


RUSH     1<sup>st</sup> Priority     2<sup>nd</sup> Priority     Normal

**DIRECTORATE FOR PLANNING AND MANAGEMENT  
ROUTING SLIP**

| TO         | FROM   | DATE                  | TIME | SIGNATURE  | Target Date to Comply | (/) | REQUESTED ACTION     |
|------------|--------|-----------------------|------|--|-----------------------|-----|----------------------|
| C, RECORDS | D, DPM | 30<br>- JAN -<br>2020 |      | <br>PADIERNOS |                       | /   | Appropriate Action   |
|            |        |                       |      |  |                       |     | For Comment/<br>Reco |
|            |        |                       |      |  |                       |     | Signature            |
|            |        |                       |      |  |                       |     | Concurrence          |
|            |        |                       |      |  |                       |     | For Information      |
|            |        |                       |      |  |                       |     | For Records/File     |

**Amplifying Remarks:**

- References :**
1. IATF Memo Circular No. 2019-1 dated September 3, 2019 re: Guidelines on the Grant of PBB for FY 2019
  2. Annex 2 re: Guidelines on Transparency Seal
  3. PMT Resolution No. 2 s. 2019 dated June 20, 2019

For dispatch and dissemination of the attached Memorandum dated January 28, 2020 re: Bureau of Corrections System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus.



 file



## MEMORANDUM

**TO :** ALL DIRECTORATES/DIVISIONS/SECTIONS/UNITS  
ALL OPERATING PRISON AND PENAL FARMS

**SUBJECT :** BUREAU OF CORRECTIONS SYSTEM OF RANKING DELIVERY  
UNITS FOR THE GRANT OF FY 2019 PERFORMANCE BASED-  
BONUS (PBB)

**DATE :** 28 JANUARY 2020

---


In compliance with the Memorandum Circular No. 2019-1 dated September 3, 2019 re: Guidelines on the Grant of PBB for FY 2019 under Executive Order no. 80 s. 2012 and Executive Order No. 201 s. 2016. The BuCor Performance Management Team (PMT) consistent with the approved PMT Resolution No. 02 s.. 2019 had determined the following guidelines in determining the **Bureau of Corrections System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB)**, to wit:

- The Performance Management Team (PMT) shall conform with the Strategic Performance Management System as far as measuring the performance of the delivery units.
- To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
- For 2019, the number of delivery units will be based on the BuCor's Interim Organizational Structure on the implementation of RA 10575 pursuant to Special Order No. 410 s.. 2018 dated 25 July 2018.
- The delivery units will be ranked and categorized according to their performance (best, better and good delivery units).
- On scoring the **Support to Operations/Directorates**, the PMT agreed on following guidelines:
  - Rating will be based on Success Indicators with targets committed by the heads of the delivery units for the period of January to June 2019, validation and verification will also be conducted.
  - The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
  - The total average score of the line divisions will be the final rating of each Directorates.

- On scoring the **Operating Prison and Penal Farms (OPPFs)**, the success indicators will be standard to all OPPFs and will be distributed as follows;

| <b>OPPF Weight Percentage Distribution</b> |   |  |                                   |                                      |                   |
|--|---|--|-----------------------------------|--------------------------------------|-------------------|
|  |   | <b>Success Indicator</b>   | <b>Standard Weight Percentage</b> | <b>OPPF/OPPF /SRPPF / SPPF / LRP</b> | <b>CZW / NDP</b>  |
| Core Functions<br>(70%)                    | 1   | Inmates safeguarded  | 20%                               | 20%                                  | 20%               |
|  |   | 1.1 Escapes  | 10%                               | 10%                                  | 10%               |
|  |   | 1.2 Guard to inmate ratio  | ADDITIONAL POINTS                 | ADDITIONAL POINTS                    | ADDITIONAL POINTS |
|  |   | 1.3 Retrieval Rate ( CY)   | 5%                                | 5%                                   | 5%                |
|  |   | 1.4 No. of months conducted  | 5%                                | 5%                                   | 5%                |
|  | 2   | Peace and Order Maintained   | 10%                               | 10%                                  | 10%               |
|  |   | 2.1 Prison Violence  |                                   |                                      |                   |
|  |   | 2.2 Congestion Rate  | ADDITIONAL POINTS                 | ADDITIONAL POINTS                    | ADDITIONAL POINTS |
|  | 3   | Mortality  |                                   |                                      |                   |
|  |   | 3.1 Natural Cause  | 1%                                | 1%                                   | 1%                |
|  |   | 3.2 Unnatural Cause  | 4%                                | 4%                                   | 4%                |
|  |   | 4. No. of beneficiaries in the Health and Services/ programs conducted                 | 4%                                | 4%                                   | 4%                |
|  | 5   | Conduct of Disaster Preparedness   | 2%                                | 2%                                   | 2%                |
|  | 6   | Reformation Programs - 20%   |                                   |                                      |                   |
|  | 6.1 Participation rate in Reformation Programs                              | 20%  | 20%                               | 20%                                  |                   |
|  | 6.2 Reformation Officer to Inmate Ratio                                     | ADDITIONAL POINTS  | ADDITIONAL POINTS                 | ADDITIONAL POINTS                    |                   |
| Support Functions<br>(30%)                 | 7   | Reintegration Program - Qualified Inmate Participation                                 | 5%                                | 5%                                   | 5%                |
|  | 8   | Submission of Compliance Reports to the Policies/Directives issued by the Directorates | 1%                                | 1%                                   | 1.5%              |
|  | 9   | Computerization of Inmates Medical records maintained and updated                      | 4%                                | 4%                                   | 4.5%              |
|  | 10  | Rehabilitation Clearance Processed   | 4%                                | 4%                                   | 4.5%              |
|  | 11  | Monthly Reports Submitted ( Reintegration Program )                                    | 1%                                | 1%                                   | 1.5%              |
|  | 12  | Monthly Reports prepared and submitted ( Accomplishment Report )                       | 1%                                | 1%                                   | 1.5%              |
|  | 13  | Financial Reports  | 4%                                | 4%                                   | N/A               |
|  | 14  | Budget Utilization (TO BE VALIDATED ON THE NEXT RATING PERIOD)                         | N/A                               | N/A                                  | N/A               |
|  | 15  | Cash Advances Liquidation  | 4%                                | 4%                                   | N/A               |
|  | 16  | PHILGEPS- 4%   |                                   |                                      |                   |
|  |   | 16.1 Posting of Procurement Activities   | 2%                                | 2%                                   | N/A               |
|  |   | 16.2 Posting of Notice of Award  | 1%                                | 1%                                   |                   |
|  |   | 16.3 Posting of Notice to Proceed and Contract   | 1%                                | 1%                                   |                   |
|  | 17  | ARTA- 2%   |                                   |                                      |                   |
|  |   | 17.1 ARTA Requests attended / acted  | 0.50%                             | 0.50%                                | 1%                |
|  |   | 17.2 Frontline Services  | 1%                                | 1%                                   | 1.5%              |
|  |   | 17.3 Improvements  | 0.50%                             | 0.50%                                | 1%                |
| 18   | GAD- 2%   |  |                                   |                                      |                   |
|  | 18.1 Organization Focused   | 0.50%  | 0.50%                             | 1%                                   |                   |
|  | 18.2 Participation Rate   | 0.50%  | 0.50%                             | 1%                                   |                   |
|  | 18.3 GAD PAs projects/activities/programs for clients implemented           | 1%   | 1%                                | 1.5%                                 |                   |
| 19   | RDC Functions- 5%   |  |                                   |                                      |                   |
|  | 19.2 No. of admission transferred to prison camps after 60 days             | 1.00%  | 1.00%                             | 1.50%                                |                   |
|  | 19.1 No. of admission oriented , diagnosed and classified with in 60 days   | 0.80%  | 0.80%                             | 1.30%                                |                   |
|  | 19.3 RDC Inmate Workforce transferred (first in and first out)              | 0.80%  | 0.80%                             | 0.80%                                |                   |
|  | 19.4 Rehab, transformational Programs (improved and enhanced)               | 0.80%  | 0.80%                             | 0.80%                                |                   |
|  | 19.5 Conduct of Monitoring , assessment activities of inmate rehabilitation | 0.80%  | 0.80%                             | 0.80%                                |                   |
|  | 19.6 Submitted evaluation/assessment Report                                 | 0.80%  | 0.80%                             | 0.80%                                |                   |
| 20   | SPMS Requirement- 2%  |  |                                   |                                      |                   |
|  | 20.1 Submission of Performance Monitoring and Coaching Journal              | 1%   | 1%                                | 1%                                   |                   |
|  | 20.2 Conduct of Feedback Session Recorded thru Minutes of Meeting           | 1%   | 1%                                | 1%                                   |                   |
| <b>TOTAL</b>                               |   |  | <b>100%</b>                       | <b>100%</b>                          | <b>100%</b>       |

For strict compliance.

  
**JINSP JOHN PAUL SANTOS**  
 BuCor PMT Chairman



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Telefax: +632-809-80-73



**BUREAU OF CORRECTIONS**  
**SYSTEM OF RANKING DELIVERY UNITS**  
**FOR THE GRANT OF FY 2019 PERFORMANCE BASED BONUS**

BuCor PMT Resolution No. 02 s. 2019 features the following Guidelines and Processes in Determining and Evaluating the Performance of BuCor delivery units:

- The Performance Management Team (PMT) shall conform with Strategic Performance Management System as far as measuring the performance of the delivery units.
- To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
- For 2019, the number of delivery units will be based on the BuCor's Interim Organizational Structure on the implementation of RA 10575 pursuant to Special Order No. 410 s.. 2018 dated 25 July 2018.
- The delivery units will be ranked and categorized according to their performance (best, better and good delivery units).
- On scoring the **Support to Operations/Directorates**, the **PMT agreed on following guidelines:**
  - Rating will be based on Success Indicators with targets committed by the heads of the delivery units for the period of January to June 2019, (see Annex A) validation and verification will also be conducted.
  - The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
  - The total average score of the line divisions will be the final rating of each Directorates.

- On scoring the **Operating Prison and Penal Farms (OPPFs)**, the success indicators will be standard to all OPPFs (see Annex B) , and will be distributed as follows;

| OPPF Weight Percentage Distribution 2019 |   |  |                            |                             |                   |
|--|---|--|----------------------------|-----------------------------|-------------------|
| Success Indicator                        |   |  | Standard Weight Percentage | IPPF/DPPF /SRPPF/ SPPF/ LRP | CIW/ NBP          |
| Core Functions (70%)                     | 1   | Inmates safeguarded  | 20%                        | 20%                         | 20%               |
|  |   | 1.1 Escapes  | 10%                        | 10%                         | 10%               |
|  |   | 1.2 Guard to inmate ratio  | ADDITIONAL POINTS          | ADDITIONAL POINTS           | ADDITIONAL POINTS |
|  |   | 1.3 Retrieval Rate ( CY)   | 5%                         | 5%                          | 5%                |
|  |   | 1.4 No. of months conducted  | 5%                         | 5%                          | 5%                |
|  |   | 2 Peace and Order Maintained   | 10%                        | 10%                         | 10%               |
|  |   | 2.1 Prison Violence  |                            |                             |                   |
|  |   | 2.2 Congestion Rate  | ADDITIONAL POINTS          | ADDITIONAL POINTS           | ADDITIONAL POINTS |
|  |   | 3 Mortality  |                            |                             |                   |
|  |   | 3.1 Natural Cause  | 1%                         | 1%                          | 1%                |
|  |   | 3.2 Unnatural Cause  | 4%                         | 4%                          | 4%                |
|  |   | 4 No. of beneficiaries in the Health and Services/ programs conducted                  | 4%                         | 4%                          | 4%                |
|  |   | 5 Conduct of Disaster Preparedness   | 2%                         | 2%                          | 2%                |
|  |   | 6 Reformation Programs - 20%   |                            |                             |                   |
|  |   | 6.1 Participation rate in Reformation Programs   | 20%                        | 20%                         | 20%               |
|  |   | 6.2 Reformation Officer to Inmate Ratio  | ADDITIONAL POINTS          | ADDITIONAL POINTS           | ADDITIONAL POINTS |
| Support Functions (30%)                  | 7   | Reintegration Program – Qualified Inmate Participation                                 | 5%                         | 5%                          | 5%                |
|  | 8   | Submission of Compliance Reports to the Policies/Directives issued by the Directorates | 1%                         | 1%                          | 1.5%              |
|  | 9   | Computerization of Inmates Medical records maintained and updated                      | 4%                         | 4%                          | 4.5%              |
|  | 10  | Rehabilitation Clearance Processed   | 4%                         | 4%                          | 4.5%              |
|  | 11  | Monthly Reports Submitted ( Reintegration Program )                                    | 1%                         | 1%                          | 1.5%              |
|  | 12  | Monthly Reports prepared and submitted ( Accomplishment Report )                       | 1%                         | 1%                          | 1.5%              |
|  | 13  | Financial Reports  | 4%                         | 4%                          | N/A               |
|  | 14  | Budget Utilization (TO BE VALIDATED ON THE NEXT RATING PERIOD)                         | N/A                        | N/A                         | N/A               |
|  | 15  | Cash Advances Liquidation  | 4%                         | 4%                          | N/A               |
|  | 16  | PHILGEPS- 4%   |                            |                             |                   |
|  |   | 16.1 Posting of Procurement Activities   | 2%                         | 2%                          | N/A               |
|  |   | 16.2 Posting of Notice of Award  | 1%                         | 1%                          |                   |
|  |   | 16.3 Posting of Notice to Proceed and Contract   | 1%                         | 1%                          |                   |
|  |   | 17 ARTA- 2%  |                            |                             |                   |
|  |   | 17.1 ARTA Requests attended / acted  | 0.50%                      | 0.50%                       | 1%                |
|  |   | 17.2 Frontline Services  | 1%                         | 1%                          | 1.5%              |
|  |   | 17.3 Improvements  | 0.50%                      | 0.50%                       | 1%                |
|  |   | 18 GAD- 2%   |                            |                             |                   |
|  |   | 18.1 Organization Focused  | 0.50%                      | 0.50%                       | 1%                |
|  |   | 18.2 Participation Rate  | 0.50%                      | 0.50%                       | 1%                |
|  | 18.3 GAD PAPs projects/activities/programs for clients implemented          | 1%   | 1%                         | 1.5%                        |                   |
|  | 19 RDC Functions- 5%  |  |                            |                             |                   |
|  | 19.2 No. of admission transferred to prison camps after 60 days             | 1.00%  | 1.00%                      | 1.50%                       |                   |
|  | 19.1 No. of admission oriented , diagnosed and classified with in 60 days   | 0.80%  | 0.80%                      | 1.30%                       |                   |
|  | 19.3 RDC Inmate Workforce transferred (first in and first out)              | 0.80%  | 0.80%                      | 0.80%                       |                   |
|  | 19.4 Rehab, transformational Programs (improved and enhanced)               | 0.80%  | 0.80%                      | 0.80%                       |                   |
|  | 19.5 Conduct of Monitoring , assessment activities of inmate rehabilitation | 0.80%  | 0.80%                      | 0.80%                       |                   |
|  | 19.6 Submitted evaluation/assessment Report                                 | 0.80%  | 0.80%                      | 0.80%                       |                   |
|  | 20 SPMS Requirement- 2%   |  |                            |                             |                   |
|  | 20.1 Submission of Performance Monitoring and Coaching Journal              | 1%   | 1%                         | 1%                          |                   |
|  | 20.2 Conduct of Feedback Session Recorded thru Minutes of Meeting           | 1%   | 1%                         | 1%                          |                   |
| <b>TOTAL</b>                             |   |  | <b>100%</b>                | <b>100%</b>                 | <b>100%</b>       |

- The period of review and evaluation of the OPPFs performances is from January to June 2019, validation and verification will also be conducted.
- Ranking of offices shall be handled by the PMT, recommended to the Director General for final approval.

