



BUREAU OF CORRECTIONS

**PRISON
AGRO-INDUSTRIES
MANUAL**

Chapter I

HISTORY, PHILOSOPHY AND OBJECTIVES OF THE PRISON AGRO-INDUSTRIES

I. HISTORICAL BACKGROUND

The Prison Agro-Industries of the Bureau of Corrections started in early 1930 to provide work programs and compensation for inmates as part of the rehabilitation program of the Bureau. At its onset, it functioned as an independent unit within the Bureau of Corrections, having its own personnel, funds and independent management. During that time, the organization of the Prison Agro-Industries was operating under a distinct and separate management under the responsibilities and authority of the Manager, Prison Industries (with the rank of Assistant Director), subject of the supervision to the Director of Prisons. Its initial capital, referred to as the Special Fund, was built around the assets of Former Industrial and Salvage Warehouse Revolving Fund which was used to run the Bureau's carpentry shop in Muntinlupa. The said assets consisted chiefly of old machineries, carpentry tools, supplies, and some account receivables. In the late 60's the Philippine Congress appropriated 3 million pesos to augment the industries existing funds.

Of the seven prison and penal farms operating under the Bureau, six are engage in agro-industrial projects as follows: New Bilibid Prison (NBP), Iwahig Prison and Penal Farm (IPPF), Davao Prison and Penal Farm (DPPF), Sablayan Prison and Penal Farm (SPPF) and Leyte Regional Prison (LRP). In its formative years, these penal farms were ostensibly self governing units that sell the bulk of their products to the Bureau for institution consumption (e.g. prisoner subsistence) and the rest to the free market. Agro-industrial employees were paid salaries based on the farm's profits.

From 1969 to 1975, natural calamities occurred resulting in crop failures and failed projects. At that time, the employees of the prison industry were unable to obtain their salaries on time. The salaries then of the industry's employees came from the Special Fund, and so dependent on the productivity and profitability of the agro-industrial projects.

In 1976, Presidential Decree 711 abolished the Special Fund and created the Trust Liability Account (TLA) better known as Fund 103. TLA is basically a revolving fund where incomes from the agro-industrial projects are deposited to finance the operations, expansion and development of the prison industry. With the salaries of the Agro-Industrial personnel already absorbed by the general fund, only the compensation of prisoners are drawn from this account aside from the required inputs.

Following this development, the previous independent status of the unit managing the prison industries had been absorbed into the general structure of the Bureau including the funding of the salaries of the industry's employees from the general fund.

The prison industries is said to be the centerpiece of the Bureau's rehabilitation program due to the fact that it had its own separate revolving fund (Fund 103), comprising the largest budget appropriation allocated for the rehabilitation programs and having the most number of inmate beneficiaries.

II. Philosophy of Prison Labor and Industry

Prison as institution for treatment and rehabilitation of society's offenders must contemplate a well-rounded program directed towards employment projects that will take care of the economic needs of the institution and at the same time give the prisoners the

habituation to regularity in constructive and rewarding employment as part of their rehabilitation.

Prison labor must not be afflictive in nature but must closely dovetail into the philosophy of rehabilitation. Greater emphasis should be given on the important of the establishment of productive agro-industrial projects in prisons to provide diversified work activities that will serve as a means of occupational training as well as financial support to the employed inmates.

Objectives:

The three objectives of the prison industry are:

1. To engage in agro-industrial projects by developing prison land and resources into productive bases or profit centers.
2. To provide work programs and compensation for inmates.
3. Generate revenues and savings to supplement the Bureau's yearly appropriated funds.

To meet these objectives, it is necessary that the industry operates under the same concept as that of successful private enterprises. This requires that the prison industries be properly organized to undertake modern and successful business. In view of this, the Bureau shall implement the following specific actions.

1. Prison Agro-Industries shall maintain a work force commensurate to the amount of work available and equivalent to the requirement of private industry.
2. Prison Agro-Industries will apply appropriate management, accounting, purchasing, and production techniques,

practices and procedures patterned after similar private industries.

3. Prison Agro-Industries management shall endeavor to make each project self supporting, generating enough income to meet its own needs and returning a satisfactory net profit. Projects which couldn't maintain a satisfactory level of profitability shall be discontinued.
4. Productivity targets and desired quality standards shall be observed and assessed periodically.

Chapter II

ADMINISTRATION AND ORGANIZATION

The Prison Agro-Industries Organizational Chart showing its line and staff relationship is shown in FIGURE 1.

I. Basic Consideration

A. The administration of the Prison Agro-Industries shall be under the staff supervision of the Chief, Penal Production Division. He shall develop / formulate plans and programs; develop operational standards; establish goals; coordinate all agro-industrial programs; make recommendations and implement approved programs for improvements and expansion of existing industries.

His office shall consist of three sections, namely:

1. Operations, Plans and Program Section
2. Administrative Section
3. Production Services Section

B. The heads or Superintendents of the Bureau's operating institutions are responsible for the management of their respective agro-industrial projects. An Industry Coordinator shall be designated to help oversee and maintain the operation of the institution's agro-industrial programs. In this manner, the industries personnel and operation shall be under the staff supervision of the Penal Production Division to promote, assess and monitor the established objectives of the agro-industries.

