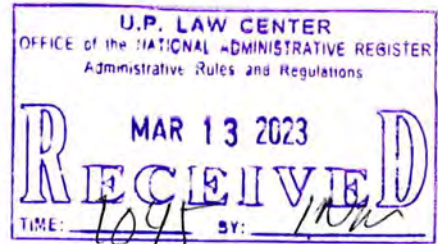


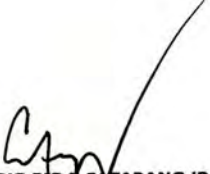

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### APPROVAL

Prepared By:	Recommended By:	Approved By:
<b>FIREARMS ORDNANCE SECTION (FOS)</b>		
Submitted By:		
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### 1. REFERENCES

- 1.1. Republic Act No. (RA) 10575 otherwise known as the Bureau of Corrections (BuCor) Modernization Act of 2013 approved May 24, 2013;
- 1.2. RA 10591 otherwise known as the Comprehensive Firearms and Ammunition Regulation Act approved May 29, 2013;
- 1.3. RA 7166, otherwise known as "An Act for Synchronized National and Local Election and for Electoral Reforms" approved November 26, 1991;
- 1.4. Implementing Rules and Regulations (IRR) RA 10575 approved May 23, 2016;
- 1.5. IRR of RA 10591 approved December 7, 2013;
- 1.6. Executive Order No. 292 otherwise known as the Administrative Code of the Philippines promulgated July 25, 1987;
- 1.7. Presidential Decree No. 1445, otherwise known as the Government Auditing Code of the Philippines promulgated June 11, 1978;
- 1.8. Government Auditing Manual for National Government Agencies, Volumes I & II;
- 1.9. Batas Pambansa Blg. 881, otherwise known as Omnibus Election Code; and
- 1.10. Act No. 3815 as amended, otherwise known as "The Revised Penal Code of the Philippines".

### 2. RATIONALE

Pursuant to Executive Order No. 292 Sec. 1, "All resources of the government shall be managed, expended, or utilized in accordance with law and regulations and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the

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government agency concerned.”, this policy provides a system of guidelines and accountability for the use of government-issued firearms by providing stringent rules and regulations in its issuance, loss, and maintenance aligned to the procedures of the Bureau of Corrections.

### 3. OBJECTIVES

- 3.1. To standardize the issuance and establish accountability of personnel with Government-issued Firearm; and
- 3.2. To serve as a legal basis for imposing disciplinary measures for any violations relative to the right to possess, carry, use, and maintain government-issued firearms.


### 4. SCOPE

This Memorandum Circular shall apply to the National Headquarters (NHQ) and all Prisons and Penal Farms (PPFs) of the Bureau of Corrections (BuCor).

### 5. DEFINITION OF TERMS


- 5.1. **Accountable Officer** – every officer of any government agency whose duties permit or require the possession or custody of government funds or property and who shall be accountable therefore and for the safekeeping thereof in conformity with the law.<sup>1</sup>
- 5.2. **Armory** – a place in which firearms, ammunition, and other lethal and non-lethal equipment are stored and safely kept.
- 5.3. **BuCor Inventory Committee** – a collegial body consisting of regular permanent employees tasked to conduct periodic

<sup>1</sup> P.D. no. 1445, Section 101(1)

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- auditing and accounting of personal property and equipment of BuCor.
- 5.4. **BuCor Non-Uniformed Personnel (NUP)** – permanent employees of the BuCor with plantilla positions who are not members of uniformed service. It includes positions that are purely administrative, technical, clerical, or menial in nature and other positions which are not actually and directly related to BuCor operations including civilian personnel whose contract of service is either confidential, job order, contractual or casual.
  - 5.5. **BuCor Personnel** – Uniformed and Non-Uniformed Personnel of the BuCor.
  - 5.6. **BuCor Uniformed Personnel** – Commissioned and Non-Commissioned Corrections Officers and Corrections Technical Officers in the active service.
  - 5.7. **Certificate of Authority-Law Enforcement Agencies (CALEAs)** – Certificate of Authority issued to the PNP, the AFP, and other Government Departments, Agencies, Offices, Bureaus, Commissions and Tribunals, specifically limited to and covering only personnel: (a) with law enforcement and/or security functions, (b) who are in the regular plantilla of the said agencies, (c) receiving regular compensation for the services rendered in said agencies, (d) duly authorized to possess a firearm and to carry the same outside of residence by virtue of a valid permit to carry or a valid mission order or letter order, (e) in the actual performance of official law enforcement and/or security duty, or are going to or returning from his dwelling/barracks or official station, and (f) excluding confidential/temporary/contractual/casual agents, employees, or personnel, as well as those under contracts of service.<sup>2</sup>
  - 5.8. **Firearm** – any handheld or portable weapon, whether a small arm or light weapon, that expels or is designed to expel a bullet, shot shell, slug, missile, or any projectile which is discharged by means of the expansive force of gases from

<sup>2</sup>COMELEC Resolution No 10446, Section 1 par. e, promulgated on November 21, 2018

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burning gunpowder or other forms of combustion or any similar instrument or implement. For purposes of the law, the barrel, frame, or receiver is considered a firearm.<sup>3</sup>


- 5.9. **Firearms and Ordnance Section (FOS)** – it is an office in the BuCor under the office of the PPF Superintendent whose main functions are issuance, control, inventory of firearms and responsible for reportorial requirements.<sup>4</sup>
- 5.10. **Letter Order (LO)** – a written directive or order issued by authorized Officials to BuCor personnel with regular plantilla position under his/her supervision and control. Such order shall indicate the purpose of the mission, name of the employee, the firearm information, the specific duration, and the place or places within the jurisdiction of the issuing authority allowing the bearer thereof to carry his/her government-issued firearm within their jurisdiction and shall be strictly limited to the mandate of the BuCor.<sup>5</sup>
- 5.11. **Proficiency** – meeting the firearms gun safety and marksmanship standards.
- 5.12. **Property Acknowledgement Receipt (PAR)**<sup>6</sup> – a written acknowledgment receipt of property duly issued items to BuCor personnel from the Supply Accountable Officer of BuCor.
- 5.13. **Reservation Security Units (RSU)** – offices designated to provide security and patrolling within the BuCor reservations.
- 5.14. **Supply Accountable Officer (SAO)** – a bonded Accountable Officer relative to firearms and ammunitions.
- 5.15. **Small Arms** – firearms intended to be or primarily designed for individual use or that which is generally considered to mean a weapon intended to be fired from the hand or shoulder, which are not capable of fully automatic bursts of discharge, such as:

<sup>3</sup> RA 10591, Section 3, par. I,

<sup>4</sup> FOS OPCR 2022

<sup>5</sup> IRR, RA 10591, Section 3, par. 3.37

<sup>6</sup> GAM for NGAs Volume II, Appendix 71

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5.15.1 **Handgun** – firearm intended to be fired from the hand, which includes:

5.15.1.1 **Pistol** – hand-operated firearm having a chamber integral with or permanently aligned with the bore which may be self-loading; and

5.15.1.2 **Revolver** – hand-operated firearm with a revolving cylinder containing chambers for individual cartridges.

5.15.2 **Rifle** – shoulder firearm or designed to be fired from the shoulder that can discharge a bullet through a rifled barrel by different actions of loading; and

5.15.3 **Shotgun** – weapon designed, made and intended to fire a number of ball shots or a single projectile through a smooth bore by the action or energy from burning gunpowder.<sup>7</sup>


5.16. **Special Tactical Units** – BuCor offices whose members have undergone specialized trainings such as close quarter battle, commando, and other similar trainings.

## 6. GUIDELINES

6.1. **ISSUANCE OF SHORT FIREARMS (Pistol/Revolver)** – FOS shall issue a short firearm, subject to availability, to BuCor personnel which must be covered by a PAR (See *Form No. 1*) upon passing the Firearm Proficiency Aptitude Test (FPAT) (See *Appendix C*) to be conducted by BuCor Range Officer and FOS personnel.

6.1.1. BuCor uniformed personnel are authorized to permanently possess government-issued firearms

<sup>7</sup> RA 10591, Section 3(dd)

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and the same shall not be replaced until retirement unless disallowed by justifiable or legal circumstances or it becomes unserviceable.

- 6.1.2. BuCor uniformed personnel shall be authorized to possess one (1) government-issued firearm. This is to ensure the maximum arming rate of all Corrections Officers.<sup>8</sup>
- 6.1.3. In order to maximize the ratio of available firearms of BuCor as to its Uniformed Personnel, it is strongly discouraged to choose what particular "make of firearm" to be issued to them.

**6.2. ISSUANCE OF LONG FIREARMS (Rifles)** – The issuance of Long Firearms shall be made to the following specific BuCor uniformed personnel, to wit;

- 6.2.1. BuCor Special Tactical Unit (BuCor-STU) members.
  - 6.2.1.1. Long firearms issued to BuCor-STU shall be considered as their standard issued firearm which must be duly covered by PAR. The same shall not be allowed to be carried outside work premises, except during the conduct of special missions. Their long firearms must be kept in a secured place inside their office/headquarters. Otherwise, it shall be deposited in the armory for safekeeping.
- 6.2.2. Personnel of BuCor Reservation Security Units (BuCor-RSU)

<sup>8</sup> Memorandum Order – DSO No. 004-03-11-2022, dated March 04, 2022 signed by Director, Directorate for Security and Operations, RE: Guidelines on the BuCor Government Issued Firearms

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6.2.2.1. Long firearms issued to BuCor-RSU shall be made by reason of their assignment that requires long firearms and the same shall be returned to the armory at the end of tour of duty.

6.2.3. Personnel of the Escort Group

6.2.3.1. Long firearms shall be issued to Escort Group for escorting PDL and for other related official functions that require long firearms. The same shall be returned to the armory upon completion of the mission.

6.2.4. Personnel assigned at Gates of Security Camps


6.2.4.1. Long firearms issued to Personnel rendering security at the Gates shall be made by reason of their assignment and the same shall be returned to the armory upon the end of tour of duty.

6.2.5. Post Tower Sentinel of Security Camps.

6.2.5.1. Long firearms shall be issued to Post Tower Sentinel and the same shall be returned to the armory upon the end of tour of duty.

**6.3. ISSUANCE OF FIREARM TO BUCOR NUP** – it shall be discretionary and subject to availability of firearm upon written request duly approved by the Director General or his/her duly authorized representative and Superintendent at NHQ and PPF level, respectively. Provided that he/she must have a valid License to Own and Possess a Firearm (LTOPF) and have passed the Firearm Proficiency Aptitude Test.



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Provided further, civilian personnel under the command group, whose contract of service are either confidential, job order, contractual or casual may be issued government firearm subject to conditions and limitations as provided above.

**6.4. ISSUANCE OF LO.** The duration of LO (*See Form No. 2*) must be for the period of one (1) month<sup>9</sup> and shall be renewed every month to be signed by the following authorized officers, to wit;

6.4.1. Director General (DG)<sup>10</sup> – the DG shall sign the LO of the Deputy Director Generals (DDGs) and personnel under his/her office.

6.4.2. Deputy Director Generals – the DDGs shall sign the LO of the personnel of Directorates, Divisions, Units, and Sections under their respective command.


6.4.3. PPF Superintendent – the PPF Superintendent shall sign the LO of personnel under his/her command.

**6.5. NON-ISSUANCE OF FIREARM TO DELINQUENT PERSONNEL** – BuCor personnel shall no longer be eligible for re-issuance of a new firearm/s in case of any violation of relevant laws and ordinances that resulted to the confiscation of his/her issued firearm/s.

**6.6. NON-REPLACEMENT OF FIREARM** – Replacement of a government-issued firearm is strictly prohibited unless the firearm sought to be replaced was damaged, and the damage incurred was beyond economic repair. Provided that the cause was due to normal wear and tear and no contributory negligence on the part of the Accountable Officer. Provided further that the firearm's condition as to

<sup>9</sup> PNP Memorandum Circular No. 2015-008 In Relation to RA 6975, Section 24(f); BuCor Memorandum Order No. 4 series of 2017 dated 15 June 2017

<sup>10</sup>IRR, RA 10591, Section 7, par. 7.13

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“beyond economic repair” must be determined by the Firearms Survey and Inspection Committee (FSIC).


**6.7. UNSERVICEABLE FIREARM** – No unserviceable firearm shall be returned to the armory, both in the NHQ and PPFs without FSIC validation. Written endorsement from the immediate supervisor with supporting documents showing the circumstances of why it became unserviceable shall be submitted to the FSIC for proper evaluation.

**6.8. DEPOSIT OF FIREARM OF PERSONNEL APPLYING FOR LEAVE** – BuCor personnel with government-issued firearm who are applying for leave privileges for a period exceeding fifteen (15) days may deposit the same to the armory and shall withdraw upon actual assumption of duty.

6.8.1. BuCor Personnel who deposit his/her government-issued firearm shall be provided with an acknowledgement receipt to that effect. (*See Form No. 3*)

**6.9. DEPOSIT OF FIREARM DURING TRAINING/SEMINAR** – BuCor personnel who will undergo training/schooling for a period of more than thirty (30) days and/or the place of conduct of training/schooling is outside the Philippine Territory, he/she shall temporarily surrender his/her issued firearm to the armory. It shall be kept safe thereat for the period of training/schooling, except when the use of a firearm is required.

**6.10. ANNUAL FIREARM PROFICIENCY TRAINING** – BuCor personnel with issued firearm must undergo and pass the Firearms Proficiency Training to be conducted by Corrections National Training Institute at least once a year. Failure to pass will mean a loss of privilege to possess and carry issued firearms. Their firearms will be deposited in the

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armory until the personnel have passed the firearms proficiency training.

**6.11. ANNUAL INVENTORY** – Inventory of firearm shall be conducted at least once a year to be led by FOS together with the Logistics personnel as executing arm of inventory.

