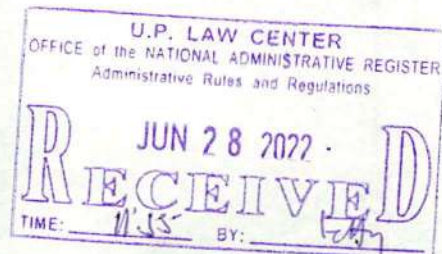





Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
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Philippines, 1776  
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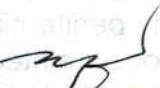


## BASIC GUIDELINES FOR REFORMATION PROGRAM




*"Reforming Lives, Community Thrives"*

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**APPROVAL**

Prepared By:	Recommended By:	Approved By:
<b>DIRECTORATE FOR REFORMATION</b>		
<b>Submitted By:</b>		
 <b>CT/CSUPT MARIA FE R MARQUEZ, MNSA</b> DIRECTOR, DIRECTORATE FOR REFORMATION	 <b>ASEC GABRIEL P CHACLAG</b> DDGA/CHAIRPERSON, DPMB	 <b>USEC GERALD Q BANTAG</b> DIRECTOR GENERAL, BUCOR

"Reforming Lives, Community Thrives"

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## 1. REFERENCES


- 1.1. United Nations Standard Minimum Rules for Treatment of Prisoners (UNSMRTP);
- 1.2. RIRR of RA 10575 otherwise known as the "BUREAU OF CORRECTIONS Act of 2013";
- 1.3. 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances of Persons Deprived of Liberty (PDL); and
- 1.4. Directorate for Reformation Minutes of the Meetings dated 12 and 16 March 2021.

## 2. RATIONALE

It is the policy of the State to promote the general welfare and safeguard the basic rights of every Person Deprived of Liberty (PDL) incarcerated in our national penitentiary by promoting and ensuring their reformation and social reintegration, creating an environment conducive to rehabilitation and compliant with the United Nations Standard Minimum Rules for Treatment of Prisoners (UNSMRTP). It also recognizes the responsibility of the State to strengthen government capability aimed towards the institutionalization of highly efficient and competent correctional services.<sup>1</sup>

Reformation, which is the rehabilitation component of the Bureau of Corrections' (BUCOR) present corrections systems shall refer to the acts which ensure the public (including families of PDL and their victims) that released PDL are no longer harmful to the community by becoming reformed individuals prepared to

<sup>1</sup>RIRR of RA 10575

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live a normal and productive life upon re-integration to the mainstream society.<sup>2</sup>

As part of the twin mandates of the BuCor, Reformation Officers conduct various activities under different programs in order to provide a holistic approach towards modifying behaviors by changing undesirable behaviors and replacing them with good and acceptable ones.


### 3. OBJECTIVES

3.1. To provide BuCor Reformation Officers with a handy tool in the daily discharge of their duties; and

3.2. To establish standard guidelines in the conduct of Reformation Programs for Persons Deprived of Liberty (PDL) for the purpose of strengthening the institutionalization of reformation programs, one of the twin BuCor mandates.

### 4. SCOPE

This Memorandum Circular applies to all Reformation Officers in the Bureau of Corrections - National Headquarters (NHQ) and all Prison and Penal Farms (PPFs).

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## 5. DEFINITION OF TERMS

- 5.1. **Behavior Modification Program** – refers to the administration of programs to modify the behavior of PDL necessary for effective interpersonal relationships in the prison community<sup>3</sup>.
- 5.2. **Bureau of Corrections (BuCor)** – refers to the Central Office and the Prison and Penal Farms which are known as colonies. The Central Office headed by the Director General has control and supervision over the Prison and Penal Farms<sup>4</sup>.
- 5.3. **Calisthenics** – refers to the routine of dance workout/exercise facilitated by the Sports and Recreation Officer (SARO) to promote the physical fitness of PDL<sup>5</sup>.
- 5.4. **Case Management Record** – refers to the PDL record which comprises his personal data case profile, diagnostic evaluation, general assessment, classification data, and recommended reformation programs<sup>6</sup>.
- 5.5. **Education and Training Program** – refers to the administration of formal and non-formal education and skills development of PDL<sup>7</sup>.
- 5.6. **Mandatory Reformation Program** – refers to the daily general reformation program which consists of thirty (30)


