

**GUIDELINES FOR THE GRANTING OF
HOUSING DIRECTIVES TO ACTIVE
BUREAU OF CORRECTIONS
EMPLOYEES AT NBP RESERVATION**

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REVIEW BOARD
Administrative Review and Disputes

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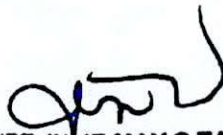


Bureau of Corrections

GUIDELINES FOR THE GRANTING OF HOUSING DIRECTIVES TO ACTIVE BUREAU OF CORRECTIONS EMPLOYEES AT NBP RESERVATION


Document Reference Code	
BUC-ODG-MC-06 gr	
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APPROVAL

Prepared By:	Recommended By:	Approved By:
Bureau of Corrections Business Center		
Submitted By:		
 C/CSUPT JULIE MAY C TAGUIAM Director, Directorate for Bureau of Corrections Business Center	 ASEC GABRIEL P CHACLAG CHAIRMAN, DPMB/ Command Group	 USEC GERALD C BANTAG DIRECTOR GENERAL

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	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-DD6-MC-06 jr
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1. REFERENCES

- 1.1 Bureau of Corrections Act of 2013 (RA 10575)
- 1.2 Meeting held on June 2, 2021, at the BAC Conference Room, Supply Division
- 1.3 Resolution No. 5 dated April 29, 2021, signed by the Housing Committee and approved by Director General, USEC Gerald Q. Bantag.
- 1.4 Letter dated April 26, 2021, of CSUPT ROY C VILLASI, Chief of PMDDD and Head Secretariat, TWG, Doctrine and Policy Making Board
- 1.5 Special Provision No. 4 of General Appropriations Act of 2014
- 1.6 Comments and recommendations from BuCor Housing Committee and Directorates.
- 1.7 Memorandum Circular No. 51 s. 2018 dated October 10, 2018 signed by then USEC RONALD M. DELA ROSA.
- 1.8 Memorandum Circular No. 62 s. 2016 dated October 24, 2016 signed by then BuCor-OIC PCSUPT ROLANDO E ASUNCION.


2. RATIONALE

In line with Sec 6 of RA 10575, the Bureau of Corrections (BuCor) shall have the absolute authority to design, formulate, and implement land-use development plans, and policies. Thus, the grant of housing privileges to qualified BuCor employees will uplift their living standards, augment security and preserve BuCor's property within the NBP Reservation Area.

3. OBJECTIVE

To standardize the procedures for the granting of government quarters within the BuCor NBP Reservation to qualified active Bureau of Corrections employees.

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4. SCOPE

This applies to all active employees of the Bureau of Corrections, NBP Reservation, Muntinlupa City.

5. DEFINITION OF TERMS

- 5.1 **Appeal** – to resort to the Director, BBC for review of the decision made by the Housing Selection Board.
- 5.2 **Applicant** – active employee of BuCor assigned at NBP Reservation, Muntinlupa City who had filed an application for a housing directive at the Office of the Housing Section.
- 5.3 **Business Establishment** – structure intended for any act of business to gain income or profit within NBP Reservation.
- 5.4 **Dependent** – person declared by the grantee as approved by the Directorate for Security and Operations.
- 5.5 **Grantee** – BuCor employee granted with a Housing Directive at NBP Reservation Area issued by BuCor Director General or his authorized representative.
- 5.6 **Grantor** – BuCor Director General or his authorized representative who grants housing directives.
- 5.7 **Housing Directive** – housing privilege given by the BuCor Director General or his authorized representative to BuCor employees assigned at NBP Reservation, Muntinlupa City.
- 5.8 **Housing Section** – responsible for the processing of housing applications of BuCor employees assigned at NBP Reservation, Muntinlupa City.
- 5.9 **Housing Selection Board** – responsible for the conduct of deliberations, preparation of resolutions and certificate of housing directives for the approval of the Director General or his authorized representative.

