	<b>MEMORANDUM CIRCULAR</b>	DOCUMENT NO. <i>BJMP-JS10C-MC-149</i>
	TOPIC <b>SATELLITE PHONE POLICY</b>	ISSUE NO. 1
	SUB-TOPIC <b>GUIDELINES IN OPERABILITY AND USE OF SATELLITE PHONE</b>	REVISION NO. 0
		EFFECTIVE DATE <b>14 APR 2023</b>
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U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

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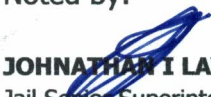


**1.0 REFERENCES**


- a. Republic Act No. 7925 otherwise known as the "Public Communications Policy Act of the Philippines";
- b. Executive Order No. 467, Providing for a National Policy on the Operation and use of International Satellite Communications in the Country;
- c. Memorandum Circular No. 17-10-94, Implementing Guidelines on International Satellite Communications;
- d. BJMP Manual Revised 2007, As Amended;
- e. BJMP Comprehensive Operations Manual Revised 2015;
- f. Government Accounting Manual (GAM) of the Commission on Audit;
- g. Directorate for Operations Memorandum re: Reiteration Re: "Real Time" Reporting dated February 14, 2018;
- h. BJMP-DO-MC-131B, Disaster Risk Reduction and Management – Public Service Continuity Plan; and
- i. BJMP-DICTM-MC-95, ICT Infostructure and Equipment Repair and Maintenance (Procedure in Repair and Maintenance of Property, Plant and Equipment (PPE) For Information and Communications Technology), dated June 16, 2020;

**2.0 RATIONALE**

Telecommunication is an important tool for the BJMP operations to seamlessly communicate with all the BJMP offices, unit and with other government agencies wherever they are located, remote or local. It gives more flexibility for the Bureau's unit and office to collaborate with the concerned Regional Office or the National Headquarters by reporting its situation in an emergency, especially in remote areas without communication facilities. Further, natural hazards and disasters may cripple the transmission media (electrical cable, communication lines, cell sites and radio antenna). For instance, typhoon "Yolanda" in 2013 severely devastated Region VIII and nearby region and typhoon "Rolly" in 2020 affecting Bicol Region crippling and damaging its communication lines. A situation report is very crucial during these incidents to assess the capability and the needed assistance to be rendered by the Bureau's DRRM Committee in the affected area/s benefiting both personnel and PDL.

This policy sets guidelines and standards for the operability and use of satellite phones.

Prepared by:  Odilon S Gundan Jail Officer 2  Noted by:  <b>JOHNATHAN I LAVAPIE</b> Jail Senior Superintendent Chief, Jail Service Intelligence Operations Center	Reviewed By:   <b>DENNIS U ROCAMORA, CESE</b> Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau Quality Management Representative	Approved By:   <b>ALLAN S IRAL, CESE</b> Jail Director Chief, BJMP
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### 3.0 OBJECTIVES

- 3.1 Ensure availability and functionality of satellite phone/s;
- 3.2 Set/establish guidelines on the operability and use of satellite phones;
- 3.3 Set/establish guidelines on maintaining airtime/load balance;
- 3.4 Provide an effective mechanism for satellite phone maintenance;
- 3.5 Program annual training or refresher courses for satellite phone users; and
- 3.6 Provide guidelines on the use of satellite phones in the management of crises/disasters.

### 4.0 SCOPE/COVERAGE

This policy shall cover standards in the operability of satellite phone/s in all BJMP jail facilities nationwide, Regional Offices and the National Headquarters.

### 5.0 DEFINITION OF TERMS

For purposes of this policy, the following terms are used, to wit;

**Airtime/Load Balance** – an amount of postpaid or prepaid SIM on a limited plan in unit/s.

**Explosive Atmosphere** – is defined as a mixture of dangerous substances with air, under atmospheric conditions, in the form of gases, vapours, mist or dust in which, after ignition has occurred, combustion spreads to the entire unburned mixture.<sup>1</sup>

**Telecommunication** – any process which enables a telecommunications entity to relay and receive voice, data, electronic messages, written or printed matter, fixed or moving pictures, words, music or visible or audible signals, or any control signals of any design and for any purpose by wire, radio or other electromagnetic, spectral, optical or technological means.<sup>2</sup>

**Transmission Media** – is something that can mediate the propagation of signals for telecommunication.


**Satellite Phone** – or sat phone is a type of mobile phone that connects to other phones or the telephone network by radio through orbiting satellites instead of terrestrial cell sites, as cellphones do.

