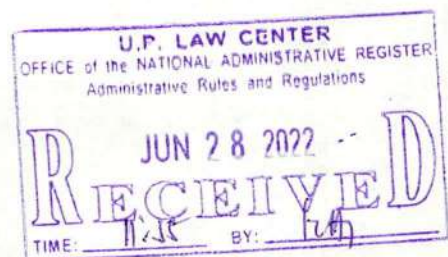




Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City,
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Telefax: +632-809-80-73



**GUIDELINES FOR THE GRANTING OF
HOUSING DIRECTIVES TO CONTRACTUAL
AND JOB ORDER EMPLOYEES AT NBP
RESERVATION**



"Reforming Lives, Community Thrives"



Bureau of Corrections

Document Reference Code
BUC-ODG-MC-08

GUIDELINES FOR THE GRANTING OF HOUSING DIRECTIVES TO CONTRACTUAL AND JOB ORDER EMPLOYEES AT NBP RESERVATION

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Date

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APPROVAL

Prepared By:	Recommended By:	Approved By:
<p>Bureau of Corrections Business Center</p>		
<p>Submitted By:</p>		
<p> <u>CICSURT JULIE MAY C TAQUIAM, JD</u> Director, Bureau of Corrections Business Center</p>	<p> <u>ASEC GABRIEL P CHACLAG</u> DDGA/CHAIRPERSON, DPMB</p>	<p> <u>USEC GENALD O BANTAG</u> DIRECTOR GENERAL, BUCOR</p>

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1. REFERENCES

- 1.1 Bureau of Corrections Act of 2013 (RA 10575);
- 1.2 Special Provision No. 4 of the General Appropriations Act of 2014;
- 1.3 Memorandum Circular No. 51 s. 2018 dated October 10, 2018 signed by then Director General, BuCor USEC Ronald M. Dela Rosa; and
- 1.4 Memorandum Circular No. 62 s. 2016 dated October 24, 2016, signed by then Officer-in-Charge, Bureau of Corrections, 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 contractual and job order 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 quarters within the NBP Reservation to contractual and job order employees of the Bureau of Corrections.

4. SCOPE

This applies to all Contractual and Job Order employees of BuCor, NBP Reservation, Muntinlupa City.



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5. DEFINITION OF TERMS

- 5.1 **Appeal** – to resort to the Director of the BuCor Business Center (BBC) for review of the decision made by the Housing Selection Board.
- 5.2 **Applicant** - active contractual and job order employees of BuCor assigned at NBP Reservation, Muntinlupa City who has filed an application for housing directive at the Office of the Housing Section.
- 5.3 **Contractual** – an employee with a contract of employment for a certain period of time with the BuCor.
- 5.4 **Dependent** – a person declared by the grantee as approved by the Directorate for Security and Operations.
- 5.5 **Grantee** – Contractual or Job Order BuCor employee granted with a Housing Directive at NBP Reservation Areas 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 **Certificate of Housing Directive** – a written document that covers a housing privilege granted 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.
- 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.

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- 5.11 **Job Order** – an employee of BuCor with temporary status who has been contracted for completion of specific tasks for a certain period.
- 5.12 **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.
- 5.13 **NBP Reservation** – land area possessed by the BuCor located at New Bilibid Prison Reservation, Brgy. Poblacion, Muntinlupa City.
- 5.14 **Occupant** – a person who occupies a quarter within the New Bilibid Prison Reservation, Brgy. Poblacion, Muntinlupa City.
- 5.15 **Quarter** – an existing concrete/semi-concrete or wooden structure within NBP Reservation intended for a BuCor employee and his/her dependents.

6. GUIDELINES

6.1 QUALIFICATIONS AND REQUIREMENTS FOR GRANTING OF HOUSING DIRECTIVE

6.1.1 QUALIFICATIONS

- 6.1.1.1 Must have an existing contract with the Bureau of Corrections
- 6.1.1.2 Must be assigned to the NBP or National Headquarters (NHQ)
- 6.1.1.3 No existing housing privilege on any Prison and Penal Farms (PPFs)

6.1.2 REQUIREMENTS

- 6.1.2.1 Letter of Intent
- 6.1.2.2 Duly Accomplished Housing Application Form¹
- 6.1.2.3 Contract of Employment

¹ Annex A – Housing Application Form
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- 6.1.2.4 Order of Assignment
- 6.1.2.5 Photocopy of Valid BuCor ID
- 6.1.2.6 Sketch Location of Quarter
- 6.1.2.7 Notarized Affidavit of Undertaking²

6.2 PROCEDURES FOR THE GRANTING OF HOUSING DIRECTIVES³

- 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 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 one of them is entitled to the grant of housing directive otherwise the Housing Selection Board shall decide after investigation.
 - 6.2.4.3 For a married couple who are both BuCor employees, 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;

² Annex B – Affidavit of Undertaking

³ Annex C – Workflow on the Granting of Housing Directives

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- 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.
- 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.

