

**PUBLIC INFORMATION POLICY ON THE
RIGHT TO PRIVACY OF EMPLOYEES
AND PDL OF THE BUCOR**

U.P. LAW CENTER
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

APR 04 2022

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Bureau of Corrections

Document Reference Code

BUC-ODC-MC-059

TOPIC:
Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor

Revision No.	Date
0	4/4/22

SUB-TOPIC:
Providing Standard Operating Procedure for all Social Media Platforms Created by the BuCor for the Protection of the Right to Privacy of Employees and PDL of BuCor

Effective Date
19 APR 2022


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APPROVAL

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"Reforming Lives; Community Thrives"

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-BDG-MC-059	
	TOPIC: Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor	Revision No. 0	Date 4/4/22
	SUB-TOPIC: Providing Standard Operating Procedure for all Social Media Platforms Created by the BuCor for the Protection of the Right to Privacy of Employees and PDL of BuCor	Effective Date 19 APR 2022	
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1. REFERENCES

- 1.1 1987 Philippine Constitution
- 1.2 Republic Act No. 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, To Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes", dated February 20, 1989.
- 1.3 Article 19 of the Universal Declaration of Human Rights
- 1.4 BUCOR Information Manual (2017)
- 1.5 Memorandum dated 31 March 2020 re: Social Media Etiquette signed by CT/CSUPT JOHN PAUL SANTOS, Acting Director, Directorate for Administration
- 1.6 Memorandum of the Chief, Public Information Office, C/CSUPT JULIE MAY C TAGUIAM, JD re: Submission of Articles dated 07 June 2021
- 1.7 Memorandum of the Chief, Public Information Office, C/CSUPT JULIE MAY C TAGUIAM, JD dated 05 July 2021 re: Guidelines in Submitting News Articles
- 1.8 Memorandum of the Chief, Public Information Office, C/CSUPT JULIE MAY C TAGUIAM, JD dated 09 July 2021 re: Submission of Video Articles
- 1.9 Memorandum of the Chief, Public Information Office, C/CSUPT JULIE MAY C TAGUIAM, JD dated 14 July, 2021 re: Guidelines for Video Coverage
- 1.10 Memorandum of the Chief, Public Information Office, C/CSUPT JULIE MAY C TAGUIAM, JD dated 23 July 2021 re: Supplemental Guidelines for Video Coverage

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2. RATIONALE

The creation of the Bureau of Corrections Public Information Office–National Headquarters (BuCor PIO–NHQ) is congruent with the Constitutional provision that “the rights of the people to information on matters of public concern shall be recognized”.¹


The social media platforms representing the Bureau of Corrections (BuCor) are imbued with public interests. For the reason of transparency, it has come to a point of showing to the public the activities in the security and reformation of Persons Deprived of Liberty (PDL). However, it is very vulnerable to abuse and worst there is personnel of the BuCor who created social media accounts representing BuCor without the approval of the Bureau. As a result, personnel are posting on the BuCor social media platforms without regard to the Constitutional Right to Privacy of personnel, PDL, visitors, beneficiaries, stakeholders, and all who deal with the BuCor.

Considering that there is no uniform policy/guideline on the creation and use of Social Media Sites and other Online Networking platforms which represents the BuCor specifically to protect the Right to Privacy of employees, PDL, and their families, it is imperative that the BuCor should exercise due diligence and utmost authority in the handling of confidential and sensitive information as part of its inherent authority to control and supervise its personnel without any curtailment of the constitutional rights to freedom of expression.

With this, there is a necessity to create official policies and guidelines with respect to the creation and use of social media sites and other online networking platforms representing the Bureau of Corrections.

¹Section 7, Article III of our 1987 Constitution

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3. OBJECTIVES

- 3.1 To establish uniform policy and procedures for the responsible and effectual creation of internet-based accounts representing the Bureau of Corrections.
- 3.2 To regulate personnel actions in using social media sites intended to represent the BuCor in their official capacity and as the person in authority to post on behalf of the BuCor.
- 3.3 Provide uniform guidelines for personnel in their official capacity especially in the recording, uploading, posting, or disseminating of photos, videos, and other materials on the internet of the activities of the Bureau of Corrections.