<sup>3</sup>RIRR of RA 10575

<sup>4</sup>RIRR of RA 10575

<sup>5</sup>Sports and Recreation Program Manual

<sup>6</sup>RDC Manual

<sup>7</sup>RIRR of RA 10575

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minute activities: five (5) minutes for prayer; twelve (12) minutes for Calisthenics; five (5) minutes for Word of the Day and eight (8) minutes for Stress and Anger Management exercises. (General Guidelines for BuCor Reformation Program)

5.7. **Good Conduct Time Allowance (GCTA)** – refers to the grant accorded for PDL on Good Conduct entitling him to deductions from the possible maximum imprisonment or period of sentence<sup>8</sup>.

5.8. **Health and Welfare Program** – refers to the administration of proper nutrition, hygiene, sanitation, cleanliness, and promotion of good health for PDL. This also includes the appropriate provision of medical care or hospitalization of the sick, mentally impaired, old aged, and disabled PDL<sup>9</sup>.


5.9. **Inmate** – refers to the person confined in jails/prison or serving his/her sentence for safekeeping who is officially called Person Deprived of Liberty (PDL)<sup>10</sup>.

5.10. **Intensive Reformation Program** – refers to the specific/ technical program of activities unique to any reformation program and guided by POI (Program of Instruction) which would require a minimum of sixteen (16) hours of PDL engagement per month. The number of hours may further

<sup>8</sup>RIRR of RA 10592

<sup>9</sup>RIRR of RA 10575

<sup>10</sup>RIRR of RA 10575

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be increased in the future if and when facilities and manpower would suffice<sup>11</sup>.

5.11. **Moral and Spiritual Program** – refers to the moral and spiritual values formation of PDL which includes the practice of one’s religion and beliefs<sup>12</sup>.

5.12. **PAPs** – refers to Programs, Activities, and Projects.

5.13. **Person Deprived of Liberty (PDL)** – refers to a detainee, inmate, prisoner, or another person under confinement or custody in any other manner in accordance with Article 10 of the International Covenant on Civil and Political Rights (ICCPR)<sup>13</sup>.

5.14. **RA 10575** – refers to “An Act Strengthening the Bureau of Corrections and Providing Funds Thereof,” also known as “The Bureau of Corrections Act of 2013”.


5.15. **RA 10592** – refers to “An Act Amending Articles 29, 94, 92, 98, and 99 of Act No. 3815 otherwise known as the Revised Penal Code” as amended, authorizes the credit of preventive imprisonment and grant of time allowance to PDL.

5.16. **RIRR of RA 10592** – refers to the 2019 Revised Uniform Manual on Credit for Preventive Imprisonment and Time Allowances for Persons Deprived of Liberty.

<sup>11</sup>DR Minutes of Meeting held on March 2021

<sup>12</sup>RIRR of RA 10575

<sup>13</sup>RIRR of RA 10575

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5.17. **Reformation** – refers to the rehabilitation component of BuCor's present corrections system. Refers to the acts which ensure the public (including families of PDL and their victims) that released PDL are no longer harmful to the community by becoming reformed individuals prepared to live a normal and productive life upon reintegration into the mainstream society<sup>14</sup>.

5.18. **Reformation Officer** – refers to a Corrections Officer/Corrections Technical Officer who is responsible for the administration and implementation of the Reformation Program for the PDL.

5.19. **Sports and Recreation Program** – refers to the implementation of physical and recreational engagement to achieve mental alertness and physical agility in the spirit of sportsmanship<sup>15</sup>.

5.20. **Technical Education and Skills Development Authority (TESDA)** – refers to the government agency tasked to manage and supervise technical education and skills development in the Philippines<sup>16</sup>.

5.21. **Time Allowance for Study, Teaching, and Mentoring (TASTM)** – refers to the grant of time allowance to a PDL in addition to GCTA for each month of study, teaching, or mentoring services<sup>17</sup>.