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6.3. ALLOCATION OF LOT AREA

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6.3.1. Grantees are allowed to occupy a maximum lot area of 150 sqm.

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.

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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 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. End of Contract of the grantee – thirty (30) days after the end of the contract date;

6.5.4.2. Resignation of the grantee – thirty (30) days after the approval of the resignation; 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.

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6.6. RESPONSIBILITIES OF BUCOR PERSONNEL WITH HOUSING DIRECTIVES

- 6.6.1 Maintain cleanliness of the designated lot including adjacent areas.
- 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 ⁴

- 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.

⁴ Annex D – Workflow of Entry of Construction Materials

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- 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.
- 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 the 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 incidentals 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 are hereby repealed and/or modified accordingly.

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9. SEPARABILITY CLAUSE

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In the event that 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 (MC) shall take effect 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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ANNEX "A"

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.				

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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 Qualified Contractual and Job Order Employees of Bureau Of Corrections 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 **JUL 13 2022**
 in the City of Muntinlupa, affiant having exhibited to me his/her ID no.
 issued by the , and valid until .

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 Series of 2021



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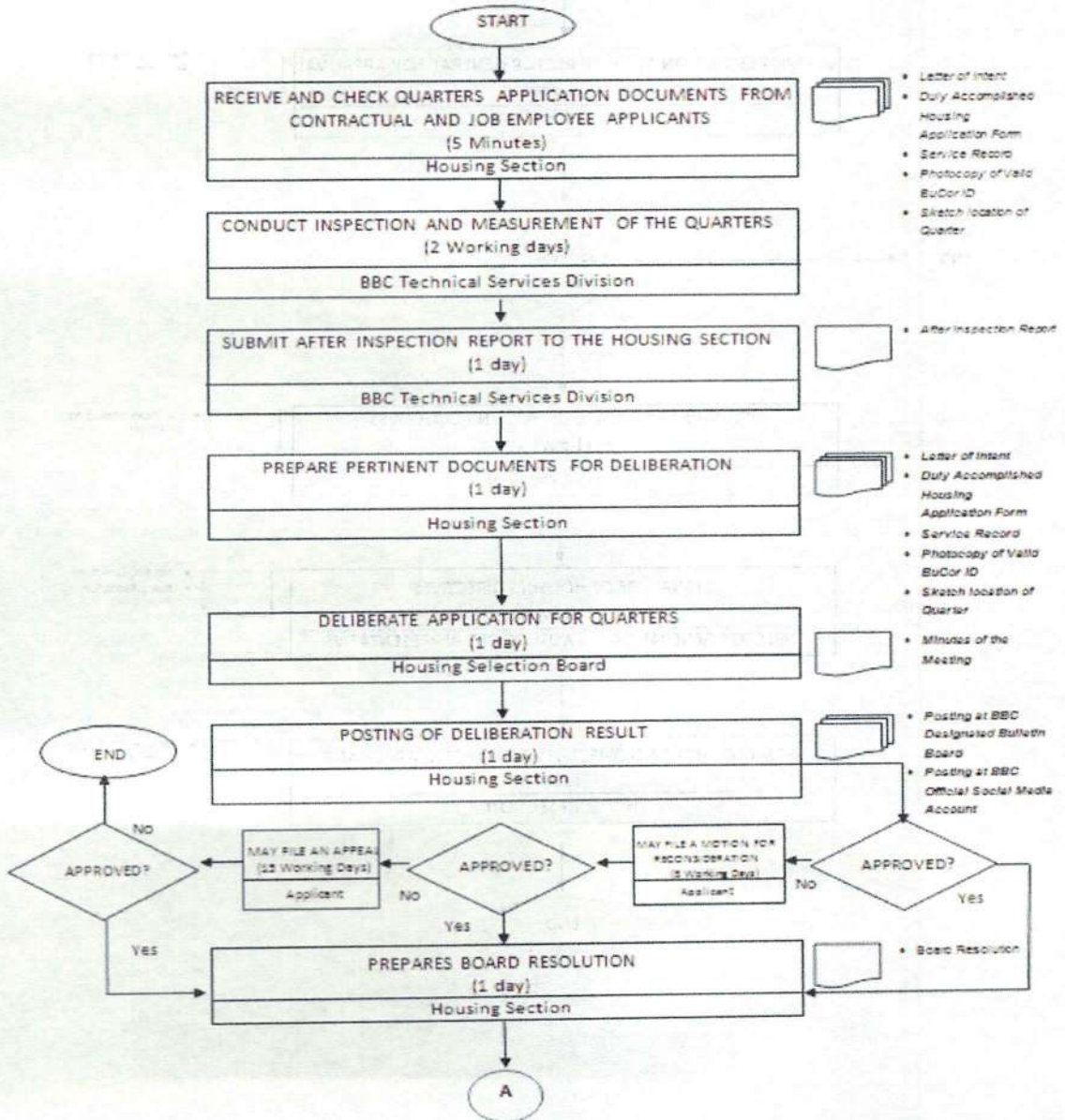
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ANNEX C