  
**PSUPT ELISEO BELVIS**  
Head of HR

  
**USEC NICANOR E. FAELDON**  
Director General

## Annex A

| <b>OFFICE OF THE DIRECTOR GENERAL CLUSTER</b>   |   |   |   |   |  |   |   |   |   |
|---|---|---|---|---|--|---|---|---|---|
| <b><i>OFFICE OF THE DIRECTOR GENERAL (OFFICE PERSONNEL ACCOMPLISHMENTS)</i></b>                               |   |   |   |   |  |   |   |   |   |
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4   | 3   | 2   | 1   |
| <b>Core Functions</b>   |   |   |   |   |  |   |   |   |   |
| Percentage of approved outgoing documents encoded and released  |   | x | X |   | 100% of outgoing documents encoded and released in 1 hr  | 100% of outgoing documents encoded and released in 1.5 hr   | 100% of outgoing documents encoded and released in 2-4 hrs.   | 100% of outgoing documents encoded and released in 5-6 hrs.   | 100% of outgoing documents encoded and released in 7-8 hrs.   |
| <b>Support Functions:</b>   |   |   |   |   |  |   |   |   |   |
| Submission of SPMS Individual Monitoring and Coaching Report  |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report  | 5 Months submission of performance monitoring and Coaching Report   | 4 Months submission of performance monitoring and Coaching Report   | 3 Months submission of performance monitoring and Coaching Report   | Less than 2 months  |
| Conduct of Feed back session with staff recorded thru Minutes of the Meeting                                  |   | X |   |   | 6 Months submission of Minutes of meeting  | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting   | Less than 2 months  |
| <b><i>OFFICE OF THE DEPUTY DIRECTOR GENERAL FOR OPERATIONS (OFFICE PERSONNEL ACCOMPLISHMENTS)</i></b>         |   |   |   |   |  |   |   |   |   |
| Communication Management  |   |   | X |   | Number of communication dispatched/released to appropriate office after the approval of DDGO in 1 hour   | Number of communication dispatched/released to appropriate office after the approval of DDGO in 1.5 hours   | Number of communication dispatched/released to appropriate office after the approval of DDGO in 2-4 hours   | Number of communication dispatched/released to appropriate office after the approval of DDGO in 5-6 hours   | Number of communication dispatched/released to appropriate office after the approval of DDGO in 7-8 hours   |
| <b>Support Functions:</b>   |   |   |   |   |  |   |   |   |   |
| Submission of SPMS Individual Monitoring and Coaching Report  |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report  | 5 Months submission of performance monitoring and Coaching Report   | 4 Months submission of performance monitoring and Coaching Report   | 3 Months submission of performance monitoring and Coaching Report   | Less than 2 months  |
| Conduct of Feed back session with staff recorded thru Minutes of the Meeting or Journal                       |   | X |   |   | 6 Months submission of Minutes of meeting  | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting   | Less than 2 months  |
| <b><i>OFFICE OF THE DEPUTY DIRECTOR GENERAL FOR REFORMATION OFFICE (Office Personnel Accomplishments)</i></b> |   |   |   |   |  |   |   |   |   |
| Communication Management  |   |   | X |   | Number of communication dispatched/released to appropriate office after the approval of DDGREG in 1 hour | Number of communication dispatched/released to appropriate office after the approval of DDGREG in 1.5 hours | Number of communication dispatched/released to appropriate office after the approval of DDGREG in 2-4 hours | Number of communication dispatched/released to appropriate office after the approval of DDGREG in 5-6 hours | Number of communication dispatched/released to appropriate office after the approval of DDGREG in 7-8 hours |
| Submitted Monthly consolidated reformation reports  |   |   | x |   | 100% Consolidated Reformation reports submitted 2 days after end of month                                | 100% Consolidated Reformation reports submitted 3 days after end of month                                   | 100% Consolidated Reformation reports submitted 4-5 days after end of month                                 | 100% Consolidated Reformation reports submitted 6 days after end of month                                   | 100% Consolidated Reformation reports submitted 7 days or more after end of month                           |
| <b>Support Functions:</b>   |   |   |   |   |  |   |   |   |   |
| Submission of SPMS Individual Monitoring and Coaching Report  |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report  | 5 Months submission of performance monitoring and Coaching Report   | 4 Months submission of performance monitoring and Coaching Report   | 3 Months submission of performance monitoring and Coaching Report   | Less than 2 months  |
| Conduct of Feed back session with staff recorded thru Minutes of the Meeting or Journal                       |   | X |   |   | 6 Months submission of Minutes of meeting  | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting   | Less than 2 months  |

**DIRECTORATE FOR ADMINISTRATION**

| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5   | 4  | 3   | 2   | 1  |
|--|---|---|---|---|---|--|---|---|--|
| Issuance of policies on adaptation on Personnel Management Cycle of the Uniformed Service<br>a. Recruitment and Selection,<br>b. Training and Development,<br>c. Employment and Reassignment,<br>d. Performance Evaluation,<br>e. Promotion and Servicing. |   |   | x |   | Issued policy within the year                           | -  | -   | -   | No policy issued within the year                               |
| Policy on Transitory Training of absorbed personnel to uniformed service.  |   |   | x |   | Issued policy within the year                           | -  | -   | -   | No policy issued within the year                               |
| Policy on seminar and implementation of Republic Act 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees".   |   |   | x |   | Issued policy within the year                           | -  | -   | -   | No policy issued within the year                               |
| Policy on BuCor health and fitness program.  |   |   | x |   | Issued policy within the year                           | -  | -   | -   | No policy issued within the year                               |
| Monitoring of compliance on the implementation of issued policies.   |   |   | x |   | 100% of policies issued implemented/monitored quarterly | 100% of policies issued implemented/monitored once/sem | 100% of policies issued implemented/monitored once/annually | 100% of policies issued implemented but partial monitoring was made | 100% of policies issued implemented but no monitoring was made |

**COMMUNICATIONS MANAGEMENT SECTION**

|   |  |   |   |  |   |  |  |  |   |
|---|--|---|---|--|---|--|--|--|---|
| Communication Management  |  | x |   |  | 100% of incoming docs. encoded and referred to appropriate office in 8 hrs. after receipt | 90% of incoming docs. encoded and referred to appropriate office in 8 hrs. after receipt | 80% of incoming docs. encoded and referred to appropriate office in 8 hrs. after receipt | 70% of incoming docs. encoded and referred to appropriate office in 8 hrs. after receipt | 60% and below of incoming docs. encoded and referred to appropriate office in 8 hrs. after receipt    |
|   |  |   | x |  | 100% queries/request/communications prepared/encoded and released in 8 hrs. after receipt | 90% queries/request/communications prepared/encoded and released in 8 hrs. after receipt | 80% queries/request/communications prepared/encoded and released in 8 hrs. after receipt | 70% queries/request/communications prepared/encoded and released in 8 hrs. after receipt | 60% and below of queries/request/communications prepared/encoded and released in 8 hrs. after receipt |
| <b>Support Functions:</b>   |  |   |   |  |   |  |  |  |   |
| Submission of SPMS Individual Monitoring and Coaching Report                |  | X |   |  | 6 Months submission of performance monitoring and Coaching Report                         | 5 Months submission of performance monitoring and Coaching Report                        | 4 Months submission of performance monitoring and Coaching Report                        | 3 Months submission of performance monitoring and Coaching Report                        | Less than 3 mos.  |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting |  | X |   |  | 6 Months submission of Minutes of meeting   | 5 Months submission of Minutes of meeting  | 4 Months submission of Minutes of meeting  | 3 Months submission of Minutes of meeting  | Less than 3 mos.  |



|  |  |   |  |  |  |   |   |   |   |                    |
|--|--|---|--|--|--|---|---|---|---|--------------------|
| <b>Support Functions:</b>  |  |   |  |  |  |   |   |   |   |                    |
| Submission of SPMS Individual Monitoring and Coaching Report                 |  | X |  |  |  | 6 Months submission of performance monitoring and Coaching Report | 5 Months submission of performance monitoring and Coaching Report | 4 Months submission of performance monitoring and Coaching Report | 3 Months submission of performance monitoring and Coaching Report | Less than 2 months |
| Feed back session with staff recorded thru Minutes of the Meeting or Journal |  | X |  |  |  | 6 Months submission of Minutes of meeting                         | 5 Months submission of Minutes of meeting                         | 4 Months submission of Minutes of meeting                         | 3 Months submission of Minutes of meeting                         | Less than 2 months |

**CASHIER**

| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5  | 4  | 3   | 2  | 1   |
|--|---|---|---|---|--|--|---|--|---|
| <b>Core Functions:</b>   |   |   |   |   |  |  |   |  |   |
| Prepared Checks and ADA  | X |   | X |   | 100% prepared in 15 mins.  | 100% prepared in 20 mins.  | 100% prepared in 25 min..   | 100% prepared in 30 mins.  | 100% prepared in 35 mins. or more   |
| ADA forwarded to designated Bank upon approval                               |   |   | X |   | ADA forwarded to designated Bank upon approval 2 hours upon receipt                | ADA forwarded to designated Bank upon approval 3 hours upon receipt                | ADA forwarded to designated Bank upon approval 4 hours upon receipt                 | ADA forwarded to designated Bank upon approval 5 hours upon receipt                  | ADA forwarded to designated Bank upon approval more than 5 hours upon receipt |
| Prepared Monthly Report such as Report of Disbursement and Collection Report | X |   | X |   | 100% of reports submitted 2 days after end of the month                            | 100% of reports submitted 3-4 days after end of the month                          | 100% of reports submitted 5-6 days after end of the month                           | 100% of reports submitted 7-8 days after end of the month                            | 100% of reports submitted 9 days or more                                      |
| Monthly reports prepared and submitted                                       |   |   | X |   | Submitted on 1 <sup>st</sup> - 3 <sup>rd</sup> working days of the following month | Submitted on 4 <sup>th</sup> - 6 <sup>th</sup> working days of the following month | Submitted on 7 <sup>th</sup> - 10 <sup>th</sup> working days of the following month | Submitted on 11 <sup>th</sup> - 15 <sup>th</sup> working days of the following month | Submitted 16 <sup>th</sup> working days and above                             |
| <b>Support Functions:</b>  |   |   |   |   |  |  |   |  |   |
| Submission of SPMS Individual Monitoring and Coaching Report                 |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report                  | 5 Months submission of performance monitoring and Coaching Report                  | 4 Months submission of performance monitoring and Coaching Report                   | 3 Months submission of performance monitoring and Coaching Report                    | Less than 2 months  |
| Conduct of Feed back session with staff recorded thru Minutes of the Meeting |   | X |   |   | 6 Months submission of Minutes of meeting  | 5 Months submission of Minutes of meeting  | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting  | Less than 2 months  |

**TRAINING DIVISION**

| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4  | 3  | 2  | 1   |
|---|---|---|---|---|--|--|--|--|---|
| <b>Core Functions:</b>  |   |   |   |   |  |  |  |  |   |
| Conducted Approved Programmed Training/ Activities                  | X |   | X |   | 100% training conducted based on approved POI on prescribed period | 96-99% training conducted based on approved POI on prescribed period | 92-95% training conducted based on approved POI on prescribed period     | 94-91% training conducted based on approved POI on prescribed period | 90% and below training conducted based on approved POI on prescribed period |
| No. of personnel participated in the trainings (Participation rate) | X |   |   |   | 13-14% of the total population attended the training               | 11-12% of the total population attended the training                 | 9-10% of the total population attended the training                      | 8-7% of the total population attended the training                   | Less than 6% of the total population attended the training                  |
| % of Satisfaction Rating  | X |   |   |   | 100% of participants rated the training activity Very Satisfactory | 90-99% of participants rated the training activity Very Satisfactory | 80-89% of the participants rated the training activity Very Satisfactory | 79-70% of participants rated the training activity Very Satisfactory | 69% and below of participants rated the training activity Very Satisfactory |
| Computerized personnel training records                             | X | X |   |   | 100% computerized  | 90-99% computerized  | 80-89% computerized  | 70-79% computerized  | 69% below.  |

|  |  |   |   |  |   |   |   |   |                    |
|--|--|---|---|--|---|---|---|---|--------------------|
| Compliance to the policy on Transitory Training of absorbed personnel to uniformed service |  |   | X |  | Complied with in the year   | x   | x   | x   | Non compliance     |
| Policy on BuCor health and fitness program.  |  |   | X |  | Complied with in the year   | x   | x   | x   | Non compliance     |
| <b>Support Functions:</b>  |  |   |   |  |   |   |   |   |                    |
| Submission of SPMS Individual Monitoring and Coaching Report                               |  | X |   |  | 6 Months submission of performance monitoring and Coaching Report | 5 Months submission of performance monitoring and Coaching Report | 4 Months submission of performance monitoring and Coaching Report | 3 Months submission of performance monitoring and Coaching Report | Less than 2 months |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting                |  | X |   |  | 6 Months submission of Minutes of meeting                         | 5 Months submission of Minutes of meeting                         | 4 Months submission of Minutes of meeting                         | 3 Months submission of Minutes of meeting                         | Less than 2 months |

| <b>DIRECTORATE FOR SECURITY AND OPERATIONS</b>                              |   |   |   |   |  |   |   |   |  |
|---|---|---|---|---|--|---|---|---|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4   | 3   | 2   | 1  |
| <b>POLICY FORMULATION</b>   |   |   |   |   |  |   |   |   |  |
| Formulate policies, plans and programs of BuCor security operations.        |   | X |   |   | Formulated (4) policies, plans and programs of BuCor security operations within the semester         | Formulated (3) policies, plans and programs of BuCor security operations within the semester        | Formulated (2) policies, plans and programs of BuCor security operations within the semester        | Formulated (1) policy, plans and programs of BuCor security operations within the semester          | Failure to formulate   |
| Conducts security inspections to OPPF and submits report to ODG.            |   |   | x |   | Conducted security inspections at 5 OPPFs a year   | Conducted security inspections at 4 OPPFs a year  | Conducted security inspections at least 3 OPPFs a year.   | Conducted security inspections at least 2 OPPF a year.  | Conducted security inspection at least once OPPF a year  |
| Communication Management  |   | x |   |   | 92-95% of incoming documents for appropriate action acted  | 90-91% of incoming documents for appropriate action acted   | 80-89% of incoming documents for appropriate action acted   | 76-79% of incoming documents for appropriate action acted   | 70-75% of incoming documents for appropriate action acted  |
| <b>INVESTIGATION AND INTELLIGENCE DIVISION</b>                              |   |   |   |   |  |   |   |   |  |
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4   | 3   | 2   | 1  |
| Investigation and Validation of Complaints                                  |   |   | x |   | 100% investigation and validation of complaints, submitted report within 20-working days             | 100% investigation and validation of complaints, submitted report within 21-29-working days         | 100% investigation and validation of complaints, submitted report within 30-working days            | 100% investigation and validation of complaints, submitted report beyond 40-working days            | 100% investigation and validation of complaints, submitted report beyond 41-working days                 |
| Conducts of intelligence operations   |   |   | x |   | 100% conducted intelligence operations as per Director General's instruction, within 10 working days | 100% conducted intelligence operations as per Director General's instruction, in 11-20 working days | 100% conducted intelligence operations as per Director General's instruction, in 21-30 working days | 100% conducted intelligence operations as per Director General's instruction, in 31-40 working days | 100% conducted intelligence operations as per Director General's instruction, in 41 working days or more |
| <b>SUPPORT FUNCTIONS (30%)</b>  |   |   |   |   |  |   |   |   |  |
| Submission of SPMS Individual Monitoring and Coaching Report                |   | x |   |   | 6 months submission of performance monitoring and coaching reports                                   | 5 months submission of performance monitoring and coaching reports                                  | 4 months submission of performance monitoring and coaching reports                                  | 3 months submission of performance monitoring and coaching reports                                  | Less than 2 months submission of performance monitoring and coaching reports                             |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting |   | x |   |   | 6 months submission of minutes of meeting  | 5 months submission of minutes of meeting   | 4 months submission of minutes of meeting   | 3 months submission of minutes of meeting   | Less than 2 months submission of minutes of meeting  |