4. SCOPE

This Memorandum Circular applies to all personnel who administers, monitors, supervises and controls the recognized/authorized social media platforms representing the Bureau of Corrections which were duly approved by the Director General.

5. DEFINITION OF TERMS


- 5.1 **Disadvantageous** – not helpful or not favorable; involving or creating unfavorable circumstances; causing or characterized by disadvantages; unfavorable; adverse; detrimental.
- 5.2 **Indiscriminately** – in a manner not carefully thought out or not making careful distinctions or choices; done or acting at random or without careful judgment.
- 5.3 **Internet** – a worldwide interconnection of millions of computer networks and databases. It is popularly referred to as the Information Superhighway, the Web, or simply the Net. This also includes social networking sites.

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- 5.4 **Non-Official Capacity**- performing actions that are purely personal in nature.
- 5.5 **Official** – refers to any social network created or utilized by the bureau including those that perform investigation and law enforcement functions.
- 5.6 **Official Capacity** – performing official duties using government equipment and resources.
- 5.7 **PPF PIO** – refers to Prison and Penal Farm Public Information Office.
- 5.8 **OPR** – Officer Primary Responsible, personnel who is writing an article or covering a news video clip for purposes of posting on the social media sites.
- 5.9 **Personnel**-a person on official assignment in the bureau in permanent or temporary status whether uniformed or non-uniformed.
- 5.10 **Social Media Platform**– media for social interaction; describes websites that allow sharing of contents; it encompasses a broad sweep of online activity usually permanent like online networks such as blogs, chat rooms, message boards, discussion groups, e-mail, texting wherein which personnel writes, posts comments or is a member of professionally or personally. These are web-based technologies that allow interactive dialogue and include but not limited to Facebook, Twitter, Instagram, YouTube, or any network now in existence or to be created in the future.
- 5.11 **Subversive** – in opposition to authority or institution; tending or seeking to subvert, overthrow, or destroy an established government, institution, belief, seeking or intended to subvert an established system or institution.

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6. PROCEDURES/DETAILS/GUIDELINES

6.1 GUIDELINES ON THE APPROVAL OF THE CREATION OF SOCIAL MEDIA ACCOUNTS

- 6.1.1 No personnel shall create social media accounts representing the BuCor without authorization of the Director General, through the Public Information Office-National Head Quarters (PIO-NHQ).
- 6.1.2 The Public Information Office-National Headquarters (PIO-NHQ) has the authority to create an Official Page representing the whole Bureau of Corrections nationwide. As such, the PIO-NHQ has the sole authority to post on the social media site representing the Bureau of Corrections covering all PPFs, Directorates, Divisions, and Sections of the Bureau.
- 6.1.3 In case the Directorates, Prison and Penal Farms (PPFs), Divisions, and/or Sections intend to create another page for a specific purpose (e.g. livelihood page, reformation page, and the like), or any form of social media site/platform representing the BuCor or any of its offices and instrumentalities, it must secure prior application from the Director General, through the office of the Public Information Office-National Head Quarters (PIO-NHQ).
- 6.1.4 All applications for the creation of a Social Media Account representing the Bureau of Corrections shall use the authorized **APPLICATION FORM**² for such purpose. Only the Director of Directorate, Superintendent of PPF, or the Chief of Division/Section shall have the authority to apply for the creation of a Social Media Platform.

²Annex A-Application to Create Social Media Account of PPF/Directorate/Division/Office
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- 6.1.5 The Director of Directorate, Superintendent of PPF, or the Chief of Office shall submit a **MANIFESTATION**³ attached to the application of account, site, or page created to represent the BuCor. The Manifestation serves as proof that the applicant agrees to create the platform in accordance with the guidelines/policy in the use of social media platforms representing the Bureau of Corrections.
- 6.1.6 If the Directorate, PPF, Division/Section have an existing official page already, the same shall be applied formally with the Official Forms in ANNEX A and B for purposes of documentation and filing.
- 6.1.7 The application shall use OFFICIAL ACCOUNT NAME which must be in capital letters with the PPF/OFFICE NAME after the word BUCOR:


