



# Bureau of Corrections

Document Reference Code  
**BUC-ODG-MC-11**

## UNIFORM PROCEDURES OF THE BUCOR INTERNAL AFFAIRS SERVICE


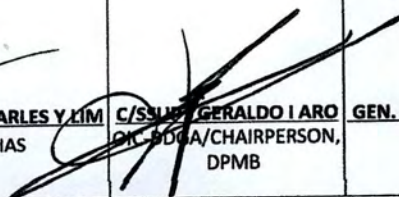

Revision No. **0** Date **MAR 13 2023**


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U.P. LAW CENTER  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER  
Administrative Rules and Regulations

**RECEIVED**  
MAR 13 2023  
BY: *LDY* *MM*

### APPROVAL

Prepared By:	Recommended By:	Approved By:
Bureau of Corrections Internal Affairs Service (BuCor-IAS)		<p>U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p><b>RECEIVED</b> MAR 13 2023 BY: <i>LDY</i> <i>MM</i></p>
Submitted By:		
 C/SINSP <b>FREDERICK CHARLES Y. LIM</b> CHIEF, BUCOR-IAS	 C/SSUP <b>GERALDO I. ARO</b> OIC - DDCA/CHAIRPERSON, DPMB	 GEN. <b>GREGORIO PIO P. CATAPANG JR., AFP (Ret.), CESE</b> ACTING DIRECTOR GENERAL, BUCOR

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## 1. REFERENCES

- 1.1. Implementing Rules and Regulations of RA 10575 otherwise known as "The Bureau of Corrections Act of 2013", Rule IX, Section 9 paragraph C (5);
- 1.2. Title V, Section 39 to 51, RA 8551;
- 1.3. Memorandum Circular No. 31 Series of 2017 signed by the then BuCor Director General Atty. Benjamin C. Delos Santos; and
- 1.4. Procedure and Work Instruction Manual (PAWIM) Support to Operations, BUC-STO-PR-021, Internal Affairs Service.

## 2. RATIONALE

The Internal Affairs Service (IAS) serves as the disciplining arm of the Bureau of Corrections (BuCor). In ensuring public accountability and the utmost discipline in the Corrections Service, the establishment of Prison and Penal Farm-IAS (PPF-IAS) and the adaptation of uniform procedures in the National Headquarters (NHQ) and all PPFs are indispensable for the effective and speedy disposition of all disciplinary and non-disciplinary administrative cases.

## 3. OBJECTIVES


- 3.1. To standardize the procedures in the disposition of administrative cases; and
- 3.2. To serve as a guide in the conduct of an investigation, prosecution, and adjudication of administrative cases.

## 4. SCOPE

This Memorandum Circular shall apply to BuCor employees in the National Headquarters and all Prisons and Penal Farms.

**"REFORM BUCOR"**



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## 5. DEFINITION OF TERMS

- 5.1. **Adjudication** – a process of determining the liability or culpability in an administrative case.
- 5.2. **Answer** – a sworn written statement or pleading containing the respondent's negative and affirmative defenses.
- 5.3. **Appeal** – a remedy available to a party in an administrative case for the review of the Resolution/Decision rendered by the disciplining authority or his authorized representative.
- 5.4. **Complaint** – a written statement regarding a wrong, grievance, or injury sustained by a person seeking relief or redress of a wrong.
- 5.5. **Decision** – a written disposition of the case by a disciplining authority stating clearly the facts and the law upon which it is based.
- 5.6. **Formal Charge** – a specification of the charge against an employee after finding the existence of a prima facie case.
- 5.7. **Jurisdiction** – the authority vested by law to hear and decide cases.
- 5.8. **Motion for Reconsideration** – a written statement seeking relief from a Resolution/Decision rendered, requesting to alter or amend a judgment or order.
- 5.9. **Pending Case** – a case when the respondent has been formally charged before a disciplining authority, or an appeal is pending with an appellate authority/body.
- 5.10. **Prima Facie Case** – the existence of such facts and circumstances as would excite the belief of a reasonable mind, acting on facts within the knowledge of the investigator, that the respondent is probably guilty of a specific administrative offense/s.
- 5.11. **Respondent** – any BuCor employees charged with an administrative case and one who is required to answer the complaint.
- 5.12. **Show-Cause Order** – written document requiring to explain or justify before the BuCor IAS or its duly authorized representative, within a given period, on why no disciplinary action should be filed against him/her.

