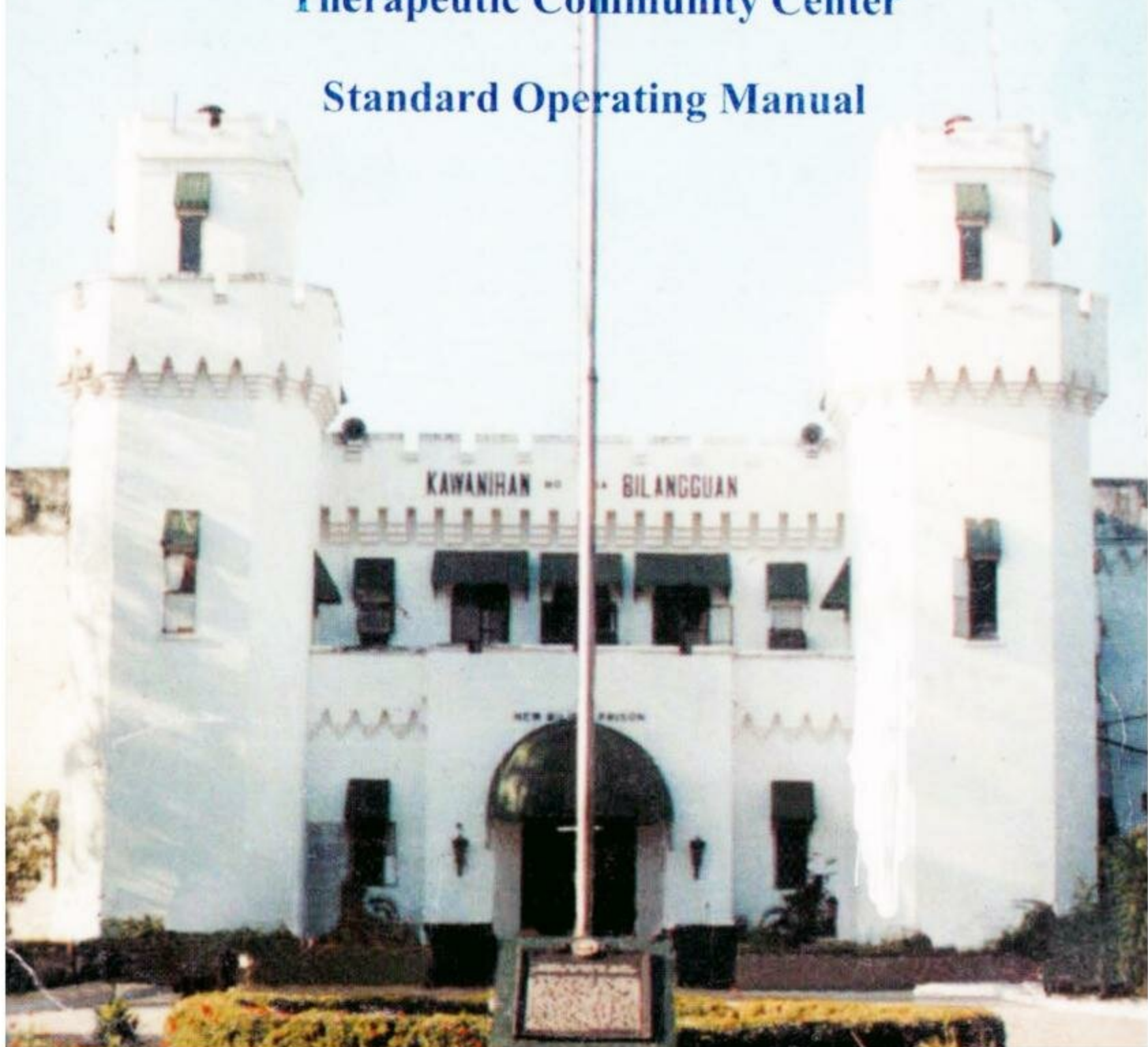




**Republic of the Philippines
Department of Justice
Bureau of Corrections**

Therapeutic Community Center

Standard Operating Manual





Bureau of Corrections
Muntinlupa City

THERAPEUTIC COMMUNITY CENTER

STANDARD OPERATING MANUAL

2002

**“Bilangguan Man ay Paraiso sa Patakaran
na MakaDiyos at Makatao”**

Department of Justice
BUREAU OF CORRECTIONS
Muntinlupa City

OFFICE OF THE DIRECTOR

MESSAGE

This Operating Manual stands as reference guide for the technical and administrative staff whose works in the Therapeutic Community Centers (TCC) of the Bureau of Corrections are towards the treatment and rehabilitation of convicted drug offenders.