III. Functions of Penal Production Division

A. Operations, Plans and Program Section

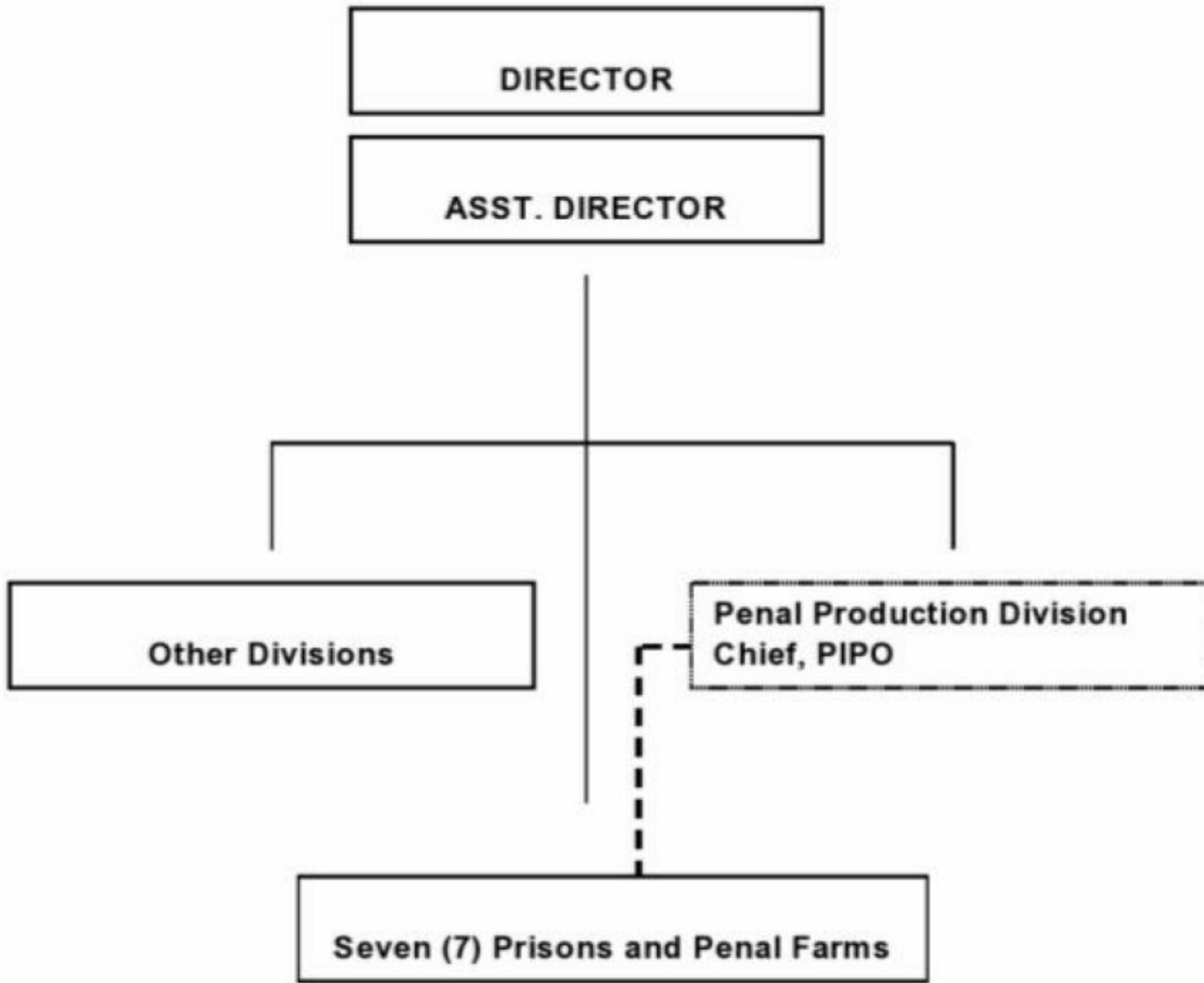
1. Formulates policies and guidelines regarding the operations and development of prison agro-industries.
2. Provide technical supervision over prison agro-industries operations to include production, quality control, equipment and input procurement, product assignment, and management performance evaluation.
3. Provides assistance in the formulation of training programs relative to the development of agro-industries.
4. Develops long, medium and short range plans and programs that will insure that prison agro-industries programs and projects are properly developed.
5. Performs such other duties as may be directed by the Director of Corrections from time to time.

B. Administrative Section

1. Provides liaison between the division staff of the Bureau for administrative and personnel matters.
2. Provides in-house support services to the Penal Production Division including preparation and serving of memos, office orders, in-house and outgoing communications. Provides assistance to the operations group in the preparation of accomplishment report. Records and files official communications, documents, data and other statistical information.

Figure I

PRISON AGRO-INDUSTRIES
ORGANIZATIONAL CHART



Legend:

- _____ Command Line
- - - - - Coordinative/Supervisory Line

C. Production Services Section

1. Help establish and administer production and trade contracts with private contractors/entrepreneurs participating in the development and operation of the Bureau' Prison Agro-Industries.
2. Coordinate all production scheduling and priorities of the prison and penal farms in accordance with policies of the Bureau.
3. Provide assistance in the procurement, timely acquisition and prompt delivery of supplies, materials and equipment to include manpower deployment essential to the efficient operation of the prisons and penal farms, agro-industrial projects.
4. Provide assistance in the maintenance and inventory of all fixed assets of the Prison Agro-Industries to include control records in accordance with procedures of private industries.

IV. Functions of the Industries Coordinator in the Bureau's Prison and Penal Farms

The Industries Coordinator of each operating institution of the Bureau is responsible for the technical supervision of prison agro-industries day-to-day operations in accordance with the policies of the Bureau of Corrections. To this end, he shall provide assistance to:

- A. The Penal Production Division in the study of proposed venture and the gathering of data plans or specifications needed for this purpose.
- B. The establishment and maintenance of procurement control measures designed to assure effective and timely

delivery of necessary supplies, materials, and equipment for the agro-industrial projects.

- C. The establishment and maintenance of production control measures designed to assure delivery of desired products at minimal cost.
- D. The maintenance and monitoring of inventory, accounting, and cost control records in accordance with the policy established by the Director and.
- E. Information to the Penal Superintendent on matters affecting the agro-industries.