### 6.0 GENERAL GUIDELINES

- 6.1. Satellite phones shall be stored and maintained at the NHQ through the Jail Service Intelligence Operations Center (JSIOC) and the Regional Office

<sup>1</sup> <https://www.hse.gov.uk/fireandexplosion/atex.htm#what> - the (DSEAR) Dangerous Substances and Explosive Atmospheres Regulations 2002

<sup>2</sup> Section 3, (a), Republic Act 7925

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- through its Regional JSIOC or Jail Command and Control Center (JC3) In-charge;
- 6.2. The Regional Office through its RJSIOC shall distribute the satellite phone/s to the identified Jail Units in the distribution guidelines and nearby regions or units with impending typhoons or experiencing calamities;
  - 6.3. Usage and status of all satellite phones shall be monitored by JSIOC through the JSIOC Monitoring tool (*see Annex 14.8. Satellite Phone Status Monitoring Log*);
  - 6.4. The receiver or satellite phone user shall be accountable for any damage and loss of the satellite phone/s; and
  - 6.5. The satellite phone user shall be accountable for the safety and usefulness of the device.


## 7.0 SPECIFIC GUIDELINES

### 7.1. Operability and Use of Satellite Phone

- 7.1.1. Technical operations and use (*see Annex 14.1 Satellite Phone User's Guide and Annex 14.1A User's Guide (BJMP Version)*); and
- 7.1.2. Jail operations, crisis management, or special events necessitating the use of satellite phone:
  - 7.1.2.1. The Command Group, Regional Director, Head of Office or unit, or the designated personnel may operate and use the satellite phone in case of crippled communication lines;
  - 7.1.2.2. JSIOC, RJSIOC, or JC3 In-charge shall be responsible for the safekeeping of the satellite phone;
  - 7.1.2.3. Satellite phones shall be used in emergency situations in areas without means of communication other than via satellite; and
  - 7.1.2.4. Satellite phones shall be used for situation monitoring or reporting, management of crisis or disaster risk and other similar events.

### 7.2. Guidelines on Satellite Phone SIM Cards and Mobile Airtime/Load

- 7.2.1. The head of office/unit, through their budget officer, shall allocate and release funds for the mobile airtime/load;
- 7.2.2. The head of office/unit, through their logistics officer, shall procure mobile airtime/load for their usage;
- 7.2.3. JSIOC or RJSIOC staff or JC3 In-charge shall check the airtime/load balance;
- 7.2.4. The minimum airtime/load balance shall be at least five (5) minutes or its equivalent amount and shall not reach zero (0.00) in the satellite phone account;

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- 7.2.5. JSIOC or RJSIOC staff shall contact suppliers and request for quotation (*see annex 14.2 List of satellite phone SIM card or mobile airtime/load supplier*) and (*see Annex 14.3 instructions for mobile airtime loading*);
- 7.2.6. JSIOC or RJSIOC staff shall create a purchase order and sign the necessary documents; and
- 7.2.7. In an event where a change of SIM card or number is necessary, the RJSIOC shall notify the National Headquarters and other nearby Regional Offices or Jail Units for contact information updates;


### **7.3. Safety Guidelines**

- 7.3.1. Never use the satellite phone near medical or clinical device/s or wireless devices which may cause interference;
- 7.3.2. Never use the satellite phone in areas with a potentially explosive atmosphere;
- 7.3.3. Do not dispose of the battery in fire as it may explode when burned;
- 7.3.4. Do not dismantle, open, bend, or cut cells or batteries; and
- 7.3.5. Do not immerse or expose the battery to water and other liquid.

### **7.4. Distribution and Return Guidelines**

Operational plans help determine the needs and risks in the area which shall be the basis for identifying the clusters of Jail Units in satellite phone distribution due to the limited number of available units. Luzon, Visayas and Mindanao are identified as regional clusters while jails may be sub-clustered by province or by their risk impact assessment determined through their operational plans;


- 7.4.1. Satellite phones shall be distributed to the following:
  - 7.4.1.1. BJMP National Headquarters through the JSIOC, BJMPRO-NCR, BJMPRO-III and BJMPRO-CALABARZON, through their respective RJSIOC shall be issued with satellite phone;
  - 7.4.1.2. Four (4) units will be entrusted to BJMPRO-V through RJSIOC for the storage, maintenance, distribution and dispatching for the usage of Luzon cluster;
  - 7.4.1.3. Five (5) units shall be entrusted to BJMPRO-VIII through RJSIOC for the storage, maintenance, distribution and dispatching for the usage of Visayas cluster; and
  - 7.4.1.4. The Five (5) units shall be entrusted to BJMPRO-CARAGA through RJSIOC for the storage, maintenance, distribution and dispatching for the usage of Mindanao cluster.