Providing a standard procedure on the therapeutic community approach for the treatment and rehabilitation of this category of national prisoners will help the TCC staff work uniformly on their respective tasks.

Muntinlupa City, April 2002.

P/COL. RICARDO B. MACALA (RET.)
Director

Department of Justice
BUREAU OF CORRECTIONS
Therapeutic Community Center
Muntinlupa City

OFFICE OF THE CHIEF EXECUTIVE OFFICER

FOREWORD

Worldwide developments in the treatment and rehabilitation of drug offenders using the therapeutic community approach have been noted to be effective in many prisons.

In the Philippines, the Bureau of Corrections pioneered in adopting this modality in the treatment and rehabilitation of national prisoners with drugs and drug abuse related cases.

For a more effective implementation of this approach a Standard Operating Manual comes as an indispensable tool for the Correctional Officers engaged in this endeavor to maximize the rehabilitation of convicted drug offenders. This will be a constant guide that can continuously improve as the condition requires.

Muntinlupa City, 17 April 2002.

EDILINDA GARCIA-PATAC, M.D., M.H.S.A.
Chief Executive Officer

Department of Justice
BUREAU OF CORRECTIONS
Therapeutic Community Center
Muntinlupa City

OFFICE OF THE ASSISTANT DIRECTOR

ENCOURAGEMENT

The Therapeutic Community has been considered as an effective treatment and rehabilitation modality.

The effort of the Bureau of Corrections to rehabilitate Drug dependents under its care is very significant in its commitment to create a Drug-Free Prison.

TC modifies negative behavior/attitudes while restoring self confidence in drug dependents. It prepares them for their re-integration into their families and friends as productive members of the community.

Muntinlupa City, April 2002.

JOSELITO A. FAJARDO .
Assistant Director .
Administration and Rehabilitation

- j. “Dangerous Drugs Board (DDB)” refers to the government mandated body under Section 36 (m) and (n) of Republic Act 6425 as amended, to encourage, assist, and accredit public/private centers and promulgate rules and regulations setting the minimum standards for their accreditation to assure their competence, integrity and stability.
- k. “Director” refers to the Director of the Bureau of Corrections who also serves as the Director of the Therapeutic Community Center.
- l. “Evaluation” refers to the process of determining the behavioral changes of the “recipient” during the treatment and rehabilitation process.
- m. “Evaluation Committee” refers to the TCC technical and administrative staff that is tasked to evaluate the individual recipient’s progress of rehabilitation.
- n. “Inmate Training Staff” refers to the trusted TC trained inmates who serve as house elders and chief expeditors in a TCC.
- o. “Operation Officer” refers to the Superintendent assigned in a specific prison facility who also serves as the Counselor of the TCC.
- p. “Rehabilitation Plan” refers to the specific treatment program that the “recipient” shall undergo in the TCC.
- q. “Special Services” refer to the medical, psychiatric, psychological, spiritual and family services, and the narcotic laboratory.
- r. “Therapeutic Community Center (TCC)” refers to the treatment and rehabilitation center located within a specific prison facility under the Bureau of Corrections, which means the three security camps in the New Bilibid Prison (Maximum, Medium, Minimum Security Camps); the five Regional Prisons and Penal Farms (Davao Prison and Penal Farm, San Ramon
- s. “TCC Recipient” refers to a convicted drug offender who volunteered to undergo treatment and rehabilitation at the TCC, and is qualified for admission.

Sec. 4. Status of recipient under the TCC treatment and rehabilitation program. Recipients are segregated from the larger prison community and dissociated from the prison gangs, with movements limited only at the TCC except when attending religious activities.

The recipient is bound by all the prison rules and regulations as specified in the Bureau of Corrections Operating Manual. Violation of any of the provisions in the said manual shall be dealt with according to the procedures of the penal institution.

Sec. 5. Status of recipient under the TCC treatment and rehabilitation program, as affected by parole and/or executive clemency. The provisions of law and by the Rules and Regulations of the Board of Pardons and Parole shall not be construed to be affected by the admission of the recipient at the TCC. He shall be released from prison even if he has not completed the required period of treatment and rehabilitation should he qualifies and/or granted release on parole or conditional pardon. He shall, however, be referred to the Probation and Parole Administration for post imprisonment TC attendance to complete his treatment and rehabilitation.