Examples:

BUCOR NBP Minimum
 BUCOR DER
 BUCOR IDPD
 BUCOR Davao PPF
 BUCOR Sablayan PPF

- 6.1.8 Application of social media creation shall be forwarded to BUCOR Public Information Office-National Headquarters. All requests shall be acted by the PIO-NHQ appropriately and conscientiously within ten (10) working days including the date of recommendation from the time it was officially received by the PIO-NHQ.
- 6.1.9 After careful determination of the content and purpose, the PIO-NHQ has the authority to return the application to

³Annex B- Manifestation to Abide with the Social Media Policy BUC-MC-PIO-01 s 2021

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the concerned office if the application does not comply with the guidelines of creation by virtue of the *alter ego* authority coming from the Director General.

- 6.1.10 The direct supervisors of social media accounts are the Directors, Superintendents, and Chiefs of Offices. All supervisors and administrators shall be held fully responsible for the protection and administration of their official social media accounts.
- 6.1.11 The Director, Superintendent, and Division/Section Chiefs shall have the power to monitor, supervise and control over their personnel involving posting on social media accounts within their jurisdiction.
- 6.1.12 Only authorized personnel are allowed to speak and post on social media on behalf of the Bureau. He/She must exercise due diligence and keep abreast of existing law, policies, rules, and regulations on social media.
- 6.1.13 Personnel authorized to post in the BuCor platform is prohibited from making any statement, comment, post picture, or any content that is disadvantageous to the image of the Bureau. The prohibition includes the use of defaced bureau's badge, seals, and any other identifiers such as uniforms or uniform components which may taint the image of the Bureau of Corrections.
- 6.1.14 Authorized personnel should avoid recording, uploading, posting, or disseminating **classified information**⁴. Prior to the release of information or posting on social media networks, they must exert due diligence to determine if such will violate the bureau's policy, confidentiality, and legal guidelines.