**INMATES DOCUMENTS AND PROCESSING SECTION**

| <b>ACTIVITY/FUNCTIONS</b>  | <b>Q</b> | <b>E</b> | <b>T</b> | <b>A</b> | <b>5</b>   | <b>4</b>   | <b>3</b>   | <b>2</b>   | <b>1</b>   |
|--|----------|----------|----------|----------|--|--|--|--|--|
| <b>Core Functions:</b>   |          |          |          |          |  |  |  |  |  |
| Transmittal of Carpeta and prison record to BPP (For Parole)                 |          |          | X        |          | 3 mos. before expiration of sentence                               | 2 mos. before expiration of sentence                               | 1 mo. before expiration of sentence                                | Less than 1 month  | None   |
| Processing of Inmates Carpeta  |          |          |          |          | 100% inmates due for release processed :                           | 100% inmates due for release processed :                           | 100% inmates due for release processed                             | 100% inmates due for release processed :                               | 100% inmates due for release processed :                                     |
| A. Expired Sentence  |          |          | X        |          | 4 mos. before Expiration of Sentence                               | 3 mos. before Expiration of Sentence                               | 2 mos. before Expiration of Sentence                               | Less than 1 month before Expiration of Sentence                        | None   |
| B. Acquittal   |          |          | X        |          | Acted upon 1 working day   | Acted upon 2 working days  | Acted upon 3 working days  | Acted upon 4 working days  | Acted upon 5 working days onward   |
| C. Processing of releases upon modification of penalty pursuant to R.A 10951 |          |          | x        |          | Acted upon 1 working day   | Acted upon 2 working days  | Acted upon 3 working days  | Acted upon 4 working days  | Acted upon 5 working days onward   |
| Rehabilitation Clearance-List of all PDL eligible                            |          | X        | X        |          | 100% of inmates eligible (3 mos. before expiration sentence)       | 100% of inmates eligible (2 mos. before expiration sentence)       | 100% of inmates eligible (1 mos. before expiration sentence)       | 100% of inmates eligible (less than 1 mos. before expiration sentence) | None   |
| <b>Support Functions:</b>  |          |          |          |          |  |  |  |  |  |
| Submission of SPMS Individual Monitoring and Coaching Report                 |          | x        |          |          | 6 months submission of performance monitoring and coaching reports | 5 months submission of performance monitoring and coaching reports | 4 months submission of performance monitoring and coaching reports | 3 months submission of performance monitoring and coaching reports     | Less than 2 months submission of performance monitoring and coaching reports |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting  |          | x        |          |          | 6 months submission of minutes of meeting                          | 5 months submission of minutes of meeting                          | 4 months submission of minutes of meeting                          | 3 months submission of minutes of meeting                              | Less than 2 months submission of minutes of meeting                          |

**ID/PHOTOGRAPHY SECTION**

| <b>ACTIVITY/FUNCTIONS</b>   | <b>Q</b> | <b>E</b> | <b>T</b> | <b>A</b> | <b>5</b>  | <b>4</b>   | <b>3</b>  | <b>2</b>  | <b>1</b>  |
|---|----------|----------|----------|----------|---|--|---|---|---|
| <b>Core Functions:</b>  |          |          |          |          |   |  |   |   |   |
| Identification, verified through fingerprint                                | x        |          | x        |          | 100% new admissions acted upon receipt                                  | x  | x   | x   | Late verification 1 day and above   |
| BuCor significant activities photographed, filed and maintained             | x        |          | x        |          | 100% of BuCor significant activities photographed, filed and maintained | x  | x   | x   | Less than 100%  |
| Digitized copy of photograph submitted to PMD                               | x        |          | x        |          | Digitized copy of photograph submitted to PMD in 1 day                  | Digitized copy of photograph submitted to PMD in 1 day after each activity | Digitized copy of photograph submitted to PMD in 2 days after each activity | Digitized copy of photograph submitted to PMD in 3 days after each activity | Digitized copy of photograph submitted to PMD in 4 days after each activity |
| <b>Support Functions:</b>   |          |          |          |          |   |  |   |   |   |
| Submitted SPMS Individual Monitoring and Coaching Report                    |          | x        |          |          | 6 Months submission of performance monitoring and Coaching Report       | 5 Months submission of performance monitoring and Coaching Report          | 4 Months submission of performance monitoring and Coaching Report           | 3 Months submission of performance monitoring and Coaching Report           | Less than 2 months  |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting |          | x        |          |          | 6 months submission of minutes of meeting                               | 5 months submission of minutes of meeting                                  | 4 months submission of minutes of meeting                                   | 3 months submission of minutes of meeting                                   | Less than 2 months submission of minutes of meeting                         |

| <b>COMMUNICATION AND TACTICAL OPERATIONS DIVISION</b>                                  |   |   |   |   |   |  |   |  |  |
|--|---|---|---|---|---|--|---|--|--|
| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5   | 4  | 3   | 2  | 1  |
| <b>Core Functions:</b>   |   |   |   |   |   |  |   |  |  |
| Communication Management Incoming/outgoing   |   |   | X |   | 100% of incoming/ outgoing documents, encoded and dispatched in 10 min from receipt | 100% of incoming/ outgoing documents, encoded and dispatched in 30 min. from receipt | 100% of incoming/ outgoing documents, encoded and dispatched in 1 hour from receipt | 100% of incoming documents, encoded and dispatched 2 hours from receipt      | 100% of incoming/ outgoing documents, encoded and dispatched beyond 2 hours from receipt |
| Submitted Monthly/Quarterly/Annual Reports   |   | X | X |   | Prepared and submitted 1-3 working days after end of month                          | Prepared and submitted to appropriate office 4-6 working days after end of month     | Prepared and submitted on 7 working days after end of month                         | Prepared and submitted 8-9 working days after end of month                   | Prepared and submitted 10 days or more   |
| Maintained all CCTV monitoring systems thru regular repair and maintenance service     |   | x |   |   | 6 OPPF visited for CCTV equipment regular service and preventive maintenance        | 5 OPPF visited for CCTV equipment regular service and preventive maintenance         | 4 OPPF visited for CCTV equipment regular service and preventive maintenance        | 3 OPPF visited for CCTV equipment regular service and preventive maintenance | 2 and below OPPF visited for CCTV equipment regular service and preventive maintenance   |
| Stored Footages/Back Up files  |   | x |   |   | 100% stored footages maintained   | 95-99% stored footages maintained  | 90-94% stored footages maintained   | 85-89% stored footages maintained  | Below 85% stored footages maintained   |
| <b>Support Functions:</b>  |   |   |   |   |   |  |   |  |  |
| Submission of SPMS Individual Monitoring and Coaching Report                           |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report                   | 5 Months submission of performance monitoring and Coaching Report                    | 4 Months submission of performance monitoring and Coaching Report                   | 3 Months submission of performance monitoring and Coaching Report            | Less than 2 months   |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal |   | X |   |   | 6 Months submission of Minutes of meeting   | 5 Months submission of Minutes of meeting  | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting                                    | Less than 2 months   |

| <b>DIRECTORATE FOR HEALTH AND SERVICES</b>  |   |   |   |   |   |   |  |  |  |
|---|---|---|---|---|---|---|--|--|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3  | 2  | 1  |
| <b>Policy Formulation</b>   |   |   |   |   |   |   |  |  |  |
| Formulate and enhanced the implementation of policies and guidelines for the provision of healthcare to PDI in accordance with the DOH standards  |   | x |   |   | Formulated and enhanced (5) policies and guidelines                 | Formulated and enhanced (4) policies and guidelines                               | Formulated and enhanced (3) policies and guidelines                  | Formulated and enhanced (2) policies and guidelines                  | No Formulated and enhanced policies and guidelines                             |
| <b>Core Functions:</b>  |   |   |   |   |   |   |  |  |  |
| Lead the monitoring, supervision, and evaluation of all hospitals or infirmaries in the different OPPFs by relaying any instructions/order/memorandums through the OPCEN-NBP-NHQ (recorded phone calls or electronic mails) |   | x |   |   | 100% monitored, supervised and evaluated 7 OPPFs                    | 100% monitored, supervised and evaluated 6 OPPFs                                  | 100% monitored, supervised and evaluated 5 OPPFs hospital/infirmar y | 100% monitored, supervised and evaluated 4 OPPFs hospital/infirmar y | 100% monitored, supervised and evaluated 3 OPPFs and below hospital/infirmar y |
| Establish linkages with other government agencies and other stakeholders who will help in pursuing our health programs  |   | x |   |   | 100% established linkages 5 government agencies and/or stakeholders | 100% established linkages with at least 4 government agencies and/or stakeholders | 100% established linkages 3 government agencies and/or stakeholders  | 100% established linkages 2 government agencies and/or stakeholders  | 100% established linkages 1 government agency and/or stakeholder               |
| <b>Support Functions:</b>   |   |   |   |   |   |   |  |  |  |
| Submit collated health services report of all OPPF  |   |   |   |   | Submitted report on the required deadline                           | Submitted report on 2 days after the required deadline                            | Submitted report on 3 days after the required deadline               | Submitted report on 4 days after the required deadline               | Non submission   |

| <b>HEALTH AND WELFARE SERVICES DIVISION</b>   |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1  |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |  |
| Formulate and implement policies and programs for the health promotion of PDL as well as BuCor Employees  |   | x |   |   | Formulated and enhanced (5) policies and guidelines                   | Formulated and enhanced (4) policies and guidelines                               | Formulated and enhanced (3) policies and guidelines                               | Formulated and enhanced (2) policies and guidelines                               | No Formulated and enhanced policies and guidelines               |
| Develop system of health delivery to PDL as well as BuCor personnel like hospitalization and referrals to other government or specialty hospitals |   | x |   |   | Developed (4) four health delivery system for PDL and BuCor Personnel | Developed (3) three health delivery system for PDL and BuCor Personnel            | Developed (2) two health delivery system for PDL and BuCor Personnel              | Developed (1) one health delivery system for PDL and BuCor Personnel              | No. health delivery system developed for PDL and BuCor Personnel |
| Prepare and submit monthly health services report   |   | x |   |   | 100% prepared and submitted monthly report on the scheduled deadline  | 100% prepared and submitted monthly report on 2 days after the scheduled deadline | 100% prepared and submitted monthly report on 3 days after the scheduled deadline | 100% prepared and submitted monthly report on 4 days after the scheduled deadline | Non submission   |
| <b>Support Functions</b>  |   |   |   |   |   |   |   |   |  |
| Submission of SPMS Individual Monitoring and Coaching Report  |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report     | 5 Months submission of performance monitoring and Coaching Report                 | 4 Months submission of performance monitoring and Coaching Report                 | 3 Months submission of performance monitoring and Coaching Report                 | Less than 2 months   |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting or Journal  |   | X |   |   | 6 Months submission of Minutes of meeting                             | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting   | Less than 2 months   |

| <b>DIRECTORATE FOR EXTERNAL RELATIONS</b>  |   |   |   |   |   |   |  |  |                      |
|--|---|---|---|---|---|---|--|--|----------------------|
| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5   | 4   | 3  | 2  | 1                    |
| <b>Core Functions:</b>   |   |   |   |   |   |   |  |  |                      |
| Formulates/enhance submits policies, plans and programs for pre and post-release of inmates for DGs approval |   | x |   |   | Formulated/enhanced 4 policies, plans and program within a semester                         | Formulated/enhanced 3 policies, plans and program within a semester                         | Formulated/enhanced 2 policies, plans and program within a semester                          | Formulated/enhanced 1 policy, plan and program within a semester                             | No Policy formulated |
| Monitors, Assess and Evaluate Existing Policies and Programs Implemented                                     |   | x |   |   | 91-100 monitored, assessed, evaluated existing policies and programs within the semester    | 81-90 monitored, assessed, evaluated existing policies and programs within the semester     | 71%-80% monitored, assessed, evaluated existing policies and programs within the semester    | 61-70% monitored, assessed, evaluated existing policies and programs within the semester     | 60% and below        |
| <b>Support Functions:</b>  |   |   |   |   |   |   |  |  |                      |
| Submits consolidated Accomplishment report to the DG and other concerned Offices                             |   | x | x |   | Submitted report in 1-2 working days after the end of the month                             | Submitted report in 3-4 working days after the end of the month                             | Submitted report in 5 working days after the end of the month                                | Submitted report in 6 working days after the end of the month                                | 7 days and above     |
| Submission of Performance Monitoring and coaching report   |   | x |   |   | 6months submission of Performance monitoring and coaching report                            | 5months submission of Performance monitoring and coaching report                            | 4 months submission of Performance monitoring and coaching report                            | 3 months submission of Performance monitoring and coaching report                            | Less than 2 months   |
| Conducts of feedback session with staff thru documented minutes of the meeting                               |   | x |   |   | 6months submission of feedback session with staff through documented minutes of the meeting | 5months submission of feedback session with staff through documented minutes of the meeting | 4 months submission of feedback session with staff through documented minutes of the meeting | 3 months submission of feedback session with staff through documented minutes of the meeting | Less than 2 months   |