6.11.1. BuCor personnel with issued firearms prior to his/her transfer from one (1) PPF to another must coordinate with the FOS for the purpose of record updates and firearm inventory.

**6.12. SURRENDER, CONFISCATION AND RETRIEVAL OF FIREARM**

6.12.1. BuCor Personnel who failed to surrender their government-issued firearm/s under the following circumstances, the Chief, FOS by express provision of the law as a SAO shall confiscate or retrieve all firearm/s from their possession.

6.12.1.1. Found positive for use of dangerous drugs;<sup>11</sup>

6.12.1.2. Being required to surrender his/her firearm/s for purpose of investigation;


6.12.1.3. By reason of preventive suspension;

6.12.1.4. Found guilty of any criminal or administrative charge; and


6.12.1.5. Any other analogous circumstances.

6.12.2. Concerned offices shall furnish FOS a copy of written communication (Memorandum, Order, or other related issuance) surrounding the

<sup>11</sup> Civil Service Commission Memorandum Circular No 13 series of 2017, RE: Guidelines in the Mandatory Random Drug Testing for Public Officials and Employees and for other purposes; RA 9165, Section 36 (e)

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- criminal/administrative case/s involving personnel for proper retrieval of the government-issued firearm.
- 6.12.3. Members of STU reassigned to another unit shall surrender their issued long firearm to the armory.
- 6.12.4. AWOL and dismissed personnel from the service as pronounced by the Human Resources Division (HRD), who failed to surrender their issued firearms shall be given a demand letter to immediately surrender the same to the armory.
- 6.12.4.1. Failure of the personnel who are mentioned in the preceding paragraph shall immediately endorse the matter to the Legal Division, together with the supporting documents relative to the accountabilities of the latter for possible legal action.
- 6.12.4.2. Unsurrendered firearms shall be declared as loss and must be recorded in the FOS inventory as a deficit on the total number of firearms accountable.
- 6.12.5. In case of death and those declared missing/absentee personnel, a notice to return his/her government-issued firearm shall be furnished to the immediate family member of the deceased, missing or absentee. Whenever the firearm is available in the possession of the family member of the deceased, missing or absentee, the personnel of FOS shall recover the said firearms by virtue of the written authority. Either a memorandum order or any documents authorizing such personnel to retrieve the same.
- 6.12.5.1. In case the firearm/s can no longer be recovered, the Chief, FOS shall make a certification that the former BuCor personnel who died, declared missing, or

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absentee has an accountability to the FOS prior to his/her death, missing or absent, copy furnished HRD and Logistic Division.

6.12.5.2. The current market value of the firearm/s [failed to surrender or recover] shall be charged against the remaining monetary claim for his/her government services. (Human Resources and Accounting Matters).

6.12.5.3. The unrecovered firearms from the deceased, missing, and absentee personnel shall be declared as a loss and must be recorded in the FOS inventory as a deficit on the total number of firearms accountable.


### 6.13. CARRYING OF FIREARM

6.13.1 The following guidelines shall be observed in carrying firearms:

6.13.1.1 Uniformed personnel while in General Office Attire (GOA), carrying a firearm shall be placed in a holster securely attached to the rig belt, and low carry holster when in BuCor Field Uniform (BFU);

6.13.1.2 For BuCor personnel authorized to carry firearm outside of residence or official station while in civilian attire, the firearm shall not be tucked in the waist nor placed in a holster but rather place inside a clutch or sling bag to conceal from public view. When not used for legitimate work-related purposes, displaying firearm flagrantly is prohibited.

6.13.1.3 Firearm shall not be brought inside places of worship, public drinking and amusement

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places and all other commercial or public establishments.

6.13.1.4 Only such firearms specially described in the corresponding PAR and LO shall be carried.<sup>12</sup>

### 6.13.2 LIMITATION

6.13.2.1 BuCor personnel with a government-issued firearm shall surrender his/her firearm for safekeeping to Armory prior entering any security camps, except when the use of firearms is required in the conduct of legitimate operation.

6.13.2.2 Upon directives of the National Government to carry out the muzzle-taping of all government-issued firearms to prevent unauthorized discharge, BuCor personnel who have a government-issued firearm shall bring the same to the armory for muzzle-taping or they may opt to surrender it for safekeeping.


6.13.2.3 BuCor personnel who have issued firearm shall not carry firearm outside residence or place of work, although possessing a LO, during the election period unless authorized in writing by the Commission on Election.<sup>13</sup>

6.13.2.4 Provided that when in the possession of firearms, the BuCor uniformed personnel must be:

6.13.2.4.1 In full uniform showing clearly and legibly his/her name, rank

<sup>12</sup> IRR, RA 10591, Section 7.11.1 & 7.11.2

<sup>13</sup>PD 881, Section 261 (q)

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which shall remain visible at all times;

6.13.2.4.2 In the actual performance of his/her duty or going to and returning from his/her dwelling/barracks or official station;

6.13.2.4.3 Must have a copy of his/her PAR of firearm, BuCor Identification Card, and Copy of Certificate of Authority for Law Enforcement Agency exempting the BuCor from Election Gun Ban; and

6.13.2.4.4 This prohibition shall not apply to cashiers and disbursing officers while in the performance of their duties.<sup>14</sup>

### 6.14. MAINTENANCE OF FIREARM

6.14.1. All BuCor personnel with government-issued firearms shall be expected to maintain its cleanliness, serviceability, and operability at all times.


6.14.2. Failure to maintain government-issued firearm may cause the retrieval of the same and basis for administrative charges and non-issuance of the same.<sup>15</sup>

### 6.15. USE OF FIREARM

6.15.1. BuCor Personnel must comply with the following permissible circumstances for the use of government-issued firearm:

<sup>14</sup>COMELEC Resolution No. 10496, February 13, 2019; RA 7166, Section 32

<sup>15</sup> Memorandum RE: Regular Inspection of Government Issued Firearms, December 04, 2019

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- 6.15.1.1. In case of self-defense<sup>16</sup> or defense of others<sup>17</sup> against an imminent threat of death;
- 6.15.1.2. To prevent a particularly serious crime involving grave threat to life; and
- 6.15.1.3. To arrest or prevent a PDL from escaping or inflicting serious harm against another PDL, self-harm, civilian or BuCor personnel.

6.15.2. In every case, only when less extreme measures are insufficient, intentional use of lethal force and firearms shall be permitted when strictly unavoidable in order to protect human life.<sup>18</sup>

**6.16. DESIGNATION OF ACCOUNTABILITIES** – All firearms procured by the BuCor shall be accounted to Chief, FOS which is thereby designated as BuCor SAO.


- 6.16.1. BuCor personnel having the actual possession and custody of government-issued firearm shall be held accountable thereof.
- 6.16.2. Every officer accountable for government property shall be liable for its money value in case of improper or unauthorized use or misapplication thereof, by himself/herself or any person for whose acts he/she may be responsible. He/she shall likewise be liable for all losses, damages, or deterioration occasioned by negligence in the keeping or use of the property,

<sup>16</sup> Revised Penal Code, Article 11, par. 1

<sup>17</sup> Revised Penal Code Article 11, par. 2 & 3

<sup>18</sup>Basic Principles on the Use of Force and Firearms by Law Enforcement Officials adopted by Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, dated 27 August to 7 September 1990



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whether or not it be at the time in his/her actual custody.<sup>19</sup>

6.16.3. The Chief, FOS for each PPF shall be the designated SAO for firearms and ammunition.

**6.17. RELIEF FROM ACCOUNTABILITY** – When a loss of government funds or properties(government-issued firearm) occurs while they are in transit or the loss is caused by fire, theft, or other casualty or force majeure, the officer accountable therefore or having custody thereof shall immediately notify the auditor concerned and, within thirty (30) days or such longer period as the auditor may in the particular case allow, shall present his/her application for relief, with the available supporting evidence. Whenever warranted by the evidence, credit for the loss shall be allowed. An officer who fails to comply with this requirement shall not be relieved of liability or allowed credit for any loss in the settlement of his/her accounts.<sup>20</sup>

6.17.1. The basic notice of loss to be filed immediately after the discovery of the loss and the request for relief from property accountable officer within the reglementary period of thirty (30) days from the occurrence of the loss, with the Auditor concerned or the Commission, as the case may be.<sup>21</sup>

6.17.1.1. In case of delay in the filing of the aforesaid notice and request, a satisfactory explanation or the reason(s) for such delay should be submitted.


6.17.1.2. If the occurrence of loss has also been reported to LEAs, the progress report/initial

<sup>19</sup> PD 1445, Section 105, par. 1

<sup>20</sup> PD 1445, Section 73; Cruz vs Gangan, GR No. 143403, January 22, 2003

<sup>21</sup> COA Memorandum Circular No. 92-751, February 24, 1992

<https://studylib.net/doc/8557320/commission-on-audit-memorandum-no.-92-751>

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investigation report thereon should be submitted.


- 6.17.2. Affidavit or Sworn Statement of the proper accountable officer on the facts and circumstances surrounding the said loss, supported by the affidavit of two (2) disinterested persons who have personal knowledge of such fact/loss.
- 6.17.3. Comment and/or recommendation of Agency Head concerned on the request.
- 6.17.4. Exact or accurate amount of government cash or book value of the property subject to the request for relief.
- 6.17.5. Property Acknowledgement Receipt (PAR) / Memorandum Receipt (MR) covering the properties subject to the request, if any.
- 6.17.6. Report of Lost, Stolen, Damaged or Destroyed Property.

Additionally, in case of the following incidents/occurrences:

6.17.7. In the case of F I R E

- 6.17.7.1. The progress and/or final report of the local Police/Fire Department or Station on the incident.
- 6.17.7.2. List or inventory of Burned or destroyed properties as well as use properties retrieved after the fire, stating therein the acquisition cost/book value of each item.
- 6.17.7.3. Authenticated picture(s) showing the site/office or government properties razed by the fire.

6.17.8. In case of THEFT OR ROBBERY/ HOLD-UP

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6.17.8.1. Progress and/or Final Police report on the theft or robbery case.

6.17.8.1.1. In cases of theft or robbery including with force upon things (destruction of padlocks, doors, window jalousies, etc.), information as to whether or not the premises of the government agency or office concerned are manned by security guards. If so, the respective Sworn Statement or affidavits of the guards respecting the incident should be obtained and submitted.

6.17.8.1.2. A certified copy of the contract of security/services entered into by and between the government office and the security agency should also be submitted.

6.17.8.1.3. If the Security Guard(s) is found to be negligent on the premises, a recommendation to the Agency Head should be made that appropriate action be instituted to enforce the civil liability of the security guard and/or security agency concerned.

6.17.8.2. Detailed list of government properties lost or destroyed as well as those properties retrieved after the robbery incident disclosing the book value of each item or exact amount of government money/cash

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involved, duly verified by the proper Auditor.

6.17.8.3. Authenticated picture(s) taken relative to the theft or robbery incident.

6.17.9. In case of FORCE MAJEURE (EARTHQUAKE, TYPHOON, ETC.

6.17.9.1. Detailed list/inventory of lost or destroyed government properties or lost cash, as well as those properties retrieved after the calamity.

6.17.9.2. Certification of the proper official of the local PAGASA or other similar government agency on the actual occurrence of the calamity specifying therein the approximate or exact time the incident happened and the areas or places affected thereby.


6.17.10. All requests for relief from property accountability should be filed with the office of the auditor of the agency. However, jurisdiction in the grant of such request depends on the amount involved.<sup>22</sup>

6.17.10.1. Auditor – For losses due to fortuitous event or natural calamities or due to acts of man, (i.e. robbery, theft, arson, etc.) involving an amount not exceeding one hundred thousand pesos (Php 100,000.00). the action of the auditor shall be deemed an audit decision.<sup>23</sup>

6.17.10.2. Director – For losses due to fortuitous events or natural calamities involving an amount in excess of one hundred

<sup>22</sup> Revised Rules of Procedure of the Commission on Audit, 2009

<sup>23</sup> Revised Rules of Procedure of the Commission on Audit, Rule IV, Section 5, 2009

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thousand pesos (Php. 100,000.00) and for losses due to acts of man, (i.e. theft, robbery, arson, etc.) involving amount exceeding one hundred thousand pesos (Php. 100,000.00) but not more than five hundred thousand pesos (Php. 500,000.00).<sup>24</sup>

### 6.18. CREATION OF FIREARM SURVEY AND INSPECTION COMMITTEE (FSIC)

6.18.1. The FSIC shall be a collegial body created to review, resolve, determine and evaluate evidentiary and factual circumstances relative to the damage, lost, relief of accountability, its corresponding liabilities and other matters relative to firearms.

6.18.2. The said committee shall be created in the National Head Quarters, New Bilibid Prison which shall be referred to as National Firearms Survey and Inspection Committee (NFSIC) and replicated in all PPFs which shall be referred to as Penal Firearms Survey and Inspection Committee (PFSIC).

6.18.2.1. The NFSIC shall be composed of the following;


6.18.2.1.1. Director, Directorate for Finance & Logistics  
 – *Chairperson*

6.18.2.1.2. Chief Logistics Division  
 – *Vice Chairperson*

6.18.2.1.3. Chief, Legal Service  
 – *Member*

6.18.2.1.4. Chief, Firearms and Ordinance Section  
 – *Member*

<sup>24</sup> Revised Rules of Procedure of the Commission on Audit, Rule V, Section 8, 2009

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6.18.2.1.5. Chief, Accounting Division  
 – *Member*

6.18.2.2. The PFSIC shall be composed of the following;

- 6.18.2.2.1. PPF Superintendent  
 – *Chairperson*
- 6.18.2.2.2. Chief, Logistics  
 – *Vice Chairman*
- 6.18.2.2.3. Legal Officer  
 – *Member*
- 6.18.2.2.4. Chief, Firearms and Ordnance Section  
 – *Member*
- 6.18.2.2.5. Chief, Accounting Section  
 – *Member*


6.18.3. The FSIC is a fact-finding committee that may recommend to the COA resident auditor for the grant or denial of request for relief from property accountability.