<sup>14</sup>Sec 3 (b) of RIRR of RA 10575

<sup>15</sup>RIRR of RA 10575

<sup>16</sup>Republic Act 7796

<sup>17</sup>RIRR of RA 10592



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5.22. **Work and Livelihood Program** – refers to the implementation of skills development programs on work and livelihood to achieve self-sufficiency of PDL in the prison community and upon their eventual reintegration into the mainstream of the society and for possible income generation of the agency<sup>18</sup>.


## 6. GENERAL GUIDELINES

6.1. A regular calendar of activities, contained in the Annual PAPs shall be observed and strictly complied with.

6.2. Reformation Programs shall be facilitated, monitored, and assessed by the Reformation Officers. Such programs shall, as far as practicable, follow the Recommended Reformation Programs as contained in the Case Management Record formulated by the Reception and Diagnostics Center. As indicated in RA 10575, the programs shall include Moral and Spiritual, Education and Training, Work and Livelihood, Sports and Recreation, and Behaviour Modification. Health and Welfare Programs are handled by the Directorate for Health and Welfare Services.

6.3. The Reformation Officers shall be under the immediate supervision of the Deputy Superintendent for Reformation who shall be responsible to the Superintendent on matters of implementing Reformation Programs especially those **planned under the Annual PAPs. On matters of complying with established policies on reformation and submission of periodic reports using prescribed Forms, Reformation**

<sup>18</sup>RIRR of RA 10575

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Officers shall be technically supervised by the Directorate for Reformation through its Divisions. (Annex "A")

6.4. The Reformation Officers (RO) shall take into consideration the criminogenic needs, the level of interest, and the inclination of the PDL to make the rehabilitation efforts more effective. The RO shall monitor and evaluate the PDL behavior and shall collaborate with the Officers in the security sector in case of any breach of prison rules. Such records shall be consolidated in the PDL reformation records.

6.5. As far as possible, the conduct of Reformation Programs shall not be hampered except for situations that may jeopardize the security and safety of PDL as assessed by the Superintendent.

## 7. CLASSIFICATION OF REFORMATION PROGRAMS


7.1 For purposes of recording, Reformation Programs shall be classified into two (2): The Mandatory and the Intensive Programs:

### 7.1.1 MANDATORY PROGRAM

The Mandatory Program consists of a daily thirty (30) - minute routine that would target one hundred percent (100%) PDL participation rate in all PPFs, security camps, and dormitories.

This program consists of activities that may be facilitated in the dormitories in case of inclement weather and any other cases where the PDL may be confined in their dormitories.

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In cases such as lockdowns, the trained PDL leaders may supervise the conduct of Reformation Programs. They shall be properly guided by the Reformation Officer in administering the Reformation Programs of Activities.

**Table 1: Mandatory Program of Activities**

ACTIVITY	DURATION	OBJECTIVE	MECHANICS
Prayer	5 minutes	To deepen PDL's relationship with the Supreme Being	<b>Moral &amp; Spiritual Program</b> Religious Officer will set a schedule so that all sects will be able to lead the prayer
Calisthenics	12 minutes	To promote the physical fitness of PDL	<b>Sports &amp; Recreation Program</b> A 12-minute routine of Dance workout/ Exercise SARO officer will facilitate this activity.
Word for the Day	5 minutes	To enhance PDL vocabulary	<b>Education and Training Program</b> One English word daily will be introduced and its definition will be explained to the PDL. Education Officer will facilitate this activity.
Stress & Anger Management	8 minutes	To promote the mental well-being through positive thinking and information drive	<b>Behavior Modification Program</b> A quote/reminder/ information will be shared with the PDL. The BM Officer will facilitate this activity together with other Reformation Officers as needed

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### 7.1.1.1 SPECIALIZED PROGRAM

Also classified as a Mandatory Program, this kind of program is designed to be implemented for several groups of PDL or those with special needs (Elderly, PWD, Sick, and Mentally-Challenged) who are otherwise exempted and may not be able to attend either the Mandatory or Intensive Reformation Programs based on their mental and physical capabilities.