V. Personnel Selection and Training

- A. Recruitment and selection of agro-industry personnel shall always be in accordance with civil service rules based on the best qualified candidates.
- B. The Bureau, through the joint effort of the Management Division, Penal Production Division and Administrative Division shall establish and develop positions and job descriptions for all positions applicable in the operations of the prison agro-industries. The job descriptions shall include specific areas of responsibility where the employees is accountable (e.g. production, sales, quality control) and expected to perform.
- C. The Bureau of Corrections shall encourage skill/academic trainings/seminars for all agro-industry personnel through government assistance.
- D. Training priorities shall be recommended by the Penal Production Division in coordination with Bureau's Training Staff. These shall include, but not limited to:
 - 1. Management Skills
 - 2. Supervisory Skills
 - 3. Technical Skills

Chapter III

PLANNING AND BUDGETING

It is the policy of the Bureau of Corrections to develop medium and long range plans that will ensure the healthy development of prison agro-industries. Accordingly, the following activities are required:

- A. The Prison and Penal Farms shall develop a 5-year development plan for the operation of its Prison Industries. Likewise, the Penal Production Division shall develop/consolidate a 5-year plan of the Bureau based on the plans submitted by the prisons and penal farms.
- B. The plans submitted shall be reviewed by the Penal Production Division for approval by the Director of the Bureau of Corrections.
- C. The approved plan shall become the basis of implementing the prison agro-industries programs until it is revised. It shall be used as control standards in monitoring, auditing and evaluating the performance of the penal farms agro-industrial projects.
- D. The plan shall be updated as often as necessary. Only penal farms with approved plans and programs shall have the highest priority on resource allocation of funds and manpower. They shall be given a free hand in the utilization of resources allocated to them subject to the guidelines and policies of the Bureau and also to accounting and auditing regulations.
- E. To ensure clear and comprehensive plans for the prison agro-industries, the following guidelines are prescribed.

1. Plans and programs submitted for action shall be prepared using the format in ANNEX A.
 2. Plans and programs shall be submitted based on the following considerations:
 - a. Conformity with the existing policies of the Bureau regarding agro-industrial projects.
 - b. Urgency in terms of time and need.
 - c. Viability or how practical the plans can be pushed through.
 - d. Availability of resources for labor, materials and financial requirements.
 - e. Other factors.
 3. The plan shall consist of the most current projections for each project based on the first two years of operation taking into consideration.
 - a. The implementation of new programs
 - b. Complete pool/deployment of required manpower
 - c. Capital expenditure forecasts.
 - d. Revenue and expenditure forecast.
- F. Any exception to the guidelines imposed on their operation shall be subject to the approval of the Director.
- G. The Penal Production Division and the Budget Division shall prepare budgetary proposal for the Prison Agro-Industries based on the anticipated income and expenditures of approved plans and programs for each year.

Chapter IV

PRODUCTION AND MARKETING

I. Production

- E. The Penal Superintendents of prisons and penal farms are given the responsibility of making their respective penal farms productive and profitable. After proper consultation and assessment with existing plans, programs and resources, the appropriate product lines with corresponding production and income targets shall be assigned to them annually by the Central Office.
- F. Unless there is a Central Office priority, production scheduling shall be performed at the penal farm level and centrally monitored by the Bureau through the Penal Production Division. Production schedules of agricultural crops, livestock and aquatic products shall be programmed to supply some of the food requirements of inmates.
- G. All farm products issued for institutional consumption shall be received and taken up by the Supply Office for storage and issuance. Highly perishable products such as vegetables, fruits and meat may be issued directly to the penal kitchen in the presence of the Supply Officer and the COA Resident Auditor if necessary.
- H. Quality control for special projects like handicrafts shall be supervised jointly by the contractor and the shop supervisor assigned in the project. They may be given access to the prison compound or facilities subject to prison rules and regulations, to oversee the work process and inspect the finished products.

