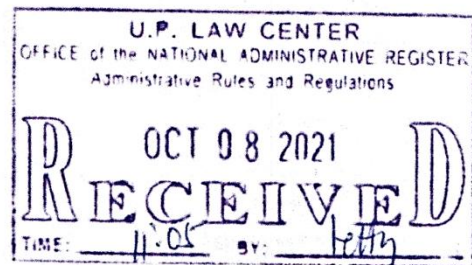


Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City, Philippines, 1776
Telefax: +632-809-80-73



**GUIDELINES DEFINING
PRIVILEGES, DUTIES AND
RESPONSIBILITIES OF
EXECUTIVE SENIOR OFFICERS
(ESO)**



"Reforming Lives, Community Thrives"



Bureau of Corrections

Document Reference Code

BUC-DA-MC-03 *J*

Revision

Date




No. 0

08 OCT 2021


GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)

Page 1 of 11

APPROVAL

Prepared By	Recommended By	Approved By
HUMAN RESOURCE DIVISION		
Submitted By		
 CTCSUPT JOHN PAUL O SANTOS Acting Director, Directorate for Administration	 ASEC GABRIEL P CHACLAG CHAIRMAN, DPMB	 USEC GERALD Q BANTAG DIRECTOR GENERAL <i>JB</i>

"Reforming Lives, Community Thrives"

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-DA-MC-039	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 2 of 11	

1. REFERENCE

1.1. BJMP Amended Memorandum Circular No. 2013-07

2. RATIONALE

The implementation of Republic Act No. 10575 otherwise known as "The Bureau of Corrections Act of 2013", has brought about changes in the Bureau of Corrections. Steps geared toward the modernization, professionalization and restructuring of the Bureau of Corrections have been made to be at par with the Bureau of Jail Management and Penology (BJMP). In connection with this, measures necessary to enhance the morale, welfare, discipline, and professionalism of its non-officer ranks are also needed.

For effective span of command and control, this policy is adopted for the creation of Executive Senior Officer (ESO).


3. OBJECTIVE

3.1. To define the privileges, duties, and responsibilities of the ESO.

4. SCOPE

This Memorandum Circular applies to all the ESO in the NHQ and PPFs.

"Reforming Lives, Community Thrives"

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-DA-MC-03	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 3 of 11	

5. ACRONYMS

- 5.1 **BNOR** – BuCor Non-Officer Rank
- 5.2 **COCC** – Corrections Officer Candidate Course
- 5.3 **CSO4** – Corrections Senior Officer 4
- 5.4 **CTSO4** – Corrections Technical Senior Officer 4
- 5.5 **ESO** – Executive Senior Officer (referring to NESCO, NESTO, RESCO and RESTO)
- 5.6 **NESCO** – National Executive Senior Corrections Officer
- 5.7 **NESTO** – National Executive Senior Technical Officer
- 5.8 **PPF** – Prison and Penal Farm
- 5.9 **RESCO** – Regional Executive Senior Corrections Officer
- 5.10 **RESTO** – Regional Executive Senior Technical Officer


6. GUIDELINES

6.1. Organization

The offices of ESO are organized as follows:

- 6.1.1. The National Executive Senior Corrections Officer (NESCO) and National Executive Senior Technical Officer (NESTO), shall be designated by the Director General upon the

“Reforming Lives, Community Thrives”

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-DA - MC- <u>05</u>	
		Revision No. 0	Date <u>08 OCT 2021</u>
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 4 of 11	

recommendation of the Human Resource Merit Promotion and Selection Board (HRMPSB) from the pool of RESCO and RESTO. They shall hold office at the BuCor National Headquarters under the Directorate for Security and Operations and Directorate for Reformation, respectively. In any case that the PPFs RESCO and RESTO waived their preferences, the Office of the NESCO and NESTO may be opened to all interested and qualified CSO4 and CTSO4 provided that they had undergone the Officer Candidate Course.


- 6.1.2. Regional Executive Senior Officers (RESCO and RESTO) shall be designated by the Regional Superintendent through the recommendation of the PPF Human Resource Merit Promotion and Selection Board from the pool of qualified CSO4 and CTSO4 provided that they have already undergone the Officer Candidate Course and shall hold office under the Superintendent's Office as Support Staff.

6.2. QUALIFICATIONS

Selection and designation shall be based on the following qualifications:

- 6.2.1. Must have a rank of Corrections Senior Officer 4 (CS04) for ESCO and Corrections Technical Senior Officer 4 (CTS04) for ESTO with

"Reforming Lives, Community Thrives"

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-DA-MC-030	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 5 of 11	

Corrections Officer Candidate Course (COCC) training;

- 6.2.2. Must possess leadership skills and aptitude;
- 6.2.3. Must have the ability to motivate BNORs toward a common goal;
- 6.2.4. Must be of good moral character and no pending administrative or criminal case; and
- 6.2.5. Must be a graduate of a baccalaureate degree and with at least 2nd level Eligibility.


In the event that there shall be no qualified CSO4 and CTSO4 due to lack of mandatory training (COCC), the Director General may designate the most Senior Non-officer rank as NESCO and NESTO until replaced by an interested and qualified CSO4 and CTSO4, respectively. Same as RESCO and RESTO, the concerned Regional Superintendent may designate the most Senior Non-officer rank in their AOR until replaced by an interested and qualified CSO4 and CTSO4.