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- 5.10 **Illegal Settler/Informal Settler** – person occupying a portion of BuCor land who is active in the service at the Bureau of Corrections and does not have a housing directive. Including those inactive or separated BuCor employees, civilians and other government personnel who are not connected to the Bureau of Corrections.
- 5.11 **Motion for Reconsideration (MR)** – grant of an opportunity to the applicant to seek reconsideration from the Housing Selection Board to correct any actual or perceived error during the deliberation or selection process.
- 5.12 **NBP Reservation** – land area possessed by the BuCor located at New Bilibid Prison Reservation, Brgy. Poblacion, Muntinlupa City.
- 5.13 **Occupant** – person who occupies a quarter within the New Bilibid Prison Reservation, Brgy. Poblacion, Muntinlupa City.
- 5.14 **Qualified Employee** – active Uniformed and Non-Uniformed NBP personnel who has been in the service for at least one (1) year.
- 5.15 **Quarter** – existing concrete/semi-concrete or wooden structure within NBP Reservation intended for BuCor employees and his/her dependents.
- 5.16 **PPF** – refers to the Bureau of Corrections' regional prison facility located in different parts of the Philippines


6. GUIDELINES

6.1 QUALIFICATIONS AND REQUIREMENTS FOR GRANTING OF HOUSING DIRECTIVE

6.1.1. QUALIFICATIONS

- 6.1.1.1 No existing housing privilege on any PPF
- 6.1.1.2 Must be on a Permanent Status

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6.1.1.3 Must have rendered at least one (1) year in the service

6.1.2. REQUIREMENTS

- 6.1.2.1. Letter of Intent
- 6.1.2.2. Duly Accomplished Housing Application Form
- 6.1.2.3. Certificate of Employment
- 6.1.2.4. Photocopy of Valid BuCor ID
- 6.1.2.5. Location sketch of the quarter
- 6.1.2.6. Notarized Affidavit of Undertaking

6.2. PROCEDURES FOR THE GRANTING OF HOUSING DIRECTIVES

- 6.2.1. The applicant shall submit a letter request with all the requirements under par. 6.1.2. to the BuCor Housing Section.
- 6.2.2. The BBC-Technical Services Division shall conduct an inspection and measurement of the quarter subject of the application.
- 6.2.3. After inspection, a report shall be submitted by the BBC-Technical Services Division to the BuCor Housing Section, a copy of which shall be furnished to the Housing Selection Board as reference for deliberation.
- 6.2.4. The Housing Selection Board shall conduct deliberation based on the following criteria:
 - 6.2.4.1. Only one (1) housing directive shall be granted to a qualified applicant.
 - 6.2.4.2. In case the applicant is sharing a quarter with other BuCor employee/s, they shall agree that only one of them is entitled to the grant of housing directive otherwise the Housing Selection Board shall decide after investigation.

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Reference
Code

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- 6.2.4.3. For a married couple who are both BuCor employees, only one (1) of them is entitled to the grant of housing directive.
- 6.2.4.4. In case of two or more BuCor employees are applying for the Housing Directive for the same quarter, the following criteria shall be observed;
- 6.2.4.4.1. Permanent employee is preferred over contractual or job order BuCor employee.
- 6.2.4.4.2. First occupant is preferred regardless of rank or employment status unless he/she is disqualified by the Housing Selection Board.
- 6.2.4.4.3. If the first occupant cannot be identified, the Housing Selection Board shall decide after investigation.
- 6.2.4.4.4. Other analogous criteria as the Director General may be deemed proper.
- 6.2.5. The Housing Section shall post the result of the deliberation on the BBC official social media account or designated bulletin board.
- 6.2.6. If no Motion for Reconsideration (MR) or Appeal is filed by the aggrieved applicant within five (5) working days upon posting of the deliberation result, the Housing Selection Board shall submit a resolution to the Director General, recommending the grant of housing directive to the selected applicant. In case of MR or Appeal filed, issuance of a resolution shall be made accordingly.

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6.2.7. Upon approval of the resolution, a Certificate of Housing Directive signed by the Director General or his authorized representative shall be issued to the grantee.

6.2.8. In case of disapproval of the application, the aggrieved applicant may file a Motion for Reconsideration (MR) to the Housing Selection Board within five (5) working days from the date of posting of deliberation result; otherwise the decision of the board shall become final and executory.


6.2.9. In case of denied Motion for Reconsideration (MR), the aggrieved applicant may file an appeal to the Director of BuCor Business Center within fifteen (15) working days upon receipt of notice of denial. The decision of the Director of BBC shall be final and executory.