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### 6. GUIDELINES

#### 6.1. Composition/Employees Designation

##### 6.1.1. BuCor IAS

DESIGNATION
Chief, BuCor IAS
Deputy Chief, BuCor IAS
Chief, Administrative Division
Asst. Chief, Administrative Division
Logistics Section
Records Management Section
Chief, Operations Division
Asst. Chief, Operations Division
Case Evaluation Section
Prosecution Section
Hearing Committee

##### 6.1.2. PPF-IAS

DESIGNATION
Chief, PPF-IAS
Deputy Chief, PPF-IAS
Administrative Officer
Case Evaluator
Records and Evidence Custodian
Hearing Committee


#### 6.2. Duties and Responsibilities

##### 6.2.1. BuCor IAS

##### 6.2.1.1. Chief, BuCor IAS

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- 6.2.1.1.1. Overall supervision and administration in the operations of BuCor IAS;
- 6.2.1.1.2. Reviews recommended Decisions by the Hearing Committee of PPF-IAS/BuCor IAS for submission to the Director General, BuCor;
- 6.2.1.1.3. Approves Resolutions and recommends the filing of Formal Charges against employees; and
- 6.2.1.1.4. Performs other tasks as may be assigned by the Director General, BuCor.


6.2.1.2. Deputy Chief, BuCor IAS

- 6.2.1.2.1. Assists the Chief, BuCor IAS in the supervision and administration of BuCor IAS;
- 6.2.1.2.2. Reviews pertinent documents submitted for final approval by the Chief, BuCor IAS;
- 6.2.1.2.3. Attends and performs functions in the absence of the Chief, BuCor IAS; and
- 6.2.1.2.4. Performs other tasks as may be assigned by the Chief, BuCor IAS.

6.2.1.3. Chief, Administrative Division

- 6.2.1.3.1. Serves as the receiving arm of the BuCor IAS on matters pertaining to official communications. Directs the receipt, routing, and preparation

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of communications; maintains systematic filing; coordinates and monitors administrative compliance; and

6.2.1.3.2. Performs other tasks as may be assigned by the Chief, BuCor IAS.

#### 6.2.1.4. Asst. Chief, Administrative Division

6.2.1.4.1. Assists the Chief, Administrative Division on matters pertaining to official communications;

6.2.1.4.2. Attends and performs functions in the absence of the Chief, Administrative Division; and

6.2.1.4.3. Performs other tasks as may be assigned by the Chief, BuCor IAS.

#### 6.2.1.5. Logistics Section

6.2.1.5.1. Provides general, logistics, and financial management services for the BuCor IAS;

6.2.1.5.2. Coordinates programs and seminars for the improvement of BuCor IAS employees; and


6.2.1.5.3. Performs other tasks as may be assigned by the Chief, BuCor IAS.

#### 6.2.1.6. Records Management Section

6.2.1.6.1. Maintains files and evidences relative to the operations of BuCor IAS;

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- 6.2.1.6.2. Acts as a central repository of BuCor IAS records;
- 6.2.1.6.3. Conducts periodic inventories and maintains statistical data on submitted files and evidence;
- 6.2.1.6.4. Undertakes liaison services; and
- 6.2.1.6.5. Performs other tasks as may be assigned by the Chief, BuCor IAS.