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- 7.4.2. At least one (1) satellite phone shall be handed to Regional Office through RJSIOC or Jail Unit through JC3 In-charge with a higher-ranking official per sub-cluster;
- 7.4.3. RJSIOC shall distribute satellite phones immediately upon the forecast of the super typhoon to the Jail Units which will be affected by the typhoon;
- 7.4.4. Satellite phones shall be distributed to the Regional office/s or Jail Unit/s experiencing calamities without means of communication other than via satellite;
- 7.4.5. The receiving Regional Office/s through RJSIOC shall dispatch the satellite phone/s not later than forty-eight (48) hours with corresponding issuing documents to the identified Jail Unit/s;
- 7.4.6. Satellite phones shall be distributed functional, charged and with airtime balance;
- 7.4.7. Upon release of the satellite phone/s, the RJSIOC shall forward the photo of the acknowledgment or courier receipt and transport unit/s to the receiver;
- 7.4.8. The received satellite phone/s shall be accounted for and recorded immediately by RJSIOC or JC3 In-charge;
- 7.4.9. The Regional Office through RJSIOC may transfer or dispatch the satellite phones on hand to other nearby regions that maybe be affected by an impending typhoon or Regional Office or Jail Unit experiencing calamities without means of communication other than via satellite;
- 7.4.10. The satellite phones shall be returned within twenty-four (24) hours to the OPR in good condition with the same package received except for the mobile airtime (load) once the communication lines are restored; and
- 7.4.11. The RJSIOC shall consolidate, account for and check (functionality and mobile airtime) the returned satellite phones from the Jail Units;

## **7.5. Maintenance**

- 7.5.1. The JSIOC, RJSIOC, or JC3 In-charge shall check the satellite phone at least once a day for its operability and its airtime/load balance;
- 7.5.2. The JSIOC or RJSIOC shall conduct monthly preventive maintenance;
- 7.5.3. Preventive maintenance report is done via an online form (*see Annex 14.5*);
- 7.5.4. Satellite phone repair shall be guided by the ICT Infostructure and Equipment Repair and Maintenance standard/guidelines; and
- 7.5.5. Unserviceable, lost, malfunctioning and damaged satellite phone/s shall be reported immediately to its Unit SAO, RJSIOC, RSAO, or SAO officer and within twenty-four (24) hours using the prescribed online form (*see Annex 14.7 Satellite Phone Status Monitoring*).

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### 7.6. Training

The satellite phone users may undergo a satellite phone user's seminar, training or refresher course from the JSIOC or as endorsed and trained by the outgoing designated personnel.

### 7.7. Procurement

Satellite phone procurement shall conform with the NTC Memorandum Circular 17-10-94.

### 8.0 PENAL CLAUSE

The strict observance of this policy is hereby enjoined and non-compliance herewith shall be dealt with accordingly.

### 9.0 MONITORING CLAUSE

JSIOC and RJSIOC, through its Operations and Infrastructure Unit, shall monitor the effectiveness of the use of satellite phone/s during typhoons and other calamities. Satellite phone monitoring is under 6.3 and 7.5.5 only if needed, and 7.5.2 to 7.5.3 is for monthly preventive maintenance.

### 10.0 FINANCIAL CLAUSE


The Regional Directors of the Jail Bureau may include in the Annual Budget Proposal or allocation of the budgetary requirements in the operational sustainability of satellite phones, such as but not limited to transfer/courier, training, maintenance and annually/quarterly/monthly recurring charges if any.

### 11.0 SEPARABILITY CLAUSE

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

### 12.0 REPEALING CLAUSE

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





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### 13.0 EFFECTIVITY

This Circular shall take effect fifteen (15) days after upon approval of the Chief, BJMP.

### 14.0 ANNEXES

- 14.1. Satellite Phone User's Guide;
- 14.2. List of satellite phone SIM cards or mobile airtime suppliers;
- 14.3. Instructions for mobile airtime loading;
- 14.4. Mobile Airtime Loading Flow;
- 14.5. Satellite Phone Preventive Maintenance;
- 14.6. Satellite Phone Preventive Maintenance Log;
- 14.7. Satellite Phone Status Monitoring;
- 14.8. Satellite Phone Status Monitoring Log;
- 14.9. Standard PO Form; and
- 14.10. Distribution and Return Flow.

<p>Prepared by:    <b>Odilon S Gundan</b>          Jail Officer 2</p> <p>Noted by:    <b>JOHNATHAN T LAVAPIE</b>          Jail Senior Superintendent          Chief, Jail Service Intelligence          Operations Center</p>	<p>Reviewed By:    <b>DENNIS U ROCAMORA, CESE</b>          Jail Chief Superintendent          Deputy Chief for Operations of the Jail Bureau          Quality Management Representative</p>	<p>Approved By:    <b>ALLAN S IRAL, CESE</b>          Jail Director          Chief, BJMP</p>
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