⁴Annex C- Documents/Information Classification

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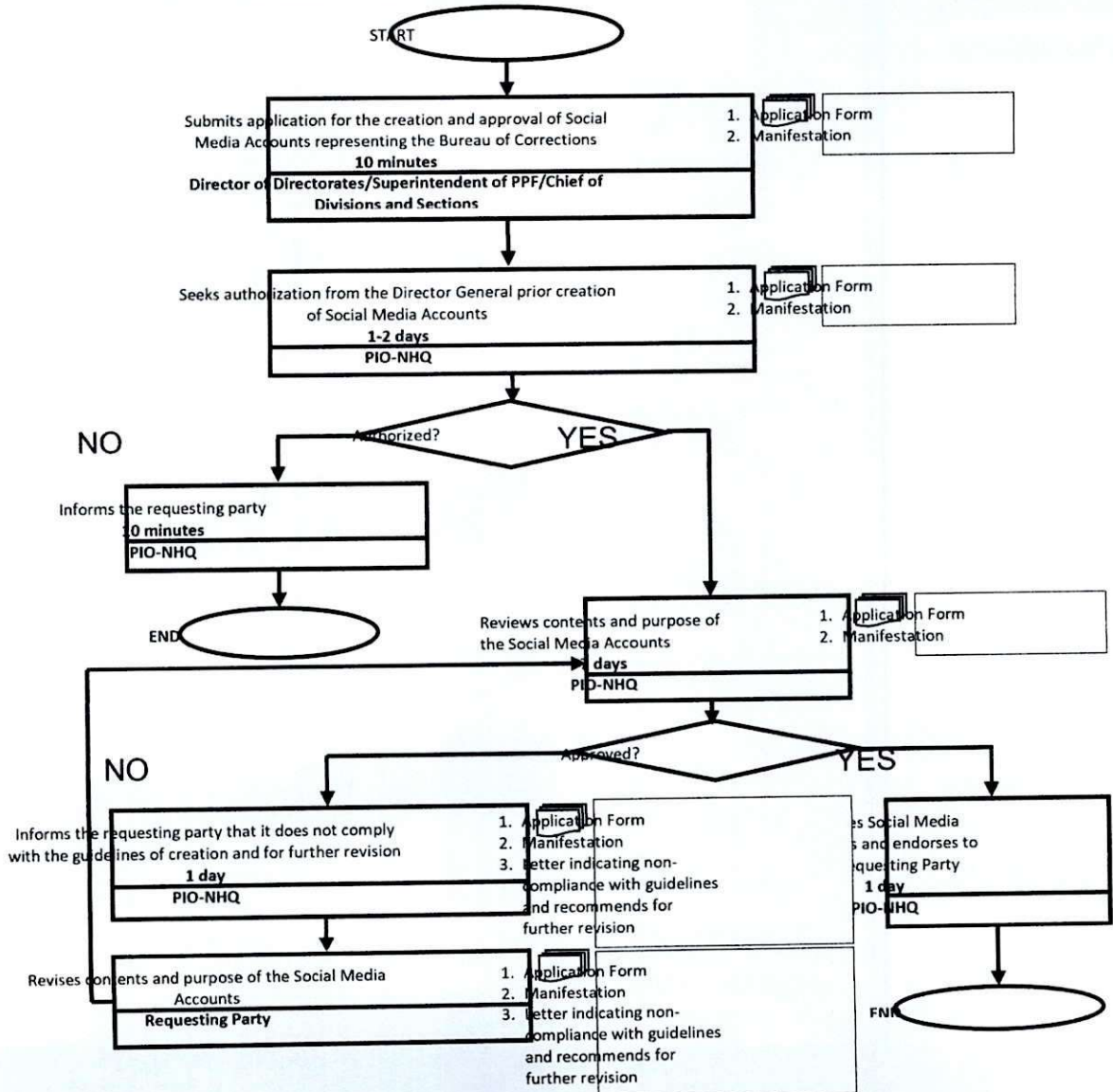
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6.1.15 In case of any complaint, suggestions or recommendations shall be immediately addressed to the administrator of the BuCor-PIO Page or the nearest BuCor office. The name of the administrator should appear on the social media platform.


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PROCESS FLOWCHART ON THE CREATION AND APPROVAL OF SOCIAL MEDIA ACCOUNTS



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6.2 GUIDELINES FOR POSTING PRINT AND DIGITAL MEDIA ARTICLES

- 6.2.1 Photo/Video content should promote events, programs, and accomplishments of the BuCor Administration, Operations, and Reformation.
- 6.2.2 Photo/Video must be of good quality and must not cause panic or alarm.
- 6.2.3 Identities of the PDL should not be exposed for their protection except those who escape from detention. **Written consent**⁵ shall be secured from released PDL or any person, not part of PIO staff who intends to give personal messages, photos, or videos.
- 6.2.4 All personnel and PDL involved in the photo/video should be in proper uniform and well-groomed.
- 6.2.5 Plate number of vehicles should be avoided in capturing video/photos.
- 6.2.6 Photos and videos should not depict a breach of security.
- 6.2.7 Video content must be limited from 3 to 5 minutes except authorized by the Director or by Law.
- 6.2.8 Office Primary Responsible should only use catchy title/headline for their article/video. The title of the article should be appealing to the readers/viewers. The first paragraph must be informative, complete, and would answer the 5Ws and 1H (What, Who, Where, When, Why, and How) questions.
- 6.2.9 To ensure identity, PPF/Office must include their respective official logo at the bottom left side of every photo/video.

⁵Annex D-Written Consent of PDL/ Personnel/Clearance for Posting

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- 6.2.10 Personnel must be cautious in taking photographs or videos to avoid public exposure of PDL depicting involuntary servitude or unsupervised.
- 6.2.11 The PIO-NHQ shall have the SOLE authority to post on the official page on a regular basis. All approved articles/videos with given clearance⁵ for posting shall form part of its respective Directorates, PPFs, and Divisions official social media platform.