| <b>EXTERNAL AFFAIRS DIVISION</b>  |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1  |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |  |
| Recommend policies, plans and programs for pre- and post-release of inmates to D,DER approval |   | x |   |   | Recommended 4 policies, plans and programs for pre- and post-release of inmates to D,DER approval | Recommended 3 policies, plans and programs for pre- and post-release of inmates to D,DER approval | Recommended 2 policies, plans and programs for pre- and post-release of inmates to D,DER approval | Recommended 1 policy, plan and program for pre- and post-release of inmates to D,DER approval | Failure to Recommend policies, plans and programs for pre- and post-release of inmates to D,DER approval |
| Monitors, Assess and Evaluates Programs for pre and post release                              |   | x |   |   | 91-100 Monitored, Assessed and Evaluated Programs for pre and post release                        | 81-90 Monitored, Assessed and Evaluated Programs for pre and post release                         | 71%-80% Monitored, Assessed and Evaluated Programs for pre and post release                       | 61-70% Monitored, Assessed and Evaluated Programs for pre and post release                    | 60% and below Monitored, Assessed and Evaluated Programs for pre and post release                        |
| <b>Support Functions:</b>   |   |   |   |   |   |   |   |   |  |
| Submits consolidated Accomplishment report to the DG and other concerned Offices              |   | x | x |   | Submitted report in 1-2 working days after the end of the month                                   | Submitted report in 3-4 working days after the end of the month                                   | Submitted report in 5 working days after the end of the month                                     | Submitted report in 6 working days after the end of the month                                 | 7 days and above   |
| Submission of Performance Monitoring and coaching report                                      | x | x |   |   | 6months submission of Performance monitoring and coaching report                                  | 5months submission of Performance monitoring and coaching report                                  | 4 months submission of Performance monitoring and coaching report                                 | 3 months submission of Performance monitoring and coaching report                             | Less than 2 months   |
| Conducts of feedback session with staff thru documented minutes of the meeting                |   | x |   |   | 6months submission of feedback session with staff through documented minutes of the meeting       | 5months submission of feedback session with staff through documented minutes of the meeting       | 4 months submission of feedback session with staff through documented minutes of the meeting      | 3 months submission of feedback session with staff through documented minutes of the meeting  | Less than 2 months   |

| <b>DIRECTORATE FOR PLANNING AND MANAGEMENT DIVISION</b>  |   |   |   |   |  |  |   |  |  |
|--|---|---|---|---|--|--|---|--|--|
| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5  | 4  | 3   | 2  | 1  |
| <b>POLICY FORMULATION</b>  |   |   |   |   |  |  |   |  |  |
| Policies formulated/enhanced relative to the development of program and planning strategies submitted for approval |   | x |   |   | 4 policies formulated /enhanced submitted for approval | 3 policies formulated /enhanced submitted for approval | 2 policies formulated/enhanced submitted for approval | 1 policy formulated /enhanced submitted for approval | No policy formulated /enhanced submitted |
| Monitoring of policies relative to the development of program and planning strategies                              |   | x |   |   | 4 policies monitored                                   | 3 policies monitored                                   | 2 policies monitored                                  | 1 policy monitored                                   | No policy monitored                      |

| <b>MANAGEMENT DIVISION</b>  |   |   |   |   |  |   |   |  |                       |
|---|---|---|---|---|--|---|---|--|-----------------------|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4   | 3   | 2  | 1                     |
| <b>Core Functions:</b>  |   |   |   |   |  |   |   |  |                       |
| Prepare and submit report on programs, projects and activities (PPA) relative to DOJ- BuCor Development Plan /PIP/JSCC upon request |   | x |   |   | 100% PPA report required by NEDA/ JSCC prepared and submitted            | 90 - 99% PPA report required by NEDA/JSCC prepared and submitted        | 80- 89% PPA report required by NEDA/JSCC prepared and submitted | 70 - 79% PPA report required by NEDA/JSCC prepared and submitted | No report             |
|   |   |   | x |   | Project status report prepared and submitted 2 days before mandated time | Project status report prepared and submitted 1 day before mandated time | Project status report prepared and submitted on mandated time   | Project status report to NEDA prepared and submitted 1 day late  | Two or more days late |

|  |  |   |  |  |   |   |  |  |  |
|--|--|---|--|--|---|---|--|--|--|
| Secretariat to the Performance Management Systems                              |  | x |  |  | 100% PBB Requirements monitored   | 95% PBB Requirements monitored  | 90% PBB Requirements monitored   | 85% PBB Requirements monitored   | Below 84% PBB Requirements monitored           |
| Conducts QMS Internal Quality Audit  |  | x |  |  | 100% Planned QMS Standard Audit conducted   | 91-99% Planned QMS Standard Audit conducted   | 81-90% Planned QMS Standard Audit conducted  | 71-80% Planned QMS Standard Audit conducted  | Below 70% Planned QMS Standard Audit conducted |
| <b>SUPPORT FUNCTIONS:</b>  |  |   |  |  |   |   |  |  |  |
| Submission of SPMS Individual Monitoring and Coaching Report                   |  | x |  |  | 6 Months submission of performance monitoring and Coaching Report                           | 5 Months submission of performance monitoring and Coaching Report                           | 4 Months submission of performance monitoring and Coaching Report                            | 3 Months submission of performance monitoring and Coaching Report                            | Less than 2 months                             |
| Conducts of feedback session with staff thru documented minutes of the meeting |  | x |  |  | 6months submission of feedback session with staff through documented minutes of the meeting | 5months submission of feedback session with staff through documented minutes of the meeting | 4 months submission of feedback session with staff through documented minutes of the meeting | 3 months submission of feedback session with staff through documented minutes of the meeting | Less than 2 months                             |

**PLANNING & STATISTICS DIVISION**

| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3  | 2  | 1   |
|---|---|---|---|---|---|---|--|--|---|
| Prepares and submits Annual and (1) Semi-annual Accomplishments Reports                                     |   |   |   |   | Prepared and submitted 2 working days before mandated time                                  | Prepared and submitted 1 working day before mandated time                                   | Prepared and submitted on mandated time  | Prepared and submitted 1 day late  | 1 day or more late  |
| Prepare and submit DBM, DOJ Senate, Physical Report of Operations and other documentary report requirements |   |   |   |   | Reports submitted 2 working days before mandated date                                       | Reports submitted 1 working day before mandated date  | Reports submitted on mandated date   | Reports submitted 1 working day after the mandated time                                      | Reports submitted in More than 2 working days after the mandated time |
| <b>Support Functions:</b>   |   |   |   |   |   |   |  |  |   |
| Submission of SPMS Individual Monitoring and Coaching Report  |   |   |   |   | 6 Months submission of performance monitoring and Coaching Report                           | 5 Months submission of performance monitoring and Coaching Report                           | 4 Months submission of performance monitoring and Coaching Report                            | 3 Months submission of performance monitoring and Coaching Report                            | Less than 2 months  |
| Conducts of feedback session with staff thru documented minutes of the meeting                              |   | x |   |   | 6months submission of feedback session with staff through documented minutes of the meeting | 5months submission of feedback session with staff through documented minutes of the meeting | 4 months submission of feedback session with staff through documented minutes of the meeting | 3 months submission of feedback session with staff through documented minutes of the meeting | Less than 2 months  |

**INFORMATION COMMUNICATION & TECHNOLOGY DIVISION**

| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2  | 1  |
|---|---|---|---|---|---|---|---|--|--|
| Install, repair & Upgrade BuCor ICT infrastructure (hardware, software & web application) |   |   | x |   | Install & repair ICT Equipment/ Infrastructure for repair and other related request acted within 1-2 Days | Install & repair ICT Equipment/ Infrastructure for repair and other related request acted within 3-4 Days | Install & repair ICT Equipment/ Infrastructure for repair and other related request acted within 5-7 Days | Install & repair ICT Equipment/ Infrastructure for repair and other related request acted within 8-10 Days | Install & repair ICT Equipment/ Infrastructure for repair and other related request acted within 2 weeks |
| Formulate, Develop & Facilitate BuCor Information System Strategic Plan (ISSP)            |   | x |   |   | 90%-100% ISSP formulated and Developed  | 81%-89% ISSP formulated and Developed   | 70%-80% ISSP formulated and Developed   | 60%-69% ISSP formulated and Developed  | 51%-59% ISSP formulated and Developed  |

|  |  |   |  |  |   |   |  |  |                    |
|--|--|---|--|--|---|---|--|--|--------------------|
| <b>Support Functions:</b>  |  |   |  |  |   |   |  |  |                    |
| Submission of SPMS Individual Monitoring and Coaching Report                   |  |   |  |  | 6 Months submission of performance monitoring and Coaching Report                           | 5 Months submission of performance monitoring and Coaching Report                           | 4 Months submission of performance monitoring and Coaching Report                            | 3 Months submission of performance monitoring and Coaching Report                            | Less than 2 months |
| Conducts of feedback session with staff thru documented minutes of the meeting |  | x |  |  | 6months submission of feedback session with staff through documented minutes of the meeting | 5months submission of feedback session with staff through documented minutes of the meeting | 4 months submission of feedback session with staff through documented minutes of the meeting | 3 months submission of feedback session with staff through documented minutes of the meeting | Less than 2 months |

| <b>DIRECTORATE FOR REFORMATION</b>   |   |   |   |   |  |   |   |   |   |
|--|---|---|---|---|--|---|---|---|---|
| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5  | 4   | 3   | 2   | 1   |
| <b>Policy Formulation</b>  |   |   |   |   |  |   |   |   |   |
| Formulate/ enhance policies, plans and programs to further promote the delivery of Reformation Services through various interventions. |   | x |   |   | Formulated / Enhanced Four (4) policies, plans and programs within the semester  | Formulated / Enhanced Three (3) policies plans and programs within the semester   | Formulated / Enhanced Two (2) policies plans and programs within the semester   | Formulated / Enhanced One (1) policies plans and programs within the semester   | Formulated / Enhanced Zero (0) policies plans and programs within the semester  |
| Monitor Assess and Evaluate Reformation Programs in all OPPFs.   |   | x | x |   | Monitored, Assessed and Evaluated 91% - 100% of Accomplishment Report for Reformation of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 81% - 90% of Accomplishment Report for Reformation of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 71% - 80% of Accomplishment Report for Reformation of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 61% - 70% of Accomplishment Report for Reformation of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 60% and below of Accomplishment Report for Reformation of the 7 OPPFs within the semester |
| Submit reformation consolidated report monthly to the Deputy Director General for Reformation  |   |   | x |   | Submitted Consolidated Accomplishment Report for Reformation within 1-2 working days after the end of the month          | Submitted Consolidated Accomplishment Report for Reformation within 3-4 working days after the end of the month         | Submitted Consolidated Accomplishment Report for Reformation within 5 working days after the end of the month           | Submitted Consolidated Accomplishment Report for Reformation within 6-7 working days after the end of the month         | Submitted Consolidated Accomplishment Report for Reformation within 8 working days and above after the end of the month     |

| <b>DR - BEHAVIOR MODIFICATION DIVISION</b>  |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1  |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |  |
| Formulate/ enhance policies, plans and programs to further promote the delivery of Behavior Modification Program through various interventions. |   | x |   |   | Formulated / Enhanced Four (4) policies, plans and programs for Behavior Modification Program within the semester | Formulated / Enhanced Three (3) policies plans and programs for Behavior Modification Program within the semester | Formulated / Enhanced Two (2) policies plans and programs for Behavior Modification Program within the semester | Formulated / Enhanced One (1) policies plans and programs for Behavior Modification Program within the semester | Formulated / Enhanced Zero (0) policies plans and programs for Behavior Modification Program within the semester |



|  |  |   |   |  |  |  |  |  |  |
|--|--|---|---|--|--|--|--|--|--|
| Monitor Assess and Evaluate Behavior Modification Programs in all OPPFs.   |  | x | x |  | Monitored, Assessed and Evaluated 91% - 100% of Accomplishment Report for Behavior Modification Programs of the 7 OPPFs within the semester          | Monitored, Assessed and Evaluated 81% - 90% of Accomplishment Report for Behavior Modification Programs of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 71% - 80% of Accomplishment Report for Behavior Modification Programs of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 61% - 70% of Accomplishment Report for Behavior Modification Programs of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 60% and below of Accomplishment Report for Behavior Modification Programs of the 7 OPPFs within the semester |
| Submit reformation consolidated report for Behavior Modification Programs monthly to the Director, Directorate for Reformation |  |   | x |  | Submitted Consolidated Accomplishment Report for Behavior Modification Programs every 30 <sup>th</sup> /31 <sup>st</sup> day of the end of the month | Submitted Consolidated Accomplishment Report for Reformation within 1-2 working days after the end of the month                            | Submitted Consolidated Accomplishment Report for Reformation within 3-4 working days after the end of the month                            | Submitted Consolidated Accomplishment Report for Reformation within 5-6 working days after the end of the month                            | Submitted Consolidated Accomplishment Report for Reformation within 7 working days and above after the end of the month                        |
| <b>Support Functions:</b>  |  |   |   |  |  |  |  |  |  |
| Submission of SPMS individual monitoring and coaching report   |  | x |   |  | 6 months submission of performance monitoring and coaching report (PMCI)   | 5 months submission of performance monitoring and coaching report (PMCI)   | 4 months submission of performance monitoring and coaching report (PMCI)   | 3 months submission of performance monitoring and coaching report (PMCI)   | Less than 2 months   |
| Conduct of feedback session with staff recorded thru minutes of the meeting  |  | x |   |  | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | Less than 2 months   |