6.3. ALLOCATION OF LOT AREA

6.3.1. Below is the matrix of measurement of allocated area pursuant to corresponding rank/designation.

RANK/DESIGNATION	LOT AREA (SQ.M)
1. USEC or BuCor Director General	As provided
2. ASEC or Deputy Director General	As provided
3. Directorates or C/CSUPT-CT/CSUPT / NUP	150
4. Division Chiefs & Deputy Division Chiefs, C/SUPT-C/SSUPT, CT/SUPT-CT/SSUPT/NUP	150
5. C/INSP-C/CINSP, CT/INSP-CT/CINSP	150
6. Non-Commissioned Officers/NUP	100

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6.4. DUTIES AND FUNCTIONS

6.4.1 ANTI-SQUATTING UNIT

- 6.4.1.1. Monitor all houses within the NBP Reservation Area.
- 6.4.1.2. Conduct annual inventory for all quarters within the NBP Reservation Area.
- 6.4.1.3. Report to the Housing Section any illegal occupants within the NBP Reservation Area.
- 6.4.1.4. Serve and implement notice to vacate to all informal/illegal settlers and demolish illegal structures within NBP Reservation Area.

6.4.2. HOUSING SECTION

- 6.4.2.1. Maintain and update the list of vacant quarters at the NBP Reservation Area as a reference in the processing of the applicant's request for a Housing Directive.
- 6.4.2.2. Posting of an updated list of vacant quarters on the BBC official social media account and designated bulletin board.
- 6.4.2.3. Posting of Housing Selection Board deliberation results.


6.4.3. TECHNICAL SERVICES DIVISION

- 6.4.3.1. Conduct inspection and measurement of the quarter subject of the application.

6.5. CONDITIONS

- 6.5.1. A Grantee shall not lease, mortgage, pledge or sell the awarded premises or any portion thereof to other person/s.
- 6.5.2. Any construction and rehabilitation of the grantee's quarter shall become the property of BuCor upon

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his/her termination, resignation or retirement from service at the Bureau of Corrections.

- 6.5.3. Grantee shall reside physically at the awarded quarter and shall not share quarter with an ex-convict, informal/illegal settler and/or spouse or children of a PDL. Intentional failure of the grantee to reside at his/her quarter for a period of ninety (90) days shall be ground for revocation of the housing directive.
- 6.5.4. In cases of separation from the service, the grantee and his/her registered dependents are authorized to stay in the awarded premises, to wit:
 - 6.5.4.1. Resignation of the grantee – thirty (30) days upon the approval of the resignation;
 - 6.5.4.2. Retirement of the grantee – ninety (90) days upon the retirement date; and
 - 6.5.4.3. Death of the grantee – six (6) months upon the demise.
- 6.5.5. The Housing Section shall issue a Notice to Vacate within ten (10) days prior to the expiration of the prescribed period; the Anti Squatting Unit shall strictly monitor compliance and implement ejectment after the prescribed period.
- 6.5.6. Prior to vacating a quarter, the General Services Division (GSD) shall ensure that the previous occupant had fully paid or settled his/her utility bills and shall issue the corresponding certification thereon.

6.6. RESPONSIBILITIES OF BUCOR EMPLOYEES WITH HOUSING DIRECTIVES

- 6.6.1. Maintain cleanliness of the designated lot including adjacent areas.

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- 6.6.2. All domesticated animals should be sheltered and confined within the quarter premises.
- 6.6.3. Prohibition on any acts which may cause harm, threat, health issues, noise pollution, air pollution and other analogous disturbances.
- 6.6.4. Prohibition on the parking of vehicles outside quarter premises.
- 6.6.5. Prohibition of unauthorized vendors or bystanders outside quarter premises.
- 6.6.6. Prevent, monitor and report entry or presence of informal settlers and trespassers within NBP Reservation Area to the BBC/DSO/DA.
- 6.6.7. When the grantee intends to venture into business, he/she shall secure approval from the BBC.