II. Marketing

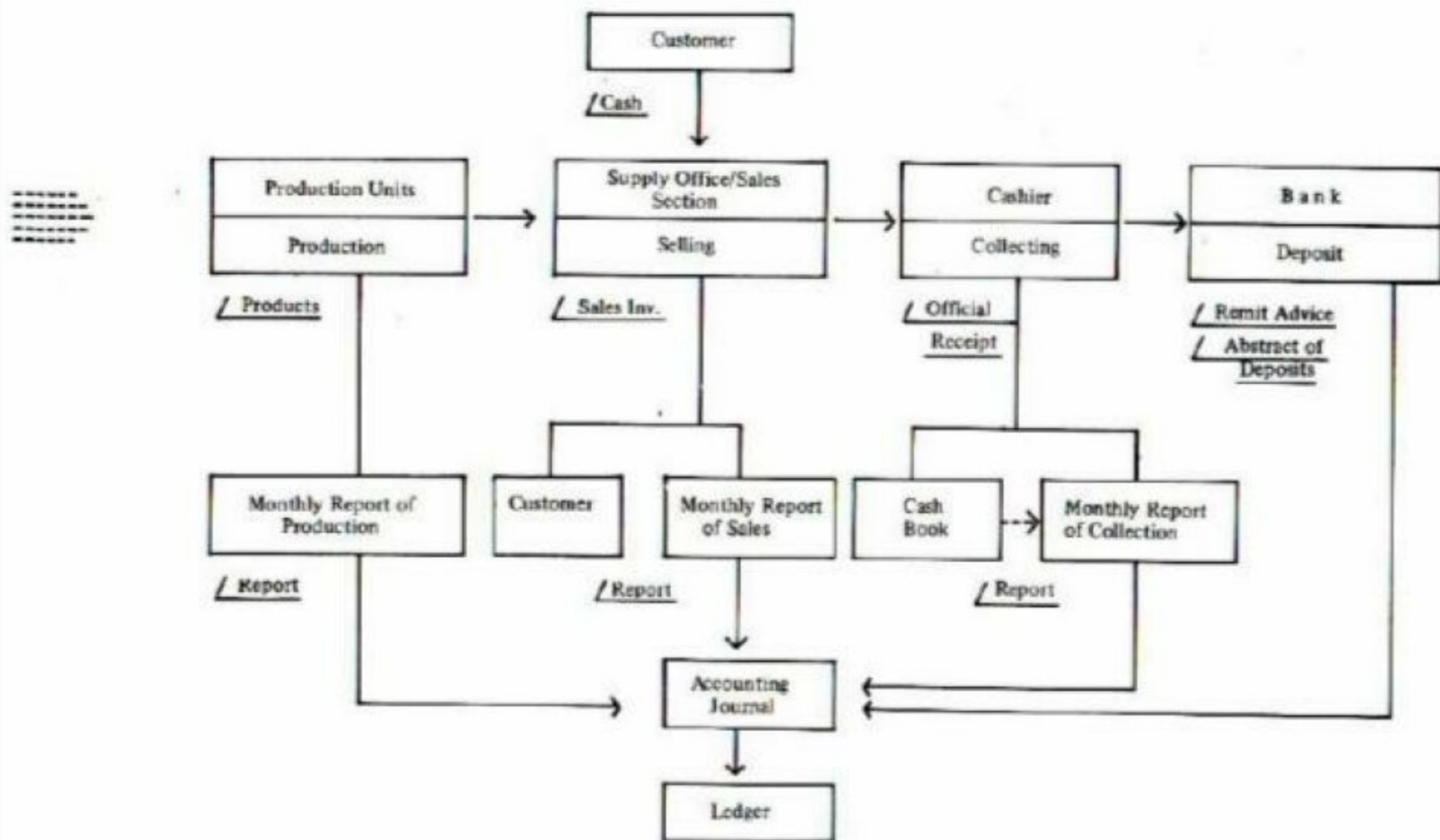
- A. Penal farm products that are not issued to inmates such as copra, ramie and handicrafts may be sold to the highest bidder through public bidding or negotiated sale whichever is more advantageous to the government. However, small handicraft items sold on a case basis through authorized outlets (e.g. PX, Walstrom, Pilco) are exempted from this procedure.
- B. Buyers of penal farm products shall pay for their purchases to designated collecting officers and secure a pass or permit from authorities concerned to enable them to bring out purchased items from the prison compounds. The sales proceeds shall be recorded as income of Fund 284.
- C. Farm products issued for institutional consumption shall be charged against the Bureau's Appropriated Fund at prevailing market price and to be credited to Fund 284.

III. Private Sector Participation

- A. The Director of Corrections may allow the participation of private investors/contractors/entrepreneurs, private volunteer organizations and non-government organizations in the development, operations and expansion of Prisons Agro-Industry provided that it will directly benefit the livelihood needs of the prisons.
- B. Under such participation, the Bureau may provide the contractor the use of its land, water resources, buildings and other facilities as well as manpower subject to the stipulations agreed upon between the Bureau and the contracting party.
- C. All agreements shall observe the terms, conditions and formalities of a written contract.