**DR- INMATE TRAINING AND EDUCATION DIVISION**

| ACTIVITY/ FUNCTIONS   | Q | E | T | A | 5  | 4   | 3   | 2   | 1   |
|---|---|---|---|---|--|---|---|---|---|
| <b>Core Functions:</b>  |   |   |   |   |  |   |   |   |   |
| Formulate/ enhance policies, plans and programs to further promote the delivery of Inmate Training and Education Program through various interventions. |   | x |   |   | Formulated / Enhanced Four (4) policies, plans and programs for Inmate Training and Education Program within the semester                          | Formulated / Enhanced Four (3) policies, plans and programs for Inmate Training and Education Program within the semester                         | Formulated / Enhanced Four (2) policies, plans and programs for Inmate Training and Education Program within the semester                         | Formulated / Enhanced Four (1) policies, plans and programs for Inmate Training and Education Program within the semester                         | Formulated / Enhanced Zero (0) policies, plans and programs within the semester   |
| Monitor Assess and Evaluate the Inmate Training and Education Program in all OPPFs.   |   | x |   |   | Monitored, Assessed and Evaluated 91% - 100% of Accomplishment Report for Inmate Training and Education Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 81% - 90% of Accomplishment Report for Inmate Training and Education Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 71% - 80% of Accomplishment Report for Inmate Training and Education Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 61% - 70% of Accomplishment Report for Inmate Training and Education Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 60% and below of Accomplishment Report for Inmate Training and Education Program of the 7 OPPFs within the semester |
| Submit reformation consolidated report for Inmate Training and Education Program monthly to the Director, Directorate for Reformation                   |   | x | x |   | Submitted Consolidated Accomplishment Report for Reformation every 30 <sup>th</sup> or 31 <sup>st</sup> of the month                               | Submitted Consolidated Accomplishment Report for Reformation within 1-2 working days after the end of the month                                   | Submitted Consolidated Accomplishment Report for Reformation within 3-4 working days after the end of the month                                   | Submitted Consolidated Accomplishment Report for Reformation within 5-6 working days after the end of the month                                   | Submitted Consolidated Accomplishment Report for Reformation within 7 working days and above after the end of the month                               |

|   |  |   |  |  |   |   |   |   |                    |
|---|--|---|--|--|---|---|---|---|--------------------|
| <b>Support Functions:</b>   |  |   |  |  |   |   |   |   |                    |
| Submission of SPMS individual monitoring and coaching report                |  | x |  |  | 6 months submission of performance monitoring and coaching report ( PMCI )              | 5 months submission of performance monitoring and coaching report ( PMCI )              | 4 months submission of performance monitoring and coaching report ( PMCI )              | 3 months submission of performance monitoring and coaching report ( PMCI )              | Less than 2 months |
| Conduct of feedback session with staff recorded thru minutes of the meeting |  | x |  |  | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting | Less than 2 months |

**DR - MORAL AND SPIRITUAL DIVISION**

| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4   | 3   | 2   | 1   |
|---|---|---|---|---|--|---|---|---|---|
| <b>Core Functions:</b>  |   |   |   |   |  |   |   |   |   |
| Formulate/ enhance policies, plans and programs to further promote the delivery of Moral and Spiritual Program through various interventions. |   | x |   |   | Formulated / Enhanced Four (4) policies, plans and programs for Moral and Spiritual Program within the semester                          | Formulated / Enhanced Four (3) policies, plans and programs for Moral and Spiritual Program within the semester                         | Formulated / Enhanced Four (2) policies, plans and programs for Moral and Spiritual Program within the semester                         | Formulated / Enhanced Four (1) policies, plans and programs for Moral and Spiritual Program within the semester                         | Formulated / Enhanced Zero (0) policies plans and programs within the semester  |
| Monitor, Assess and Evaluate the Moral and Spiritual Program in all OPPFs.  |   | x |   |   | Monitored, Assessed and Evaluated 91% - 100% of Accomplishment Report for Moral and Spiritual Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 81% - 90% of Accomplishment Report for Moral and Spiritual Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 71% - 80% of Accomplishment Report for Moral and Spiritual Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 61% - 70% of Accomplishment Report for Moral and Spiritual Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 60% and below of Accomplishment Report for Moral and Spiritual Program of the 7 OPPFs within the semester |
| Submit reformation consolidated report for Moral and Spiritual Program monthly to the Director, Directorate for Reformation                   |   | x | x |   | Submitted Consolidated Accomplishment Report for Reformation every 30 <sup>th</sup> or 31 <sup>st</sup> of the month                     | Submitted Consolidated Accomplishment Report for Reformation within 1-2 working days after the end of the month                         | Submitted Consolidated Accomplishment Report for Reformation within 3-4 working days after the end of the month                         | Submitted Consolidated Accomplishment Report for Reformation within 5-6 working days after the end of the month                         | Submitted Consolidated Accomplishment Report for Reformation within 7 working days and above after the end of the month                     |
| <b>Support Functions:</b>   |   |   |   |   |  |   |   |   |   |
| Submission of SPMS individual monitoring and coaching report  |   | x |   |   | 6 months submission of performance monitoring and coaching report ( PMCI )   | 5 months submission of performance monitoring and coaching report ( PMCI )  | 4 months submission of performance monitoring and coaching report ( PMCI )  | 3 months submission of performance monitoring and coaching report ( PMCI )  | Less than 2 months  |
| Conduct of feedback session with staff recorded thru minutes of the meeting   |   | x |   |   | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | Less than 2 months  |

| DR - INMATE SPORTS AND RECREATION DIVISION   |   |   |   |   |   |  |  |  |  |
|--|---|---|---|---|---|--|--|--|--|
| SUCCESS INDICATORS   | Q | E | T | A | 5   | 4  | 3  | 2  | 1  |
| <b>Core Functions</b>  |   |   |   |   |   |  |  |  |  |
| Formulate/ enhance policies, plans and programs to further promote the delivery of Inmate Sports and Recreation Program through various interventions. |   | x |   |   | Formulated / Enhanced Four (4) policies, plans and programs for Inmate Sports and Recreation Program within the semester                          | Formulated / Enhanced Four (3) policies, plans and programs for Inmate Sports and Recreation Program within the semester                         | Formulated / Enhanced Four (2) policies, plans and programs for Inmate Sports and Recreation Program within the semester                         | Formulated / Enhanced Four (1) policies, plans and programs for Inmate Sports and Recreation Program within the semester                         | Formulated / Enhanced Zero (0) policies plans and programs within the semester   |
| Monitor, Assess and Evaluate the Inmate Sports and Recreation Program in all OPPFs.  |   | x | x |   | Monitored, Assessed and Evaluated 91% - 100% of Accomplishment Report for Inmate Sports and Recreation Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 81% - 90% of Accomplishment Report for Inmate Sports and Recreation Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 71% - 80% of Accomplishment Report for Inmate Sports and Recreation Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 61% - 70% of Accomplishment Report for Inmate Sports and Recreation Program of the 7 OPPFs within the semester | Monitored, Assessed and Evaluated 60% and below of Accomplishment Report for Inmate Sports and Recreation Program of the 7 OPPFs within the semester |
| Submit reformation consolidated report for Inmate Sports and Recreation Program monthly to the Director, Directorate for Reformation                   |   |   | x |   | Submitted Consolidated Accomplishment Report for Reformation every 30 <sup>th</sup> or 31 <sup>st</sup> of the month                              | Submitted Consolidated Accomplishment Report for Reformation within 1-2 working days after the end of the month                                  | Submitted Consolidated Accomplishment Report for Reformation within 3-4 working days after the end of the month                                  | Submitted Consolidated Accomplishment Report for Reformation within 5-6 working days after the end of the month                                  | Submitted Consolidated Accomplishment Report for Reformation within 7 working days and above after the end of the month                              |
| <b>Support Functions</b>   |   |   |   |   |   |  |  |  |  |
| Submission of SPMS individual monitoring and coaching report   |   | x |   |   | 6 months submission of performance monitoring and coaching report ( PMCI )  | 5 months submission of performance monitoring and coaching report ( PMCI )   | 4 months submission of performance monitoring and coaching report ( PMCI )   | 3 months submission of performance monitoring and coaching report ( PMCI )   | Less than 2 months   |
| Conduct of feedback session with staff recorded thru minutes of the meeting  |   | x |   |   | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting  | Less than 2 months   |

| DIRECTORATE FOR RECEPTION AND DIAGNOSTICS   |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|--|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1  |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |  |
| Formulate/enhance/review policies/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL |   | x |   |   | Formulated/enhanced/reviewed (4) policies/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL | Formulated/enhanced/reviewed (3) policies/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL | Formulated/enhanced/reviewed (2) policies/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL | Formulated/enhanced/review (1) policy/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL | Failed to formulate/enhanced/reviewed policies/standards/rules on admission/assessment/case management/program monitoring of newly arrived PDL |

|  |  |   |   |  |  |  |  |  |   |
|--|--|---|---|--|--|--|--|--|---|
| Monitor, assess and evaluate admission, assessment, case management and program monitoring procedures implemented at all OPPFs |  | x |   |  | Monitored, assessed and evaluated 91-100% of accomplishments reports submitted by OPPFs - RDC  | Monitored, assessed and evaluated 81-90% of accomplishments reports submitted by OPPFs - RDC   | Monitored, assessed and evaluated 71-80% of accomplishments reports submitted by OPPFs - RDC   | Monitored, assessed and evaluated 61-70% of accomplishments reports submitted by OPPFs - RDC   | Monitored, assessed and evaluated less than 60% of accomplishments reports submitted by OPPFs - RDC   |
| Prepares and submits accomplishments reports to the Director General and other concerned offices                               |  |   | x |  | Prepared and submitted consolidated accomplishments reports of the Directorate 1-2 working days after the end of the month and other concerned offices | Prepared and submitted consolidated accomplishments reports of the Directorate 3-4 working days after the end of the month and other concerned offices | Prepared and submitted consolidated accomplishments reports of the Directorate 5 working days after the end of the month and other concerned offices | Prepared and submitted consolidated accomplishments reports of the Directorate 6-7 working days after the end of the month and other concerned offices | Prepared and submitted consolidated accomplishments reports of the Directorate beyond 8 working days after the end of the month and other concerned offices |

**ASSESSMENT AND PROGRAM MONITORING DIVISION**

| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5  | 4   | 3   | 2   | 1  |
|--|---|---|---|---|--|---|---|---|--|
| <b>Core Functions:</b>   |   |   |   |   |  |   |   |   |  |
| Prepared recommendation to the Directorate Director policies/standard rules/rules in reception/assessments/programs monitoring of newly arrived PDL                        |   | x |   |   | Recommend to the Directorate Director (4) policies/standard rules/rules in reception/assessments/programs monitoring of newly arrived PDL                        | Recommend to the Directorate Director (3) policies/standard rules/rules in reception/assessments/programs monitoring of newly arrived PDL                       | Recommend to the Directorate Director (2) policies/standard rules/rules in reception/assessments/programs monitoring of newly arrived PDL                       | Recommend to the Directorate Director (1) policy/standard rule/rule in reception/assessments/program monitoring of newly arrived PDL                            | Failed to recommend  |
| Monitor, assess and evaluates reception/assessment/program monitoring procedures implemented at all OPPFs  |   | x |   |   | Monitored, assessed and evaluated 91-100% of accomplishments reports submitted by OPPF- RDC for reception/assessment and program monitoring of newly arrived PDL | Monitored, assessed and evaluated 81-90% of accomplishments reports submitted by OPPF- RDC for reception/assessment and program monitoring of newly arrived PDL | Monitored, assessed and evaluated 71-80% of accomplishments reports submitted by OPPF- RDC for reception/assessment and program monitoring of newly arrived PDL | Monitored, assessed and evaluated 61-70% of accomplishments reports submitted by OPPF- RDC for reception/assessment and program monitoring of newly arrived PDL | Monitored, assessed and evaluated less than 60% of accomplishments reports submitted by OPPF- RDC for reception/assessment and program monitoring of newly arrived PDL |
| Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division to the Directorate for reception and diagnostics and other concerned offices |   |   | x |   | Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division 1-2 working days after the end of the month                        | Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division 3-4 working days after the end of the month                       | Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division 5 working days after the end of the month                         | Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division 6-7 working days after the end of the month                       | Prepares and submits accomplishment reports of the Assessment and Program Monitoring Division 8 working days after the end of the month                                |
| <b>Support Functions</b>   |   |   |   |   |  |   |   |   |  |
| Submission of SPMS individual monitoring and coaching report   |   | x |   |   | 6 months submission of performance monitoring and coaching report ( PMCJ )   | 5 months submission of performance monitoring and coaching report ( PMCJ )  | 4 months submission of performance monitoring and coaching report ( PMCJ )  | 3 months submission of performance monitoring and coaching report ( PMCJ )  | Less than 2 months   |

|  |          |          |          |          |   |   |   |   |  |
|--|----------|----------|----------|----------|---|---|---|---|--|
| Conduct of feedback session with staff recorded thru minutes of the meeting  |          | x        |          |          | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | Less than 2 months   |
| <b>CASE MANAGEMENT DIVISION</b>  |          |          |          |          |   |   |   |   |  |
| <b>ACTIVITY/FUNCTIONS</b>  | <b>Q</b> | <b>E</b> | <b>T</b> | <b>A</b> | <b>5</b>  | <b>4</b>  | <b>3</b>  | <b>2</b>  | <b>1</b>   |
| <b>Core Functions:</b>   |          |          |          |          |   |   |   |   |  |
| Recommends to the Directorate Director policies/standards rules/ rules in classification/case management of newly arrived PDL                            |          | x        |          |          | Recommends to the Directorate Director (4) policies/standards rules/ rules in classification/case management of newly arrived PDL   | Recommends to the Directorate Director (3) policies/standards rules/ rules in classification/case management of newly arrived PDL   | Recommends to the Directorate Director (2) policies/standards rules/ rules in classification/case management of newly arrived PDL   | Recommends to the Directorate Director (1) policy/standards rules/ rules in classification/case management of newly arrived PDL   | Failed to Recommend  |
| Monitor, assess and evaluates classification/case management procedures implemented at all OPPFs   |          | x        |          |          | Monitored, assessed and evaluated 91-100% of accomplishments reports submitted by OPPF- RDC for classification/case management of newly arrived PDL   | Monitored, assessed and evaluated 81-90% of accomplishments reports submitted by OPPF- RDC for classification/case management of newly arrived PDL  | Monitored, assessed and evaluated 71-80% of accomplishments reports submitted by OPPF- RDC for classification/case management of newly arrived PDL  | Monitored, assessed and evaluated 61-70% of accomplishments reports submitted by OPPF- RDC for classification/case management of newly arrived PDL  | Monitored, assessed and evaluated less than 60% of accomplishments reports submitted by OPPF- RDC for classification/case management of newly arrived PDL  |
| Prepares and submits accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices |          |          | x        |          | Prepared and submitted consolidated accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices 1-2 working days after the end of the month | Prepared and submitted consolidated accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices 3-4 working days after the end of the month | Prepared and submitted consolidated accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices 5 working days after the end of the month | Prepared and submitted consolidated accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices 6-7 working days after the end of the month | Prepared and submitted consolidated accomplishment reports of the Case Management Division to the Directorate for Reception and Diagnostics and other concerned offices beyond 8 working days after the end of the month |
| <b>Support Functions:</b>  |          |          |          |          |   |   |   |   |  |
| Submission of SPMS individual monitoring and coaching report   |          | x        |          |          | 6 months submission of performance monitoring and coaching report ( PMCI )  | 5 months submission of performance monitoring and coaching report ( PMCI )  | 4 months submission of performance monitoring and coaching report ( PMCI )  | 3 months submission of performance monitoring and coaching report ( PMCI )  | Less than 2 months   |
| Conduct of feedback session with staff recorded thru minutes of the meeting  |          | x        |          |          | 6 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 5 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 4 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | 3 months submission of Feedback session with staff recorded thru Minutes of the Meeting   | Less than 2 months   |