6.18.4. The FSIC has a power to recommend for the payment of an administrative fine regardless of the grant for the relief of property accountabilities.

### 6.19. LOSS OF FIREARM

6.19.1. The accountable officer shall report the circumstances of the lost firearm to proper authority and secure necessary documents in support of such event. The procedure that shall be followed for the loss of firearm are as follows:

6.19.1.1. The accountable officer shall immediately report upon discovery of the loss of his/her issued firearm to the nearest Police Station for proper documentation and immediate


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investigation. Thereafter, within thirty (30) days, the report of the lost or stolen firearm shall be forwarded to the Philippine National Police, Firearms and Explosives Office (PNP-FEO), addressed to the PNP Regional Operation and Plans Division (Attn: Firearms and Explosives Office) Camp Crame, Quezon City.

- 6.19.1.2. A report of loss shall be reported to the immediate supervisor for information.
- 6.19.1.3. The immediate supervisor shall forward the report and other supporting documents to the office of the FOS for proper recording and endorsement.
- 6.19.1.4. The Chief, FOS shall forward the report and endorse the case to the proper office for investigation;
- 6.19.1.5. The Chief of the Investigation Office through DSO and PPF Superintendent for NHQ and PPF respectively, shall transmit the approved Investigation Report to BuCor-IAS for proper disposition.
- 6.19.1.6. Upon receipt of the recommendation, the BuCor-IAS shall evaluate the case and determine the liability of the accountable officer for the loss of his/her issued firearm;
- 6.19.1.7. If upon deliberation, the accountable officer was found:

#### 6.19.1.7.1. NOT NEGLIGENT

- 6.19.1.7.1.1. The Accountable Officer shall request to the COA for relief from accountability. If the request is granted, he/she shall

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be discharged from any liability;

### 6.19.1.7.2. NEGLIGENT

6.19.1.7.2.1. The Accountable Officer shall pay the required amount of the lost firearm.

6.19.1.7.2.2. In any case, the Accountable Officer shall furnish PNP-FEO of BuCor-IAS resolution and COA's decision as provided by law copy furnish the following offices; FSIC, FOS, HRD, IID, Logistics, Personnel Concerned.


### 6.20. PAYMENT OF FINE FOR FAILURE TO REPORT ON LOST OR STOLEN FIREARM WITHIN THE REGULATORY PERIOD

6.20.1. A fine of ten thousand pesos (Php. 10,000.00) shall be imposed upon any licensed firearm holder who fails to report to the FEO of the PNP that the subject firearm has been lost or stolen within a period of thirty (30) days from the date of discovery.<sup>25</sup>

6.20.2. The report shall be accompanied with an Affidavit of Loss and Police Report for the issuance of an Order of Payment for the corresponding administrative fine in any branch of Land Bank of the Philippines (LBP).

<sup>25</sup>IRR, RA 10591, Section 40.1



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### 6.21. CLEARING OF ACCOUNTABILITIES

6.21.1. The HRD and the Logistics Divisions shall ensure that the General Clearance and/or Exit clearance of personnel for the purpose of his/her retirement, resignation, transfer of service and/or other circumstances which will terminate their employment with BuCor shall have an attach Certification of Clearance (*See Form No. 6*) issued by the FOS as evidence that he/she has no firearm or security equipment accountabilities.

## 7. MONITORING PROCEDURES AND TOOLS


### 7.1 MONITORING

#### 7.1.1 Issuances of Firearm

- 7.1.1.1 All firearms issued to BuCor personnel shall be made upon meeting all the requirements set by this Memorandum Circular.
- 7.1.1.2 Firearms shall be listed on a separate ledger according to the firearm make and batch.
- 7.1.1.3 All permanent issued firearms must be covered by PAR; otherwise, it shall only be recorded on daily ledger for daily issue by reason of their assignment.

#### 7.1.2 Issuance of PAR

- 7.1.2.1 All PAR issued by FOS must be renewed annually before the date of expiry date which is based on the AO's date of birth.

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7.1.2.2 The firearm specifically described on PAR shall be brought to FOS for stencil of serial numbers.

7.1.2.3 Copy of stenciled serial numbers of firearm shall be attached/reflected on the renewed PAR.

### 7.1.3 Retrieval of Firearms

7.1.3.1 ADO shall prepare report of all retrieved firearms address to the Chief, FOS which shall be included in the Daily Inventory Report (DIR).

7.1.3.2 A monthly report of all retrieved government-issued firearms shall be an integral part of Monthly Inventory Report (MIR).


### 7.1.4 Inventory of Firearms

7.1.4.1 The DIR shall be prepared by the Armory Duty Officer (ADO) of all government-issued firearms which shall be submitted to the Chief, FOS at the end of duty (Form 8).

7.1.4.2 MIR of all government-issued firearms shall be prepared and submitted by Chief, FOS to the PPF Superintendent (Form 9).

7.1.4.3 Quarterly Inventory Report (QIR) of issued firearms with attached MIR shall be prepared and submitted by Chief, FOS to Logistics Division through the office of PPF Superintendent (Form 10).

7.1.4.4 Annual Inventory Report (AIR) of all government-issued firearms shall be prepared and forwarded to Logistics Division through PPF Superintendent (Form 11).

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### 7.1.5 Reportorial Requirements

- 7.1.5.1 The Chief, FOS shall submit MIR of issued firearms with attached DIR on or before the 10<sup>th</sup> day of the subsequent month.
- 7.1.5.2 The Chief, FOS shall submit QIR on or before the 10<sup>th</sup> day of subsequent month following each quarter.
- 7.1.5.3 The Chief, FOS shall submit AIR of all government-issued firearms on or before 10<sup>th</sup> day of January of the following year.


## 7.2 TOOLS

### 7.2.1 Ledger

- 7.2.1.1 FOS shall maintain a separate ledger of government-issued firearms for all BuCor personnel at NHQ and PPFs, respectively.
  - 7.2.1.1.1 The ledger must contain the following entries: serial number of firearms; date of issuance; rank/item-position, full name and signature of AO; date of return with remarks as to condition of firearm; and signature of the receiving/assessing ADO.

### 7.2.2 Forms

- 7.2.2.1 For effective and efficient control, monitoring and inventory, FOS shall maintain the following forms: PAR; Requisition and Issued Slip (RIS); LO; Certificate of Clearance;

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Acknowledgement      Receipt      of  
Surrendered/Deposit Firearms.

## 7.3 CALENDAR OF ACTIVITIES

### 7.3.1 Muzzle-taping

7.3.1.1 The muzzle taping of all firearms utilize by BuCor Personnel in the performance of their function shall be done by Chief/Head of office three (3) days before the New Year's Eve celebration.

### 7.3.2 Renewal of PAR

7.3.2.1 All PAR issued to BuCor personnel with government-issued firearm shall be renewed annually before AO's date of birth.

### 7.3.3 FPAT


7.3.3.1 The scheduled conduct of FPAT shall be executed by the FOS on a weekly basis.

### 7.3.4 Physical Inventory of Firearms

7.3.4.1 Annual Inventory Firearms. The physical mandatory inventory of firearms shall be conducted at least once a year beginning October to December or as required.

## 8. PENALTY CLAUSE

Any violation of the provisions of this Memorandum Circular shall be dealt with in accordance with applicable laws, rules and regulations.

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### 9. FINANCIAL CLAUSE

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

### 10. SEPARABILITY CLAUSE


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

### 11. REPEALING CLAUSE

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

### 12. EFFECTIVITY

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

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### APPENDIX "A"

#### GUIDELINES ON THE PREPARATION OF PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR) FOR THE ISSUANCE OF FIREARMS

The below guidelines shall be the proper manner in the preparation of PAR for the issuance of firearms to be utilized by all Firearms and Ordnance Section/Office Bureauwide, to wit;

#### 1. Letterhead

The letter head of PAR shall use the Logo of both Department of Justice (left upper part) and Bureau of Corrections (right upper part) of the documents. The National Headquarters, New Bilibid Prison (NBP) shall use by all personnel assigned at NBP as their letter head, and the name of Prison and Penal Farms (PPFs) shall be use by personnel assigned to different PPFs.




Department of Justice  
 Bureau of Corrections  
**NATIONAL HEADQUARTERS**  
**NEW BILIBID PRISON**  
**FIREARMS AND ORDNANCE SECTION**



#### 2. PAR Numbers

The PAR no. of the documents shall correspond the Make of Firearms, Page number of Serial number listed on a separate ledger designated by respective FOS. (i.e. G17B3 stands for Glock 17, Batch 3; 179 stands for the page number of the serial number duly signed by the recipient on a designated ledger provided for such firearms).

**PAR NO: G17B3-179**

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### 3. Firearm Details and Amount

This portion shall pertain to the firearms details issued to the recipient, with the firearm make and description and its accessories included upon issuance. It also includes the book value (amount) of the firearm issued to respective BuCor personnel.

QUANTITY	UNIT	ITEM DESCRIPTION	PROPERTY NO	DATE ACQUIRED	AMOUNT
-1-	pc	PISTOL, GLOCK 17 GEN 4 - 9MM Serial No.: ACRH379			Php.39,940.00
2	pc	Magazines			
1	pc	Polymer Holster Ammunitions with complete accessories			

### 4. Stencil of Serial Numbers

The carbon process stencil or computer-generated picture showing the Serial Numbers of firearm issued shall be place on the "Other Markings" portion.


Other Markings:



### 5. Authority

The Authority portion shall be use to indicate the document/s as the basis for the issuance of firearms to the recipient BuCor Personnel.

Authority	
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### 6. Recipient

This portion shows the rank, name, signature of the recipient and his/her unit assignment. This also includes the employee Badge number, employee number and the date of the issuance of the PAR.

**Received by:**

**CO1 JANICE A DEANG**  
*(Signature over Printed Name of End User)*  
**Firearms and Ordnance Section**  
*(Office Assignment)*

Badge No      182240  
 Employee No      2545-1018  
 Date Issued      January 04, 2022



WEIGHT <b>65kg</b>	HEIGHT <b>5'6"</b>	GENDER <b>Female</b>	RELIGION <b>Roman Catholic</b>
CIVIL STATUS <b>Married</b>	DATE OF BIRTH <b>12 JAN 1983</b>	BLOOD TYPE <b>O</b>	IN CASE OF EMERGENCY NOTIFY NAME: <b>Ahin M. Deang</b>
ADDRESS: <b>Dakang Liraway, Sampaguita Rd., Poblacion, Marikina City</b>			TEL NO.: <b>09171352810</b>

1. THIS IDENTIFICATION CARD IS ISSUED ONLY TO ALL BONAFIDE MEMBERS OF THE BUREAU OF CORRECTIONS.  
 2. THIS IDENTIFICATION CARD IS NON-TRANSFERABLE AND MUST BE PRESENTED WHEN TRANSACTING OFFICIAL BUSINESS WITH THE BUCOR.  
 3. WARNING: HEAVY PENALTY FOR UNLAWFUL USE PURSUANT TO ARTICLE NO 177-179, RPC.  
 4. IF FOUND, THE FINDER IS REQUESTED TO MAIL TO THE BUREAU OF CORRECTIONS, POSTAGE GUARANTEED.  
 PLEASE CONTACT US  
 TEL NOS. 8850-0062 / 8659-0832      Date of Issuance: **09/28/2021**

### 7. Issuing Personnel

This portion shows who prepared the PAR (includes his/her Rank, Name, Signature and designation), the Rank, Name and Signature of the Chief, Firearms and Ordnance Section/Office (Armory).


**Prepared and Issued by:**

**CO2 CHRISTIAN T SOMBRANO**  
 NBP FOS Staff  
**01/04/2022**  
 Date Signed

**Noted by:**

**CSINSP ALEX M HIZOLA**  
 Chief, NBP FOS / SAO  
**01/04/2022**  
 Date Signed




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### 8. Expiration

This shows the date of birth of the recipient of the firearms which regard as the expiration of the document.

**THIS WILL EXPIRE ON : JANUARY 12, 2021** |

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### APPENDIX "B"

#### GUIDELINES ON THE PREPARATION OF LETTER ORDER (LO)

The below guidelines shall be the proper manner in preparation of the LO issued to BuCor Personnel who has a Government issued Firearm and shall be use Bureauwide according to the format prescribe, to wit;

#### 1. Letter head

The letter head of Letter Order (LO) shall use the Logo of both Department of Justice (left upper part) and Bureau of Corrections (right upper part), front page of the document. The "**NEW BILIBID PRISON**" line shall use as the letter of head of all personnel assigned at National Headquarters and NBP, and the name of Prison and Penal Farms (PPFs) shall be use by personnel assigned to different PPFs.

#### 2. Control Number

The numbers therein signify the documentary reference of the firearm on the record book of respective Firearms and Ordnance Section/Office.

#### 3. Recipient / Holder of Letter Order

The name of the recipient shall appear on the Letter Order (LO) which states his/her Rank, and Full name (i.e. CO1 JUAN A. DELA CRUZ).

#### 4. Designation

The designation of personnel to whom the Letter Order was issued shall be included on the space provided which states his/her position and office/unit assignment (i.e. Escort/Security – NBP North).


#### 5. Places of Validity

Place of validity of the Letter Order shall be limited only to the territorial jurisdiction of the issuing authority.<sup>26</sup>

#### 6. Purpose

It should provide the specific mission and/or instruction given to the holder of the Letter Holder (LO).