FIGURE 2

FLOW CHART: Sales of Produce
Bureau of Corrections

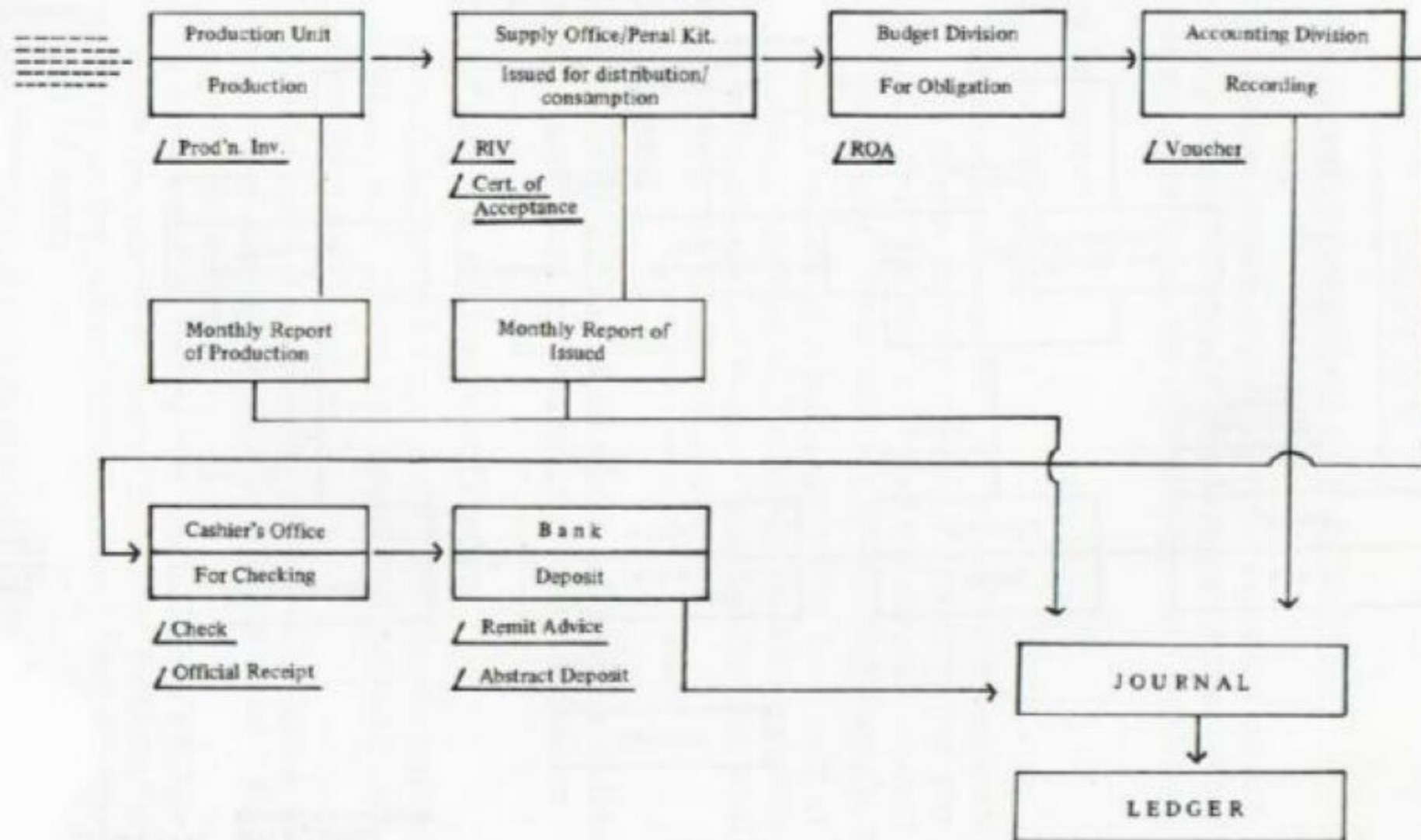


Legend:





- Starting Flow
- Flow Document
- Flow of Information
- Process
- Document

FIGURE 3

FLOW CHART: Issuance of Produce
Bureau of Corrections



Legend:

-  - Starting Point
-  - Flow of Document
-  - Process
-  - Document

Chapter V

ACCOUNTING, RECORDING AND REPORTING

To provide uniform procedure for the proper valuation, recording and reporting of agro-industrial products acquired or produced by the prisons and penal farms, the following rules and regulations shall apply;

I. General Guidelines

A. Funding/Authorization

1. Unless otherwise provided by law, all operating units of the Bureau that are engaged in agro-industrial production shall maintain a distinct and separate account in accordance with accounting and auditing regulations.
2. Transactions of agro-industries which form part of the regular function of the Bureau shall be maintained in the general fund books or trust liability and shall be taken in the Book of Accounts.

B. Procurement

All purchases of agro-industrial inputs and supplies shall be governed by established procedures on government procurements.

C. Sales/Collection and Issuance of Produce

1. Sales/Collection and Issuance of Prison Agro-Industries produce shall follow the established system/procedures in Figures 2 & 3.
2. All sales made at the respective project site/farm shall be covered and issued with serially numbered Receipts/Sales Invoices.

3. Cash sales shall be turned over to the Cashier's Office as often as necessary. Sales of more than P500 shall not be kept in the personal custody of personnel for more than 24 hours.
4. The Cashier shall issue an official receipt for all collections and/or sales proceeds remitted. A monthly report of collections shall be prepared in two copies, the original of which shall be submitted to Accounting for recording in the books of accounts.
5. Sales on credit shall be prohibited unless explicitly authorized.
6. All income derived from the sale of agro-industries products shall be deposited in authorized government depository bank and under Trust Liability Account.

D. Accounting

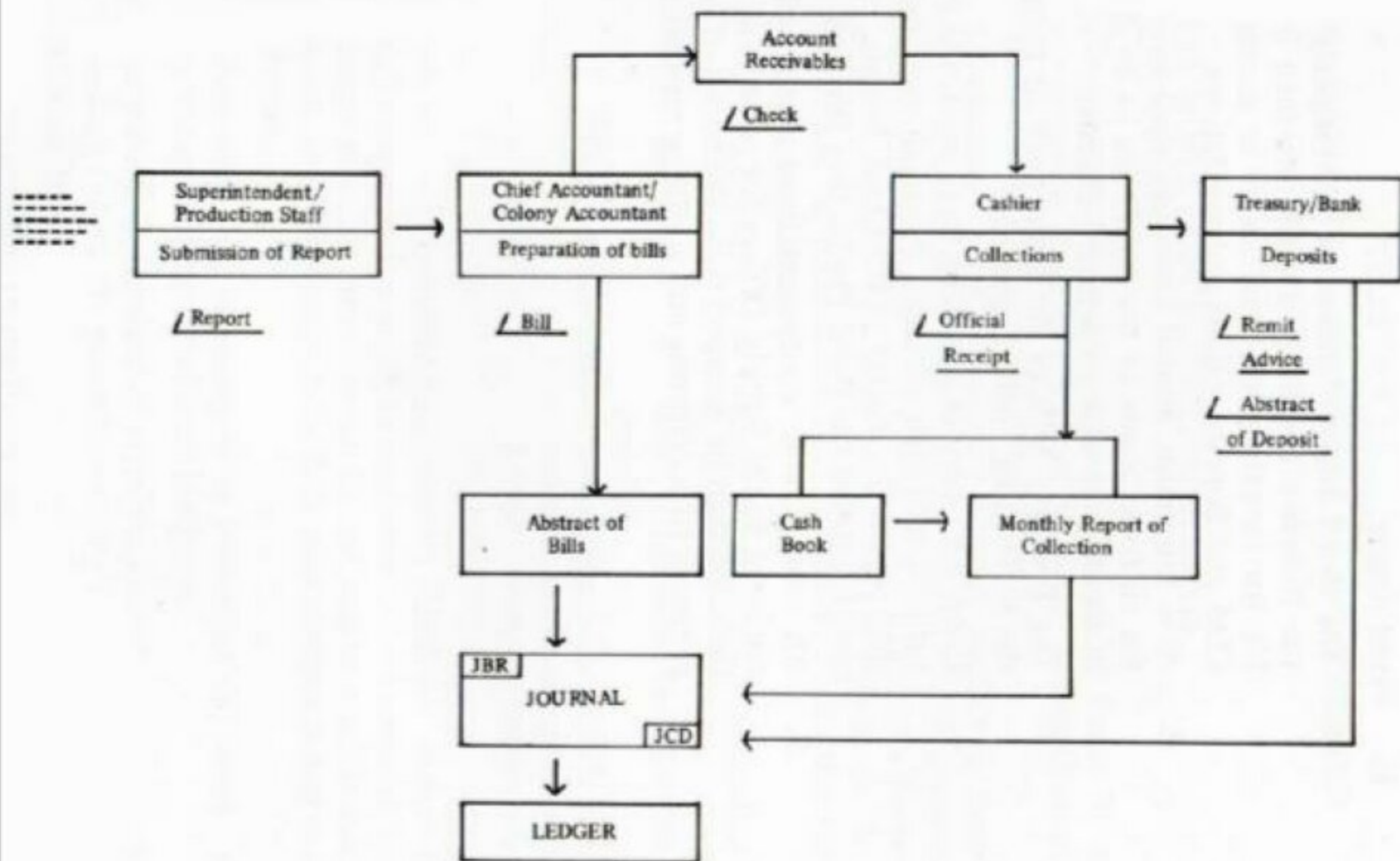
Recording of the transactions shall use the accounts prescribed in the Standard Government Chart of Accounts. Reporting shall follow the format shown in ANNEX B.