**Table 2: Specialized Program of Activities**

REFORMATION PROGRAM	PROGRAM	ACTIVITIES
MORAL & SPIRITUAL	SPIRITUAL	Worship
	MORAL	Social Services
SPORTS & RECREATION	SPORTS	Indoor Games (otherwise optional)
	RECREATION	TV/Movie Watching Singing/Dancing if able
BEHAVIOR MODIFICATION	COUNSELLING	Individual Counselling Group Counselling
TRAINING & EDUCATION	EDUCATION	Basic Literacy
	TRAINING	Mentoring

### 7.1.2 INTENSIVE PROGRAM

This is a specific/technical program of activities unique to each Reformation program and PDL participation which shall be based on the Evaluation/Assessment of PDL (Case Management Record) upon admission to BuCor.

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The Intensive Program aims to complement the Mandatory Program in strengthening the rehabilitation of PDL thru increased participation in activities that enhances behavior modification.

**Table 3: Intensive Program of Activities**

REFORMATION PROGRAM	PROGRAM	ACTIVITIES
SPORTS AND RECREATION	SPORTS	PDL participation in Calisthenics, Indoor, and Outdoor Games
	RECREATION	TV/Movie Watching
		Cultural Shows Singing/Dancing
EDUCATION AND TRAINING	EDUCATION	Alternative Learning System (ALS) Basic Literacy, Elementary, and Junior High School
		Senior High School
		College Program
	TRAINING	TESDA Accredited Courses Fine Arts
		Special Classes for Child In-Conflict with Law(CICL)
BEHAVIOR MODIFICATION	MODIFICATION	Modified Therapeutic Community Program/ Detoxification Psychological Therapy Psychosocial Program
		Group Counselling
	COUNSELING	Individual Counselling Referral for Psychiatric Evaluation
		Worship Formation
MORAL AND SPIRITUAL	SPIRITUAL	
	MORAL	Moral Recovery Program Social Services
		WORK
WORK AND LIVELIHOOD	LIVELIHOOD	Joint Venture Agreement (JVA) Agricultural Project Industrial Project

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### 7.1.2.1 Regular Reformation Program

Regular Reformation Program under the Intensive Program shall consist of duly approved Program of Instruction, curriculum, or well-defined activities that the PDL shall attend to or engage in. The PDL must have spent a minimum of sixteen (16) hours of accumulated engagement in a combination of Reformation Programs per month except for those PDL who qualify under the TASTM (Time Allowance for Study, Teaching, and Mentoring) which is governed under the IRR of RA 10592. This is classified into three (3) levels: Level-1 Basic, Level-2 Advance, and Level-3 Expert.


### 7.1.2.2 Study Program

The Study Program is classified into three (3) Categories which are Formal / Non-Formal Education, Technical / Vocational Education, and the Development and Reformatory Program. These three (3) Categories will lead to TASTM.

**7.2 DAILY REFORMATION PROGRAM SCHEDULE** (may vary depending on the sound judgment of the Superintendent taking into consideration the peace and order situation in the PPF as well as other factors such as inclement weather etc.)

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**Table 4: Guide for Daily Reformation Program Schedule of Activities**

TIME	ACTIVITIES
4:30 AM – 5:00 AM	Wake Up call
5:00 AM – 5:30 AM	Counting
<b>5:30 AM – 6:00 AM</b>	<b>MANDATORY REFORMATION PROGRAM</b>
6:00 AM – 8:00 AM	Preparation for the Day
8:00 AM – 9:00 AM	Counting
<b>9:00 AM – Noon</b>	<b>INTENSIVE REFORMATION PROGRAM</b>
12:00NN – 1:00 PM	Lunch Break
<b>1:00 PM – 4:00 PM</b>	<b>INTENSIVE REFORMATION PROGRAM</b>
4:00 PM – 5:00 PM	Counting
5:00 PM – 7:00 PM	Preparation for the evening
7:00 PM – 10:00 PM	Indoor Activities (Watching TV, Evening Meeting, Study Hour, etc...)
<b>10:00 PM – 4:00 AM</b>	<b>LIGHTS OUT</b>

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## 8.A FINANCIAL CLAUSE

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

## 9. SEPARABILITY CLAUSE

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

## 10. REPEALING CLAUSE

All Bureau of Corrections' issuances/directives or part/s thereof which are inconsistent with the provisions of this Memorandum are hereby deemed repealed and modified accordingly.