<sup>26</sup> IRR, RA 10591, Section 7, par. 7.10

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### 7. Duration

The duration of Letter Order shall be for the period of one (1) month reckon from the date of issuance of the document.<sup>27</sup>

### 8. Prescribed Attire / Uniform for the carrying of firearm

This pertains to the prescribed uniform authorize to wear by the bearer of the document authorized to carry firearm

### 9. Firearm description

This portion of the document shows the firearm authorize to carry by the holder which shall be included on the Property Acknowledgement Receipt (PAR) issued to personnel. It shows the Make, Kind, Caliber, serial number of firearms and the authorize ammunitions to be carried by the personnel.

### 10. Signature Box

The authorized signature (Note: not initial/s) of the personnel to which the document shall be issued shall be affixed therein. *(use only black or blue ink)*

### 11. Issuing Authority

The Letter Order shall be signed by the following authorized personnel as provided in the Guidelines on Government firearms

### 12. Instructions


The instructions printed at the back of the document shall be uniform as it is.

### 13. Contact Number of Firearms and Ordnance Section/Office (Armory)

It shall provide the latest contact number of the office for the possible contact references in case of verification.

14. LO shall be issued only to regular BuCor employees holding a permanent "*plantilla*" and must be authorized to carry firearms as prescribed by law.

<sup>27</sup> PNP Memorandum Circular No. 2015-008

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### APPENDIX "C"


## FIREARMS PROFICIENCY APTITUDE TEST (8 Bullet Test)

#### 1. General Instructions:

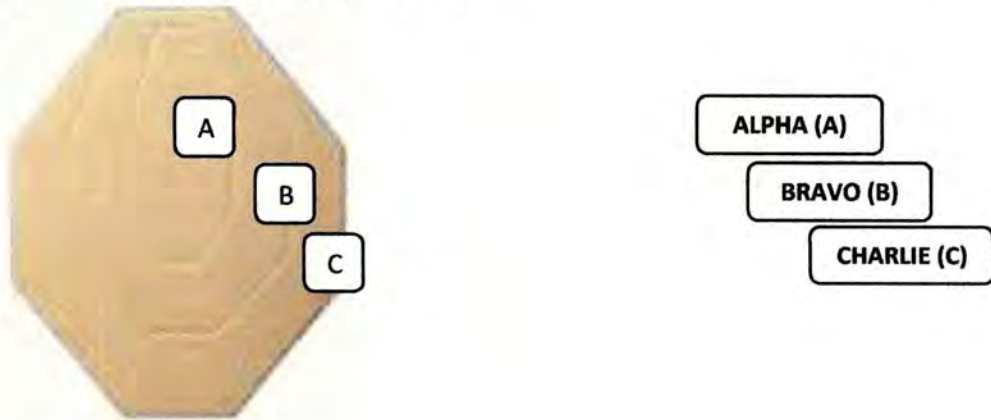
- I. The shooter must memorize the ten (10) Rules in Gun Safety.
- II. Must physically, mentally and psychological fit at the time of the test.
- III. Must follow the instructions laid down by the range officer on the course of fire.
- IV. Must obtain a minimum grade of 85% to pass the course
- V. The shooter must shoulder all the expenses incur in the test (i.e. bullet cost, other range fee)

#### 2. Shooting Instructions:

- I. The shooter must wear a safety protective gear in the conduct of the test (i.e. Earmuff and protective eyewear)
- II. Must use a Target Board as a measuring tool to record the shooter's accuracy and for record and scoring purposes
- III. The shooter shall on the conduct of the test, make shoot on the target on the following number of shots and sequence, to wit;
  - a. First Target. One (1) shot on the target board at a distance of three (3) meters
  - b. Second Target. Two (2) shots on the target board at a distance of five (5) meters
  - c. Third Target. Two (2) shots on the target board at a distance of ten (10) meters
  - d. Fourth Target. Three (3) shots on the target board at a distance of fifteen (15) meters.
  - e. The course of fire must be done simultaneously for the minimum time of fifteen (15) seconds.


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### 3. Target Board Illustrations



### 4. Scoring Table


Distance from the Target	Score per Bullet Hitting the Target
Three (3) Meters	A – 5 B – 3 C – 1 Missed – 0
Five (5) Meters	A – 10 B – 7 C – 3 Missed – 0
Ten (10) Meters	A – 15 B – 10 C – 5 Missed – 0
Fifteen (15) Meters	A – 15 B – 10 C – 5 Missed – 0

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>	
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*Note: Missed shall be construed as a shot beyond the face of the target board.*

**5. Score Card**

	Distance from the Target	No. of Target Hit	Tabulated Scores	Total Score
1.	Three (3) Meters	A – B – C – Missed –	A – B – C – Missed –	
2.	Five (5) Meters	A – B – C – Missed –	A – B – C – Missed –	
3.	Ten (10) Meters	A – B – C – Missed –	A – B – C – Missed –	
4.	Fifteen (15) Meters	A – B – C – Missed –	A – B – C – Missed –	
<b>TOTAL</b>				
<b>REMARKS</b>				

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**6. Disposition on the Result of the Test**

- I. Those who passed shall be endorsed and recommended for issuance of firearms, subject to availability.
- II. Those who failed shall be re-schedule for retake of the test.

Conducted by:

1. Range Officer
2. NBP-FOS Representative

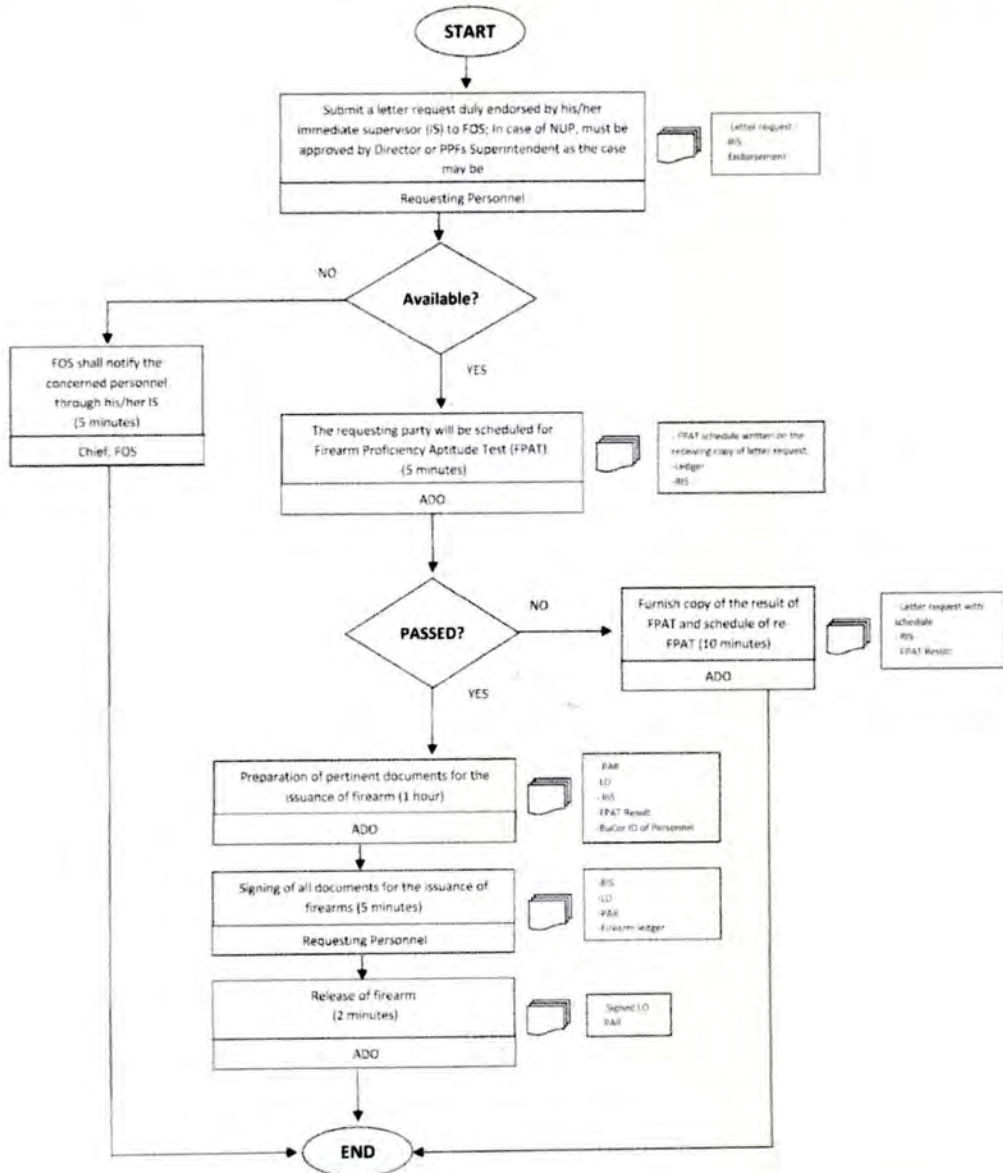
Noted by:

