	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM-MG-148
	TOPIC	ISSUE NO. 2
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	REVISION NO. 1
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	EFFECTIVE DATE 14 APR 2023
		PAGE 1 of 8





1.0 REFERENCES


- 1.1 RA 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees";
- 1.2 Republic Act No. 9263, "Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004" and Its Implementing Rules and Regulations;
- 1.3 Republic Act No. 9592, "An Act Extending for Five (5) Years the Reglementary Period for Complying with the Minimum Educational Qualification and Appropriate Eligibility in the Appointment to the Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP), Amending for the Purpose of Certain Provisions of Republic Act 9263 and Its Implementing Rules and Regulations;
- 1.4 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);
- 1.5 DILG Circular No. 2012-04, "Procedures in the Validation of Special Promotion of Uniformed Personnel in the Bureau of Fire Protection (BFP) and the Bureau of Jail Management and Penology (BJMP); and
- 1.6 BJMP-DHRRM SOP No. 2008-05, "Special Promotion in the BJMP".

2.0 RATIONALE

Article IX para B of the 1987 Constitution mandates the Civil Service Commission, as the central personnel agency of the government, the establishment of career service and adoption of measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

Section 6, Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees provides for the establishment of a system of annual incentives and rewards to motivate and inspire public servants to uphold the highest standard of ethics. In consonance thereto, the CSC developed the Program on Awards

Prepared by:  JESSE L. TARIMAN Jail Chief Inspector Chief, Morale and Welfare Division Directorate for Personnel and Records Management Noted by:  MILET G. BATAC Jail Senior Superintendent Director for Personnel and Records Management	Reviewed by:  DENNIS U. ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/Quality Management Representative	Approved by:  ALLAN S. IRAL, CESE Jail Director Chief, BJMP <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p style="text-align: center; margin: 0;">U.F. LAW CENTER OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p style="text-align: center; font-size: 1.2em; margin: 0;">MAR 30 2023</p> <p style="text-align: center; font-size: 2em; margin: 0;">RECEIVED</p> <p style="margin: 0;">TIME: BY: <i>UM</i></p> </div>
--	---	---

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM-MC-148
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	ISSUE NO. 2
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	REVISION NO. 1
		EFFECTIVE DATE 14 APR 2023
		PAGE 2 of 8

and Incentives for Service Excellence (PRAISE) designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service through recognition and reward to public officials and employees.

Section 10 b (2) of RA 9263 provides for the promotion of BJMP personnel who has exhibited act of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty, or selected as such in a nationwide search conducted by any accredited civic organization.

On such bases, in addition to the established rationalized promotion based on merits, a special promotion based on meritorious acts and outstanding performance shall be institutionalized in the BJMP.

3.0 OBJECTIVES

This policy aims to:

- 3.1 Motivate and inspire all personnel to uphold the highest degree of professionalism and dedication to public service;
- 3.2 Grant incentives and awards for the outstanding accomplishment and meritorious acts of personnel alongside the special promotion;
- 3.3 Establish a mechanism that will institutionalize the grant of special promotion on basis of accomplishments, recognition of meritorious acts of uniformed personnel pursuant to applicable rules, regulations and laws; and
- 3.4 Prescribe the criteria, set the policies and specific conditions for the acts or accomplishment as basis in the grant of special promotion among uniformed personnel.


4.0 SCOPE

The grant of special promotion covers uniformed personnel of the BJMP who, in the performance of their duty or beyond its call and at the risk of his/her life, demonstrated conspicuous courage and gallantry or was selected as such as an awardee in a nationwide search conducted by CSC and accredited civic organization.

Only uniformed personnel holding the rank of Jail Officer 1 to Jail Superintendent are qualified for special promotion. There shall be no special promotion for the rank of Jail Senior Superintendent and above.

5.0 DEFINITION OF TERMS

Above and beyond the call of duty – a voluntary, conscientious, civic and legally interfering undertaking that is not demanded anymore from uniformed personnel on basis of his/her basic work performance. It is characterized by the demand of necessity to save life and property and implored by one's sense of righteousness.

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM- <i>MC-148</i>
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	ISSUE NO. <i>2</i>
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	REVISION NO. <i>1</i>
		EFFECTIVE DATE <i>14 APR 2023</i>
		PAGE 3 of 8

Accredited Civic Organization – any reputable civic organization duly registered with the Securities and Exchange Commission (SEC) and duly accredited by the DILG and the CSC.

Act of heroism – refers to a specific act of bravery or outstanding courage, or a closely related series of heroic acts.

Item Number – refers to the number designated to every item position per rank in the approved BJMP Schedule of Percentage Rank Distribution.

Conspicuous – clearly distinguished above others in the performance of ones' duty.

Courage – fearlessness and determination against a wide spectrum of difficulties and danger. It suggests display of extraordinary courage and determination to engage in the undertaking or perform a commendable act.

Dangal ng Bayan – a recognition conferred by the CSC to a government employee or official for his/her performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of observance of the eight norms of behavior provided under Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees".