## 11. EFFECTIVITY

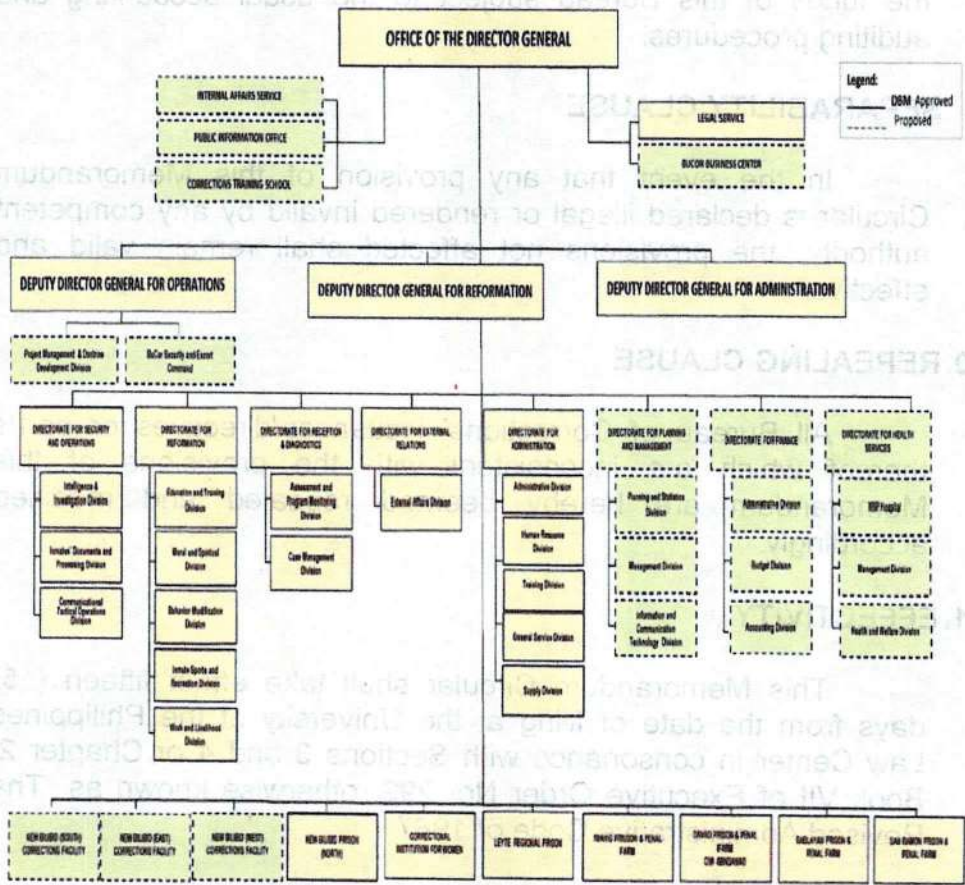
This Memorandum Circular shall take effect fifteen (15) days from the date of filing at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987".