Chief, NBP-FOS / SAO

**13. ANNEXES**

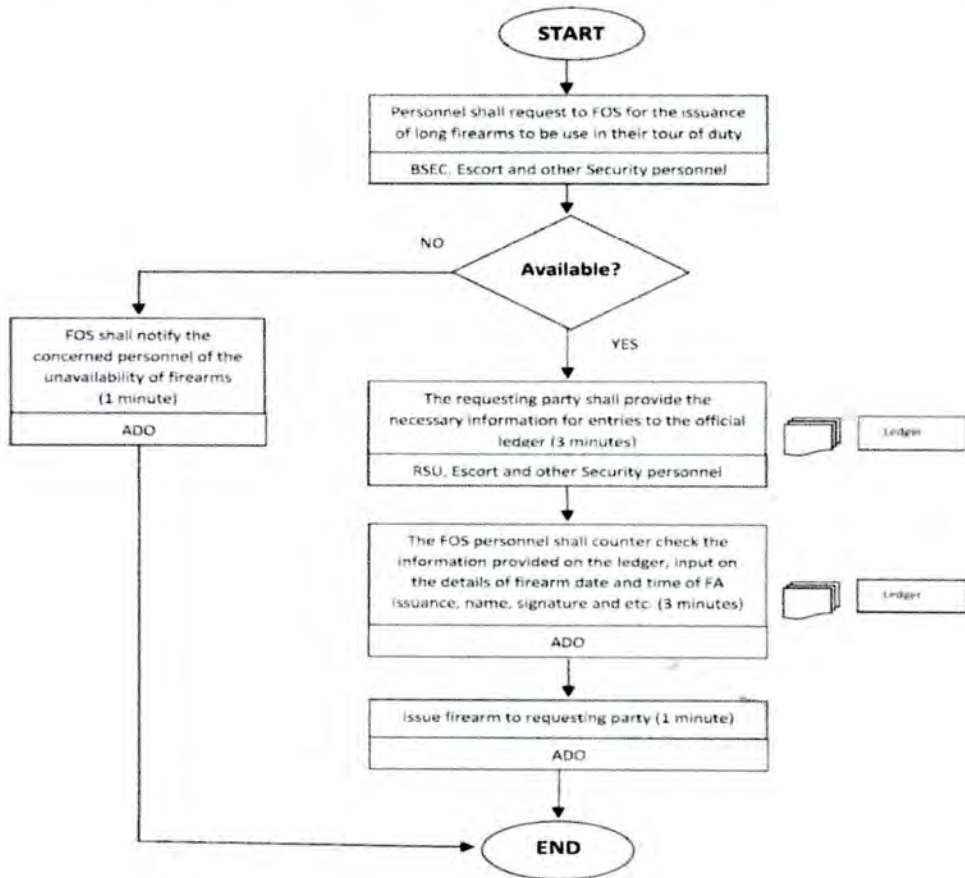
**ANNEX "A"**

**WORK FLOW CHART FOR THE ISSUANCE OF SHORT FIREARMS**

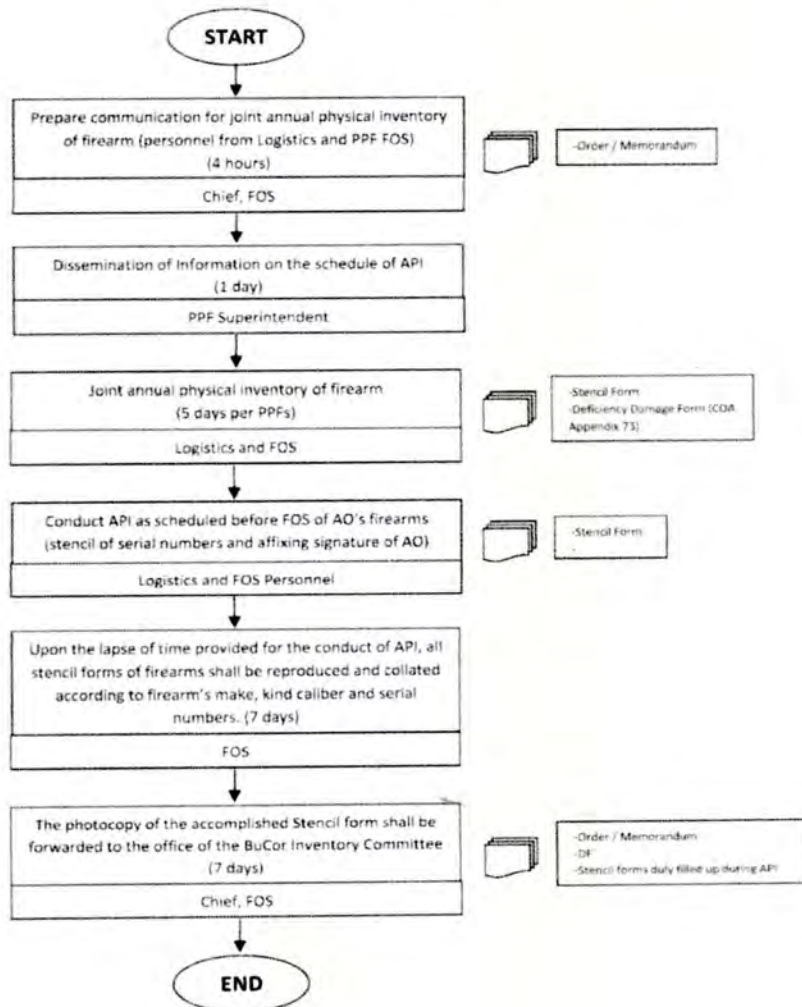




### ANNEX "B" WORK FLOW CHART FOR DAILY ISSUANCE OF LONG FIREARM



### ANNEX "C" WORK FLOW CHART FOR THE CONDUCT OF ANNUAL INVENTORY OF FIREARMS





# Bureau of Corrections

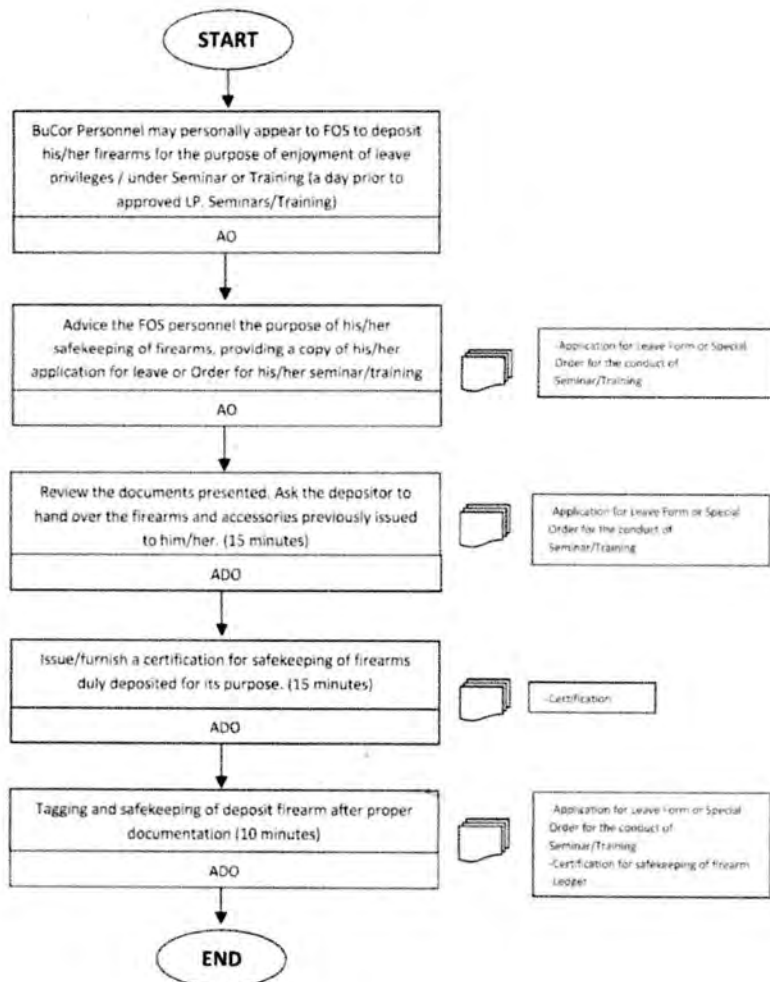
Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

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### ANNEX "D" WORK FLOW CHART FOR SAFEKEEPING OF FIREARM DUE TO LEAVE & SEMINARS





# Bureau of Corrections

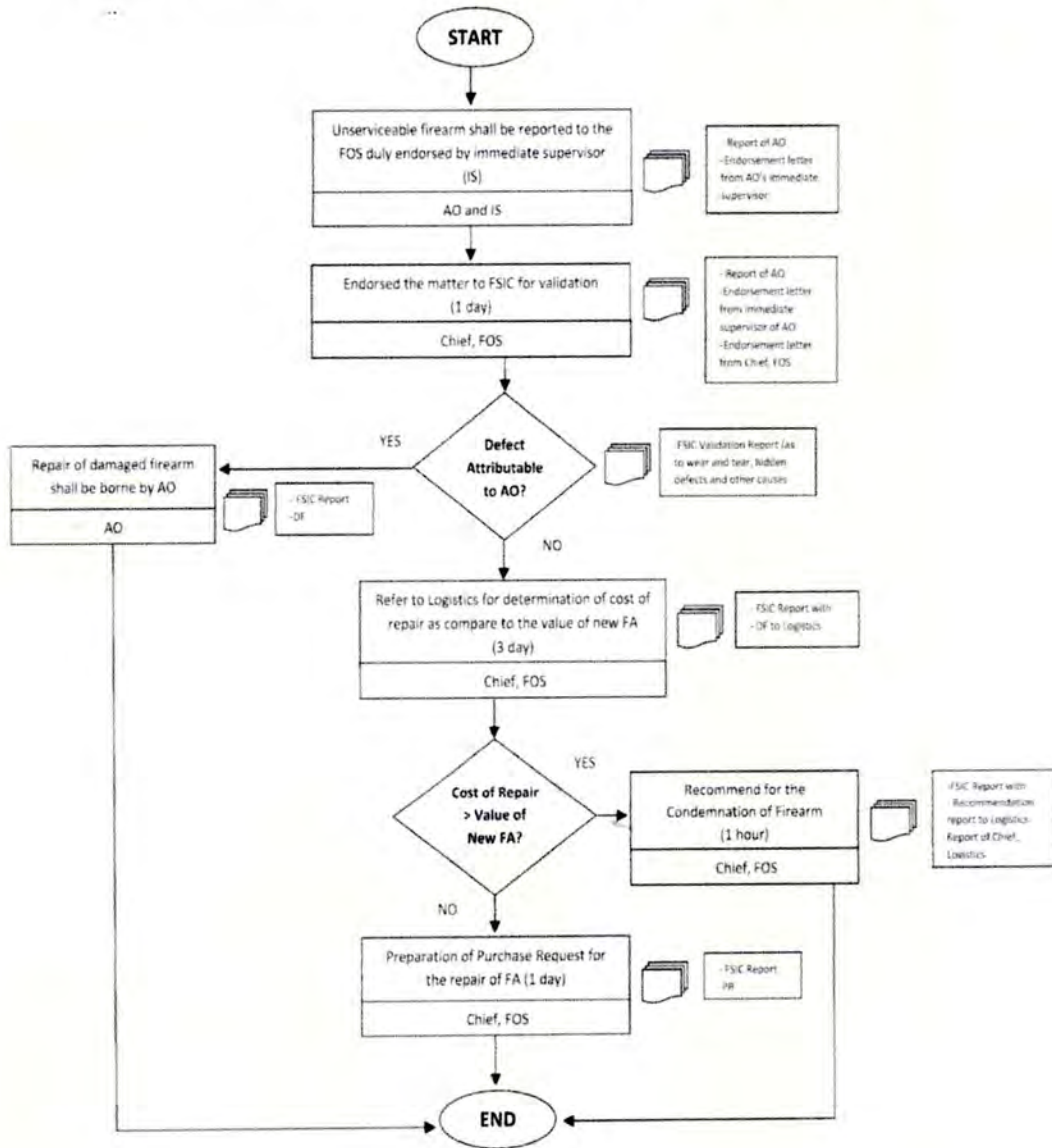
Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

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### ANNEX "E" FLOW CHART FOR RETURN OF UNSERVICEABLE FIREARM



**"REFORM BUCOR"**



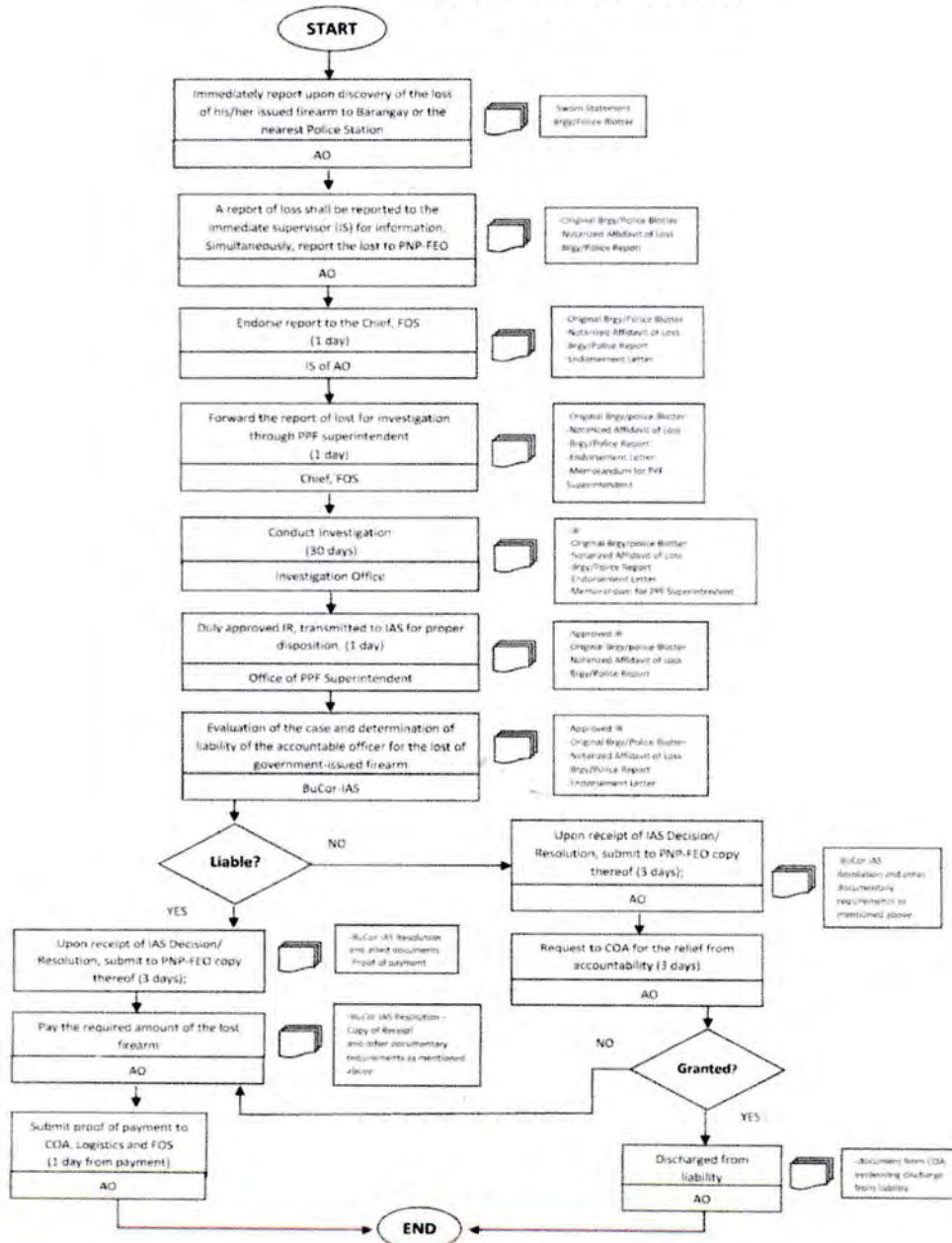
# Bureau of Corrections

Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

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### ANNEX "F" FLOW CHART FOR LOST FIREARM