PART II – ADMISSION OF INMATES AT THE TCC

CHAPTER 1. RECEPTION AND DIAGNOSTIC CENTER

Sec. 1. Orientation period at the Reception and Diagnostic Center (RDC). The Bureau of Corrections RDC in every correctional facility shall undertake a two-month orientation for convicted drug offenders within which those who are qualified and volunteer to be admitted at the TCC shall be introduced to the regular activities in the center. The TC principles shall be amply explained to them. Regular procedures specified in the BuCor Operating Manual shall be undertaken at this stage and the following procedures shall be accomplished:

- a. physical/mental examination
- b. orientation on corrections rules and regulations
- c. interview by the TCC counselor, psychologist, social worker or other TCC staff or officers.

Sec. 2. Assessment of applicants. The RDC shall keep a complete record of the applicant which shall include his personal circumstances; brief personal, social, and occupational history and; the result of the intake interview. A copy of this record shall be forwarded to the TCC where the applicant may be admitted.

Sec. 3. Preparation of treatment and rehabilitation plan. A treatment and rehabilitation plan shall be prepared prior to the admission of the TCC applicant. Procedures of the treatment and rehabilitation shall be discussed with him. If he agrees with these, he shall be prepared for transfer to the TCC.

Sec. 4. Documents required before admission of the applicant at the TCC. The following documents contained in an envelope shall be forwarded to the TCC where the applicant will be admitted:

- a. Intake interview result
- b. Case Summary
- c. Recommendation by the RDC TCC Staff
- d. Consent form duly signed by the applicant

Sec. 5. Place of Admission. The recipient shall now be transferred to the TCC in the corrections facility where he was committed by the court.

Sec. 6. Personal effects of recipient. In addition to the basic necessities supplied by the corrections institution, the recipient may bring clothes and other personal items essential to his well being, the quantity, nature and dimension thereof will not interfere with the safety and living conditions of the other recipients. Luxurious items such as air-conditioner, carpets, sofas, expensive beds and sleeping mattresses are not allowed.

Sec. 7. Wearing of jewelry. A recipient is not allowed to wear jewelry except for inexpensive watch.

CHAPTER 2 . CLASSIFICATION OF TCC RECIPIENTS

Sec.1. Technical Staff/Administrative Staff. Respective staff members shall classify recipients according to the hierarchical requirements of the TCC, which shall be:

- a. Training Staff
- b. Chief Expediter
- c. Shingle
- d. Department Head
- e. Crewmember

Sec. 2. Recipients, how classified. Recipients shall be classified according to the degree and/or quality of their performance at the TCC. Their ascent into more responsible position at the TCC hierarchy shall be earned through their positive changes in behavior and good attitude towards work.

Sec. 3. *Privileges of TCC recipients.* To some extent, the TCC recipients may enjoy other amenities that are not provided in the regular confinement cells.

- a. work and accommodation areas that are not overcrowded
- b. 24-hour supply of electricity
- c. ample supply of water
- d. free use of individual lockers
- e. exclusive use of recreation and mini-weight lifting gym
- f. free from influence of prison gangs
- g. acquisition of vocational skills

Sec. 4. *Expulsion of recipients from the TCC.* Any recipient can be expelled from the TCC on violation of the Cardinal Rules, and for repeated violation of the house rules.

CHAPTER 3. ACCOMMODATION OF TCC RECIPIENTS

Sec. 1. *Place of accommodation.* – Recipients shall be accommodated in the dormitories provided in the TCC.

- a. They shall be issued their double-bed sleeping space sharing two on each.
- b. Emphasis shall be on requirements of sanitation and hygiene, adequate ventilation, living space and lighting.
- c. Bathrooms and washing/laundry areas shall be provided in every TCC facility.
- d. Areas regularly used by recipients shall be properly maintained and kept clean at all times.
- e. Beds and clothing shall be neatly made up in a uniform manner, as much as possible, at all times. Beds and buildings occupied by recipients shall be thoroughly disinfected at least once a month.
- f. Every Saturday or holidays, if weather permits, recipients shall expose their clothes, beds and bedding in the sunshine in an area designated for the purpose.
- g. Littering is prohibited. Cleanliness of the premises of the dormitories and their surroundings are strictly observed.