6.7. PROCEDURES FOR THE ENTRY OF CONSTRUCTION MATERIALS

- 6.7.1. Letter request addressed to the Housing Section with the following attachments:
 - 6.7.1.1. List of construction materials (itemized);
 - 6.7.1.2. Photocopy of Housing Directive of the requestor;
 - 6.7.1.3. Photocopy of the BuCor ID (back to back);
 - 6.7.1.4. Hardcopy of photographs subject for construction of new quarter, repair, renovation or preventive maintenance of quarter; and
 - 6.7.1.5. Location sketch of the quarter.
- 6.7.2. The Housing Section Office shall forward the letter request with complete attachments to the BuCor Business Center Technical Services Division (TSD) for the conduct of inspection to the quarter subject to construction of new quarter, repair, renovation or preventive maintenance to verify the veracity of the request.

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6.7.3. After inspection by the TSD, a report shall be submitted to the Housing Section with recommendation/s if any for the construction of a new quarter, repair, renovation or preventive maintenance of the quarter.

6.7.4. The Housing Section shall inform immediately the requestor through his/her given contact number or by posting at the BBC designated bulletin board, the status of the request based on the submitted requirements and after inspection report of the TSD for approval. Upon approval, a certification will be issued to the requestor.

6.7.5. The duty BSEC personnel at the entrance gates shall allow entry of the requested construction materials based on the approved request.

6.7.6. The TSD shall conduct an on-site inspection and submit after activity report on the present status of the requested construction of the new quarter, repair, renovation and preventive maintenance to the Housing Section.


7. FINANCIAL CLAUSE

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

8. REPEALING CLAUSE

All issuances/directives that are inconsistent with the provisions of this Memorandum Circular are hereby repealed and/or modified accordingly.

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9. SEPARABILITY CLAUSE

In the event of any provision of this Memorandum Circular is declared illegal or rendered invalid by any competent authority, the provisions not affected thereby remain valid and effective.

10. EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect after 15 days from filing 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."

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BUC-EDC-MC-06 gr

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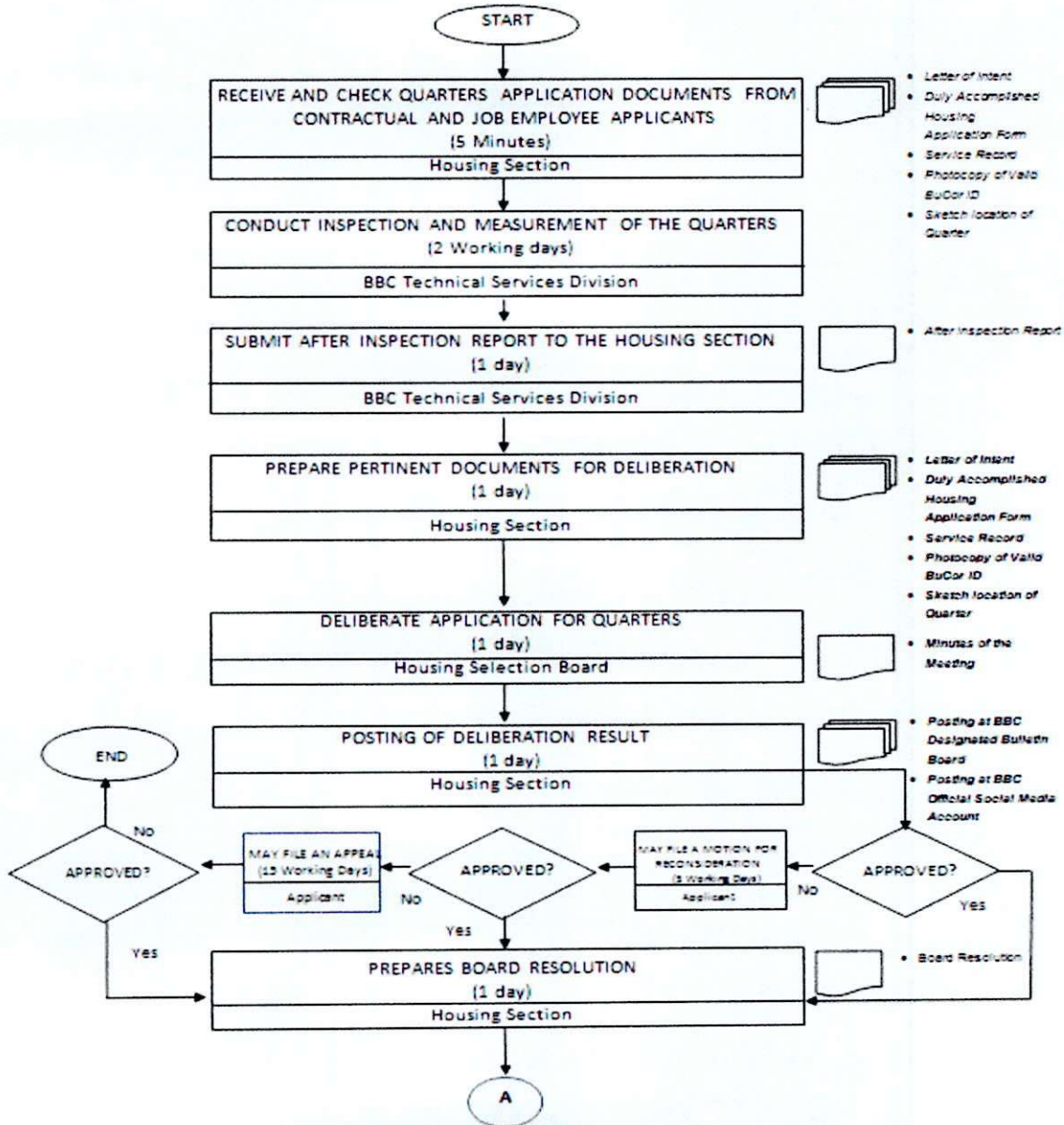
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ANNEX "A"