**6.2.1.7. Chief, Operations Division**

- 6.2.1.7.1. Supervises response and initiates appropriate actions to be taken on legal documents relating to administrative cases, complaints, and reports of infractions;
- 6.2.1.7.2. Oversees the preparation and submission of drafts of Resolutions, Formal Charges, and other legal documents/correspondence;
- 6.2.1.7.3. Supervises the issuance of Certificates of Non-Pending Cases and Clearances; and
- 6.2.1.7.4. Performs other tasks as may be assigned by the Chief, BuCor IAS.

**6.2.1.8. Asst. Chief, Operations Division**

- 6.2.1.8.1. Assists the Chief of Operations Division on matters of legal documents relating to administrative cases;

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6.2.1.8.2. Attends and performs functions in the absence of the Chief of Operations Division; and

6.2.1.8.3. Performs other tasks as may be assigned by the Chief, BuCor IAS.

6.2.1.9. Case Evaluation Section (Case Evaluator)

6.2.1.9.1. Conducts pre-charge evaluations on an administrative case filed against BuCor employees;

6.2.1.9.2. Determines the existence or non-existence of a prima facie case that warrants the issuance of Formal Charge, dropping or termination of the case;

6.2.1.9.3. Reviews and assesses the complaint and investigation reports as to jurisdiction, form, and substance;

6.2.1.9.4. Submits Resolutions, prepares Formal Charges, and other legal documents; and


6.2.1.9.5. Performs other tasks as may be assigned by the Chief, BuCor IAS.

6.2.1.10. Prosecution Section

6.2.1.10.1. Acts as Prosecutor during the Formal Investigation of BuCor employees' administrative cases; and

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6.2.1.10.2. Performs other tasks as may be assigned by the Chief, BuCor IAS.

#### 6.2.1.11. Hearing Committee

6.2.1.11.1. Conducts and hears cases of BuCor employees elected for Formal Investigation;

6.2.1.11.2. Decides on the case based from relevant evidence presented by both parties;

6.2.1.11.3. Recommends and submits Decision for review by the Chief, BuCor IAS;

6.2.1.11.4. Performs other tasks as may be assigned by the Chief, BuCor IAS.

#### 6.2.2. PPF-IAS

##### 6.2.2.1. Chief, PPF-IAS


6.2.2.1.1. Overall supervision and administration in the operations of PPF-IAS;

6.2.2.1.2. Approves Resolutions and recommends filing of Formal Charges against employees; and

6.2.2.1.3. Performs other tasks as may be assigned by the Chief, BuCor IAS.

##### 6.2.2.2. Deputy Chief, PPF-IAS

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- 6.2.2.2.1. Assists the Chief, PPF-IAS in the supervision and administration of PPF-IAS;
- 6.2.2.2.2. Reviews pertinent documents submitted for final approval by the Chief PPF-IAS;
- 6.2.2.2.3. Attends and performs functions in the absence of the Chief, PPF-IAS; and
- 6.2.2.2.4. Performs other tasks as may be assigned by the Chief PPF-IAS.

#### 6.2.2.3. Administrative Officer


- 6.2.2.3.1. Attends to Administrative functions for routine and as needed on documents and correspondence related to the operations of PPF-IAS;
- 6.2.2.3.2. Monitors communications, documentations, and compliances;
- 6.2.2.3.3. Issues notices, receives and dispatches legal documents; and
- 6.2.2.3.4. Performs other tasks as may be assigned by the Chief PPF-IAS.

#### 6.2.2.4. Case Evaluators

- 6.2.2.4.1. Conducts pre-charge evaluations on administrative case filed against PPF employees;
- 6.2.2.4.2. Determines the existence or non-existence of a prima facie case that warrants the issuance of a Formal Charge, dropping or termination of the case; and

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6.2.2.4.3. Performs other tasks as may be assigned by the Chief PPF-IAS.