The report shall be prepared in five copies and endorsed monthly, to be distributed as follows:

- Original - Director's Office
- Copy 1 - Penal Production Division
- Copy 2 - Accounting
- Copy 3 - Property Officer
- Copy 4 - File

FIGURE 4

FLOW CHART: Billing System
Bureau of Corrections



Legend:

- Starting Point
- Flow of Document
- Flow of Information
- Process
- Document

II. Specific Guidelines

A. Animal, Poultry and Fishery Products

1. The accounting procedure for animal products which are purchased or acquired free of charge, shall vary according to the purpose of their acquisition, as follows:
 - a. Breeding animals are classified as investment.
 - b. Work animals are classified as Fixed Assets.
 - c. Those intended for resale are classified as inventories – items for sale.
2. Animal products for immediate sale or disposal such as eggs, dairy and other small animals shall be taken up as inventory – items for sale.
3. All offspring's of animals to be raised or grown shall be taken up initially as inventories, with corresponding credit to Deferred Income.
4. Offspring's of animals and those acquired free of charge shall be recorded at standard value prevailing in the industry. In the absence of such industry standards, the Penal Superintendent or institution head shall constitute an Appraisal Committee to develop a cost system for each variety of species on the basis of local/prevaling market price. The Committee shall be composed of the representative of the COA Resident Auditor, Chief Accountant/Colony Accountant and Supply Officer and approved by the Penal Superintendent of the colony concerned.
5. Upon reaching marketable or maturity age and once their purpose has been determined, the offspring of animals shall be transferred to appropriate accounts either as

Inventories – items for sale, investments, or Fixed Assets.

6. Animals issued for institutional consumption, shall be supported by an approved Requisition and Issue Voucher (RIV) and dropped from the inventory account. In case of death or loss, a request for relief from accountability shall be made. Loss due to negligence of the accountable officer concerned, shall be charged against him and the amount to be paid shall be based on the prevailing market value of the stock lost, to be determined by an Appraisal Committee created by the Director of Corrections or Penal Superintendent.
7. A Livestock Ledger Card, to be kept by the Property Officer, shall be maintained for each large animal such as cattle, carabao, horse, etc., recorded as Investment or Fixed Assets including the animal brand/identification.
8. Their respective offspring's shall be recorded in the livestock ledger card of the mother and a temporary number is assigned to them. The temporary number shall be prefixed by the mother's number and each offspring shall be consecutively numbered. For example, Cow No. 200 will have her calves numbered 200-1, 200-2 and so forth. The temporary number will be replaced by a brand number which will be its permanent number until its disposal. Upon branding, the offspring shall be assigned its own property card.
9. Large animals should be appraised annually and/or at the time of disposal. A report of the determined appraised/standard cost shall be submitted by the Appraisal Committee to the Penal Superintendent, copy furnished the Accountant and the Property Officer. The

Accountant shall prepare a journal voucher to adjust the inventory to its appraised value. The property officer shall likewise up-date the property ledger card based on the appraisal/standard cost report.

10. Small animals such as swine, poultry and fishery acquired/produced by lot shall also be recorded in the Livestock Ledger Card by lot.
11. A Report Inventory (ANNEX B-2) shall be prepared for animals and poultry products within 10 days after the end of the month.
12. In case of death of offspring, the project In-charge shall likewise submit a waste material report to the Penal Superintendent within 2 days stating therein the value of stock, cause/causes and reasons of death and other necessary details, copy furnished the Accountant and Property Officer.

B. Soil Products

1. Seeds and seedlings purchased or acquired free of charge shall be taken up in the books as Inventory-Seedlings.
2. Perennial Crops which do not need periodic replanting (such as coconuts, mangoes, etc.) shall be recorded as Investments – Perennial Crops.
3. Annual Crops (e.g. palay, corn, sugar, etc.) which need periodic replanting shall be transferred to inventory-items for sale, upon harvest. Fruit bearing annual crops such as bananas, tomatoes, papaya, etc., shall be transferred

to Inventory-Annual Crops, upon reaching the productive age.