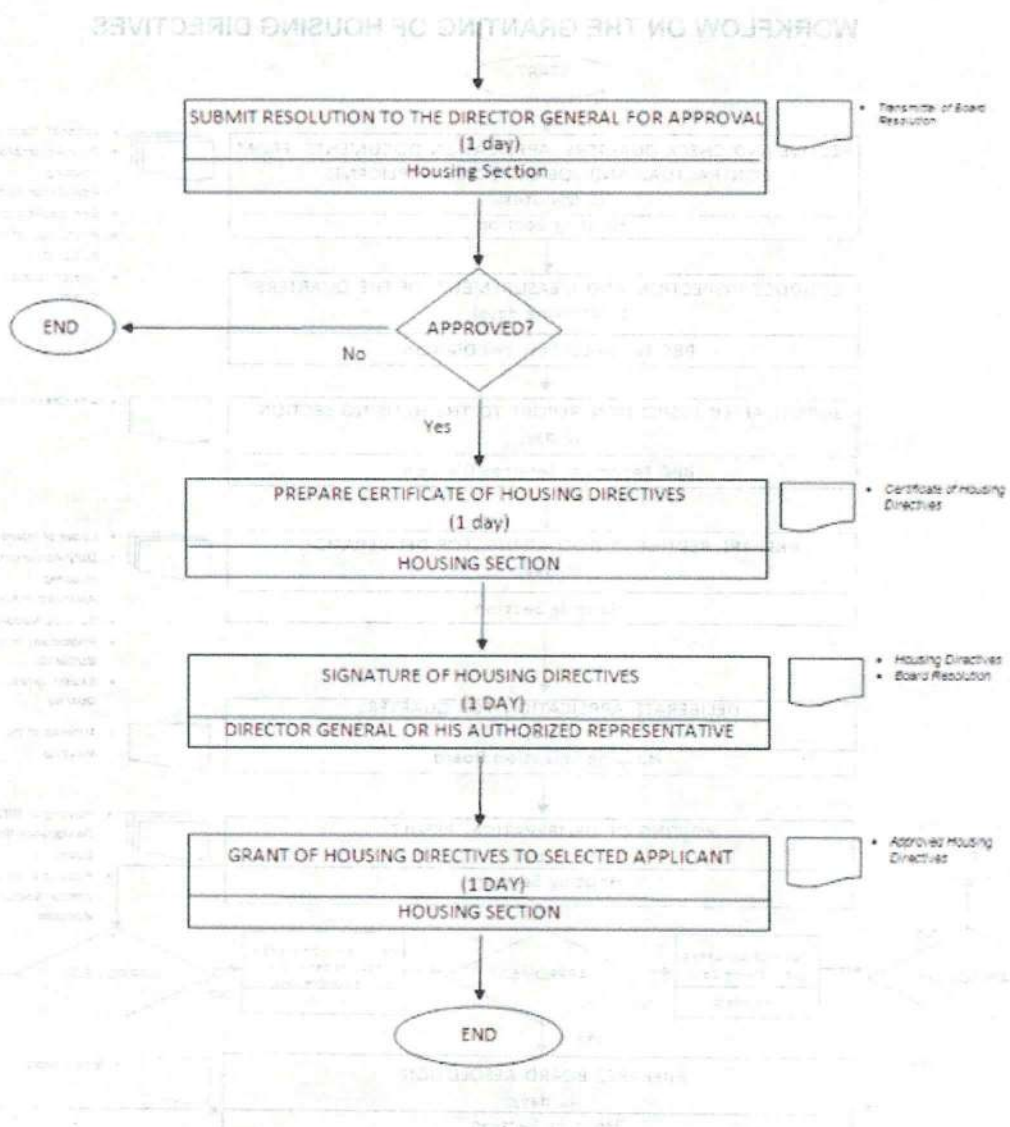
WORKFLOW ON THE GRANTING OF HOUSING DIRECTIVES



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