**DIRECTORATE FOR FINANCE AND LOGISTICS**

| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5  | 4  | 3  | 2  | 1  |
|---|---|---|---|---|--|--|--|--|--|
| <b>Core Functions:</b>  |   |   |   |   |  |  |  |  |  |
| Formulation of policies   |   |   | x |   | 100% of policies formulated, disseminated within 4 hours   | 100% of policies formulated, disseminated in 6 hours   | 100% of policies formulated, disseminated in 8 hours   | 100% of policies formulated, disseminated in 12 hours  | 100% of policies formulated, disseminated in 24 hours  |
| Finalization of Budget proposal received  |   |   | x |   | 100% of budget proposals received from all offices integrated with BuCor budget proposal in 3 days                       | 100% of budget proposals received from all offices integrated with BuCor budget proposal in 5 days                       | 100% of budget proposals received from all offices integrated with BuCor budget proposal in 7 days                       | 100% of budget proposals received from all offices integrated with BuCor budget proposal in 10 days                      | 100% of budget proposals received from all offices integrated with BuCor budget proposal in 15 days                      |
| Represents the Bureau of Corrections in the presentation of annual budgets to DOJ, Congress and the Senate of the Philippines |   |   | x |   | 100% of Budget briefing materials provided and submitted to DOJ, DBM, Congress and Senate of the Philippines for 7 times | 100% of Budget briefing materials provided and submitted to DOJ, DBM, Congress and Senate of the Philippines for 6 times | 100% of Budget briefing materials provided and submitted to DOJ, DBM, Congress and Senate of the Philippines for 5 times | 100% of Budget briefing materials provided and submitted to DOJ, DBM, Congress and Senate of the Philippines for 4 times | 100% of Budget briefing materials provided and submitted to DOJ, DBM, Congress and Senate of the Philippines for 3 times |
| <b>Support Functions:</b>   |   |   |   |   |  |  |  |  |  |
| Conduct of Coaching with the Division Chiefs  |   |   | x |   | 100% of meeting conducted and recorded in registry of meetings 10x a month   | 100% of meeting conducted and recorded in registry of meetings 8x a month  | 100% of meeting conducted and recorded in registry of meetings 4x a month  | 100% of meeting conducted and recorded in registry of meetings 3x a month  | 100% of meeting conducted and recorded in registry of meetings 2x a month  |

**ACCOUNTING DIVISION**

| ACTIVITY/FUNCTIONS   | Q | E | T | A | 5  | 4   | 3   | 2   | 1  |
|--|---|---|---|---|--|---|---|---|--|
| <b>Core Functions:</b>   |   |   |   |   |  |   |   |   |  |
| Percentage of financial reports submitted with supporting documents                    |   | X | X |   | 100% of financial reports submitted 1-3 days after end of the month                | 100% of financial reports submitted 4-9 days after end of the month               | 100% of financial reports submitted in 10 days after end of the month             | 100% of financial reports submitted 11-15 days after end of the month             | 100% of financial reports submitted 16 days or more                                  |
| Percent of cash advances liquidated within 30 calendar days after the intended purpose |   | X | X |   | 99-100% of cash advances liquidated in 30 calendar days after the intended purpose | 95-98% of cash advances liquidated in 30 calendar days after the intended purpose | 90-94% of cash advances liquidated in 30 calendar days after the intended purpose | 85-89% of cash advances liquidated in 30 calendar days after the intended purpose | Below 85% of cash advances liquidated in 30 calendar days after the intended purpose |
| <b>Support Functions:</b>  |   |   |   |   |  |   |   |   |  |
| Submission of SPMS Individual Monitoring and Coaching Report                           |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report                  | 5 Months submission of performance monitoring and Coaching Report                 | 4 Months submission of performance monitoring and Coaching Report                 | 3 Months submission of performance monitoring and Coaching Report                 | Less than 2 months   |
| Conduct of Feed back session with staff recorded thru Minutes of the Meeting           |   | X |   |   | 6 Months submission of Minutes of meeting  | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting   | Less than 2 months   |

| <b>BUDGET DIVISION</b>  |   |   |   |   |   |   |   |   |                      |
|---|---|---|---|---|---|---|---|---|----------------------|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1                    |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |                      |
| Financial Accountability Reports (SAOB) submitted<br><br>(Quartet report)   |   |   | X |   | Compliance and submission in 20 days after end of the quarter     | Compliance and submission in 25 days after end of the quarter     | Compliance and submission in 30 days after end of the quarter     | Compliance and submission in 35 days after end of the quarter     | In 36 days and above |
| <b>Support Functions:</b>   |   |   |   |   |   |   |   |   |                      |
| Submission of SPMS Individual Monitoring and Coaching Report                |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report | 5 Months submission of performance monitoring and Coaching Report | 4 Months submission of performance monitoring and Coaching Report | 3 Months submission of performance monitoring and Coaching Report | Less than 2 months   |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting |   | X |   |   | 6 Months submission of Minutes of meeting                         | 5 Months submission of Minutes of meeting                         | 4 Months submission of Minutes of meeting                         | 3 Months submission of Minutes of meeting                         | Less than 2 months   |

| <b>GENERAL SERVICES DIVISION</b>  |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| ACTIVITY/FUNCTIONS  | Q | E | T | A | 5   | 4   | 3   | 2   | 1   |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |   |
| Approved Projects completed on time (by administration, upon delivery of materials) |   |   | X |   | 100% projects completed 2 week ahead of target  | 100% projects completed 1 week ahead of target date                                       | 100% projects completed on target date  | 100% projects completed 1 week late on target date                      | 100% projects completed 2 weeks or more on target date                              |
| Equipment maintained (Communications based on ledger cards)                         |   | X | X |   | 100% maintained (maintenance check conducted 2 days before the scheduled date/time, documentation report submitted and all equipment for repairs with appropriate action taken) | 100% maintenance check conducted 1 day before scheduled date/time, for repairs acted upon | 100% maintenance check conducted on the scheduled date/time documentation report prepared and submitted | 100% maintenance check conducted 2 days late on the scheduled date/time | 100% maintenance check conducted 3 days or more late on the scheduled date and time |
| Mechanical/Transportation   |   | X | X |   |   |   |   |   |   |
| Electrical  |   | X | X |   |   |   |   |   |   |
| Water   |   | X | X |   |   |   |   |   |   |
| Buildings/Facilities  |   | X | X |   |   |   |   |   |   |
| Telephone/Communication   |   |   | X |   |   |   |   |   |   |
| <b>Support Functions:</b>   |   |   |   |   |   |   |   |   |   |
| Submission of SPMS Individual Monitoring and Coaching Report                        |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report   | 5 Months submission of performance monitoring and Coaching Report                         | 4 Months submission of performance monitoring and Coaching Report                                       | 3 Months submission of performance monitoring and Coaching Report       | Less than 2 months  |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting         |   | X |   |   | 6 Months submission of Minutes of meeting   | 5 Months submission of Minutes of meeting   | 4 Months submission of Minutes of meeting   | 3 Months submission of Minutes of meeting                               | Less than 2 months  |

| <b>SUPPLY DIVISION</b>  |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|--|
| Activity/ Functions   | Q | E | T | A | 5   | 4   | 3   | 2   | 1  |
| <b>Core Functions:</b>  |   |   |   |   |   |   |   |   |  |
| Percent of Procurement documents prepared   |   |   | X |   | 100% of procurement documents prepared in 1-3 working days        | 100% of procurement documents prepared in 4-6 working days        | 100% of procurement documents prepared in 7-10 working days       | 100% of procurement documents prepared in 11-14 working days      | 100% of procurement documents prepared 15 working days or more |
| Posting of Procurement opportunities/ award at PHILGEPs/BuCor website/conspicuous place |   |   | X |   | 100% posted 1-2 days  | 100% posted 3-4 days  | 100% posted 5 days  | 100% posted 6-10 days   | 100% posted more than 10 days                                  |
| <b>Support Functions:</b>   |   |   |   |   |   |   |   |   |  |
| Submission of SPMS Individual Monitoring and Coaching Report                            |   | X |   |   | 6 Months submission of performance monitoring and Coaching Report | 5 Months submission of performance monitoring and Coaching Report | 4 Months submission of performance monitoring and Coaching Report | 3 Months submission of performance monitoring and Coaching Report | Less than 2 months   |
| Conduct of Feedback session with staff recorded thru Minutes of the Meeting             |   | X |   |   | 6 Months submission of Minutes of meeting                         | 5 Months submission of Minutes of meeting                         | 4 Months submission of Minutes of meeting                         | 3 Months submission of Minutes of meeting                         | Less than 2 months   |

## Annex B

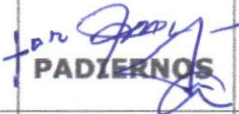
| <b>OPERATING PRISON AND PENAL FARMS (NBP, CIW, IPPF, DPPF, SRPPF, SPPF and SPPF)</b>   |   |   |   |  |   |   |   |   |
|--|---|---|---|--|---|---|---|---|
| ACTIVITY/FUNCTIONS   | Q | E | T | 5  | 4   | 3   | 2   | 1   |
| <b>A. OPERATIONS</b>   |   |   |   |  |   |   |   |   |
| Inmates safeguarded (Number of Escapes)  |   | X |   | 100%   | 99.90-99.99%  | 99.80-99.89%  | 99.70-99.79%  | 99.69% and below  |
| No. of CO to Inmate ratio ( additional Points)   |   |   |   |  |   |   |   |   |
| Retrieval Rate (CY)  |   | x |   | 100%   | 75-99%  | 50-74%  | 25-49%  | 24% & below   |
| Number of months retrieval conducted   |   |   | X | w/in 3 mo. And below   | Over 4 mo. to 5mos  | Over 6 mos. to 7mos   | Over 8 mos. to 9mos   | 10 mos. And above   |
| Peace and Order Maintained (no. of prison violence)                                    |   | x |   | 100%   | 99.5 -99.99%  | 99% - 99.49%  | 98.5 - 98.99%   | 98.49% and below  |
| <b>Congestion ( addition points)</b>   |   |   |   |  |   |   |   |   |
| Conduct of Disaster preparedness   |   | x |   | 4 and above times  | 3 times   | 2 times   | once  | zero  |
| Mortality due to illness   |   | X |   | 99.95% and above preservation of lives   | 99.92% preservation of lives  | 99% preservation of lives   | 98.50% preservation of lives  | 98% and below preservation of lives                             |
| Mortality due to Prison Violence   |   | X |   | 99.95% and above preservation of lives   | 99.92% preservation of lives  | 99% preservation of lives   | 98.50% preservation of lives  | 98% and below preservation of lives                             |
| No. of beneficiaries in the Health and Services/programs conducted                     |   | X |   | 50% and above of total population  | 45% of total population   | 40% of total population   | 35% of total population   | Below 30% of total population                                   |
| Reformation Programs inmate participation rate   |   | X |   | 91.6 -100% Participation rate  | 91.5 - 83.10% Participation rate  | 83 - 74.6% Participation rate   | 74.5 -66.10% Participation rate   | 66% and below Participation rate                                |
| No. of CTO to inmate Ratio ( additional points)  |   |   |   |  |   |   |   |   |
| Reintegration program qualified inmates participation                                  |   | X |   | 100%   | 90-99%  | 80-89%  | 70-79%  | 69% and below   |
| <b>B. SUPPORT FUNCTIONS</b>  |   |   |   |  |   |   |   |   |
| Inmates Medical Record maintained and updated  |   | X |   | 100%   | 95%   | 90%   | 85%   | Below 84%   |
| Rehabilitation Clearance Processed   |   |   | X | 1-5 working days   | 6-10 working days   | 11-15 working days  | 16-20 working days  | 21 working days or more   |
|  |   | X |   | 100% completed   | 90 - 99%  | 80-89%  | 70-79%  | 69% and below   |
| Monthly Reintegration reports prepared and submitted                                   |   |   | X | Reports submitted 1 working day after end of the month                             | Reports submitted 2 working days after end of month                               | Reports submitted 3 working days after the end of the month                         | Reports submitted 4 working days after the end of the month                         | Reports submitted 5 working days and above                      |
| Monthly Accomplishment Reports submitted   |   |   | X | Reports submitted 1 day after end of the month                                     | Reports submitted 2 days after end of month                                       | Reports submitted 3 days after the end of the month                                 | Reports submitted 4 days after the end of the month                                 | Reports submitted 5 days and above                              |
| Submission of Compliance Reports to the Policies/Directives issued by the Directorates |   |   | X | Submitted reports within 1 week from issuance of policy/directive                  | Submitted reports within 2 weeks from issuance of policy/directive                | Submitted reports within 3 weeks from issuance of policy/directive                  | Submitted reports within 4 weeks from issuance of policy/directive                  | Failure to submit compliance reports to issued policy/directive |
| Financial reports submitted (Not applicable to NBP and CIW)                            |   |   | X | Submitted on 1 <sup>st</sup> - 3 <sup>rd</sup> working days of the following month | Submitted on 4 <sup>th</sup> -6 <sup>th</sup> working days of the following month | Submitted on 7 <sup>th</sup> - 10 <sup>th</sup> working days of the following month | Submitted on 11 <sup>th</sup> -15 <sup>th</sup> working days of the following month | Submitted 16 <sup>th</sup> working days and above               |