Sec. 2. *Security Measures.* A 24-hour security detail duty shift shall be assigned to each TCC dormitory, with the number of security personnel proportionate to the number of recipients.

Sec. 3. *Provision for basic needs and amenities.* Each TCC dormitory shall have the following facilities:

- a. Kitchen and dining area
- b. Administrative office
- c. Counseling room
- d. Recreation/fitness area
- e. Library
- f. Function area for the morning meetings and vocational courses
- g. Laundry/wash area

Sec. 4. *Provision of food.* Each TCC shall be supplied with raw food which shall be cooked by its own kitchen department.

CHAPTER 4. TRANSFER OF TCC RECIPIENTS

Sec. 1. *Transfer of TCC recipients to another TCC facility.* Upon recommendation of the Chief Executive Officer (CEO), a recipient may be transferred to another TCC facility, and shall be approved by the Director. Any transfer shall be for the benefit of the recipient, to bring him closer to his family or as part of his treatment and rehabilitation program. Recipient's transfer shall be made known to his family before it is effected.

Sec. 2. *Transfer of mentally disturbed recipient.* A recipient, on recommendation of the CEO, can be transferred to the NBP Hospital or to any government hospital for the purpose of psychiatric treatment. The TCC psychiatrist shall conduct thorough examination of the recipient to determine the need of his transfer to an appropriate treatment facility.

CHAPTER 5. OUTSIDE MOVEMENTS OF TCC RECIPIENTS

Sec. 1. *Movements of recipients outside the TCC.* Movements of the recipient shall be limited to the defined areas except when attending religious functions and fetching visiting families, relatives and friends from the regular visiting hall, after having undergone the mandatory two-month "commitment period" at the TCC dormitory/building.

Sec. 2. *Approval of outside movement.* The TCC counselor, upon recommendation of the coordinator/supervisor, shall approve the movement of the recipient outside the building/dormitory.

PART III – RIGHTS AND PRIVILEGES OF TCC RECIPIENTS

CHAPTER 1. RIGHTS/PRIVILEGES OF A TCC RECIPIENT

Sec. 1. **Rights of a TCC recipient.** The same rights provided at the Bureau of Corrections Manual shall be enjoyed by the TCC recipient, which are:

- a. to receive compensation for labor he performs;
- b. to be credited with time allowance for good conduct and loyalty;
- c. to send and receive mail;
- d. to practice his religion or observe his faith;
- e. to receive authorized visitors;
- f. to ventilate his grievance through proper channel;
- g. to receive death benefits and pecuniary aids for injuries.

Sec. 2. **Privileges of a TCC recipient.** The following privileges shall also be extended to the TCC recipient:

- a. attend or participate in any entertainment or athletic activity within the corrections reservation;
- b. read books and other materials in the library;
- c. participate in civic, religious and other activities authorized by the TCC and corrections authorities.
- d. receive gifts and prepared food from visitors, subject to inspection;
- e. proper documentation, filing and follow-up of records;
- f. segregation from prison gangs;
- g. freedom from problem of overcrowding;
- h. provision of free basic amenities;
- i. assistance in preparing motion to grants of parole or executive clemency;
- j. acquisition of vocational skills;
- k. referral to post imprisonment work program.

CHAPTER 2. VISITING RIGHTS

Sec. 1. **Visiting rights.** Visiting rights of a TCC recipient follows that of what the Bureau of Corrections Manual provide, which allows him to be visited by his family and reputable friends at regular intervals. His legal counsel may visit him at any time, as provided by his constitutional rights.

Sec. 2. **Visitors' list.** As provided for in the Bureau of Corrections Operating Manual, a list of the recipient's visitors shall be compiled and maintained which shall include his family such as his parents, stepparents, brothers and sisters, wife and children. Upon the request of the recipient, the list may include his grandparents, aunts, uncles, in-laws, and cousins. Other visitors may, after investigation, be included in the list if the recipient will benefit from such contact.

Sec. 3. **Visiting days and hours.** A TCC recipient may be visited from Sundays to Thursdays from 8:00 a.m. to 3:00 p.m. There shall be no visits on Fridays and Saturdays. Other visiting days may be allowed on approval of the Director of Corrections or Superintendent/Operation Officer of the Corrections facility where the TCC is located.