7. MONITORING PROCEDURE/TOOL


- 7.1 The Director General, through the PIO-NHQ, has the full authority to regulate the creation and posting in all social media platforms of Directorates, Divisions/Sections, and Prison and Penal Farms (PPFs) with the use of Annex A.
- 7.2 The PIO-NHQ shall accordingly record all files of print and digital media of the Application to Create Social Media Account by Directorates, Divisions/Sections and PPFs bearing control number commencing from No. 1., s 2021
- 7.3 The Chief, PIO-NHQ shall have the authority to schedule the submission and posting of print and digital articles on the official page of BuCor. Social media posting shall be regularly checked by the Deputy Chief, PIO-NHQ using Annex E.⁶

8. FINANCIAL CLAUSE

All expenses incidental thereto shall be charged against the funds of the Prison and Penal Farms/Security Compound subject to the usual accounting and auditing rules and regulations.

⁶ Annex E- Monitoring Checklist on the Posted Articles/Video

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9. SEPARABILITY CLAUSE

If any parts hereof are declared invalid or unconstitutional, the remaining part of the provisions not otherwise affected shall remain valid and subsisting.

10. PENALTY CLAUSE

Any violation of the provisions of this Memorandum Circular shall be dealt with administratively which may include but not limited to insubordination and/or neglect of duty, consistent with the BuCor Administrative Machinery and/or Civil Service Rules, and in accordance with the provisions of Republic Act No. 6713, and other applicable laws, rules, and regulations.


11. REPEALING CLAUSE

All BuCor policies, directives, and other issuances that are inconsistent with the provisions of this Memorandum Circular are hereby deemed rescinded or modified accordingly.

12. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from the filing of a copy at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.

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ANNEX -A

**Application to Create Social Media Account of
PPF/Directorate/Division/Section/Office**


Control No.: _____, S. _____
 Account Name Being Applied: _____
 Name of Administrator: _____
 Rank: _____
 Designation: _____
 Password: _____
 Cellphone No.: _____
 Name of nearest kin: _____
 Contact No.: _____
 Purpose of Account: _____

 Name of Applicant

 Rank/ Designation

 Name of office/unit/PPF

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ANNEX-B


MANIFESTATION LETTER

I, _____ (Head of Office), hereby manifest to abide by the BUCOR Policy on the Use of Social Media Sites and Other Online Network Platforms or BUC-MC-PIO-01, s.2021 and take full responsibility for the social media actions of my subordinates under the chain of command of my Office in the posting and commenting in the social media account.

I voluntarily sign this MANIFESTATION this _____ day of _____, year _____.

Printed Name Over Signature

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ANNEX -C

FREEDOM OF INFORMATION (FOI)
BUREAU OF CORRECTIONS
DOCUMENTS/INFORMATION CLASSIFICATION


PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
1. BUCOR Accomplishment Report 2. Office Accomplishment Report 3. Contract Project a) detailed plans and estimates b) work program c) scope of works 4. Transfer Certificate of Transfer (TCT) 5. Program of Work/ Budget Cost of Construction 6. Bill of Materials 7. Project Procurement Management Plan 8. Project Justification 9. Statement of Asset and Liabilities and Net Worth SALN 10. CSC Monthly Reports on Accession and Separation 11. Employee Master List 12. Plantilla position	1. Memorandum (Order, Circular) 2. Court Orders/ Decision 3. Department (Order, Circular) 4. BUCOR Special Order 5. Index of Payments 6. Appointment (CS Form 33) 7. Case Resolutions 8. Applicants and Employees for Promotion and Interview Results. 9. Medical Certificates (CSC Form 211) 10. Service Record 11. List of Training/Seminars/Workshops Attended. 12. Trainees Medical and Academic Records 13. Personal Data Sheet 14. Individual Performance Rating	1. Carpeta a) Fiscal Information b) Commitment Order c) Decision Form Court/ Entry of Judgement/ Certificate of Finality. d) Certificate of Detention from Jail e) Certificate of Non-Appeal. f) Certificate of No Pending Case g) Certificate of GCTA from Jail/MSEC. h) Jail Booking Sheet (PDL Profile) i) Detainee's Manifestation. j) Order of Commutation. 2. PDL (Inmates) Prison Records. 3. PDL Case Profile 4. Prison Record Jacket/Assignment Card 5. List of High Profile/High Risk/High ValuePDL