**"REFORM BUCOR"**



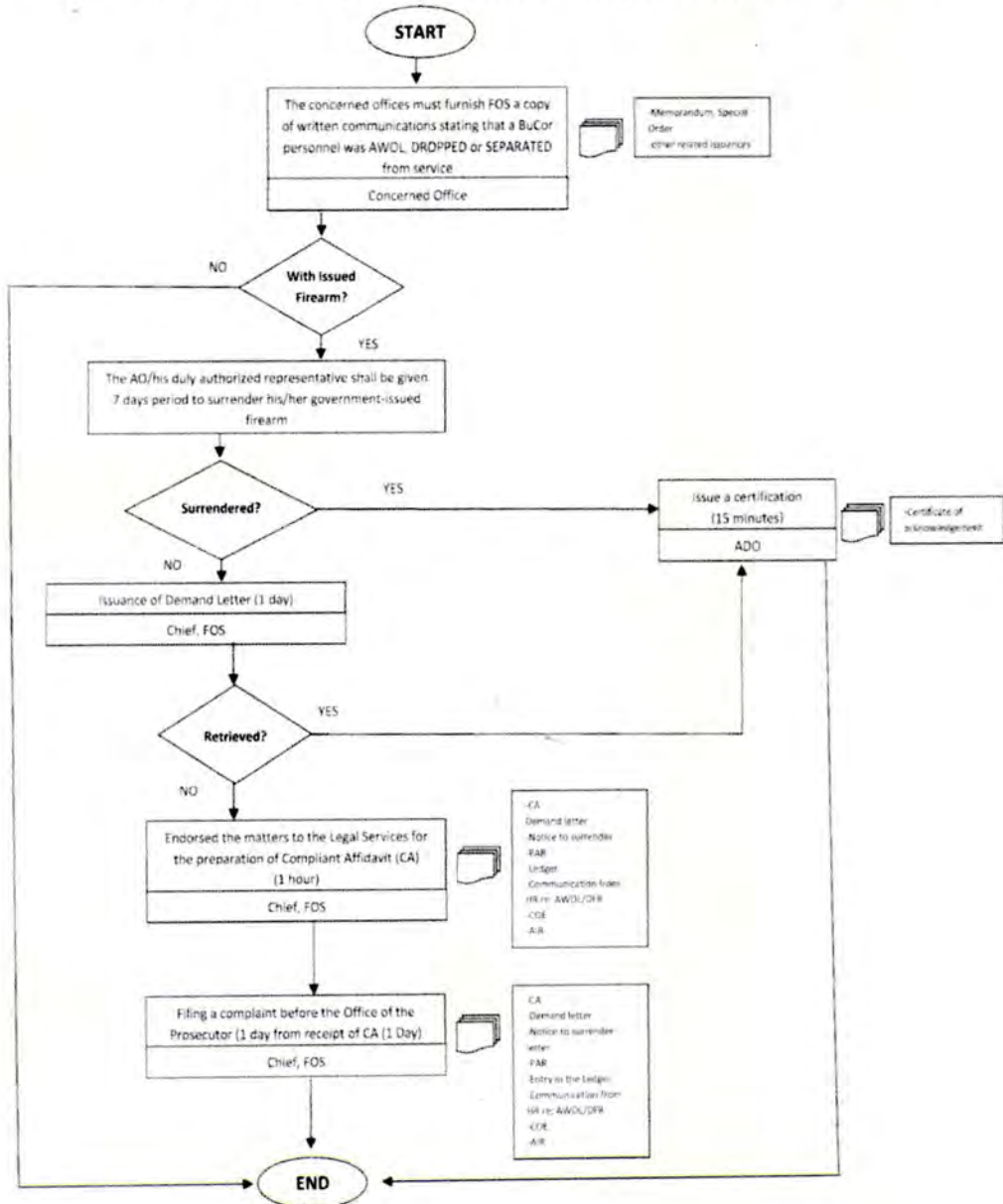
# Bureau of Corrections

Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

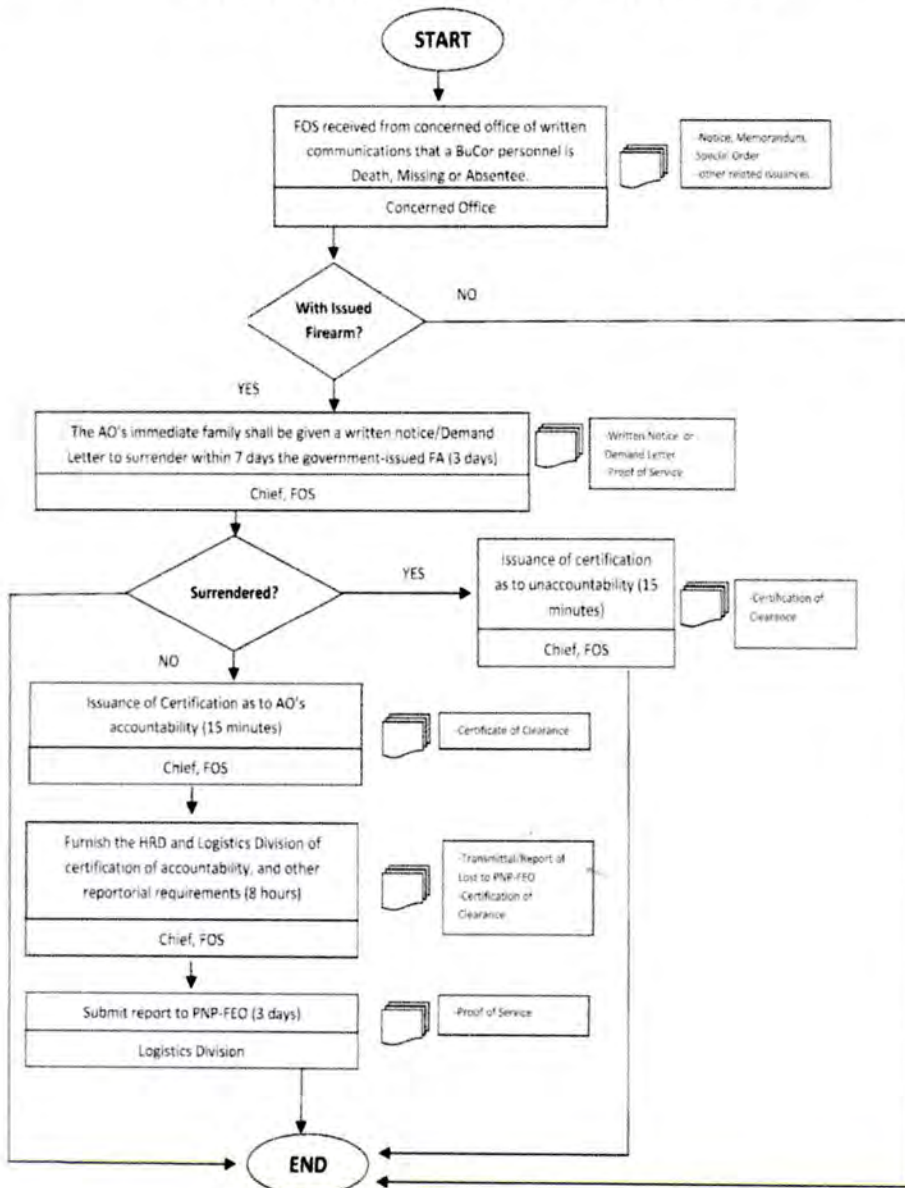
Revision No. **0** Date **MAR 13 2023**  
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### ANNEX "G" FLOW CHART FOR RETRIEVAL OF FIREARMS TO FORMER BUCOR PERSONNEL (AWOL, DROPPED, SEPARATED)



**"REFORM BUCOR"**

### ANNEX "H" FLOW CHART FOR RETRIEVAL OF FIREARM FROM DECEASED, MISSING OR ABSENTEE PERSONNEL





# Bureau of Corrections

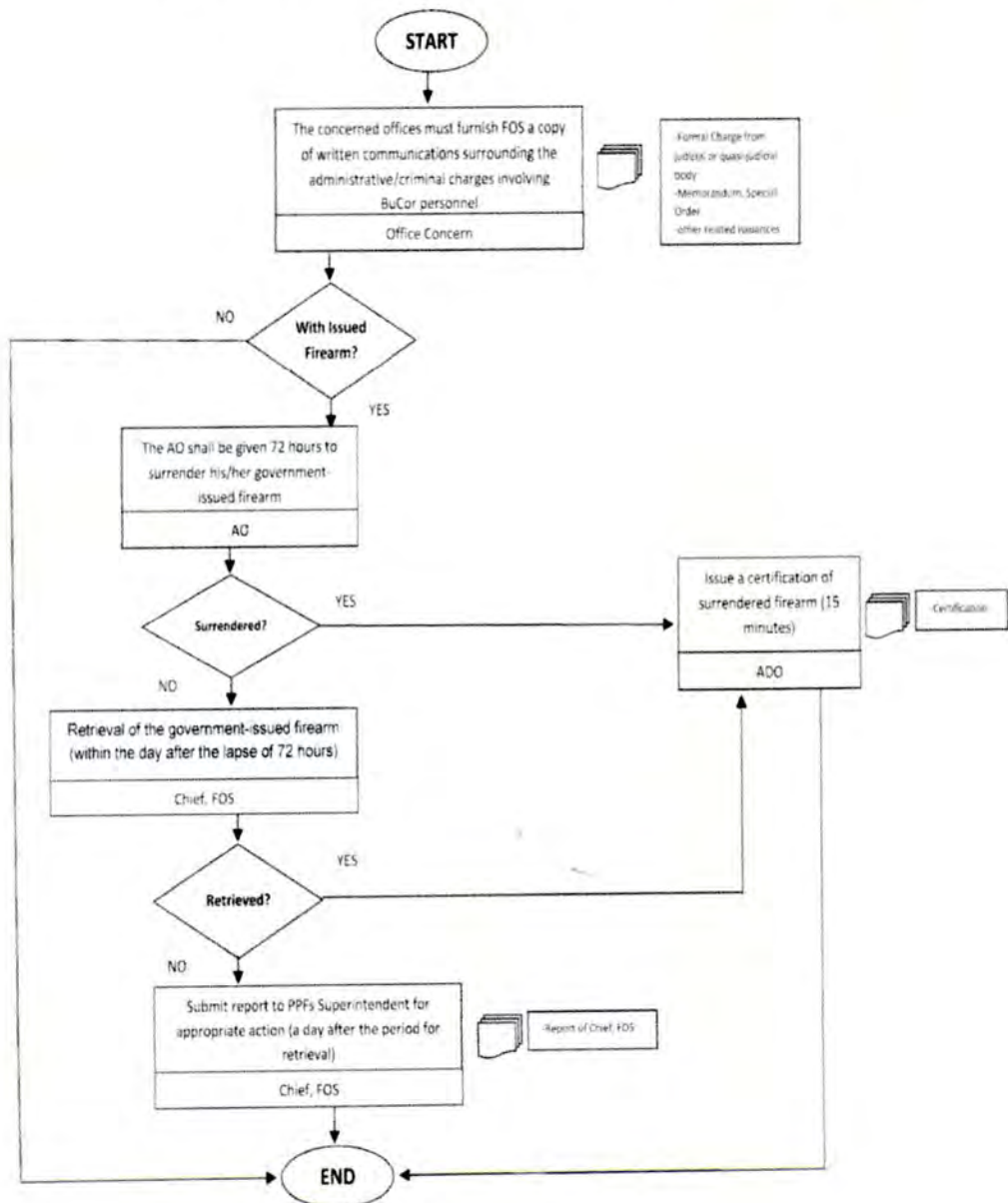
Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

Revision No. **0** Date **MAR 13 2023**

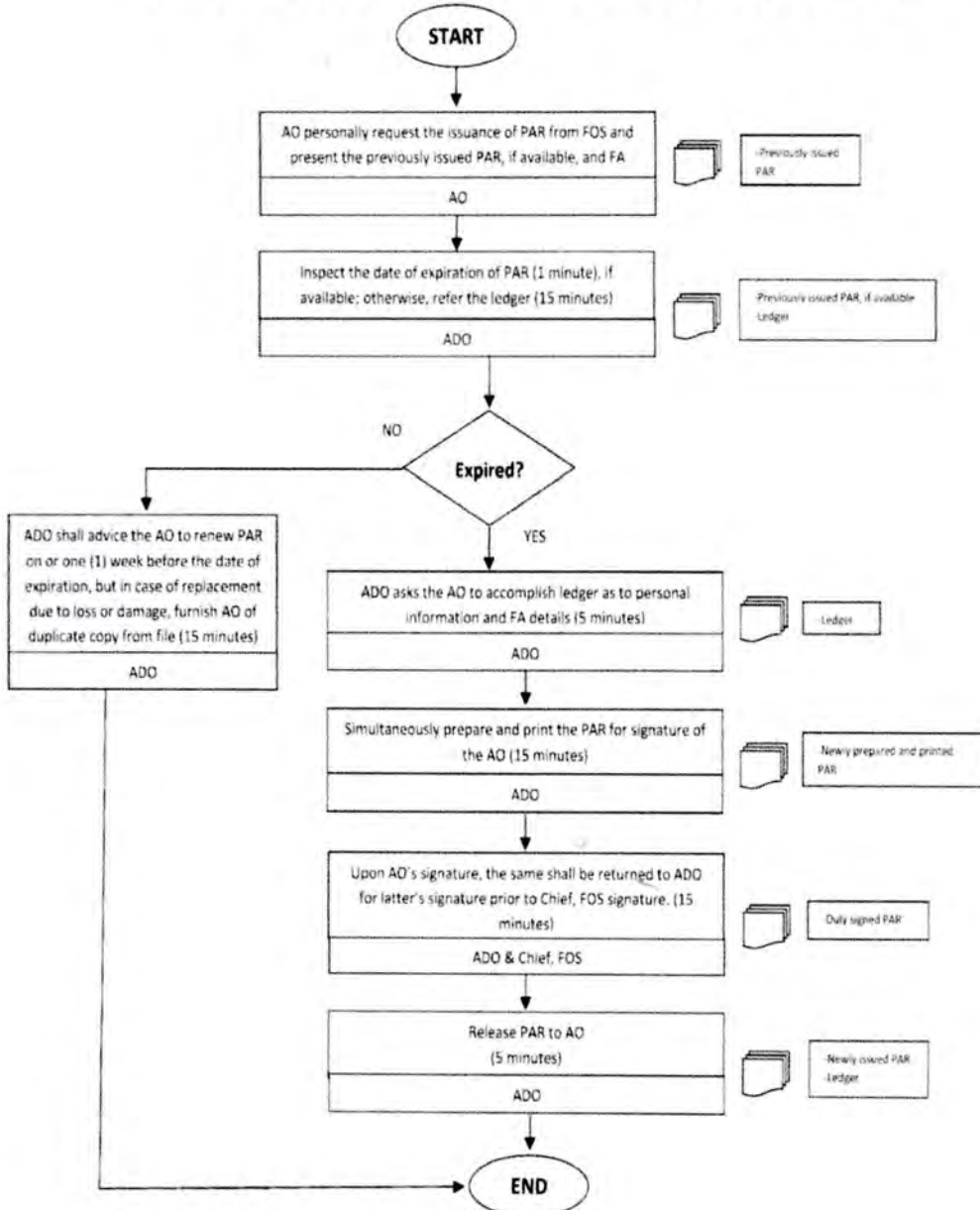
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### ANNEX "I" FLOW CHART FOR CONFISCATION OF FIREARM