6.2.2.5. Hearing Committee

6.2.2.5.1. Conducts and hears cases of PPF employees elected for Formal Investigation;

6.2.2.5.2. Decides on the case basing on relevant evidence presented by both parties;

6.2.2.5.3. Prepares and submits draft Decisions for review by the Chief, PPF-IAS;

6.2.2.5.4. Performs other tasks as may be assigned by the Chief, PPF-IAS.

6.2.2.6. Records and Evidence Custodians

6.2.2.6.1. Safekeeps, records, and files administrative case folders;

6.2.2.6.2. Maintains and submits inventory and statistical reports of documentary and other forms of evidence on administrative cases to PPF IAS; and


6.2.2.6.3. Performs other tasks as may be assigned by the Chief PPF-IAS.

6.3. **Procedural Guidelines**

6.3.1. Case evaluation of complaints or investigation reports, or *motu proprio* evaluation of cases for further investigation, dropping, or termination of the case;

6.3.2. Issues Notice or Show Cause Order, for the respondent's formal response, whereby copies of

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the complaint and investigation reports are attached for reference;

- 6.3.3. The Case Evaluator shall submit a Resolution with a recommendation, either for the dismissal of the case or for the issuance of a Formal Charge, upon establishment of a prima facie case;
- 6.3.4. The Resolution with recommendation for dismissal of the case shall be forwarded with the complete case folder to the Chief, BuCor IAS for proper disposition and shall be returned to the respective PPF-IAS for appropriate action; and
- 6.3.5. The Resolution with recommendation for issuance of Formal Charge shall be submitted for signature and approval by the Director General through the Chief, BuCor IAS, and the same shall be returned to the respective PPF-IAS for appropriate action.

#### 6.4. Election of Formal Investigation


- 6.4.1. A Hearing Committee (HC) shall be created in each PPF by their respective Superintendent, in reference to Memorandum Circular No, 31 series of 2017, or the Creation of IAS.
- 6.4.2. The HC shall be assisted by personnel from BuCor/PPF-IAS as Committee Secretariat and Stenographer.
- 6.4.3. If the respondent so elects, the HC shall review the subject's case folder and conduct the required Formal Investigation; the mere submission of a Position Paper by both parties is sufficient to decide a case.

#### 6.5. Decision

- 6.5.1. After submission of the respondent's last pleading to the Formal Charge, a Decision/Resolution shall be drafted by the HC and submitted to the Chief, PPF-IAS for initial review;

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- 6.5.2. Reviewed draft Decision/Resolution of the HC shall be then transmitted to Chief BuCor IAS for final review prior to Director General approval/disapproval;
- 6.5.3. Within fifteen (15) days upon receipt of the Decision by the respondent, a Motion for Reconsideration (MR) may be filed to the Director General through the Chief, BuCor IAS; and
- 6.5.4. Within fifteen (15) days upon receipt of the denial of the MR, the respondent may file an appeal before the Secretary of the Department of Justice, copy furnished BuCor IAS.

## 7. MONITORING PROCEDURES/TOOLS


### 7.1. Issuance of Certificate of No Pending Case

- 7.1.1. Certificate of No Pending Case shall be issued by the BuCor IAS upon request of the employee through PPF-IAS using the prescribed form.
- 7.1.2. All PPF-IAS shall maintain a copy of all administrative case folders. Original copy of files shall be submitted to the BuCor IAS.
- 7.1.3. All related documents of administrative cases shall be transmitted through registered mail or any private courier to ensure integrity, prompt delivery, and submission to the BuCor IAS.
- 7.1.4. PPF-IAS shall submit to the BuCor IAS the updated status and inventory of all administrative cases and issued certificates of No Pending Case every 20<sup>th</sup> of the month.