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**ANNEX "A"**


**BUCOR INTERIM ORGANIZATIONAL STRUCTURE**



Approved by  
  
**JUSEC GERALD D. BANTAG**  
 Director General

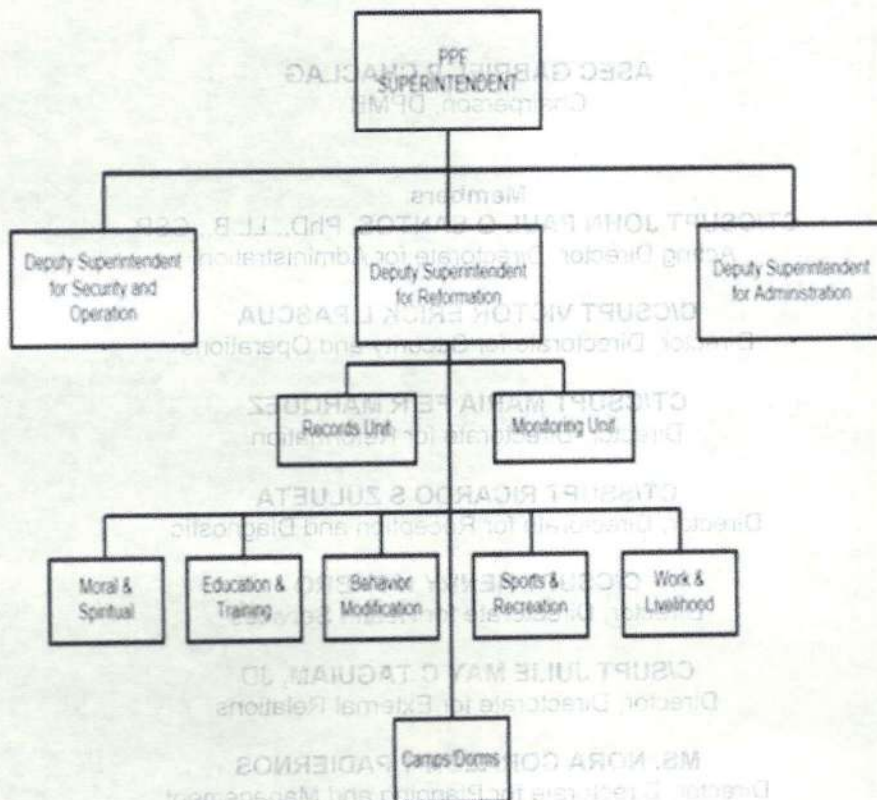
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**ANNEX "B"**

**ORGANIZATIONAL STRUCTURE OF REFORMATION AT THE PRISON AND PENAL FARMS**



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## ACKNOWLEDGEMENT

The Basic Guidelines for Reformation Program of the 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/SUPT JULIE MAY C 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

**MS MARITES C. MAGTALAS**  
Deputy Chief, PMDDD

**C/INSP CATHERINE D CAPANANG**

CO3 Mira Flor L Bayogo

CO3 Alleza E Bagnol

CO1 Rafael M Mayo

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

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**DOCTRINE AND POLICY MAKING BOARD (DPMB)**

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**DPMB RESOLUTION No. 2021-08**

**WHEREAS**, on October 13, 2021, the Doctrine and Policy Making Board, as part of its functions, convened and deliberated the Memorandum Circular on Basic Guidelines for Reformation Program during its 10<sup>th</sup> DPMB Meeting.

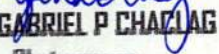
**WHEREAS**, the Memorandum Circular on Basic Guidelines for Reformation Program aims to establish standard guidelines in the conduct of reformation programs for Persons Deprived of Liberty (PDL) for the purpose of strengthening the institutionalization of reformation programs as one of the twin BuCor mandates and to provide BuCor Reformation Officers with a handy tool in the daily discharge of their duties.

**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 Basic Guidelines for Reformation Program.

**NOW WHEREFORE**, the Board hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Basic Guidelines for Reformation Program.

**ADOPTED** this 13<sup>th</sup> day of October 2021 at the Bureau of Corrections, Muntinlupa City.

**DOCTRINE AND POLICY MAKING BOARD**

  
**ASEC GABRIEL P. CHACRAG**  
Chairperson



**C/CSUPT VICTOR ERICK PASCUA**  
Member



**C/CSUPT HENRY N FABRO**  
Member



**CT/CSUPT JOHN PAUL O SANTOS, PhD.,LL.B.,CSP**  
Member



**CT/CSUPT MARIA FE R MARQUEZ**  
Member

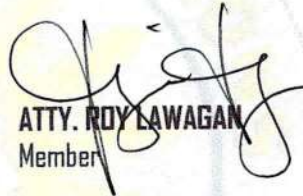
**CT/SSUPT RICARDO ZULUETA**  
Member



**C/CSUPT JULIE MAY TAGUIAM, JD**  
Member



**NORA CORAZON T PADERNOS**  
Member



**ATTY. ROY LAWAGAN**  
Member



**C/SUPT ROY C VILLASI, LLB**  
Head Secretariat/Chief.PMDD