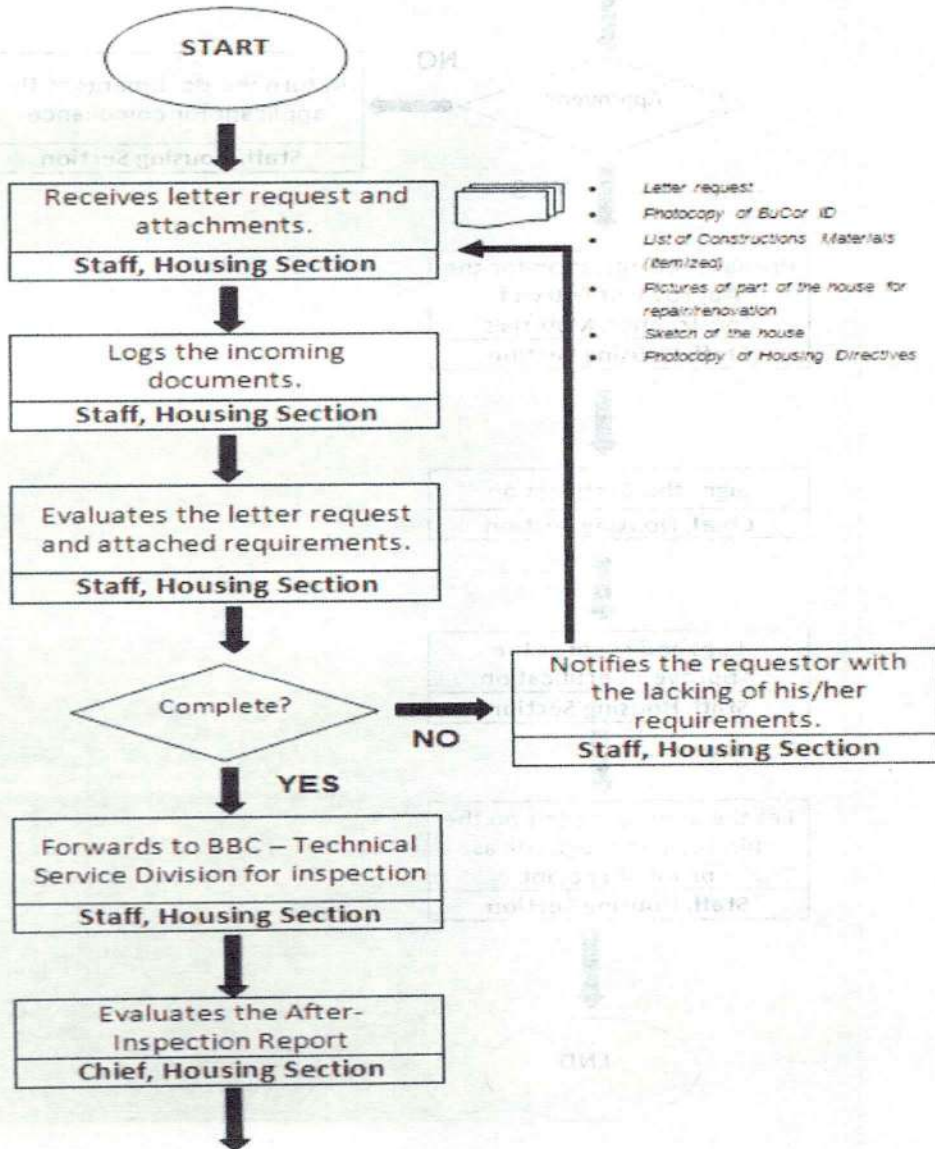
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ANNEX "D"