4. Fruits of annual and perennial crops shall be recorded as Debit to Inventories – Items for sale and Credited to Deferred income at standard cost, upon harvest.
5. Standard cost for soil products may be developed as provided for under Specific Guidelines No. II A-(4).
6. Soil and agricultural products given away or consumed, upon proper authority and supported by an RIV shall be dropped from the books.
7. All soil products harvested shall likewise be reported in the Monthly Report of Inventory.
8. For agricultural crops, the Project in Charge shall submit within one month after planting, an inventory report to the Penal Superintendent.

C. Industrial Products

1. All manufactured industrial products shall be taken up as Inventory-stored industrial products (ANNEX B-2)
2. All items purchased for the manufacture of industrial product shall be taken up as Inventory-industrial supplies (ANNEX B-2)
3. Standard cost for industrial products may be developed as provided for under Specific Guidelines No. II A-4.

4. Items or finished products which deteriorated due to natural causes shall be supported by a Report of Waste Material which shall be the basis for dropping the Inventory Account. Loss due to negligence of the accountable officer concerned shall be charged against him and the amount to be refunded shall be based on the prevailing market value of the stock lost to be determined by an Appraisal Committee created by the Penal Superintendent or Agency Head.
5. A monthly report of Inventory shall be prepared for industrial products within 10 days after the end of the month. The report shall be accomplished in five copies to be distributed pursuant to the General Guidelines No. I-(D).

D. Accounts Receivable

1. The Prison Agro-Industries shall maintain accounts receivable on a (net) 30-days basis.
2. The Chief Accountant/Colony Accountant shall effect the billings of the customer within 15 working days after delivery of goods and services.
3. Rules and regulations established by the Department of Finance and COA shall apply in preparation and submission of billing documents, including appropriate supporting documentation and controls as shown in Figure 4.
4. A tabulated analysis of accounts receivable shall be prepared on the 10th working day after the month's end. All overdue accounts which fall into as 30-60 columns

shall be attended for billing and collection by the penal farms' Industries Coordinator. All accounts which fall in the 60-90 day column shall be contacted by the Chief Accountant/Colony Accountant. All accounts in the 90 day and over column, the creditor shall be notified that their delinquent account will be referred to the Bureau's Legal Office for collection.

E. Fixed Assets

1. The Penal Superintendent or the Property Officer of the Bureau's operating institutions shall be responsible for inventory of fixed assets in accordance with COA and Bureau policies and regulations.
2. At a minimum, annual inventory shall be conducted for all fixed assets of the industries to be distributed in accordance with paragraph I-D above.
3. The Property Officer shall reconcile its records with the accounting, office monthly.
4. Upon discovery of a missing fixed asset, the Penal Superintendent shall initiate a thorough investigation and shall report the matter to the Chief, Supply Division copy furnished the Penal Production Division.
5. All unserviceable equipment/fixed asset shall be surrendered to the Supply Officer for condemnation and the same shall be dropped from the books of accounts pursuant to accounting and auditing regulations.

Chapter VI

SUPERVISION OF INMATE WORKERS AND RELATED GUIDELINES AND POLICIES

I. Inmate Work Force Assignment and Supervision

- A. Classification of work assignment shall be made by a committee or the Classification Board of the institution (penal farm) to which the inmate belongs.
- B. All prisoners shall be required to work subject to their physical and mental fitness as determined by the Inmate Reception and Education Center and the Bureau's Reclassification Board. The work assignments of prisoners in the Prison Agro-Industries may be classified into three general groups namely:
 - 1. Agricultural – work assignments in agricultural projects
 - 2. Industrial – work assignments in industrial projects.
 - 3. General Services – work assignments in the maintenance, care and upkeep of Prison Industries properties and projects.
- C. Only medium and minimum security classified inmates shall be assigned to work in agricultural field projects. Maximum security prisoners can be assigned to work in handicraft or indoor projects in their own compounds or dormitories.
- D. Prison work shall normally be at least eight (8) hours a day except Sundays and legal Holidays.

- E. Discipline and dismissal or erring/notorious inmate-workers/s shall follow the procedure of the institutions' Board of Discipline.
- F. Inmates working in the Prison Agro-Industries shall be supervised by the Industry Staff/Employees at all times. Security staff or prison guards need not supervise production activities unless otherwise deemed necessary by the Penal Superintendent of the institution for security reasons.
- G. The security within the areas of facilities utilized by the prison Industries in the responsibility of the Penal Superintendent of the penal farm.
- H. Written procedures shall be posted in all farm projects and industrial shops stating therein the security rules, discipline, length of workday and scheduling of actual hours and breaks.
- I. Shop/Plant Foremen and Farm Supervisors/Project in-charge will be responsible for overseeing inmate attendance/working time for compensation requirements.

II. Compensation of Inmates

- A. Inmates who are recruited and assigned as administrative and technical assistants to the various offices and facilities of the prison shall receive regular monthly compensation of the rates approved by the Director of Corrections or Head of the Prison and Penal Farm.

- B. Inmates working in prison agro-industrial projects on regular, seasonal or contractual basis shall be paid compensation at the rate approved by the Director of Corrections or Head of the Prison and Penal Farm.
- C. An accounting system to govern the said earnings of the prisoners shall be established by the Chief Accountant/ Colony Accountant following generally accepted accounting principles.
- D. The whole or part of the compensation earned by any prisoner may be forfeited and applied to the payment of supplies and equipment lost or damaged resulting from the prisoner's misconduct or neglect.
- E. Prisoners who have savings from their compensation can remit, through the assistance of prison authorities, certain amounts to their relatives.
- F. A part of the inmate earnings may be disbursed by the Bureau for paying restitution or fines ordered by the sentencing court.
- G. Prisoners shall be indemnified against industrial injury including occupational diseases. The indemnity should follow the rates approved by the Department of Justice.
- H. If a full-time or regular inmate worker is injured during regular established working hours and injury is not the result of gross negligence or misconduct, the inmate shall receive regular pay for the days he was absent due to injury at the maximum period of six months.