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
13. Program of Instructions	15. Office Performance Commitment Rating	6. Certificate of Discharge from Prison
14. Course Curriculum	16. Purchase/Job Order	7. PDL Visitors List
15. Contract Undertaking/Waiver of CBRC Trainees	17. Memorandum of Agreement/Lease/Contracts/Joint Venture of Agreement.	8. Transfer Order of Inmates
16. Evaluation Form of Training/Seminars/Workshops Completed.	18. Certification of Remuneration Remittances/Benefits/Payments Received.	9. Medical/Psychiatric Examination
17. Minutes of Meeting (Procurement Process)	19. Descriptive Records (Escape Alarm)	10. Inmate Medical Record
18. Notice of AWARDS.	20. Approved Decision/Resolution (Decision/Resolution pages only)	11. Inmate Medical Abstract
19. Notice to Proceed	21. Case Management Record	12. Drug Test Result PDL and Employees.
20. Invitation to Observer	22. Psychological Abstract for PPFs and Newly Arrived Inmates.	13. Patients' Chart (Admitting Charts, OPD Charts/Records.
21. Bidding Documents	23. Psychological Evaluation (for PDL requested by BPP)	14. Inmate (PDL) Mental Status Exam/Psychiatric Evaluation
22. Financial Accountable Report	24. SOCIOLOGY Case History	15. Mission Order
23. Financial Statement-Year-End	25. Sociology Assessment and Recommendation.	16. Classification Board Resolution.
24. Financial Report	26. Functional Literacy Test Result/Assessment.	17. Personnel 201 File
25. Annual Procurement Plan	27. Certificate of	18. BUCOR Vicinity Map
26. Budget Proposals		19. BUCOR Building and Dormitory Matrix.
27. Dump Print (National Expenditure Program)		20. Investigation Report
28. Monthly Disbursement Program		21. CCTV Footages.
29. Registry of Appropriation and allotments		
30. Registry of Budget, Utilization and Disbursements.		

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
31. Notice of Obligation Request and Status Adjustment. 32. Budget Utilization Request and Status. 33. Notice of Budget Utilization Request and Status Adjustment. 34. Statement of appropriations, allotments, obligations, disbursements, and balances, disbursement and balances by the object of expenditures- FAR No. 2-A. 35. Summary of appropriations, allotments, obligations, disbursements, balances by the object of expenditures- FAR no. 1-A. 36. List of allotments and sub allotments and sub allotments – FAR no. 1-B 37. Statement of the approved budget, utilization, disbursements, and	Rehabilitation and Treatment Program 28. Cert. of Detention and Confinement. 29. Request for photo and video shoot on any part of prison facility and inmate interview 30. Death Certificate 31. Payroll for Salaries, Allowances Compensation, Transportation and Gratuity and their Report of Disbursement. 32. Checks and advice of checks issued and canceled. 33. Advice to Debit Account (ADA) 34. Cashiers Monthly Report. a) Collection Report. b) Reports of checks issued. c) Report ADA issued d) Disbursement List e) Cancelled checks f) Report Disbursement for Fund	

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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
<p>balances by the object of expenditures- FAR NO.2</p> <p>38. Summary of the approved budget, utilization, disbursements, and balances by the object of expenditures – FAR no. 2-A.</p> <p>39. Registry of Allotments and Notice of Cash Allocations.</p> <p>40. Request Retention Money.</p> <p>41. BUCOR Physical Plan</p> <p>42. BUCOR Quarterly Physical Report of Operations.</p> <p>43. BUCOR Goal, Thrust, and Objectives.</p> <p>44. BUCOR Programs, Projects, and Activities</p> <p>45. BUCOR Major Final Output (MFO)</p> <p>46. Agency Performance Measures.</p> <p>47. BUCOR Monthly Notable Accomplishments.</p> <p>48. BUCOR Statistical Information (inmate profile, prison congestion, inmate profile in confinement</p>		