|  |  |   |   |   |   |  |  |   |
|--|--|---|---|---|---|--|--|---|
| Budget Utilization (will be validated on the second semester )<br>(Not applicable to NBP and CIW)  |  | X |   | 96 – 100%   | 91 – 95%  | 90%  | 85 – 89%   | 84% below   |
| PhilGEPS Requirements Posted- Posting of Procurement Activities with ABC of more than P50,000<br>(Not applicable to NBP and CIW)   |  | x |   | Posting of Procurement Activities with ABC of more than P50,000                 | X   | X  | X  | Non Posting of Procurement Activities with ABC of more than P50,000                     |
| Posting of Notice of Award (NOA)<br>(Not applicable to NBP and CIW)  |  |   | X | Posting of Notice of Award (NOA) in one (1) calendar day from issuance          | Posting of Notice of Award (NOA) after two (2) calendar days from issuance            | Posting of Notice of Award (NOA) after three (3) calendar days from issuance | Posting of Notice of Award (NOA) more than three (3) calendar days from issuance | Non Posting of NOA  |
| Posting of Notice to Proceed and Contract<br>(Not applicable to NBP and CIW)   |  |   | X | Posting of Notice to Proceed and Contract in one (1) calendar day from issuance | Posting of Notice to Proceed and Contract after three (3) calendar days from issuance | Posting of Notice to Proceed and Contract 4 - 5 calendar days from issuance  | Posting of Notice to Proceed and Contract 6 - 15 calendar days from issuance     | Posting of Notice to Proceed and Contract more than 15 days calendar days from issuance |
| 100% Cash Advances Liquidated<br>(Not applicable to NBP and CIW)   |  | x |   | 99 – 100% Liquidated  | 95-98% Liquidated   | 90-94% Liquidated  | 86-89% Liquidated  | 85% and below liquidated  |
|  |  |   | x | Liquidated below 19 days after intended purpose                                 | Liquidated 20- 29 days after intended purpose   | Liquidated 30 days after intended purpose                                    | Liquidated 31-40 days after intended purpose                                     | Liquidated more than 40 days after intended purpose                                     |
| ARTA Requests attended/acted   |  | X | X | 100% requests attended in 15 min.   | 90 – 99% of all requests attended in 30 minutes                                       | 80-89% of all requests attended in 1 hour                                    | 70-79% of all requests attended in 2 hours                                       | 69% and below of all requests attended after 2 hours                                    |
| Frontline services<br>(Frontline Services signage in conspicuous places, directions/instructions, flow chart, person responsible, complaint desk/ARTA Officer always available, employees awareness) |  | X |   | 100% Frontline Services made available  | 90 -99%   | 80 – 89%   | 70 – 79%   | 69% below   |
| ARTA Improvements<br>(PWD and elderly facilities establishment/improvement, enhanced Citizen's Charter tarpaulin, employees orientation on ARTA provisions)  |  | X | X | Three (3) Major improvements implemented by March 2019                          | Three (3) Major improvements implemented by May 2019                                  | Three (3) Major improvements implemented by June 2019                        | Three (3) Major improvements implemented by the 3 <sup>rd</sup> quarter of 2019  | Three (3) Major improvements implemented by the 12 <sup>th</sup> month of 2019          |
| GAD Compliance - Organization Focused - based on approved GAD Plan   |  | x | X | 50% of GAD PAPs implemented in 6 mos.   | 45-49% GAD PAPs implemented in 6 mos.   | 40- 44% of GAD PAPs implemented in 6 mos.                                    | 35-39% GAD PAPs implemented in 6 mos.  | 34% below in 6 mos.   |
| GAD Compliance - No. of employees participated ( based on target participation rate )  |  | x |   | 41-50%  | 31-40%  | 21-30%   | 11-20%   | 10% below   |
| GAD Compliance<br>GAD PAPs projects/activities/programs for clients implemented  |  | x | X | 50% of GAD PAPs implemented in 6 mos.   | 45-49% GAD PAPs implemented in 6 mos.   | 40- 44% of GAD PAPs implemented in 6 mos.                                    | 35-39% GAD PAPs implemented in 6 mos.  | 34% below in 6 mos.   |
| No. of admissions oriented, diagnosed and classified w/in 60 days  |  | x |   | 100% in 60 days   | X   | X  | X  | Below 60 days   |
| No. of admissions transferred to prison camps after 60 days  |  | X |   | 100% transferred after 60 days  | X   | X  | X  | Transferred over 60 days  |
| RDC Inmate Workforce Transferred(first in , first out)   |  | x | X | 100% inmates transferred (admission record from 2002-2011)                      | 95-99% inmates transferred (admission record from 2002-2011)                          | 90-94% inmates transferred (admission record from 2002-2011)                 | 85-89% inmates transferred ( admission record from 2002 – 2011)                  | 84% and Below transferred   |

RUSH   
  1<sup>st</sup> Priority   
  2<sup>nd</sup> Priority   
  Normal

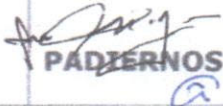
**DIRECTORATE FOR PLANNING AND MANAGEMENT  
ROUTING SLIP**

| TO   | FROM   | DATE                  | TIME | SIGNATURE  | Target Date to Comply | (/) | REQUESTED ACTION     |
|------|--------|-----------------------|------|--|-----------------------|-----|----------------------|
| C,IT | D, DPM | 30<br>- JAN -<br>2020 |      | <br>PADIERNOS |                       | /   | Appropriate Action   |
|      |        |                       |      |  |                       |     | For Comment/<br>Reco |
|      |        |                       |      |  |                       |     | Signature            |
|      |        |                       |      |  |                       |     | Concurrence          |
|      |        |                       |      |  |                       |     | For Information      |
|      |        |                       |      |  |                       |     | For Records/File     |


- References :**
1. IATF Memo Circular No. 2019-1 dated September 3, 2019 re: Guidelines on the Grant of PBB for FY 201
  2. Annex 2 re: Guidelines on Transparency Seal
  3. E-letter from Ms. Jeanne Galamay dated Jan 24, 2020 re: Transparency Seal Result of Validation
  4. PMT Resolution No. 2 s. 2019 dated June 20, 2019

For posting of the attached **Bureau of Corrections Agency System of Ranking** at the BuCor Website in compliance with the e-letter from Ms. Jeanne Galamay of AO25 Secretariat re: Transparency Seal Result of Validation.

RUSH   
  1<sup>st</sup> Priority   
  2<sup>nd</sup> Priority   
  Normal

| TO           | FROM   | DATE            | TIME | SIGNATURE   | Target Date to Comply | (/) | REQUESTED ACTION   |
|--------------|--------|-----------------|------|---|-----------------------|-----|--------------------|
| PMT Chairman | D, DPM | 29 - JAN - 2020 |      | <br>PADERNOS |                       |     | Appropriate Action |
|              |        |                 |      |   |                       |     | For Comment/ Reco  |
|              |        |                 |      |   |                       | /   | Signature          |
|              |        |                 |      |   |                       |     | Concurrence        |
|              |        |                 |      |   |                       |     | For Information    |
|              |        |                 |      |   |                       |     | For Records/File   |

**Amplifying Remarks:**

- References :**
1. IATF Memo Circular No. 2019-1 dated September 3, 2019 re: Guidelines on the Grant of PBB for FY 2019
  2. Annex 2 re: Guidelines on Transparency Seal
  3. E-letter from Ms. Jeanne Galamay dated Jan 24, 2020 re: Transparency Seal Result of Validation
  4. Approved BuCor PMT Res. NO. 02 s. 2019 

For your signature on the attached Memorandum dated 28 January 2020 re: Bureau of Corrections System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB). In compliance with the IATF Memo Circular No. 2019-1 dated September 3, 2019, the Agency System of Ranking is one of the required documents that should be posted in the BuCor Transparency Seal.

*File*

DIRECTORATE FOR ADMINISTRATION

**RECEIVED**

DATE: 1-29-20 2:46

BY: *mabm*

BUREAU OF CORRECTIONS



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NBP Reservation, Muntinlupa City, Philippines, 1776  
 Telefax: +632-809-80-73



**Directorate for Planning and Management**

**CERTIFICATION**

This is to certify that the BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB) was well cascaded to the employees of the Directorate for Planning and Management by affixing our signatures opposite our names, we signify as a proof of acknowledgement that we have read and fully understood its content, to wit:

Office : **DIRECTORATE FOR PLANNING AND MANAGEMENT**

Director : Nora Corazon T. Padiernos  
 Deputy : Jose O. Magno  
 Directorial : CO3 Katherine M. Ayabbew  
 Staff : CO1 Rowena Joy D. Viray  
 CO1 Jesseth Noel Macasaet

*Nora Corazon Padiernos*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Office : **MANAGEMENT DIVISION**

Chief : Teresa L. Guevarra  
 Staff : CO2 Carmela M. Ordoña  
 CO1 Camille G. Miranda  
 CTO3 Eufrocina Reynoso

*Teresa L. Guevarra*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Office : **PLANNING AND STATISTICS DIVISION**

Chief : Lorna Alcantara  
 Staff : Alicia B. Martin  
 CTO1 Rosemarie A. Bagaoisan  
 CSO1 Tracy Lou Caabay  
 CO3 Jesusa B. Reyes  
 CTO1 Red April D. Lasco

*Lorna Alcantara*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 ON LEAVE  
 \_\_\_\_\_  
 \_\_\_\_\_

This Certification is being issued in compliance with the Memorandum dated January 31, 2020 and for whatever purpose it may serve.

Done in the City of Muntinlupa this 3<sup>rd</sup> day of February 2020.

Submitted by :

*Nora Corazon Padiernos*  
**Nora Corazon T. Padiernos**  
 Director, DPM

*ok*



February 3, 2020

**ACKNOWLEDGEMENT**


This is to acknowledged that we have read and fully understand the Memorandum on BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB).

  
**CINSP FRANCISCO G SALVADOR JR**  
 Chief, ICTD

  
**TRACY B. SORIANO**  
 Deputy Chief, ICTD

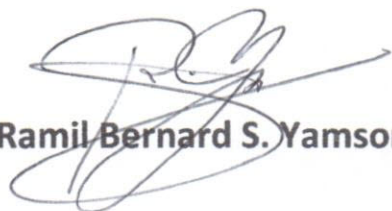
  
**CTO2 Janus Bentazal**

  
**CO2 Emmylou P. Miranda**

  
**CTO1 Benedicto T. Santos**

  
**CO1 Alvin M. Deang**

  
**CO1 Marc Albert Alcantara**

  
**CO1 Ramil Bernard S. Yamson**





Work and Livelihood Division  
Minutes of Meeting  
WLD Office Admin Building  
03 February 2019

I. IN ATTENDANCE

CTSO4 Romeo M. Bernal, Jr. *RMB*  
CTO2 Teresita S. Sta. Ana *TSSA*  
CO1 Erika M. Miranda *EM*  
CTO1 Analiza V. Sumayod *AVS*  
CO1 Angela B. Tabora *ABT*  
CO1 Maricel Y. Pelegrina *MP*  
Glaiza T. Hermoso *GTH*

II. CALL TO ORDER

The meeting was called to order and presided by CTSO4 Romeo M. Bernal, Jr. at 10:00 am

III. AGENDA

Guidelines/ policies and Rules in ranking in the Individual Performance Commitment and Review.

IV. ISSUES ARISING FROM THE MEETING

1. The following were discussed:

- a. Purpose of Performance Based Bonus is to check and monitor individual performance of every office.
- b. All employees should comply in the submission of Individual Performance Commitment and Review (IPCR) with Individual Success Indicator or Rating Scale.
- c. There should always a ranking to determine performance. Rating is not based on the seniority. The more you perform, the higher rank/ grade you get.
- d. Rate is not equal. Rate is based on the individual performance in attendance, efficiency, timeliness and quality of finish output.
- e. Absences and lates should always be observed. However, absences with valid reason will be consider.
- f. Discussed regarding office target and support functions.
- g. Required all to keep records of incidence/ negligence of every staff for monitoring purpose.
- h. And to comply/ submit reports and other compliances on time.

V. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned 11:00 a.m.

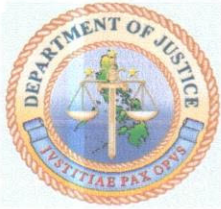
BUREAU OF CORRECTIONS  
MANAGEMENT DIVISION  
RECEIVED  
BY: *EM*  
DATE: 2-4-20  
TIME: 10:22 AM

Noted by:

*RMB*  
CTSO4 ROMEO M. BERNAL, JR.  
Asst. Chief, Work and Livelihood Division

Taken and Prepared by:

*EM*  
CO1 ERIKA M. MIRANDA  
WLD-Staff



Republic of the Philippines  
**Department of Justice**  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Telefax: +632-809-80-73



**FOR** : **PMT**

**SUBJECT** : **BUCOR SYSTEM OF RANKING DELIVERY UNITS (FY 2019 PERFORMANCE BASED BONUS)**

**FROM** : **PROJECT MANAGEMENT AND DOCTRINE DEVELOPMENT DIVISION (PMDDD)**

**DATE** : 04 February 2020

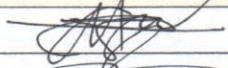

**1. References:**

- 1.1. *Memorandum dated 31 January 2020 directing all concerned Directorates, OPPFs to ensure that the BuCor System of Ranking Delivery Units for the Grant of FY 2019 PBB is well-cascaded to all BuCor personnel.*
- 1.2. *Memorandum dated 28 January 2020 re: "Bureau of Corrections System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB)".*

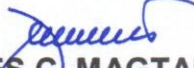
**2. Summary:**

ICOW the above references, the OIC, PMDDD conducts a meeting concerning Memorandum dated 28 January 2020. PMDDD completely discusses the *Guidelines in determining the Bureau of Corrections System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB)*".

In view, the below PMDDD personnel hereby certifies and acknowledged that the enumerated guidelines as stated in the Memorandum dated 28 January 2019 are fully discussed.

| PMDDD PERSONNEL          | SIGNATURE  |
|--------------------------|--|
| 1. COII NORMAN T, AGANAD |  |
| 2. COI RAFAEL M. MAYO    |  |

**3. For reference.**

  
**MARITES C. MAGTALAS**  
OIC, PMDDD

OL

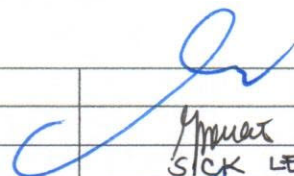

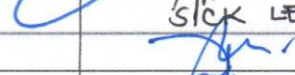
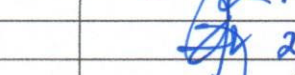

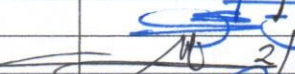
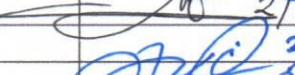




Republic of the Philippines  
DEPARTMENT OF JUSTICE  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Tel. No. (02) 772-3877



## INTERNAL AFFAIRS SERVICE

### PBB MEMO

|                           |   |
|---------------------------|---|
| Muyargas, Rommel R.       |  2/2/2020   |
| Javate, Lilia F.          |  2/2/20     |
| Marticio, Nimrod          | SICK LEAVE  |
| Orate, Katrina Theresa    |  2/2/2020   |
| Buenaventura, Gem Theresa |  2/3/2020   |
| Rasay, Plaridel           |             |
| San Jose, Ivan            |  2/3/2020   |
| Cudiamat, Alvaro          |  2/3/2020  |
| Dimen, Rolando            |  2/3/2020  |
| Rosauro, Melvin           |  2/3/2020 |

Submitted by:

  
**GEM THERESA A. BUENAVENTURA**

Noted by:

  
**ALBERT B. BLANCA**  
Chief, Internal Affairs Service





Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Telefax: +632-807-29-94



**NORA CORAZON PADIERNOS**  
**CHIEF MANAGEMENT DIVISION**

**MADAM ,**

Please be informed that all we will adhere to Bucor System of Ranking Delivery Units for grant of 2019 Performance Based Bonus . Please see attached Cashier Rating Scale that we agreed and reconcile as to specific time of preparation of ADAS , submission of Approved ADAS to DBP .

For your information and guidance .