## 8. FINANCIAL CLAUSE

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

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**9. SEPARABILITY CLAUSE**

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

**10. REPEALING CLAUSE**

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

**11. 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, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987".

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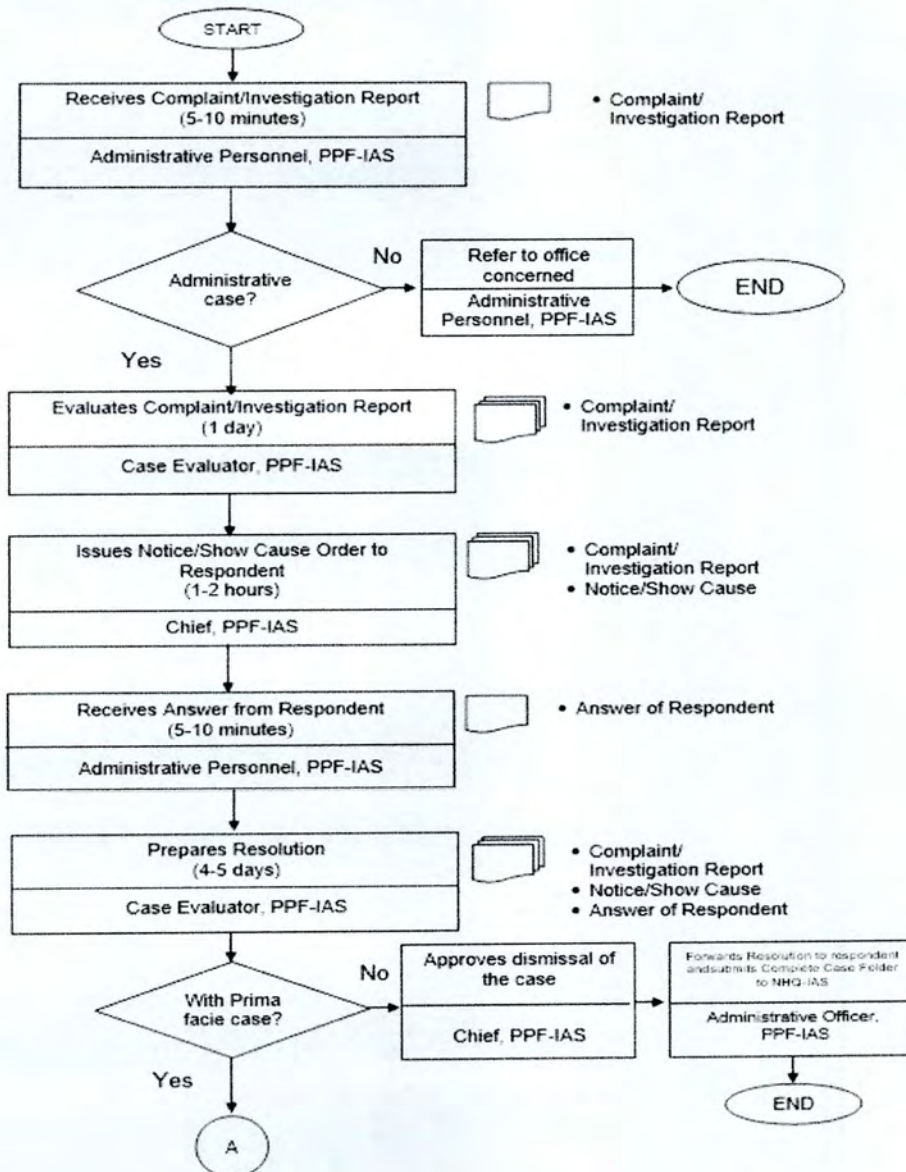
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### 12. ANNEXES