“Reforming Lives, Community Thrives”

	<h1>Bureau of Corrections</h1>	Document Reference Code <i>BUC-ODG-MC-05 9</i>	
	TOPIC: Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor	Revision No. 0	Date 4/4/22
	SUB-TOPIC: Providing Standard Operating Procedure for all Social Media Platforms Created by the BuCor for the Protection of the Right to Privacy of Employees and PDL of BuCor	Effective Date 19 APR 2022	
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PUBLIC WITHOUT CLASSIFICATION	PUBLIC WITH CLASSIFICATION	CLASSIFIED LIST OF EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION
49. System of Ranking of Delivery Units (strategic performance management system) 50. PDL Fingerprint Chart and Index 51. Copies of Civilian Clearance for Employment/Visa – for travel abroad. 52. Policies/Guidelines Pertaining to Security and Operations. 53. Legal Comments/Opinions. 54. Approved Formal Charge.		

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	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-DDG-MC-059	
	TOPIC: Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor	Revision No. 0	Date 4/4/22
	SUB-TOPIC: Providing Standard Operating Procedure for all Social Media Platforms Created by the BuCor for the Protection of the Right to Privacy of Employees and PDL of BuCor	Effective Date 19 APR 2022	
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ANNEX-D

Control No. _____

Authorization Letter

Date

TO WHOM IT MAY CONCERN:

I, _____ (Name of the person giving the authorization) would like to AUTHORIZE Public Information Office of the Bureau of Corrections to post publicly my name, photograph and/or video in their official social media accounts as part of the articles/video coverage report.

This authorization is done voluntarily this _____ day of _____, year _____.


Sincerely,

Printed Name and Signature

I, _____ (Officer Primary Responsible), attest that I did not force nor threat _____ (name of person giving authority) to submit his person as part of my report in the Official Social Media Account of the BuCor.

Officer Primary Responsible

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	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-ODG-MC-05 9v	
	TOPIC: Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor	Revision No. 0	Date 4/4/22
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ANNEX-E

Monitoring Checklist on the Posted Articles/Video

Schedules in the Submission of Videos

(Note: Check the box below if they complied with the schedules.)

Total No's of Video _____

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
CIW	CIW	CIW	CIW	CIW	CIW	CIW
DPPF	DPPF	DPPF	DPPF	DPPF	DPPF	DPPF
IPPF	IPPF	IPPF	IPPF	IPPF	IPPF	IPPF
LRP	LRP	LRP	LRP	LRP	LRP	LRP
SRPPF	SRPPF	SRPPF	SRPPF	SRPPF	SRPPF	SRPPF
NHQ	NHQ	NHQ	NHQ	NHQ	NHQ	NHQ
SPPF	SPPF	SPPF	SPPF	SPPF	SPPF	SPPF

Daily Submission of Articles

(Note: Check the box below if they complied with the schedules.)


Total No's of Articles _____

Monday	CIW	NBP-MIN
Tuesday	DPPF	
Wednesday	IPPF	NBP-MEDIUM
Thursday	LRP	
Friday	SRPPF	NBP-MAXIMUM
Saturday	NHQ	
Sunday	SPPF	NBP-RDC

Deputy Chief, Public Information Office

Date: _____

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	<h1>Bureau of Corrections</h1>	Document Reference Code <i>BUC-ODG-MC-05 Jr</i>	
	TOPIC: Public Information Policy on the Right to Privacy of Employees and PDL of the BuCor	Revision No. <i>0</i>	Date <i>4/4/22</i>
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ACKNOWLEDGEMENT

The Public Information Office Memorandum Circular on the Right to Privacy of Employees and PDL of Bureau of Corrections would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the **Doctrine and Policy Making Board (DPMB)**:

USEC. GERALD Q BANTAG
Director General

ASEC GABRIEL P CHACLAG
Chairperson, DPMB

Members

CT/CSUPT JOHN PAUL O SANTOS, PhD., LL.B., CSP
Acting Director, Directorate for Administration