Sec. 4. **Limitation on visiting rights.** As provided for in the Bureau of Corrections Operating Manual, the Director may limit the length or frequency of visits as well as number of visitors to avoid overcrowding. Exceptions may be granted after taking into consideration special circumstances, such as distance of travel of the visitor and the frequency of visits the recipient receives.

Sec. 5. **Visiting Area.** The TCC function area shall be used in accepting recipients' visitors. Visitors shall be fetched from the regular visiting hall within the corrections facility and shall be escorted to the TCC.

Sec. 6. **Privacy of Visits.** The TCC Asst Coordinator shall authorize the Inmate Training Staff to maintain privacy of visits in the TCC. They shall not be obstructed during the visits and in no manner shall any of the TCC staff eavesdrop on them. The recipient may be required to bring along his visitor to the TCC office for purposes of updating the visitor/s on the progress of his rehabilitation.

Sec. 7. **Conjugal Visits.** A TCC recipient may enjoy conjugal visits from his spouse as provided for in the Bureau of Corrections Operating Manual. This may, however, be temporarily suspended when certain house rules have been violated by the recipient.

Sec. 8. **Visits of legal counsel.** His legal counsel on record may visit a TCC recipient at reasonable hours of the day or night.

Sec. 9. **Violation of visiting rights.** Any violation of the TCC House Rules for a determined number of times shall mean temporary suspension of the visiting rights of the recipient, which shall, however, exclude visits of his legal counsel.

PART IV – TREATMENT AND REHABILITATION OF TCC RECIPIENTS

CHAPTER 1. PRELIMINARY PROVISIONS

Sec. 1. ***Conduct of treatment and rehabilitation.*** TCC recipients are in state of mind where their behavioral problems had led them to a life where the use of addictive substances help them enjoy their everyday existence, oblivious of the ill effects of their actions until they had violated certain laws which had caused them to land in prison. Causes of these conditions shall be identified in the process of their treatment and rehabilitation. Appropriate procedures shall be followed according to each recipient's experiences and present condition, adopting the therapeutic community approach.

Sec. 2. ***Treatment and rehabilitation process.*** The standard **Guidelines for the Treatment and Rehabilitation of Drug Dependents**, approved by the Dangerous Drugs Board (DDB), shall be applied to the individual as well as group of TCC recipients.

Sec. 3. ***Evaluation of treatment and rehabilitation progress.*** A standard **Evaluation Guideline** approved by the DDB shall be used in measuring degree of changes in the TCC recipients' drug abuse as well as social behavior.

CHAPTER 2. TCC RECIPIENTS' SERVICES

Sec. 1. ***Recipients' Services.*** Each TCC recipient shall be guaranteed access to health, educational and vocational courses, religious activities, sports, fitness and recreation and other related treatment and rehabilitation services.

Sec. 2. ***Health services.*** Health care and services shall be accorded to the TCC recipients by providing them unlimited access to the corrections hospital medical and dental facilities.

Sec. 3. ***Medical consultation and visiting hours.*** Medical consultation shall conform to the existing system in the penal institution, unless otherwise required by the CEO or any of the TCC Technical and Administrative Staff.

Sec. 4. Guidelines on medical consultations. In accordance with the existing corrections rules and regulations, the following guidelines shall be observed whenever a TCC recipient is referred to the corrections clinic or hospital for consultation or treatment –

- a. He shall be in proper uniform.
- b. He shall be attended on a “first-come, first-served” basis.
- c. The number of TCC recipients to be referred to the clinic or hospital shall depend on the available number of doctors and other health practitioners.
- d. In emergency cases, only the medical staff shall be allowed inside the emergency room.
- e. The TCC recipient shall not loiter in the clinic or hospital or leave the same without permission from the medical staff.
- f. Visitors of TCC recipient shall not be allowed to stay in the clinic or hospital to attend to the sick recipient without the permission of the medical staff.
- g. Visitors with children below twelve (12) years old shall not be allowed to enter the clinic or hospital ward or treatment room.
- h. TCC recipient, like any other inmate, shall not be required to stand for regular prisoner counting or checking.

Sec. 5. Notification of kin of sick TCC recipient. The TCC recipient’s immediate family or nearest of kin shall be notified in the event of sickness and medical confinement.