III. Inmate Training

It is the policy of the Bureau that the Prison Agro-Industries shall be responsible for the training of inmate workers assigned in projects areas/facilities in accordance with the following procedures.

- A. The Shop/Plant Supervisors and Farm Supervisors are responsible for the training of all inmates. Specific or special training may be done by inmate lead workers only under the supervision of employee supervisors/foremen.
- B. All trainings shall include emphasis on the safety operation of equipment and tools.
- C. All training requirements and schedules should be reviewed and approved by the Industries Coordinator in each operating penal institution of the Bureau.

IV. Shop/Plant and Farm Rules

- A. All prisoners upon entering any industrial shop/plant or farm project area shall be thoroughly searched by the keeper, and/or Shop/Plant/Farm Supervisor. Once inside the shop/plant or farm project area, no prisoner shall be allowed to leave without permission until the close of working hours, unless for reason of illness or in compliance with a summon from the Overseer's Office.
- B. No prisoner shall be permitted to carry anything upon entering and leaving his assigned shop/plant or farm project areas unless permitted by the Shop/Plant/Farm Supervisor.
- C. A prisoner shall at all times work well and pay close attention to any instruction or order given him.

- D. No prisoner shall leave his place of work until all tools issued to him on that day have been turned-over, checked and accounted for by the Shop/Plant/Farm Supervisors. Tool keepers are required to keep a record of the tools issued to individual/work-squads and the same shall be checked against the record, morning and afternoon or as often as warranted at the discretion of the Shop/Plant/Farm Supervisor. Loss of tools shall be promptly reported.
- E. All finished products shall be piled up and recorded in officially designated shop/plant/farm stock farm and inventoried thereafter every working day.
- F. Raw materials on stock shall be replenished from time to time. Orders and procurement for raw materials shall be made often to ensure a steady delivery of supplies and raw materials to maintain continuous and normal operations.
- G. In the evaluation of supplies, materials and equipment to be purchased, the applicable standards as to the specifications and test methods as formulated by competent manufacturers shall be strictly followed; where otherwise not available, whichever is more applicable shall apply. Evaluation of items which are highly technical in nature shall in all cases be attended by the technician/specialist of the project.
- H. Preventive maintenance shall be given due importance in maintaining the shop/plant/farm equipment, tools and facilities.

V. Safety Programs/Procedures

- A. The Bureau's Prison Agro-Industries will comply with the state occupational safety and health laws to establish a working environment conducive to the prevention of accident, injury or illness. All employees are required to cooperate in implementing the above mentioned safety and health laws.

- B. The Bureau's Medical Coordinator and/or his designated representative in the Bureau's operating institutions (preferably a medical practitioner) shall be responsible for monitoring the industry's compliance with all health and safety requirements and shall coordinate with all health and safety requirements and shall coordinate with other state agencies which have jurisdiction over health and safety matters.

- C. Safety and health rules shall be distributed to all officers running the industry for proper dissemination and implementation.

- D. Bureau employees or inmate worker violating any safety rule shall be subject to disciplinary action.

Chapter VII

PROHIBITIONS/PRIVELEGES

I. Employment of Prisoner

- A. Prison manpower shall not be utilized for any private endeavor for the benefit of an officer or employee of the prisons. An example of this is the utilization of minimum security prisoners as herders of livestock or caretakers/workers of their personal or privately-owned handicraft business and stores.
- B. Prisoners assigned to work on prison projects shall not be allowed to remain in their respective dormitories during working hours except those who are designated to work as room orderlies or those directed to remain by proper authority.
- C. Hard or forced labor shall not be countenanced as part of prison employment practice.
- D. No prisoner shall be required to work in the Prison Agro-Industries in any prison and penal farms unless he is declared physically and mentally fit by the Bureau's Medical Staff.
- E. No official/employee of the Bureau shall solicit private contracts such as the supply of handicrafts and other products sold by inmates unless authorized by the office handling these inmate livelihood projects

II. The Use of Prison Properties/Facilities

- A. As a matter of policy, private entrepreneurs seeking concessions with the Bureau of quarry sand and gravel or to collect flora & fauna inside the prison and penal farms regardless of their purpose shall be banned to preserve the ecological balance in the prison reservation.
- B. No official/employee of the Bureau is allowed to utilize the Bureau's real estate/properties/facilities, buildings, equipment, tools and materials for industrial or agricultural purpose whether in small business or commercial scale without proper authority. Only activities that can be undertaken within the perimeter confines of their authorized residences such as backyard gardening, cattle fattening, swine and poultry raising may be allowed. As an interim measure, personnel with privately owned, large animals (cattle, goats, carabaos, horses) shall be governed by a Compromised Agreement on Privately-Owned Large Animals (ANNEX C).
- C. Non-compliance of the aforementioned prohibition will be sufficient cause for disciplinary action.

III. PRIVILEGES

- A. An inmate, regardless of classification status may, upon approval of the superintendent; engage in the manufacture of handicrafts on his own spare time for sale to the public through the prison/penal farm Post Exchange or any agency store in charge of marketing prison products.

- B. A minimum security prisoner, upon approval of the Superintendent, may also engage in his own time in the agricultural crops for sale to the public through the prison/penal farm post exchange or any agency store in charge of marketing prison products.
- C. The proceeds from products grown or manufactured on the prisoners own time shall be given to him for his own personal use after deducting ten percent of the proceeds for the Bureau share which shall be remitted to the Cashier for deposit to the credit of Account 284.
- D. Handicraft or industrial products covered by contracts administered by Prison Labor Contract Office (PILCO) shall be observed. Unless amended, the rules and regulations under Memorandum dated 4 March 1988 and 14 September 1990 covering the operation of the said office (ANNEX D) shall apply.



BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City, 1176