#### Annex "A" – Flowchart on Administrative Case



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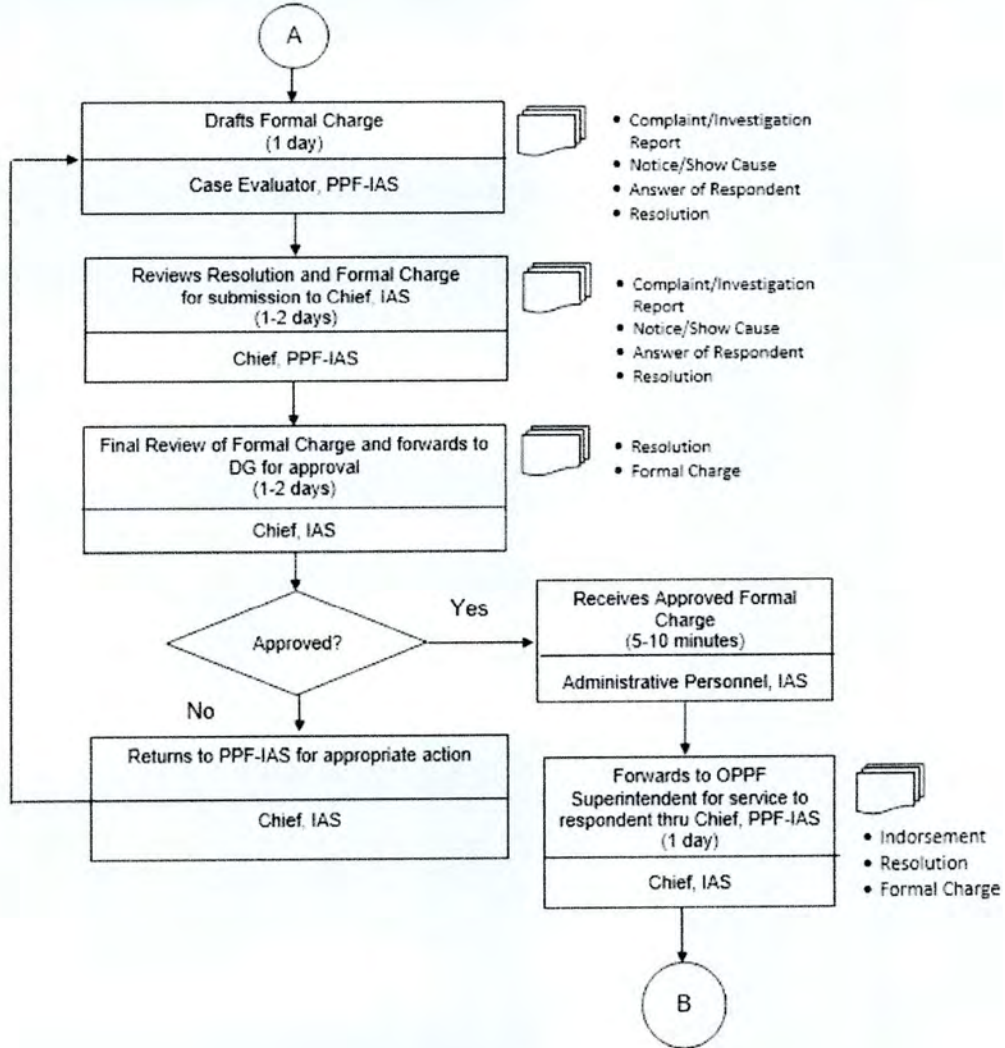
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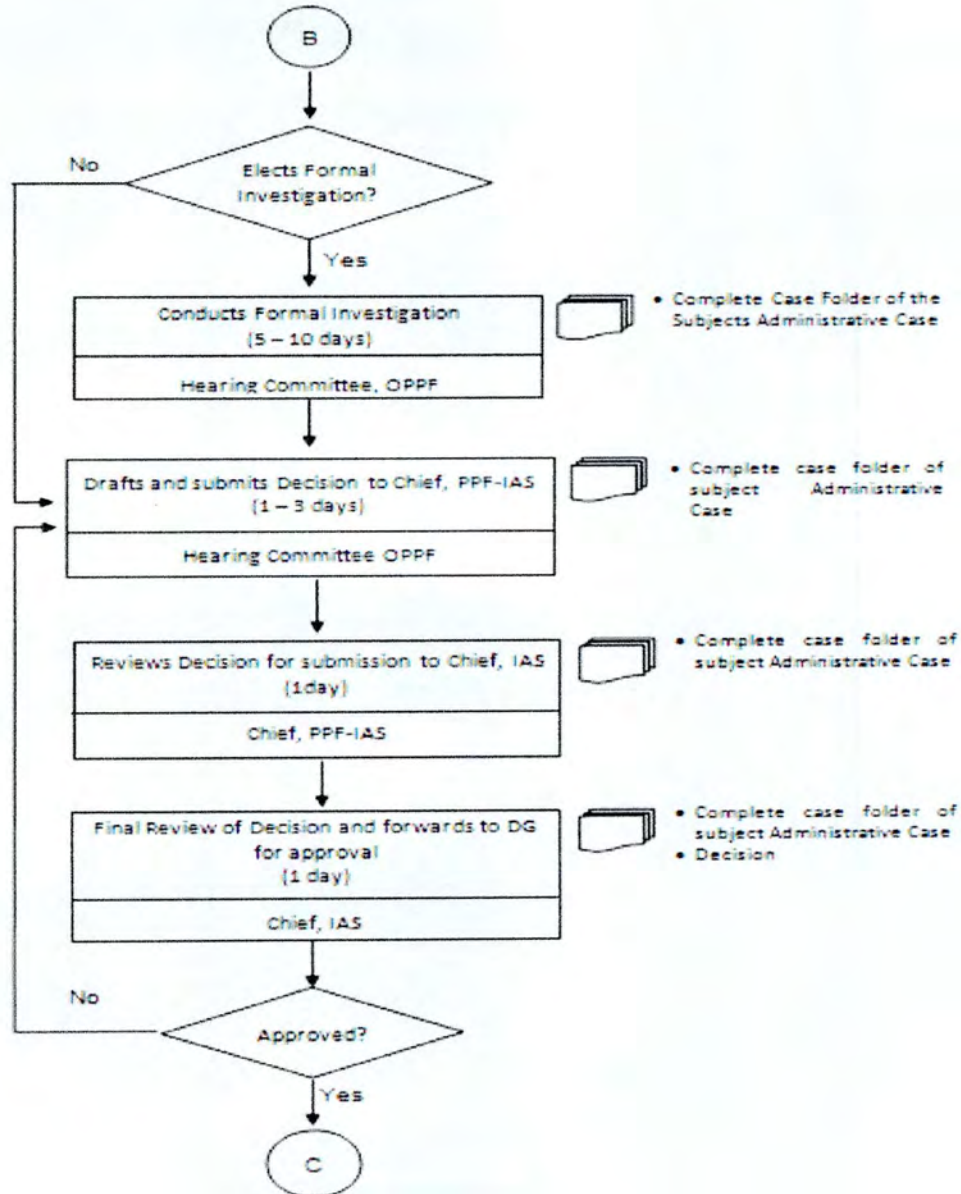