Sec. 6. Referral of sick TCC recipient to a government hospital. If the medical condition of a sick TCC recipient necessitates referral to a government hospital outside the penal institution, the CEO shall adopt necessary measure for his transfer to a government hospital for appropriate treatment. If the referral is made to a private health institution, treatment, hospitalization and other incidental expenses shall be borne by the recipient or his family or nearest of kin.

Sec. 7. Outside referral for dental treatment. In case the need for outside dental treatment arises, the expenses incidental to this shall be borne by the TCC recipient or his immediate family or nearest of kin.

Sec. 8. Medical certification. Treatment outside the TCC and the penal institution shall be supported by certification of the TCC CEO and the corrections institution’s medical officer or, in their absence, by a government physician, which shall specify the exact ailment of the recipient, the treatment or examination required; duration of hospital stay, and shall certify that the ailment cannot be properly attended to in the corrections institution’s hospital.

PART V – RELEASE OF TCC RECIPIENT

Sec. 1. **Basis of release of TCC recipient.** A TCC recipient may be released on a grant of parole or conditional pardon and, upon expiration of his prison sentence irrespective of whether he has not completed the required treatment and rehabilitation period. He shall, however, be referred to the Probation and Parole Administration for completion of treatment and rehabilitation.

Sec. 2. **Authority to release.** The following are authorized to order the release from confinement of a TCC recipient:

- a. the Supreme Court or lower courts, in cases of acquittal (if his case is still on appeal) or grant of bail;
- b. the President of the Philippines, in cases of executive clemency;
- c. the Board of Pardons and Parole, in grants of parole; and
- d. the Director, upon the expiration of sentence of the recipient.

Sec. 3. **Approval of release by the Director.** The Corrections Superintendent may release the TCC recipient with the approval of the Director upon completion of the standard requirements.

Sec. 4. **Prompt release of TCC recipient.** A TCC recipient shall be released without delay. In cases of communicable disease or mental derangement of the recipient, the CEO shall recommend to the Director that necessary steps be taken to arrange for the treatment of the recipient in an appropriate government hospital.

Sec. 5. **Referral to post treatment and rehabilitation work assistance program.** Upon release from the TCC and corrections' institution, the recipient shall be referred to a post-imprisonment work assistance program to help him re-start anew with his social and economic life, away from the influence of addictive substances or drugs.

PART VI – ADMINISTRATIVE CODE OF ORDER

CHAPTER 1. ORGANIZATION OF TCC, RESPONSIBILITIES, DUTIES OF TCC OFFICERS

Sec. 1. **Director.** The Director of the Bureau of Corrections heads the TCC. The Director is appointed by the President of the Republic of the Philippines upon recommendation of the Secretary of Justice.

Sec. 2. **Functions of the Director.** The Director shall have the following functions:

- a. In addition to his functions as Bureau of Corrections Director, he acts as adviser of the Secretary of Justice on matters relating to the formulation and execution of TCC policies, plans, programs and projects;
- b. Administers and executes the laws, rules and regulations relating to the TCC and its inmate-recipients;
- c. Exercises administrative supervision of the all TCCs under the Bureau of Corrections;
- d. Recommends to the Board of Pardons and Parole recipients who are qualified for the grant of parole, pardon and other forms of executive clemency; and
- e. Issues directives and instructions in accordance with laws, rules and regulation that will effectively govern the activities of the TCC.

Sec. 3. **Assistant Director.** The Assistant Director shall be appointed also by the President of the Republic of the Philippines.

Sec. 4. **Functions of the Assistant Director.** The Assistant Director shall have the following functions:

- a. In addition to his functions as Assistant Director of the Bureau of Corrections, he serves as adviser of the Director on TCC matters.
- b. Assists the Director in the formulation and implementation of the TCC's objectives and policies;
- c. Coordinates and ensures the effective and efficient administration of the TCC treatment and rehabilitation program;
- d. Assumes the duties of the Director in case of his absence and/or incapacitation; and
- e. Performs other functions as may be instructed by the Director.

Sec. 5. **Chief Executive Officer.** The Chief Executive Officer shall be designated by the Corrections Director.