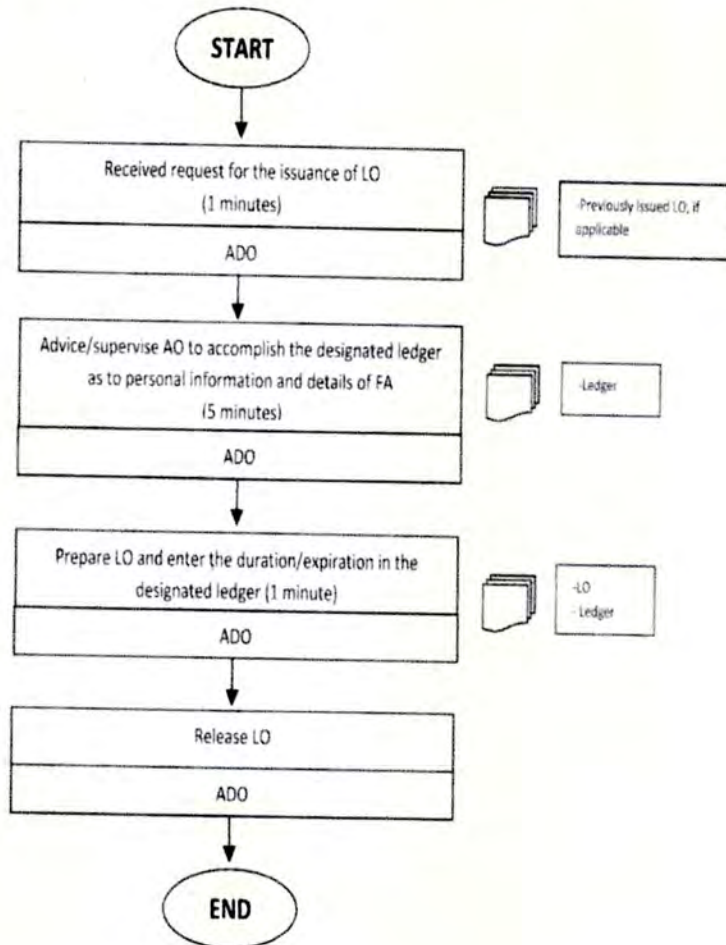



### ANNEX "J" WORK FLOW CHART FOR THE ISSUANCE OF PAR





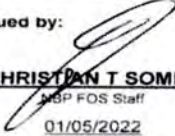


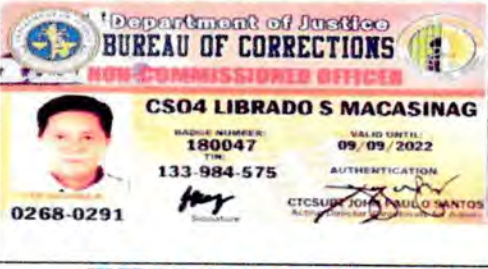

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>	
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b>	Date <b>MAR 13 2023</b>
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**ANNEX "K"**  
**WORK FLOW CHART FOR THE ISSUANCE OF LO**




	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b> Date <b>MAR 13 2023</b>
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### Form No 1 Property Acknowledgement Receipt Form

		Department of Justice Bureau of Corrections <b>NEW BILIBID PRISON</b> FIREARMS AND ORDNANCE SECTION															
<b>PROPERTY ACKNOWLEDGMENT RECEIPT</b>																	
Entity Name : <b>BUREAU OF CORRECTIONS</b>				PAR NO. <b>MSD-71</b>													
Fund Cluster : _____																	
QUANTITY	UNIT	ITEM DESCRIPTION	PROPERTY NO	DATE ACQUIRED	AMOUNT												
-1-	pc	Pistol Cal 9mm "MASADA" Serial No. 48130791			Php 43,000.00												
2	pcs	Magazines															
50	Rds.	Ammunitions with complete accessories															
Other Markings:		48130791															
Authority		RA 10575 and its implementing rules and regulations.															
Prepared and issued by:			Noted by:														
 <b>CO2 CHRISTIAN T. SOMBRANO</b> <small>NBP FOS Staff</small> 01/05/2022 <small>Date Signed</small>			 <b>CSINSP ALEX M. HIZOLA</b> <small>Chief, NBP FOS / SAO</small> 01/05/2022 <small>Date Signed</small>														
Received by:																	
 <b>CSO4 LIBRADO S. MACASINAG</b> <small>(Signature over Printed Name of End User)</small> <b>NBP-FOS PERSONNEL</b> <small>(Office Assignment)</small>			Badge No      180047 Employee No    0268-0291 Date Issued     January 05, 2022														
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">WEIGHT <b>125lbs</b></td> <td style="width: 15%;">HEIGHT <b>5'6 1/2"</b></td> <td style="width: 15%;">BLOOD TYPE <b>"AB"</b></td> <td style="width: 15%;">GENDER <b>Male</b></td> </tr> <tr> <td>CIVIL STATUS <b>Married</b></td> <td>DATE OF BIRTH <b>28 Nov 1965</b></td> <td>RELIGION <b>R Catholic</b></td> <td>IN CASE OF EMERGENCY NOTIFY NAME <b>Ideza V. Macasinag</b></td> </tr> <tr> <td colspan="4">ADDRESS <b>Type B Magdaong, NBP Reservation, Brgy. Poblacion, Muntinlupa City</b></td> </tr> </table>			WEIGHT <b>125lbs</b>	HEIGHT <b>5'6 1/2"</b>	BLOOD TYPE <b>"AB"</b>	GENDER <b>Male</b>	CIVIL STATUS <b>Married</b>	DATE OF BIRTH <b>28 Nov 1965</b>	RELIGION <b>R Catholic</b>	IN CASE OF EMERGENCY NOTIFY NAME <b>Ideza V. Macasinag</b>	ADDRESS <b>Type B Magdaong, NBP Reservation, Brgy. Poblacion, Muntinlupa City</b>			
WEIGHT <b>125lbs</b>	HEIGHT <b>5'6 1/2"</b>	BLOOD TYPE <b>"AB"</b>	GENDER <b>Male</b>														
CIVIL STATUS <b>Married</b>	DATE OF BIRTH <b>28 Nov 1965</b>	RELIGION <b>R Catholic</b>	IN CASE OF EMERGENCY NOTIFY NAME <b>Ideza V. Macasinag</b>														
ADDRESS <b>Type B Magdaong, NBP Reservation, Brgy. Poblacion, Muntinlupa City</b>																	
<b>0268-0291</b>  <small>CCSUP JOHN PAULO SANTOS</small> <small>Accounting Officer - NBP</small>			1. THIS IDENTIFICATION CARD IS ISSUED ONLY TO ALL BONAFIDE MEMBERS OF THE BUREAU OF CORRECTIONS. 2. THIS IDENTIFICATION CARD IS NON-TRANSFERABLE AND MUST BE PRESENTED WHEN TRANSACTING OFFICIAL BUSINESS WITH THE BUCOR. 3. WARNING: HEAVY PENALTY FOR UNLAWFUL USE PURSUANT TO ARTICLE NO 177-179, RPC. 4. IF FOUND, THE FINDER IS REQUESTED TO MAIL TO THE BUREAU OF CORRECTIONS. POSTAGE GUARANTEED. PLEASE CONTACT US TEL NOS. 8850-0262 / 8850-0832      Date of Issuance <b>09 / 09 / 2020</b>														
THIS WILL EXPIRE ON NOVEMBER 28, 2023																	

"REFORM BUCOR"

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b>   Date <b>MAR 13 2023</b> Page 52 of 63

### Form No 2 Letter Order Form

Republic of the Philippines  
 Department of Justice  
 Bureau of Corrections  
 NEW BULBINO PRISON  
 Marikina City

#### LETTER ORDER

**CONTROL NO.**  G17B3-179-21

**I. DATE ISSUED**  12 APRIL 2021

**B. TO**  COT JAYCEE A DEANG

**III. DESIGNATION**  Non-POS PERSONNEL

**IV. PLACE/s OF VALIDITY**  National Capital Region (NCR), Region 1 to 13

**V. PURPOSE**  To carry out prohibitions from DSO

**VI. DURATION FROM**  12 APRIL 2021  
**TO**  09 JULY 2021

**VII. AUTHORIZED TO WEAR THE FOLLOWING:**  
 TYPE A  BDU  CIVILIAN

**VIII. AUTHORIZED TO CARRY THE FOLLOWING FIREARMS:**

LIC/ PAR	MAKE	KINDICAL	SERIAL NO.	NO. AMMOS
PAR	GLOCK 17 Gen 4	Pistol/ Semi	ACR1379	50 rounds
EX	EX	EX	EX	EX

**UNDERTAKING**  
AS SEARCHED, REVIEWED, CORRECTLY THAT I HAVE READ AND FULLY UNDERSTOOD THE CONTENTS OF THIS LETTER ORDER AND HEREBY BIND MYSELF TO STRICTLY ABIDE AND COMPLY WITH THE INSTRUCTIONS CONTAINED HEREIN.

COI JAYCEE A DEANG

**ISSUED BY:**  
 CCSUPT VICTOR ERICK L PASCUA  
 Director, Security and Operations

CONFIDENTIAL


**IX. SPECIFIC INSTRUCTIONS:**

- For personnel in uniform, the firearm shall be placed in a holster securely attached to the belt. Personnel in uniform without holster or personnel in civilian attire should carry firearms in an attaché case or in a similarly secure hand luggage/clutch bag. The tucking of firearms under the belt, side pockets is prohibited.
- The carrying of firearms is prohibited in places where people gather for political, religious, social, educational and recreational purposes, such as at churches or chapels, carnival grounds or fairs, nightclubs, cocktail lounges, bars and other liquor vending places, theaters, movies, cockpits, racetracks, and the likes, except when a mission is conducted in such places, for which he is authorize to carry firearms.
- When the LETTER ORDER is requested for verification by law enforcement and military units/personnel, the LETTER ORDER should be shown without any reasons to avoid misunderstanding.
- Implicit to this LETTER ORDER is the injunction that the confidential instruction will be carried out through all legal means and do not cover any situation in violation of laws. In latter events, the LETTER ORDER is tender inoperative in respect to such violations.
- The LETTER ORDER cannot be use as a reason to justify his/her failure to attend any order issued by a competent court or investigative body when as required, except, when the mission involves national security or for the preservation of life.

**X. THIS LETTER ORDER IS VALID ONLY WITHIN THE AREA INDICATED IN PARAGRAPH IV.**

**XI. OTHER INSTRUCTIONS:** as directed

Return to proper station upon completion of mission  
 Firearms and ordnance Section Contact No. 807-23-66 or 809-85-88 loc. 145

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b> Date <b>MAR 13 2023</b>
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**Form No. 3**  
**Certification for Safekeeping of Firearm**



Republic of the Philippines  
 DEPARTMENT OF JUSTICE  
 BUREAU OF CORRECTIONS  
 NAME OF OPPF's  
 FIREARMS AND ORDNANCE SECTION  
Address, Contact Number & Email Address



CERTIFICATION

This is to certify that \_\_\_\_\_, assigned at \_\_\_\_\_, has surrendered his/her government issued firearm described as:

Unit/Office Assignment      Rank & Name of Personnel

- Caliber \_\_\_\_\_
- Make \_\_\_\_\_
- Serial Number \_\_\_\_\_
- Accessories \_\_\_\_\_

for safekeeping for the purpose of his/her Leave or Training, and for a period of \_\_\_\_\_ days starting from \_\_\_\_\_ to \_\_\_\_\_.

Starting Date      Ending Date

Given this \_\_\_\_\_ day of \_\_\_\_\_ at Muntinlupa City, Metro Manila, Philippines.

**RANK & NAME OF PERSONNEL**  
**NBP-FOS Personnel**

Received copy by: \_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Date / Time



# Bureau of Corrections

Document Reference Code  
**BUC-DSO-MC-12**

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

Revision No. **0** Date **MAR 1 2023**  
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### Form No. 4 Report of Lost, Stolen, Damaged or Destroyed Property

Appendix 75

#### REPORT OF LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY

Entity Name : _____		Fund Cluster: _____	
Department/Office : _____		RLSDDP No. : _____	
Accountable Officer : _____		RLSDDP Date : _____	
Designation : _____		PAR No. : _____	
Police Notified : <input type="checkbox"/> Yes      Police Station : _____ <input type="checkbox"/> No                      Date : _____		PAR Date : _____	
Status of Property : (check applicable box)			
<input type="checkbox"/> Lost		<input type="checkbox"/> Damaged	
<input type="checkbox"/> Stolen		<input type="checkbox"/> Destroyed	
Property No.	Description	Acquisition Cost	
Circumstances: _____ _____ _____			
I hereby certify that the item/s and circumstances stated above are true and correct.		Noted by:	
Signature over Printed Name of the Accountable Officer		Signature over Printed Name of the Immediate Supervisor	
Date		Date	
Government Issued ID : _____			
ID No. : _____			
Date Issued : _____			
<b>SUBSCRIBED AND SWORN</b> to before me this ____ day of _____, affiant exhibiting the above government issued identification card.			
Doc. No. _____		Notary Public	
Page No. _____			
Book No. _____			
Series of _____			

**“REFORM BUCOR”**

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
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<b>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</b>		


**Form No. 5**  
**Requisition and Issue Slip for Firearm**

*Appendix 63*

**REQUISITION AND ISSUE SLIP (FIREARMS)**

Entity Name : <u>  Bureau of Corrections  </u>				Fund Cluster : _____			
Division : _____				Responsibility Center Code : _____			
Office : <u>  FOS  </u>				RIS No. : _____			
Requisition				Stock Available?		Issue	
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		<b>PISTOL</b>					
		<b>Make:</b>					
		<b>Caliber:</b>					
		<b>Serial Number:</b>					
Purpose: _____							
FOR ISSUANCE IN THE PERFORMANCE OF HIS/HER OFFICIAL DUTIES							
	<b>Requested by:</b>	<b>Approved by:</b>	<b>Issued by:</b>	<b>Received by:</b>			
Signature :							
Printed Name :							
Designation :		Chief, FOS	NBP-FOS Personnel				
Date :							

**"REFORM BUCOR"**

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>	
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	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Page 56 of 63	

**Form No. 6  
Certificate of Clearance**



Republic of the Philippines  
DEPARTMENT OF JUSTICE  
BUREAU OF CORRECTIONS  
NEW BILIBID PRISON  
FIREARMS AND ORDNANCE SECTION  
NBP Reservation, Poblacion, Muntinlupa City, 1776



Date: \_\_\_\_\_

**CERTIFICATE OF CLEARANCE**

This is to certify that \_\_\_\_\_ of \_\_\_\_\_  
*(Name of Personnel)* *(Previous Assignment)*

- Has no firearm/security equipment accountability in this office.  
 Has the following firearm/security equipment to be settled / surrendered in this office.