Qualification Standards (QS) – the minimum and basic requirements for positions in the government in terms of education, training, experience, eligibility, physical fitness, and other qualities required for the successful performance of the duties of the position.

Promotion – the advancement of an employee from one rank to the next higher rank with an increase in duties and responsibilities and accompanied by an increase in salary.


Special Promotion – the appointment to the next higher rank of a uniformed personnel who *exhibited acts of conspicuous courage and gallantry* at the risk his/her life above and beyond the call of duty or has been selected through a nationwide search by any civic organization duly accredited by the Department of the Interior and Local Government and the Civil Service Commission (CSC).

Presidential Lingkod Bayan – a recognition conferred by the CSC to government employee or official for exceptional or extraordinary contributions resulting from an idea or performance that had national impact on public interest, security, and patrimony.

6.0 PROCEDURE/ DETAILS/ GUIDELINES


6.1 GENERAL GUIDELINES

6.1.1 Promotion to the next higher rank in the BJMP shall be based on merit and fitness after satisfaction by the uniformed personnel of the

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM- <i>MC-148</i>
	TOPIC	ISSUE NO. <i>2</i>
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	REVISION NO. <i>1</i>
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	EFFECTIVE DATE 14 APR 2023 PAGE 4 of 8

minimum Qualification Standards (QS) corresponding the rank being applied for.

- 6.1.2 Special promotion shall be subjected to validation by the Department of the Interior and Local Government (DILG) and the CSC based on its established guidelines.
- 6.1.3 Special promotions in the BJMP are classified into as follows:
- 6.1.3.1 **Meritorious Promotion** – granted to uniformed personnel who has exhibited acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.
 - 6.1.3.2 **Special Promotion Based on Awards** – granted to uniformed personnel who was awarded by the Civil Service Commission the Presidential Lingkod Bayan or Dangal ng Bayan in the national level.
 - 6.1.3.3 **Spot Promotion** – conferred to uniformed personnel by the President of the Republic of the Philippines instantaneously at or near the scene of incident or occurrence or at any place to personnel who has exhibited conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.
- 6.1.4 Personnel whose special promotion to the next higher rank was approved shall be exempt from the requirements on the minimum qualification standards. The appointment shall be in permanent status to be effective only after validation and approval of the special promotion by the DILG and the CSC.
- 6.1.5 QS are waived only for the rank of the special promotion particularly applies. Thus, the personnel granted special promotion must comply with the requirements for subsequent promotional appointments.
- 6.1.6 Spot promotion conferred by the President of the Republic of the Philippines shall be exempt from the validation requirement of the DILG and CSC. The appointment shall be in permanent and effective on the date of the pronouncement or declaration. Qualification standards for the rank are deemed waived.
- 6.1.7 Validated meritorious act by the proper authority or award that is national in scope by the accredited civic organization may serve as basis for special promotion of the personnel only once.


	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM-: MG-148
	TOPIC	ISSUE NO. 2
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	REVISION NO. 1
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	EFFECTIVE DATE 14 APR 2023 PAGE 5 of 8

6.1.8 An act or deed is meritorious if it so manifest and conspicuous as to distinguish him/her from the acts of other comrades in the performance of more than extraordinary jail service at the risk of his/her life such as but not limited to the following:

- 6.1.8.1 Act of conspicuous courage and gallantry at the risk of life over and beyond the call of duty;
- 6.1.8.2 A deed of personal sacrifice above and beyond the call of duty so conspicuous and more than ordinary hazardous service;
- 6.1.8.3 Act of heroism exhibited in the face of formidable danger so notable involving tangible risk of life so extraordinary as to set him/her apart from others;
- 6.1.8.4 Successful thwarting of an overwhelming number of enemies and firepower in their actual rescue of PDL belonging to any of the different classifications;
- 6.1.8.5 Responsible in the apprehension of a syndicate who's target clientele are PDL where there is an apparent danger to life;
- 6.1.8.6 Rescue operations in a life-threatening event which resulted in the saving of lives and properties; and
- 6.1.8.7 Any other conspicuous and manifest analogous act of heroism and personal bravery in the face of formidable danger or saving lives and properties.

6.2 NATIONAL PRAISE COMMITTEE

- 6.2.1 The National PRAISE Committee shall evaluate and assess all applications for special promotion. For this purpose, the Committee shall convene and act on the application and continue with its proceedings.
- 6.2.2 Applications for special promotion received by the National PRAISE Committee beyond the prescribed period shall be automatically denied.
- 6.2.3 A favorable recommendation for special promotion on meritorious act shall require two-thirds (2/3) affirmative votes of the total number of members in a meeting. The voting shall be entered into records and the Secretariat, National PRAISE Committee shall take

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM- <i>MC-148</i>
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	ISSUE NO. <i>2</i>
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	REVISION NO. <i>1</i>
		EFFECTIVE DATE <i>14 APR 2023</i>
	PAGE 6 of 8	

into account the basis or justification of members who voted to deny the application.

6.2.4 Records of the proceedings and the adopted resolution shall be forwarded to the Chief, BJMP for its approval who shall transmit the same to the DILG and the latter to the CSC for the required validation.

