTION, OR  
LEGAL SERVICE OFFICE



**ANNEX "H" MATERIAL/FABRIC TEST REQUEST FORM**



**BUREAU OF JAIL MANAGEMENT and  
PENOLOGY**  
**MULTI-PURPOSE COOPERATIVE**  
BJMP-MPC BLDG, 144 Mindanao Avenue , Quezon City  
Telefax: (02) 454-3621 Telephone No.: (02) 277-5908

**MATERIAL/FABRIC TEST REQUEST FORM**

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

**1. Applicant Information**

Company/Business Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner/Authorized Representative: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email: \_\_\_\_\_  
Uniform applied for accreditation: \_\_\_\_\_  
Sample Description (e.g., Delta Fabric, 3 yards): \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Over Printed Name

**2. Requesting Party**

End User: Bureau of Jail Management and Penology  
Authorized Representative: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email: \_\_\_\_\_

**Test(s) Requested:**

1. Fiber Composition
2. Colorfastness to Laundering
3. Colorfastness to Perspiration
4. Colorfastness to Rubbing

*Remarks: The testing laboratory shall provide the requesting party with a copy of the result of tests conducted on the samples forwarded through the email of the BJMP-MPC authorized representative provided.*

\_\_\_\_\_  
Signature Over Printed Name  
(BJMP-MPC Authorized Representative)

**ANNEX "I" CERTIFICATION FROM THE BJMP-MPC**



**BUREAU OF JAIL MANAGEMENT and  
PENOLOGY  
MULTI-PURPOSE COOPERATIVE**  
BJMP-MPC BLDG, 144 Mindanao Avenue, Quezon City  
Telefax: (02) 454-3621 Telephone No.: (02) 277-5908

## **CERTIFICATION**

Pursuant to BJMP-DPRM-MC NO. \_\_\_\_ or the Guidelines and Procedures on the Issuance of Certificate of Conformity to Providers of BJMP Uniforms and Accoutrements effective \_\_\_\_\_, 2022, this **CERTIFICATION** is issued to attest that (Supplier/Business Name) with business address at \_\_\_\_\_ owned/managed by (owner/representative) with contact details (telephone and/or mobile number), sourced from the BJMP-MPC the materials used in the manufacture of the uniform applied for on (date).

Given this \_\_\_\_ day of \_\_\_\_\_, 202\_ at BJMP-MPC Building, 144 Mindanao Avenue, Project 8, Quezon City, 1106.

\_\_\_\_\_  
Signature Over Printed Name  
(BJMP-MPC Authorized Representative)