VERY RESPECTFULLY YOURS ,

  
**JULIE ANN G. FAUSTINO, CPA**  
Chief, Cashier

Concur :

MILAGROS L MANGROBANG *m*  
EVELYN VILLEGAS *- ev*  
REX MARIANO *Rex*  
YVETTE IPAC *Yvette*  
DIOFE SANDOVAL *- Diofe*  
SARAH CAMONTOY *- Sarah*  
RIZA LAURETA *Riza*  
CHARLENE ORGIL *Charlene*  
MARK ANTHONY OCAMPO *Mark*

BUREAU OF CORRECTIONS  
MANAGEMENT DIVISION  
RECEIVED  
BY: *Blyth.*  
DATE: *09 Feb 2020*  
TIME: *4:18PM*

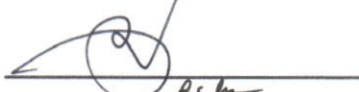



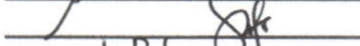
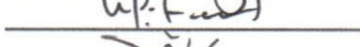


*ok*



**OFFICE OF THE DEPUTY DIRECTOR GENERAL FOR  
 ADMINISTRATION**

**CERTIFICATION**

This is to certify that the BuCor System of Ranking Delivery Units for the grant of FY 2019 PBB was cascaded and acknowledged by the below-listed personnel of the Office of the Deputy Director General for Administration (ODDGA), with affixed signatures opposite their names, to wit:


- |                               |   |  |
|-------------------------------|---|--|
| 1. Ms. Rebecca P. Onella      | - |    |
| 2. CO2 Robert L. Silva        | - |    |
| 3. CO1 Sylvana E. Ancheta     | - |    |
| 4. CO1 Mark Anthony A. Rivera | - |   |
| 5. CTCI Ursicio D. Cenas      | - |  |
| 6. CTO1 Marygrace B. Armas    | - |  |
| 7. CTO1 Christy P. Castrence  | - |  |
| 8. CTO1 Meryl A. Benitez      | - |  |

This certification signifies compliance to Memorandum dated 31 January 2020 from the OIC, Directorate for Administration re: BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based Bonus (PBB).

Issued upon this 03<sup>rd</sup> day of February 2020 for compliance to the Memorandum and whatever legal purpose it may serve.

  
**MS REBECCA P ONELLA**  
 Executive Assistant III, ODDGA

**BUREAU OF CORRECTIONS  
 PLANNING AND STATISTICS  
 DIVISION  
 RECEIVED**

BY:   
 DATE: 29-2016  
 TIME: 1535<sup>h</sup>



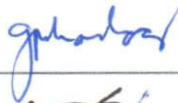
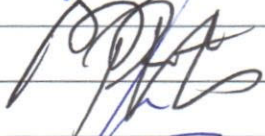

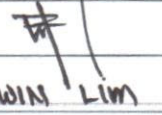
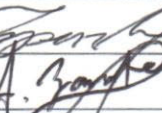
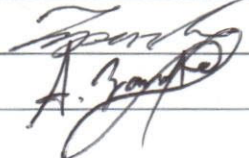

Republic of the Philippines  
Department of Justice  
**NATIONAL HEADQUARTERS, BUREAU OF CORRECTIONS**  
**DIRECTORATE FOR SECURITY AND OPERATIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776



## CERTIFICATION

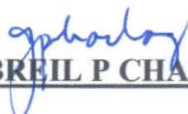
This is to certify BUCOR System of Ranking Delivery Units for the Grant of FY 2019 Performance Based-Bonus (PBB) was well cascaded to the employees of the Directorate for Security and Operation by affixing our signatures opposite our names, we signify as a proof of acknowledgement that we have read and fully understood its content, to wit:

OIC DSO : GABRIEL P CHACLAG  
STAFF : CO3 RAMIL M RODRIGUEZ  
CO2 CYROE TABAJONDA  
CO2 ROCKY PASTORAL  
CO1 GERALD ABAD  
CTO1 RIZZA LIZZA COMTEMPRATE  
CO1 WALTER MAMBA  
CO1 DARWIN LIM  
CO1 LLYOD ARMAN ESPORLAS  
CO1 ADRIAN ZARATE

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
DARWIN LIM  
  
\_\_\_\_\_  
  
\_\_\_\_\_

This certification is being issued in compliance with the memorandum dated 31 January 2020 and for whatever purpose it may serve.

Done in the City of Muntinlupa this 4th day of February 2020.

  
GABRIEL P CHACLAG  
OIC-DSO



Republic of the Philippines  
 DEPARTMENT OF JUSTICE  
**BUREAU OF CORRECTIONS**  
 NBP Reservation, Muntinlupa City, Philippines, 1776  
 Tel. No. (02) 772-3877



### CERTIFICATION

This is to certify that the BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based Bonus (PBB) was well-cascaded to the employees of the BuCor Business Center Unit and by affixing our signatures opposite our names, we signify as a proof of acknowledgement that we have read and fully understood its contents, to wit:

| Name of Personnel          | Signature                    |
|----------------------------|------------------------------|
| CSO2 Armando B. Espino Jr. | <i>Armando B. Espino Jr.</i> |
| CO1 Aileen P. Caluag       | <i>Aileen P. Caluag</i>      |
| CO1 Charibel T. Edrada     | <i>Charibel T. Edrada</i>    |
| CO1 Babylyn B. Ramento     | <i>Babylyn B. Ramento</i>    |
| CO1 Clinton Israel Reaño   | <i>Clinton Israel Reaño</i>  |

This Certification is being Issued in compliance with the Memorandum dated January 31, 2020 and for whatever purpose it may serve.

Done in the City of Muntinlupa this the 4<sup>th</sup> day of February 2020.

Submitted by :

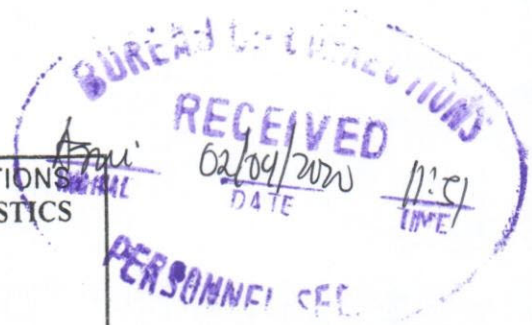
*[Signature]*  
**CO1 Clinton Israel Reaño**  
 Administrative Staff

Noted by:

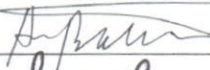
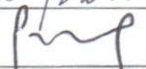






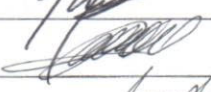
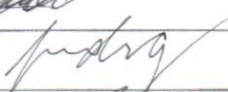
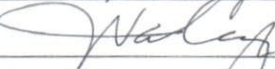
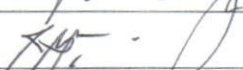

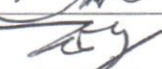

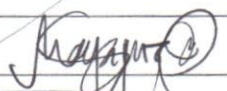


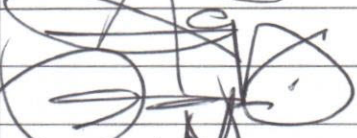

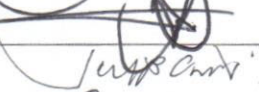
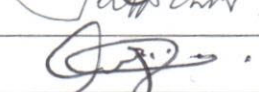
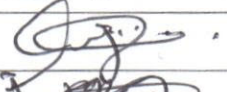
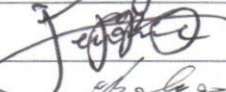
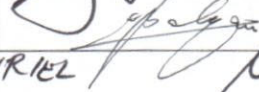
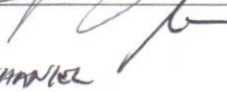
*[Signature]*  
**ALBERT B. BLANCA**  
 Chief, BuCor Business Center

BUREAU OF CORRECTIONS  
 PLANNING AND STATISTICS  
 DIVISION  
**RECEIVED**

BY: *[Signature]*  
 DATE: *2-4-2020*  
 TIME: *12:47N*



Acknowledgement receipt for Memorandum dated January 31, 2020 signed CSINSP JOHN PAUL O. SANTOS, OIC, Directorate for Administration re: **BuCor system of ranking delivery Units for the grants of FY 2019 performance based bonus.**

| Names                             | Signature  | Date       |
|-----------------------------------|--|------------|
| 1. CINSP BATTAD, NELSON           |     | 02-3-20    |
| 2. CSO4 JORGE BUEN                |     | 02/03/20   |
| 3. CSO2 CRECENCIO DE CASTRO       |     | 02-04/20   |
| 4. CSO2 AUGUSTUS CONCEPCION       |  |            |
| 5. CSO1 BERROYA, JESUS ZOSIMO jr. |     | 02-30-20   |
| 6. CSO1 TERCIAL DATUL             |     | 02-03-20   |
| 7. CSO1 EDWARD AQUINO             |     | 2-3-20     |
| 8. CSO1 ARMAN MAGTALAS            |    | 2-3-20     |
| 9. CO3 VOLTAIRE BENITO            |    | 2-3-20     |
| 10. CO3 DE GRACIA, ROWELL         |   | 2-3-20     |
| 11. CO3 DELA CRUZ, RON HOWARD R.  |  | 2-3-20     |
| 12. CO3 JOWELL VALENZUELA         |   | 2-3-2020   |
| 13. CO2 BRONCANO, JOEL            |   | 2-00-2020  |
| 14. CO2 BULAGA, CLINT             |   | 02-04-2020 |
| 15. CO2 GABIANA, WILFREDO         |   | 2-04-2020  |
| 16. CO2 IKID, ALEXANDER           |   | 2-3-2020   |
| 17. CO2 MAGSANOC, MICHAEL         |   | 2-3-2020   |
| 18. CO2 MONTEMAYOR, ALLAN         |   | 2-3-2020   |
| 19. CO2 REUYAN, HAROLD            |   |            |
| 20. CO2 LUIS ARNALDO ENRIQUEZ     |  | 2-3-2020   |
| 21. CO2 DENNIS RYANN LOZADA       |  | 2-3-2020   |
| 22. CO2 TORCELINO, ELMER          |   | 02-03-2020 |
| 23. CO3 JOEL ENAJE                |   | 2-3-20     |
| 24. CO3 CLARITOO DAILEG           |   | 2-4-2020   |
| 25. CO1 JEROME PAGATPATAN         |   | 2-3-20     |
| 26. CO1 MARK BALUYAN              |   | 2-3-2020   |
| 27. CO2 SUANI JONRIEL             |   | 2-3-2020   |
| 28. CO3 DIZON, JONATHANIEL        |  |            |



Republic of the Philippines  
 Department of Justice  
**BUREAU OF CORRECTIONS**  
 Muntinlupa City



**LEGAL SERVICE**

**THIS IS TO CERTIFY** that WE, personnel of the BUCor Legal Service have acknowledged and understood the BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based Bonus (PBB).

**IN WITNESS HEREOF**, we hereunto affix our signatures this 3<sup>rd</sup> day of February 2020 at Muntinlupa City.

| NAME |                              | SIGNATURE |
|------|------------------------------|-----------|
| 1.   | ATTY ROY P LAWAGAN           |           |
| 2.   | CSINSP NEIL DIONISIO A BUOT  |           |
| 3.   | CINSP CATHERINE D CAPANANG   |           |
| 4.   | SAA3 Esterlina M Caraos      |           |
| 5.   | CSO1 Leo B De Sagun          |           |
| 6.   | CSO1 Lorenzo R Tayhon        |           |
| 7.   | CO3 Harold L Esteban         |           |
| 8.   | CO3 Niño P De Vera           |           |
| 9.   | CO1 Rich Ann R Gondra        |           |
| 10.  | CO1 Jon Carlo D Sedanto      |           |
| 11.  | CO1 Jerald P Francisco       |           |
| 12.  | CO1 Sherwin Sto Domingo      |           |
| 13.  | CTO2 Flordeliza C Garcia     |           |
| 14.  | CTO1 Remedios Pinky B Santos |           |
| 15.  | CTO1 Arlene A Tabuton        |           |
| 16.  | CTO1 Melito M Geronimo Jr    |           |



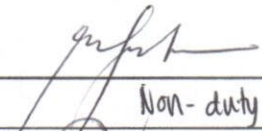
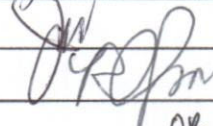
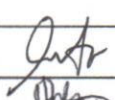

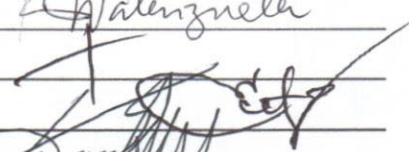
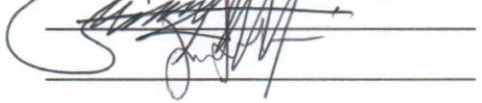
## CERTIFICATION

This is to certify that the BuCor System of Ranking Delivery Units for the Grant of FY 2019 Performance Based Bonus (PBB) was well-cascaded to the employees of the Accounting Division and by affixing our signatures opposite our names, we signify as a proof of acknowledgement that we have read and fully understood its contents, to wit:

| Name of Personnel              | Signature       |
|--------------------------------|-----------------|
| TURALDE, Chito R.              |                 |
| AQUINO, Anna Liza S.           |                 |
| BALINGIT, Ireneo H.            |                 |
| BESORIO, Heherson G.           |                 |
| CABAYACRUZ, Juniesel A.        |                 |
| CEREZO, Elsa D.                |                 |
| CORTEZ, Henry P.               |                 |
| CRUZ, Edwin A.                 |                 |
| DANA, Kristine Joy             |                 |
| DE JESUS, Yvette M.            |                 |
| DEL ROSARIO, Rowell B.         |                 |
| DIONALDO, Mildred A.           |                 |
| FERRER, LISA M.                |                 |
| GANATUIN, Rosella V.           |                 |
| GARCIA, Maila N.               |                 |
| GUANZON, Mary Anne L.          |                 |
| GUBE Renante B.                |                 |
| LAT, Jonnel Cesar A.           |                 |
| LEOPANDO, Ma. Teresa G.        |                 |
| LORICA, Khim-Jonar A.          |                 |
| MALAHITO, Marilu-Antoinette E. |                 |
| MARASIGAN, Haydee B.           |                 |
| NARCISE, Clarinda J.           |                 |
| PAGBILAO, Raymond R.           |                 |
| PERMEJO, Melanie L.            |                 |
|                                | Non-duty status |
|                                | SL              |
|                                | SL              |

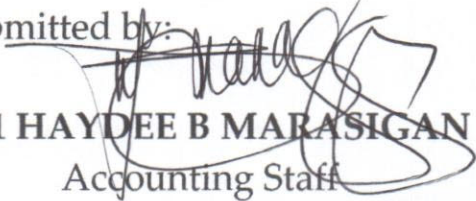
LINE  
 DIVISION  
 BUREAU OF CORRECTIONS  
 MUNTINLUPA CITY  
 DEPARTMENT OF JUSTICE

PERUCHO, Amelia G.  
PESTAÑAS, Evelyn B.  
REBENQUE, Joselito C.  
ROMAN, Rosalina C.  
SAÑO, Jefferson L.  
SARMIENTO, Ryan  
SOLOMON, Virsalde V.  
VALENZUELA, Karen  
VIRREY, Angelo  
VIRTUDAZO, Edgardo D.  
ZAMORA, Erwin Rafael C.  
ZARATE, Marvin D.

  
Non-duty Status  
  
OB  
  
  
Valenzuela  
  


This Certification is being issued in compliance with the Memorandum dated January 31, 2020 and for whatever purpose it may serve.

Done in the City of Muntinlupa this 4th day of February 2020.

Submitted by:   
CO1 HAYDEE B MARASIGAN  
Accounting Staff