WORKFLOW ON THE GRANTING OF HOUSING DIRECTIVES



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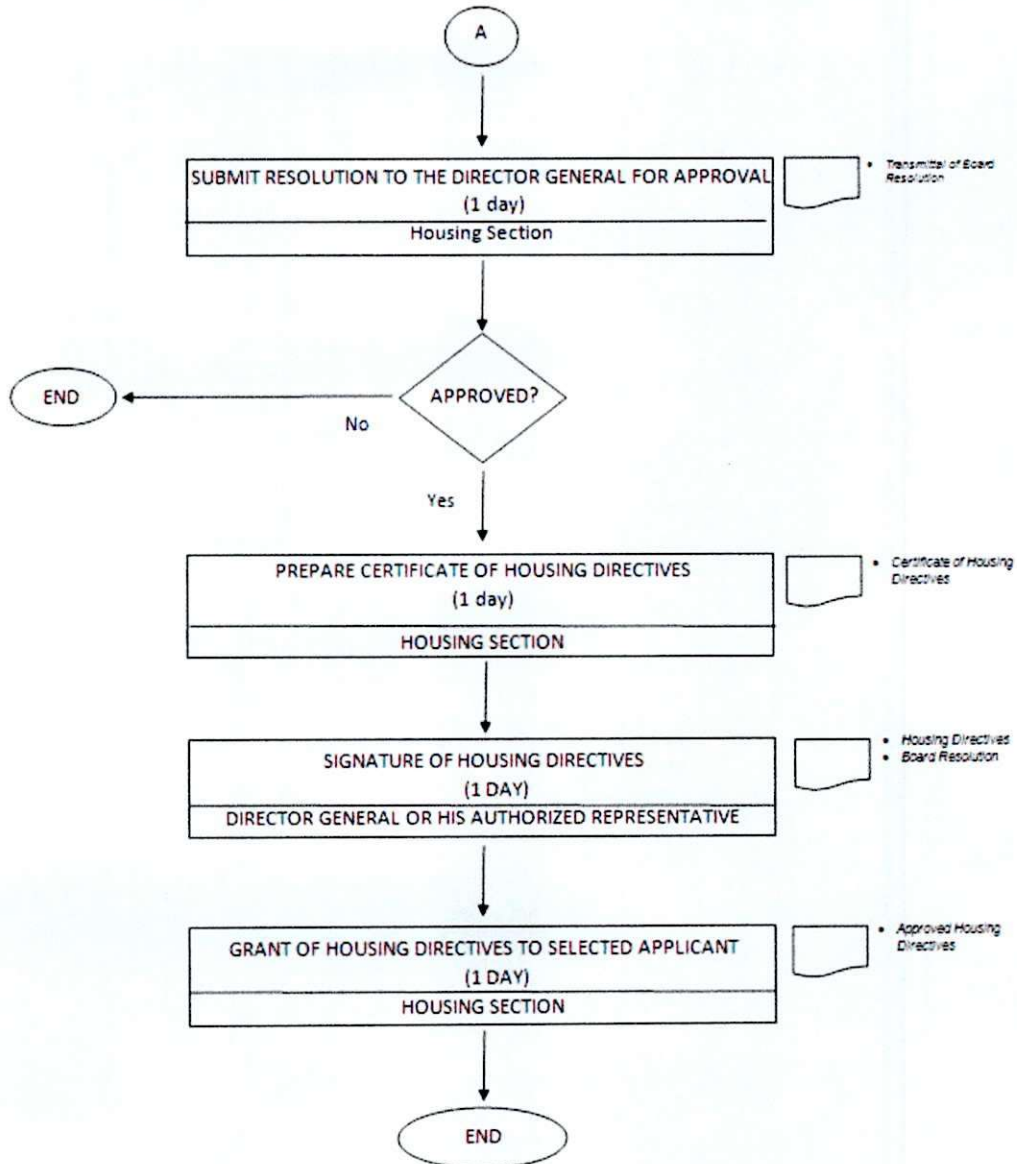
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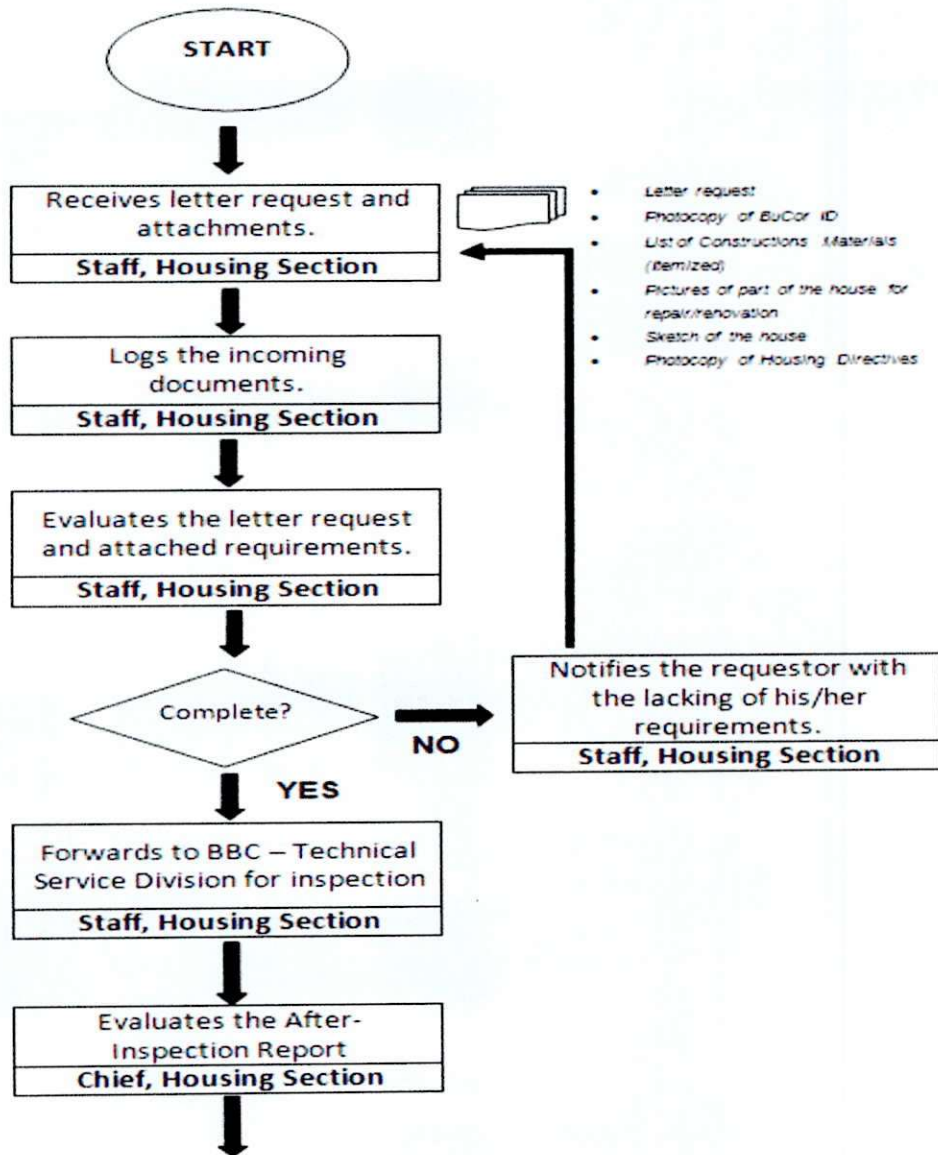