Sec. 6. *Functions of the Chief Executive Officer.* The Chief Executive Officer shall have the following functions:

- a. Implements the objectives and policies of the TCC upon order of the Director and Assistant Director;
- b. Coordinates and ensures the full implementation of the TCC treatment and rehabilitation program in all prisons in all prison and penal farms under the Bureau of Corrections;
- c. Acts as adviser to the Director and Assistant Director on the formulation and implementation of TCC policies, plans, programs and projects;
- d. Promulgates, plans, programs, for training/seminars for TCC staff in all prison facilities under the Bureau of Corrections;
- e. Recommends to the Director and the Assistant Director pertinent administrative and technical staff in each of the TCC in all of the prison facilities under the Bureau of Corrections;
- f. Recommends to the Director and Assistant Director grants of parole, pardon and any form of executive clemency for qualified TCC recipients;
- g. Serves as head of the Evaluation Committee for determining treatment and rehabilitation progress of TCC recipients.

Sec. 7. *Assistant Chief Executive Officer.* The Director shall also designate the Assistant Chief Executive Officer .

Sec. 8. *Functions of the Assistant Chief Executive Officer.* The Assistant Chief Executive Officer shall have the following functions:

- a. Assists the Chief Executive Officer in the implementation of the objectives and policies of the TCC;
- b. Assists the Chief Executive Officer in coordinating and ensuring the full and effective implementation of the TCC treatment and rehabilitation program;
- c. Acts as adviser to the Chief Executive Officer on the formulation and implementation of the TCC policies, plans, programs, and scheduling training/seminars for TCC officers and staff;
- d. Sits in the Evaluation Sessions in the absence of the Chief Executive Officer.

Sec. 9. *Operation Officer.* The Superintendent of the prison facility acts as the TCC Operation Officer/Counselor and shall have the following functions:

Sec. 11. **Coordinators.** The Director, upon the recommendation of the Chief Executive Officer shall designate the Coordinators. They shall be the officers in charge of respective prison facilities where the TCC is located.

Sec. 12. **The Coordinators shall have the following functions:**

- a. Assists the Operation Officer in the formulation and implementation of the objectives and policies of the TCC;
- b. Submits to the Operation Officer recommendations relevant to the improvement of administrative and technical support the TCC;
- c. May, upon designation of the Operation Officer, sits in the Evaluation Sessions.

Sec. 13. **Assistant Coordinators.** The Assistant Coordinators shall be designated by the Chief Executive Officer, with the approval of the Director.

Sec. 14. **Functions of the Assistant Coordinators.** The Assistant Coordinators shall have the following functions:

- a. Shall assume the duties and responsibilities of the Coordinators in cases of their absence or are incapacitated;
- b. To accept and implement instructions/orders from the Coordinators in relation to the activities of the TCCs.

Sec. 15. **Special Services.** The Special Services unit shall be composed of the following:

- a. Medical
- b. Psychiatric
- c. Psychological
- d. Narcotic Laboratory
- e. Spiritual
- f. Family
- f. Budget and Finance Division
- g. Legal Office

Sec. 16. **Administrative Support.** All Bureau of Corrections Division/ Office Chiefs shall compose the TCC Administrative Support, which are as follows:

- a. Administrative Division
- b. Management Division
- c. General Services Division
- d. Accounting Division
- e. Supply Division

Sec. 17. **Functions of Administrative Support.** The various administrative offices shall have their respective functions as defined by their specific titles.

Sec 18. **Organizational Structure of TCC.** The TCC shall carry out its functions through the following TCCs and administrative units:

1. **Management level**
 - i. Director
 - ii. Assistant Director
 - iii. Chief Executive Officer
 - iv. Assistant Chief Executive Officer

2. **Therapeutic Community Center level**
 - i. Operation Officer
 - ii. Coordinator
 - iii. Assistant Coordinator
 - iv. Inmate Training Staff
 - communication section
 - ground section
 - maintenance section
 - kitchen section
 - expediting section

3. **Support Services**
 - i. Special Services
 - ii. Administrative Support

PART VII- FINAL PROVISIONS

Sec. 1. **Separability Clause.** The provisions of this Manual is hereby declared to be separate. If one or more of these provisions are declared invalid, the validity of the other provisions shall not be affected.

Sec. 2. **Effectivity.** This Manual shall become effective fifteen days after signing of the Director of the Bureau of Corrections.

Done in the City of Muntinlupa this 22nd day of April 2002.

(SGD)
EDILINDA GARCIA-PATAC, M.D., M.H.S.A.
Chief Executive Officer, BuCor TCC

APPROVED:

(SGD)
P/COL. RICARDO B. MACALA (RET.)
Director, Bureau of Corrections