7. DUTIES AND RESPONSIBILITIES

ESO are mandated to accomplish the following duties and responsibilities:


7.1. NESCO and NESTO

“Reforming Lives, Community Thrives”

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-DA - MC- 03 <i>Q</i>	
		Revision No. 0	Date <u>08 OCT 2021</u>
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 6 of 11	

- 7.1.1. Conducts researches, studies, surveys and makes appropriate recommendations to the BuCor Director General on programs and projects aimed at enhancing morale, welfare, discipline and professionalism of BNORs;
- 7.1.2. Represents BNORs in staff conferences, special meetings and management conferences at the NHQ;
- 7.1.3. Monitors various levels of command in upgrading the competencies of BNORs and makes corresponding recommendations;
- 7.1.4. Conducts visitation on various levels of command/PPFs through periodic information and education drives, field visits and dialogue, and gathers issues and concerns of BNORs and assesses their state of morale, discipline and professionalism;
- 7.1.5. Conducts activities that will enhance or boost the morale, welfare, discipline and professionalism, and
- 7.1.6. Performs such other functions as the BuCor Director General may direct.


“Reforming Lives, Community Thrives”

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-DA-MC-03	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 7 of 11	

7.2. RESTO and RESCO

- 7.2.1. Assists NESTO and NESCO in the conduct of researches, studies, and surveys on programs and projects aimed at enhancing morale, welfare, discipline and professionalism of BNORs;
- 7.2.2. Represents BNORs in conferences, special meetings and management conferences (PPF Level);
- 7.2.3. Assists NESTO and NESCO in the monitoring and upgrading the competencies of BNORs and in formulating corresponding recommendations;
- 7.2.4. Assists NESTO and NESCO in the conduct of periodic information and education drives, field visits and dialogue;
- 7.2.5. Assists NESTO and NESCO in gathering issues and concerns of BNORs and in the assessment of BNORs morale, discipline and professionalism;
- 7.2.6. Assists NESTO and NESCO in the conduct of activities that will enhance or boost the morale, welfare, discipline and professionalism; and
- 7.2.7. Performs such other functions as the PPF Superintendent may direct.

“Reforming Lives, Community Thrives”

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-DA--MC-039	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 8 of 11	

7.3. ESO shall observe the following personal conduct in the discharge and execution of official duties:

7.3.1. Acts as role model for BNORs;

7.3.2. Performs and discharges his/her duties with the highest degree of excellence, professionalism, intelligence and skill;

7.3.3. Acts with fairness and sincerity always and shall not discriminate against anyone; and

7.3.4. Extend prompt, courteous, and adequate service.


8. PRIVILEGES OF ESO

ESO are entitled but not limited to the following rights and privileges:

8.1. Funding and support for travelling expenses, trainings, supplies and materials to be taken from the budgetary allocation of the appropriate levels of command. Directorates, Heads of Offices and Superintendents of the Prison and Penal Farms are directed to include in their budgetary allocations the aforesaid support for the ESO;

8.2. ESO as representative of BNORs shall be designated as members in special bodies such as but not limited to the HRMPSB, Bids and Awards Committee (BAC), Uniform Committee and the like if warranted by laws, rules and regulations; and

“Reforming Lives, Community Thrives”

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-DA-MC-03	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 9 of 11	

8.3. In line with the budgetary support, ESO shall be provided with offices, sufficient and spacious, to accommodate the functions of his office.

9. OTHER GUIDELINES

The designation and movement of ESO shall strictly conform to the following;

- 9.1 ESO shall have a term of office of not more than three (3) years unless extended by the appointing authority in the exigency of the service or when no replacement has been chosen to replace the incumbent;
- 9.2 Promotion to the rank of Inspector automatically vacates the position of ESO in which case, the vacancy shall be filled within the period of fifteen (15) days by the approval of the BuCor Director General through the recommendation of the board;
- 9.3 Should there be any criminal or administrative case in line of duty filed against the ESO during his/her incumbency, the same shall not therefore relieve him/her from the office. In which case where the evidence of guilt is strong, the ESO concerned shall be forced to take a leave of absence and an Officer-In-Charge shall be designated in his/her place. If the result of any proceeding is favorable to him/her, then the ESO concerned shall immediately resume his former office. Should the result be

“Reforming Lives, Community Thrives”



Bureau of Corrections

Document Reference Code

BUC-DIA-MC-03

Revision

No. 0

Date

08 OCT 2021

GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)

Page 10 of 11

unfavorable, the concerned ESO shall be replaced in accordance with this circular;

9.4 The following are the legal and just causes for the relief or replacement of ESO;

9.4.1 Commission of crime involving moral turpitude;

9.4.2 Imposition of administrative penalties under BuCor disciplinary machinery and other existing laws; and

9.4.3 Inefficiency and incompetence in the performance of duties.


9.5 During the mandatory schooling of ESO, an Officer-In-Charge may be designated whose designation shall terminate upon the return of the incumbent.

9.6 No ESO shall be unjustly or unduly removed from his/her office except for the causes stated under this circular.

10. FINANCIAL CLAUSE

All expenses incidentals thereto shall be charged to the funds of this bureau subject to the usual accounting and auditing procedures.

"Reforming Lives, Community Thrives"

	<h1 style="text-align: center;">Bureau of Corrections</h1>	Document Reference Code BUC-D A--MC-03	
		Revision No. 0	Date 08 OCT 2021
GUIDELINES ON THE DUTIES AND RESPONSIBILITIES OF EXECUTIVE SENIOR OFFICERS (ESO)		Page 11 of 11	

11. SEPARABILITY CLAUSE

If any provision of this Memorandum Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

12. REPEALING CLAUSE

All Orders relative to and inconsistent with the provisions of this policy is hereby amended or revoked accordingly.

13. EFFECTIVITY

This memorandum circular shall take effect after 15 days from filing a copy at the University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987."

"Reforming Lives, Community Thrives"