6.3 APPOINTING AUTHORITIES FOR SPECIAL PROMOTION

6.3.1 Appointing authorities for special promotion are the following:

6.3.1.1 It shall be the Chief, BJMP who is the appointing authority for special promotion to the rank of Jail Inspector to Jail Superintendent. Same authority shall be exercised on special promotion of Jail Non-Officer Ranks assigned at the National Headquarters.

6.3.1.2 It shall be the Regional Director of the Jail Bureau who is the appointing authority for special promotion to Jail Non-Officer Ranks assigned in their respective regions.

6.3.1.3 Appointments for spot promotion conferred by the President shall be signed by the Chief, BJMP or the Regional Director of the Jail Bureau, as the case may be.


6.4 PROCEDURES

6.4.1 Special promotion shall be at the instance of the National PRAISE or Regional PRAISE Committees, as the case may be, who shall be responsible in the gathering of the necessary documents to support the endorsement of the personnel for special promotion.

6.4.2 The National PRAISE Committee shall act on the endorsement and convene within three (3) days to validate the facts presented and deliberate on its merit.

6.4.3 For purposes of validation, the National PRAISE Committee may delegate its function to an authorized representative to verify on the facts and circumstances surrounding the meritorious act/s as claimed and undertake actions such as but not limited to site inspection, interview, investigate or secure testimonies from persons with personal knowledge of incident.

6.4.4 The National PRAISE Committee shall issue a notice on the result of the deliberation. In cases of favorable recommendation, the National

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM- <i>MG-148</i>
	TOPIC	ISSUE NO. <i>2</i>
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	REVISION NO. <i>1</i>
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	EFFECTIVE DATE <i>14 APR 2023</i> PAGE 7 of 8

Resource Merit Promotion and Selection Board (NHRMPSB) to certify on the availability of an item number in case the recommendation will be approved by the DILG and the CSC. Thereafter, the minutes of the meeting, adopted resolution, and the certificate of availability of item number shall be forwarded to the Chief, BJMP for approval.

6.4.5 The Chief, BJMP shall endorse the documents for special promotion along with the favorable recommendation of the National PRAISE Committee to the DILG and CSC for validation.

6.4.6 After validation by the DILG and the CSC of the application, approval of the special promotion shall cause the issuance by the proper appointing authority of the appointment to be effective on the same date. The Directorate for Personnel and Records Management (DPRM) shall issue the appropriate order to notify all concerned on the special promotion.


6.5 DOCUMENTARY REQUIREMENT

No application for special promotion shall be acted upon unless the following documents are present:

- 6.5.1 Endorsement by the National PRAISE or Regional PRAISE Committee;
- 6.5.2 Updated Personal Data Sheet (PDS) of the Personnel endorsed for special promotion;
- 6.5.3 Latest Attested Appointment;
- 6.5.4 Authenticated Incident/Investigation Report;
- 6.5.5 Brief write-up of the Incident;
- 6.5.6 Affidavit of two (2) disinterested persons (if applicable);
- 6.5.7 Publication / Newspaper clippings/ Video Clips;
- 6.5.8 Undertaking by the applicant that the facts presented are true and correct to the best of his knowledge; and
- 6.5.9 Other documents or evidence as the National PRAISE Committee may require.

6.6 PRESCRIPTIVE PERIOD

Applications for special promotion on basis of meritorious acts or special awards shall be within one (1) year from the occurrence of the meritorious act or the date of conferment of the award.

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPRM-MC-148
	TOPIC	ISSUE NO. 2
	SPECIAL PROMOTION OF BJMP UNIFORMED PERSONNEL	REVISION NO. 1
	Standard Operating Procedures in the Grant of Special Promotion to Uniformed Personnel of the Bureau of Jail Management and Penology	EFFECTIVE DATE 14 APR 2023 PAGE 8 of 8

7.0 MONITORING PROCEDURE/TOOL

The DPRM shall include in its annual report the number of appointments through special promotion to the proper office to be included in the agency's annual accomplishment report.

8.0 FINANCIAL CLAUSE

The proper implementation of this Circular shall not require any fund except for the reasonable expenses incurred during deliberation and transmittal of documents which is inclusive in the regular course of office transactions.

9.0 SEPARABILITY CLAUSE





If for any reason, any provision of this Circular is declared to be unconstitutional or invalid, the other provisions hereof which are not affected thereby shall continue to be in full force and effect.

10.0 REPEALING CLAUSE

All policies and issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended or modified accordingly.

11.0 EFFECTIVITY

This Circular shall take effect fifteen (15) days following the filing of a copy hereof at the Office of the National Administrative Register (ONAR) University of the Philippines Law Center in consonance with Section 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987".

Prepared by:  SESSELA L. TARIMAN Jail Chief Inspector Chief, Morale and Welfare Division Directorate for Personnel and Records Management Noted by:  MILET G. BATAC Jail Senior Superintendent Director for Personnel and Records Management	Reviewed by:  DENNIS U. ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/Quality Management Representative	Approved by:  ALLAN S. IRZAL, CESE Jail Director Chief, BJMP
--	---	--