C/CSUPT VICTOR ERICK L PASCUA
Director, Directorate for Security and Operations

CT/CSUPT MARIA FE R MARQUEZ
Director, Directorate for Reformation

CT/SSUPT RICARDO S ZULUETA
Director, Directorate for Reception and Diagnostic


C/CSUPT HENRY N FABRO
Director, Directorate for Health Services

C/CSUPT JULIE MAY TAGUIAM, JD
Director, Directorate for External Relations

MS. NORA CORAZON T PADIERNOS
Director, Directorate for Planning and Management

ATTY. ROY P LAWAGAN
Chief, Legal Section Office

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SECRETARIAT:

C/SUPT ROY C VILLASI, LLB
 Head Secretariat/Chief, PMDDD

MsMarites C. Magtalas
 Deputy Chief, PMDDD

C/INSP CATHERINE D CAPANANG

CO3 Mira Flor L Bayogo

CO3 Alleza E Bagnol

CO3 Noreen D Ramirez

CO1 Rafael M Mayo

CO1 Randy P Adores

CO1 Kathlene Rose P Pancho

CTO1 Renalyn E Capati

CO1 KhmerlouRumbaoa

CO1 Aileen M Piayas

"Reforming Lives, Community Thrives"



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



DOCTRINE AND POLICY MAKING BOARD (DPMB)

DPMB RESOLUTION No. 2021-05

WHEREAS, on October 13, 2021, the Doctrine and Policy Making Board, as part of its functions, convened and deliberated the Memorandum Circular on Public Information Manual on the Right of Privacy of Employees and PDL of the BuCor during its 10th DPMB Meeting.

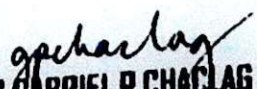
WHEREAS, the Memorandum Circular on Public Information Manual on the Right of Privacy of Employees and PDL of the BuCor aims to establish uniform policy and procedures for the responsible and effectual creation of internet-based accounts representing the Bureau of Corrections and to regulate personnel actions in using social media sites intended to represent the BuCor in their official capacity and as the person in authority to post on behalf of the BuCor. Moreover, the MC provides uniform guidelines for personnel in their official capacity especially in the recording, uploading, posting or disseminating of photos, videos, and other materials on the internet of the activities of the Bureau of Corrections.

WHEREAS, on the same date, after deliberation and thorough review by the Doctrine and Policy Making Board (DPMB), **ADOPTED**, and recommended **APPROVAL** of the Memorandum Circular on Public Information Manual on the Right of Privacy of Employees and PDL of the BuCor.


NOW WHEREFORE, the Board hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on Public Information Manual on the Right of Privacy of Employees and PDL of the BuCor.


ADOPTED this 13th day of October 2021 at the Bureau of Corrections, Muntinlupa City.

DOCTRINE AND POLICY MAKING BOARD



ASEC GABRIEL P. CHACRAG
Deputy Director General for Administration/Operations
Chairperson

"Reforming Lives, Community Thrives"


CT/CSUPT JOHN PAUL O. SANTOS, PhD., LL.B., CSP
Director, Directorate for Administration
Member

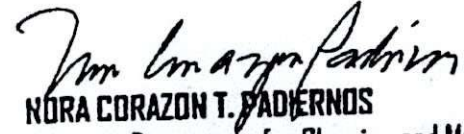

C/CSUPT VICTOR ERICK L. PASCUA
Director, Directorate for Security and
Operations
Member



CT/CSUPT MARIA FE R. MARQUEZ, MNSA
Director, Directorate for Reformation
Member


C/CSUPT JULIE MAY C. TAGUAM, JD
Director, Directorate for External
Relations
Member


CT/SSUPT RICARDO S. ZULUETA
Director, Directorate for Reception and Diagnostic
Member

C/CSUPT HENRY N. FABRO
Director, Directorate for Health and
Welfare Services
Member


NORA CORAZON T. PADERNIS
Director, Directorate for Planning and Management
Member


ATTY. ROY P. LAWAGAN
Chief, Legal Service
Member


C/SUPT ROY C. VILLASI, LLB
Head Secretariat/Chief, PMDDO

"Reforming Lives, Community Thrives"