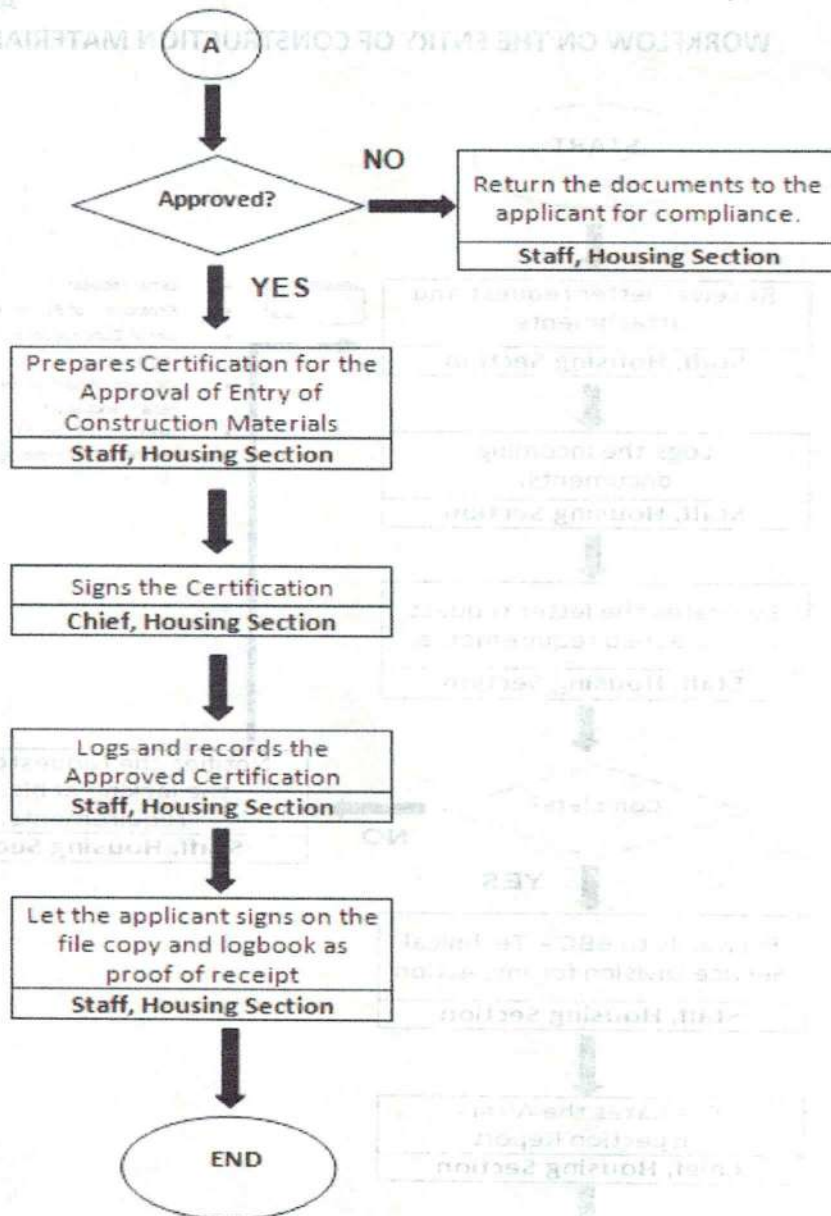
WORKFLOW ON THE ENTRY OF CONSTRUCTION MATERIALS




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ACKNOWLEDGEMENT

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The Memorandum Circular on Guidelines for the Granting of Housing Directives to Qualified Contractual and Job Order 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/SUPT EDGAR F ANGELES JR
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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ACKNOWLEDGMENT

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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 PiayasP

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=====

DOCTRINE AND POLICY MAKING BOARD (DPMB)

=====

DPMB RESOLUTION No. 2022-09

WHEREAS, on March 23, 2022, 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 Contractual and Job Order Employees at NBP Reservation during its 12th DPMB Meeting.

WHEREAS, the Memorandum Circular on Guidelines for the Granting of Housing Directives to Contractual and Job Order Employees at NBP Reservation aims to standardize the procedures for the granting of quarters within NBP Reservation to contractual and job order employees 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 Guidelines for the Granting of Housing Directives to Contractual and Job Order 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 Contractual and Job Order Employees at NBP Reservation.

ADOPTED this 23rd day of March 2022 at the Bureau of Corrections, Muntinlupa City.


DOCTRINE AND POLICY MAKING BOARD


ASEC GABRIEL P CHACRAG
Chairperson


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



C/CSUPT VICTOR ERICK L PASCUA
Member


CT/CSUPT MARIA FE R MARQUEZ, MNSA
Member


C/CSUPT JULIE MAY C TAGUAM, JD
Member


CT/SUPT EDGAR F ANGELES JR.
Member


C/CSUPT HENRY N FABRO
Member


NORA CORAZON T. PADIERNOS
Member


ATTY. ROY P. LAWAGAN
Member


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

"Reforming Lives, Community Thrives"