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ANNEX "B"

WORKFLOW ON ENTRY OF CONSTRUCTION MATERIALS



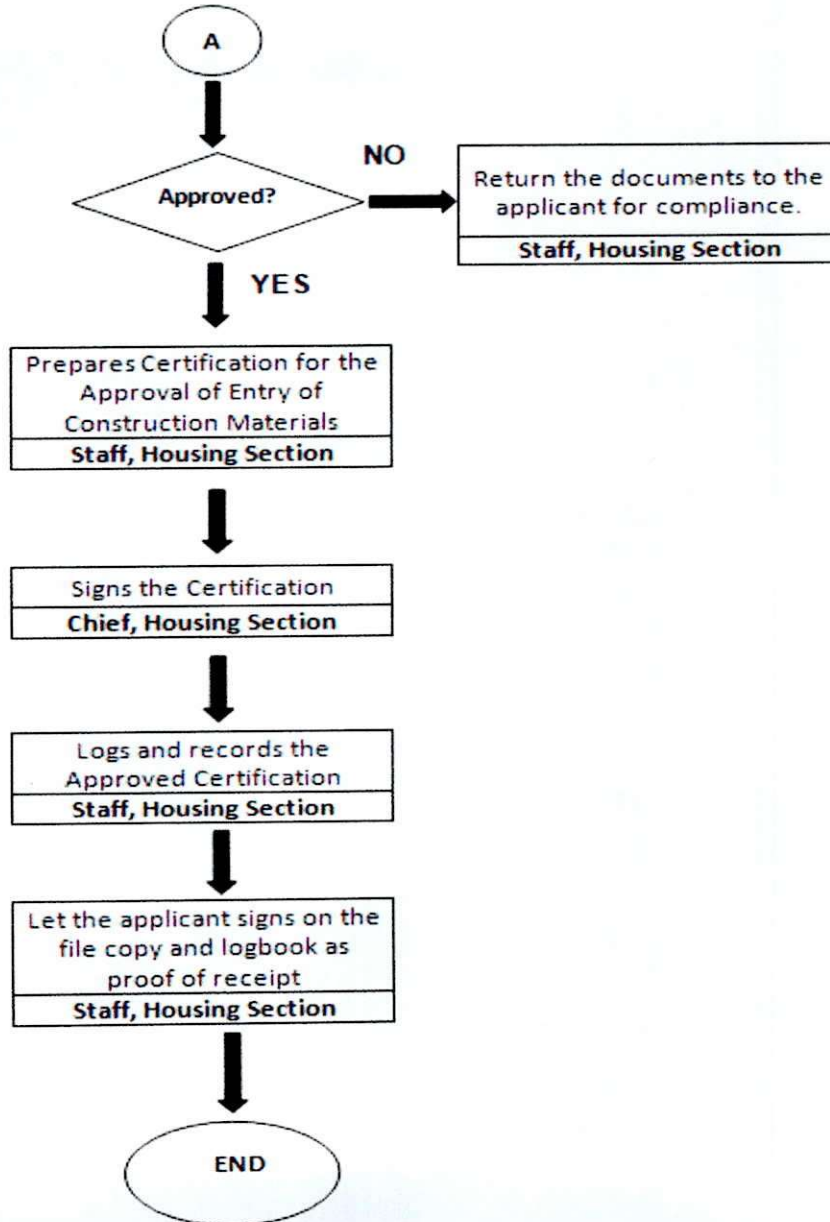
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ANNEX "C"
BUCOR HOUSING APPLICATION FORM