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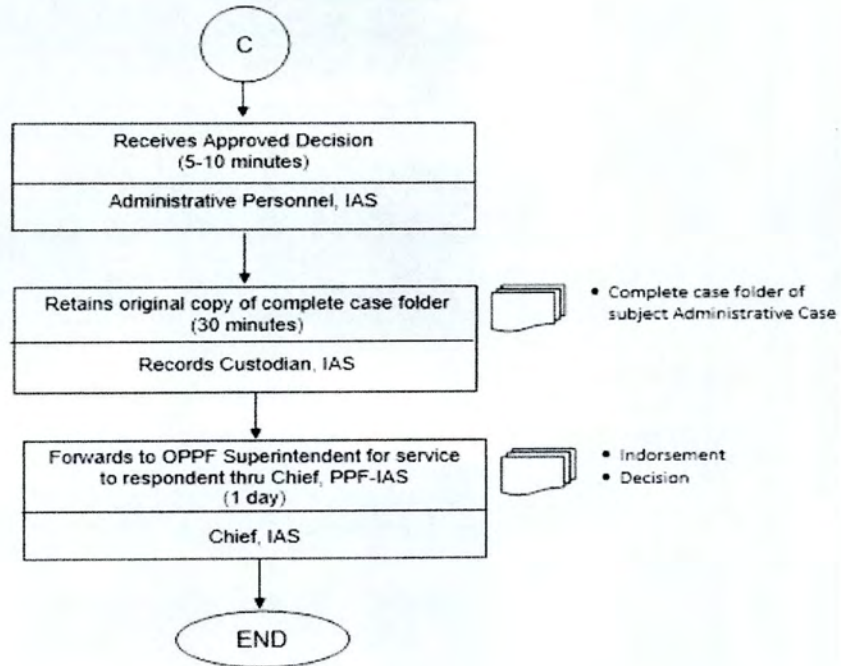
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### Annex "B" – PPF-IAS Certificate of No Pending Case Request Form