ITEM	MODEL/MAKE	PROPERTY NO.	SERIAL NO.	RECEIVED BY <i>(Printed Name)</i>	SIGNATURE
1.					
2.					
3.					
4.					
5.					

This certification is being issued for whatever legal purpose it may serve.

Check and verified by:

\_\_\_\_\_  
NBP FOS Personnel


Noted:

\_\_\_\_\_  
Chief, NBP-FOS/SAO

Copy furnished:  
NBP-FOS file  
HRD  
Inventory & Disposal Sec. / Logistic Div.

**“REFORM BUCOR”**



	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
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**Form No. 7  
Certification of Surrendered Firearm**



Republic of the Philippines  
 DEPARTMENT OF JUSTICE  
 BUREAU OF CORRECTIONS  
**NEW BILIBID PRISON**  
**FIREARMS AND ORDNANCE SECTION**  
 NBP Reservation, Poblacion, Muntinlupa City, 1776



**CERTIFICATION**

This is to certify that \_\_\_\_\_,  
 \_\_\_\_\_ has surrendered his/her government issued firearm  
 described as one (1) unit \_\_\_\_\_ caliber \_\_\_\_\_ bearing serial number  
 \_\_\_\_\_ with \_\_\_\_\_ (\_\_\_\_\_) magazine/s to this office.

Given this \_\_\_\_\_ day of \_\_\_\_\_ 2022 at Muntinlupa City for  
 whatever legal purpose it may serve.


\_\_\_\_\_  
NBP-FOS Personnel

**Received copy by:**

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date and Time

**“REFORM BUCOR”**

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b> Date <b>MAR 10 2023</b>
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### Form No. 8 Daily Inventory Report of Firearms



Republic of the Philippines  
 DEPARTMENT OF JUSTICE  
 BUREAU OF CORRECTIONS  
**NEW BILIBID PRISON**  
**FIREARMS AND ORDNANCE SECTION**  
 NBP Reservation, Poblacion, Muntinlupa City, 1776



Date: \_\_\_\_\_

#### DAILY INVENTORY REPORT OF FIREARMS

FIREARMS					
	Pistols	IN	OUT	STOCK/IN/REPT	TOTAL
1	Glock 17, Caliber 9mm				
2	Glock 22, Caliber .40				
3	Taurus, Caliber .40				
4	Caliber 45 Norinco and Ranger				
5	Beretta Caliber .9mm				
6	MASADA Caliber .9mm				
7	<b>Defective Short Firearms</b>				
	Glock 17, Caliber 9mm				
	Norinco				
	Ranger				
<b>Total Number of Pistols</b>					

	Long Firearms	IN	OUT	STOCK	TOTAL
1	Remington 11-87 Police 12gauge Shotgun				
2	Gladiator "Armed Shotgun, 12gauge				
3	Colt Commando, M16A2M4 COLT, Cal. 5.56mm				
4	Elisco, M16A1, Cal. 5.56mm				
7	<b>Defective Long Firearms</b>				
	M4-COLT				
	Remington Shotgun, 12gauge				
<b>Total Number of Long Firearms</b>					

<b>Total Number of Firearms</b>				
---------------------------------	--	--	--	--

#### Detailed Information of Transacted Firearms

IN			
Name of Personnel	Firearm Make	Serial Number	Unit Assignment
OUT			

Prepared by:

**CO1 ALLAN B. SACMAR JR**  
NBP-FOS, Personnel 4-12 shift

Noted by:

**CSINSP ALEX M. HIZOLA**  
Chief, NBP-FOS/SAO



Republic of the Philippines  
 DEPARTMENT OF JUSTICE  
 BUREAU OF CORRECTIONS  
**NEW BILIBID PRISON**  
**FIREARMS AND ORDNANCE SECTION**  
 NBP Reservation, Poblacion, Muntinlupa City, 1776



**MOTHLY INVENTORY REPORT OF GOVERNMENT-ISSUED FIREARMS**  
 For the Month of **JANUARY 2023**

	ISSUED	REMARKS	RETRIEVED	REMARKS	LOST	REMARKS
<b>PISTOLS</b>						
Caliber 9mm, Glock 17						
Caliber 9mm, Masada						
Caliber .40 Glock 22						
Caliber .40 Taurus PT 24/7						
Caliber .45, Norinco						
Caliber .45 Ranger						
<b>Total</b>						
<b>RIFLES</b>						
Caliber 5.56mm, M16A1 Elisco						
Caliber 5.56mm, Colt M4						
Caliber 5.56mm, AR15						
<b>Total</b>						
<b>SHOTGUNS</b>						
12 Gauge, Gladiator "Armed" Pump Action						
12 Gauge, Hatsan Semi-Automatic						
12 Gauge, Hatsan Pump Action						
12 Gauge, Armscor Pump Actions						
12 Gauge, Remington Semi-Automatic						
<b>Total</b>						
<b>Grand Total of Firearms</b>						

"REFORM BUCCOR"

Prepared by:

**CO2 CHRISTIAN T SOMBRANO**  
 NBP-FOS Personnel

Noted by:

**CSINSP ALEX M HIZOLA**  
 Chief, NBP-FOS/SAO

Form No. 9  
 Monthly Inventory Report of Firearms

<b>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</b>	<b>Bureau of Corrections</b>
Revision No. 0	Date <b>MAR 1 2023</b>
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Republic of the Philippines  
DEPARTMENT OF JUSTICE  
BUREAU OF CORRECTIONS  
NEW BILIBID PRISON  
FIREARMS AND ORDNANCE SECTION

NBP Reservation, Poblacion, Muntinlupa City, 1776



QUARTERLY INVENTORY REPORT OF GOVERNMENT-ISSUED FIREARMS  
For the FIRST QUARTER ( January to March 2023)

	ISSUED	REMARKS	RETRIEVED	REMARKS	LOST	REMARKS
<b>PISTOLS</b>						
Caliber 9mm, Glock 17						
Caliber 9mm, Masada						
Caliber .40 Glock 22						
Caliber .40 Taurus PT 24/7						
Caliber .45, Norinco						
Caliber .45 Ranger						
<b>Total</b>						
<b>RIFLES</b>						
Caliber 5.56mm, M16A1 Elisco						
Caliber 5.56mm, Colt M4						
Caliber 5.56mm, AR15						
<b>Total</b>						
<b>SHOTGUNS</b>						
12 Gauge, Gladiator "Armed" Pump Action						
12 Gauge, Hatsan Semi-Automatic						
12 Gauge, Hatsan Pump Action						
12 Gauge, Armscor Pump Actions						
12 Gauge, Remington Semi-Automatic						
<b>Total</b>						
<b>Grand Total of Firearms</b>						

Prepared by:

CO2 CHRISTIAN T SOMBRANO  
NBP-FOS Personnel

Noted by:

CSINSP ALEX M HIZOLA  
Chief, NBP-FOS/SAO

Form No. 10  
Quarterly Inventory Report



**Bureau of Corrections**

**GUIDELINES ON GOVERNMENT-ISSUED  
FIREARMS**

Document  
Reference  
Code  
BUC-DSO-MC-12

Revision  
No. 0  
Date  
MAR 15 2023

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"REFORM BUCCOR"



# Bureau of Corrections

Document Reference Code  
BUC-DSO-MC-12

## GUIDELINES ON GOVERNMENT-ISSUED FIREARMS

Revision No. 0

Date MAR 10 2023

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### Form No. 11 Annual Inventory Report of Firearms

Republic of the Philippines  
DEPARTMENT OF JUSTICE  
BUREAU OF CORRECTIONS  
NEW BILIBID PRISON  
FIREARMS AND ORDNANCE SECTION  
NBP Reservation, Poblacion, Muntinlupa City, 1776



#### ANNUAL INVENTORY REPORT OF GOVERNMENT-ISSUED FIREARMS For the YEAR 2023


	ISSUED	REMARKS	RETRIEVED	REMARKS	LOST	REMARKS
<b>PISTOLS</b>						
Caliber 9mm, Glock 17						
Caliber 9mm, Masada						
Caliber .40 Glock 22						
Caliber .40 Taurus PT 24/7						
Caliber .45, Norinco						
Caliber .45 Ranger						
<b>Total</b>						
<b>RIFLES</b>						
Caliber 5.56mm, M16A1 Elisco						
Caliber 5.56mm, Colt M4						
Caliber 5.56mm, AR15						
<b>Total</b>						
<b>SHOTGUNS</b>						
12 Gauge, Gladiator "Armed" Pump Action						
12 Gauge, Hatsan Semi-Automatic						
12 Gauge, Hatsan Pump Action						
12 Gauge, Armscor Pump Actions						
12 Gauge, Remington Semi-Automatic						
<b>Total</b>						
<b>Grand Total of Firearms</b>						

Noted by:

CSINSP ALEX M HIZOLA  
Chief, NBP-FOS/SAO

Prepared by:

CO2 CHRISTIAN T SOMBRANO  
NBP-FOS Personnel

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>			
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	<table border="1"> <tr> <td>Revision No.</td> <td>Date</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">MAR 13 2023</td> </tr> </table>	Revision No.	Date	0
Revision No.	Date				
0	MAR 13 2023				

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### ACKNOWLEDGEMENT

The Memorandum Circular of Guidelines on Government-Issued Firearms would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the **Doctrine and Policy Making Board (DPMB)**:

**GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE**

Acting Director General, BuCor

**C/SSUPT GERALDO I ARO**

OIC-DDGA/Chairperson, DPMB

#### Members

**C/SSUPT GERALDO I ARO**

Director, Directorate for Administration

**C/SUPT ROBERT A VENERACION**

Acting Director, Directorate for Security and Operations

**C/SUPT MARITES D LUCEÑO**

Acting Director, Directorate for Reformation

**CT/SUPT DOROTHY C BERNABE**

Acting Director, Directorate for Reception and Diagnostic

**CT/SSUPT MA CECILIA V VILLANUEVA**

Acting Director, Directorate for Health and Welfare Services

**CT/SUPT NOEL M MARQUEZ**

Acting Director, Directorate for External Relations


**MS. NORA CORAZON T. PADIERNOS**

Director, Directorate for Planning and Management

**C/SINSP NEIL DIONISIO A BUOT**

Acting Chief, Legal Service

**“REFORM BUCOR”**

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DSO-MC-12</b>	
	<h2>GUIDELINES ON GOVERNMENT-ISSUED FIREARMS</h2>	Revision No. <b>0</b>	Date <b>MAR 13 2023</b>
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**SECRETARIAT:**

**MS. MARITES C. MAGTALAS**

Head Secretariat/Chief, DDD

CO3 Mira Flor L Bayogo

Acting Deputy Chief, DDD

CO3 Alleza E Bagnol

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

CO1 Kathleen Padsingan

CO1 Kaula P Baston

CO1 Jocelyn B Onga

**“REFORM BUCOR”**



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



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

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**DPMB RESOLUTION No. 2022-12**

*A Resolution Recommending the Approval of  
Memorandum Circular on **Guidelines on Government-Issued  
Firearms***

**WHEREAS**, in accordance with the current leadership's commitment to standardize and professionalize the key areas of BuCor's operations pursuant to RA 10575, "An Act Strengthening the Bureau of Corrections (BuCor) and Providing Funds Therefor, otherwise known as the BuCor Act of 2013," all offices are encouraged to propose Memorandum Circular (MC) in their respective ADRs;

**WHEREAS**, a Doctrine and Policy Making Board (Board) was established to ensure and guarantee that all proposed MC are in harmony with existing laws, rules and regulations and with current best practices in the field of Corrections services;

**WHEREAS**, the Office of the Firearm Ordnance Section, headed by C/SINSP ALEX M HIZOLA and assisted by CO2 Christian T Sombrano, prepared and proposed MC on "*Guidelines on Government-Issued Firearms*";

**WHEREAS**, the proposed MC aims to establish uniform procedures on issuance, handling, maintenance, retrieval, surrender, loss, and reporting of government-issued firearms;

**WHEREAS**, during its 12<sup>th</sup> Meeting on March 23, 2022, the Board, as part of its functions, convened and deliberated on the proposed MC;

**"REFORM BUCOR"**




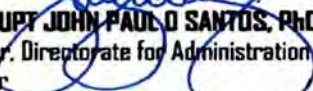
WHEREAS, after a thorough review and deliberation, the Board **ADOPTED** and recommended for the **APPROVAL** of the aforementioned MC;

**NOW WHEREFORE**, the DPMB hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on **"Guidelines on Government-Issued Firearms"**;

**ADOPTED** this 23<sup>rd</sup> day of March 2022 at the Bureau of Corrections, Muntinlupa City.


**DOCTRINE AND POLICY MAKING BOARD**


  
**ASEC GABRIEL P CHACRAG**  
Deputy Director General for Administration  
Chairperson


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

  
**C/CSUPT VICTOR ERICK 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 TAGUIAM, JD**  
Director, Directorate for External Relations  
Member

  
**CT/SUPT EDGAR F ANGELES**  
Director, Directorate for Reception and Diagnostic  
Member

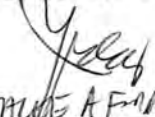
  
**C/CSUPT HENRY N FABRO**  
Director, Directorate for Health and Welfare Services  
Member

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

**ATTY. ROY P. LAWAGAN**  
Chief, Legal Service  
Member

  
**C/SUPT ROY C VILLASI, LLB**  
Head Secretariat/Chief, PMODD

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**MA CRISPINA A FRANCISCO**  
ISO Document Controller