ID picture taken within the last 6 months
3.5 cm X 4.5 cm (passport size)
With full and handwritten name tag and signature over printed name
Computer generated or photocopied picture is not acceptable

Application Entry Number: _____

Date Applied: _____

Quarters Location: _____


I. PERSONAL DATA OF APPLICANT:

- A. Rank/Name: _____
- B. Civil Status: _____ Sex: _____
- C. Date Hired: _____ Years in Service: _____
- D. Office Assignment: _____ Designation: _____
- E. Place of Birth _____ Date of Birth: _____
- F. Address of Present Residence: _____
- G. Mobile Number: _____
- H. Telephone Number: _____
- I. Email Address (if any): _____

II. DATA OF APPROVED DEPENDENTS TO RESIDE IN THE APPLIED QUARTERS

No.	Name of Dependent	Relationship	Occupation	Date of Birth
1.				
2.				
3.				
4.				

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ANNEX "D"

AFFIDAVIT OF UNDERTAKING


This is to certify that upon the grant of housing directive, in accordance with law, do hereby depose:

1. That I am an employee of Bureau of Corrections having been appointed as _____ on _____ and presently assigned at _____;
2. That I am securing an **Application for Housing Directives** intended for residence with my declared dependents.
3. That I am obliged to comply with all the conditions and responsibilities set forth in the provisions of *Memorandum Circular – Guidelines for the granting of housing directives to Bureau of Corrections employees at NBP Reservation*.
4. That I will comply with all the necessary permit from concerned local and national government agencies relative with my housing directive;
5. In case of alleged violation of any of the foregoing, I interposes no objection to be subjected for any investigation.
6. That I execute this affidavit in order to attest the truth of the above fact for all legal intents it may serve;

AFFIANT FURTHER SAYETH NAUGHT.

Signature over Printed Name


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SUBSCRIBED AND SWORN to before me, this _____, day of _____ in the City of Muntinlupa, affiant having exhibited to me his/her _____ ID no. _____ issued by the _____, and valid until _____.

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 2021

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ACKNOWLEDGEMENT

The Memorandum Circular on Guidelines for the Granting of Housing Directives to Active Bureau of Corrections Employees at NBP Reservation 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
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ATTY. ROY P LAWAGAN
Chief, Legal Section Office

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SECRETARIAT:

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 Head Secretariat/Chief, PMDDD

Ms Marites 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 Khmerlou Rumbaoa
- CO1 Aileen M Piayas

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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. 2021-07

WHEREAS, on December 16, 2021, the Doctrine and Policy Making Board, as part of its functions, convened and deliberated the Memorandum Circular on Guidelines for the Granting of Housing Directives to Active Bureau of Corrections Employees at NBP Reservation during its 11th DPMB Meeting.


WHEREAS, the Memorandum Circular on Guidelines for the Granting of Housing Directives to Active Bureau of Corrections Employees at NBP Reservation aims to standardize the procedures for the granting of government quarters inside the BuCor Reservation to active Bureau of Corrections employees.

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 Guidelines for the Granting of Housing Directives to Active Bureau of Corrections Employees at NBP Reservation.

NOW WHEREFORE, the Board hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on Guidelines for the Granting of Housing Directives to Active Bureau of Corrections Employees at NBP Reservation.

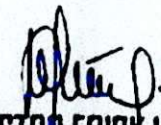
ADOPTED this 16th day of December 2021 at the Bureau of Corrections, Muntinlupa City.

DOCTRINE AND POLICY MAKING BOARD



ASEC GABRIEL P CHACKAG
Deputy Director General for Administration/Operations
Chairperson

"Reforming Lives, Community Thrives"


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

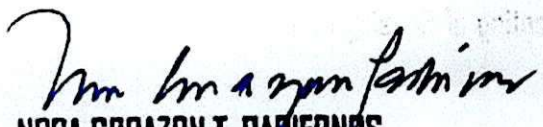

C/CSUPT VICTOR ERICK L PASCUA
Director, Directorate for Security and
Operations
Member


CT/CSUPT MARIA FERR MARQUEZ, MNSA
Director, Directorate for Reformation
Member



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

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Director, Directorate for Health and
Welfare Services
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Director, Directorate for Planning and Management
Member


ATTY. ROY R. LAWAGAN
Chief, Legal Service
Member


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