#### **BuCor Internal Affairs Service Case Folder Checklist**

Rank and Name	1.	
	2.	
	3.	
	4.	
	5.	
<i>Use another sheet for additional personnel involved</i>		
Station/Assignment		
Case Docket Number		
Nature of Case		
With Previous/Pending Case/s? If YES, Indicate brief description of the case.	YES	NO
Documents Checklist	YES	NO
Investigation Report (I.I.D. or I.I.S.)		
Annexes		
Explanation/Reply on I.R.		
Show Cause Order		
Explanation/Reply on Show Cause Order		
Resolution		
Formal Charge		
Answer/Affidavit of Reply on Formal Charge		
Decision		
Motion for Reconsideration		
Resolution on MR		
Remarks/others:		

Previous/Pending Case verified by: \_\_\_\_\_ (as of \_\_\_\_\_)  
(Signature over Printed Rank and Name)

Case Evaluator: \_\_\_\_\_  
(Signature over Printed Rank and Name)

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## Annex "C" – PPF-IAS Show Cause Order



BuCor LOGO

Republic of the Philippines – font Tahoma, font size 8  
**DEPARTMENT OF JUSTICE** – font Tahoma, font size 10  
**BUREAU OF CORRECTIONS** – font Tahoma, font size 12  
 National Headquarters, NBP Reservation, Muntinlupa City, 1776 - font Tahoma, font size 8



IAS LOGO

**INTERNAL AFFAIRS SERVICE** – font-Bookman Old Style font size-16

**SHOW CAUSE ORDER** – font Tahoma, font size 14, red

**TO** : **CO1 JUAN DELA CRUZ** - *all caps, bold* } single space  
           NBP Maximum Security Compound

**THRU** : **CSSUPT MAX ALVARADO** } single space  
           Acting Superintendent, NBP MaxSeCom

**RE** : alleged entry of contraband

x ----- x

by virtue of the authority vested in this office by the BuCor Director General and the BuCor Memorandum Circular No. 31, s 2017, you are hereby notified -----

Relative thereto, you hereby directed to submit, within **FIVE (5) DAYS UPON RECEIPT** thereof -----

FAIL NOT AT YOUR PERIL.

01 January 2022, Muntinlupa City.


(5 SPACES)

**TOM HANKS** } single space  
 Chief, PPF-IAS

Font – Tahoma; font size – 14  
 Margins – 1" top and bottom; 1 left, 1.2 right  
 Line Spacing – 1.5 lines  
 Mantra

“REFORM BUCOR”



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**Annex "D" – PPF-IAS Resolution**



BuCor LOGO

Republic of the Philippines – font Tahoma, font size 8  
**DEPARTMENT OF JUSTICE** – font Tahoma, font size 10  
**BUREAU OF CORRECTIONS**– font Tahoma, font size 12  
 National Headquarters, NBP Reservation, Muntinlupa City, 1776 - font Tahoma, font size 8



IAS LOGO

**CO1 JUAN DELA CRUZ - all caps, bold**

Docket No. BC-IAS-2022-0001 for NHQ & NBP  
 CIW-IAS-2022-0001 for CIW  
 SPPF-IAS-2022-0001 for SPPF  
 IPPF-IAS-2022-0001 for IPPF  
 DPPF-IAS-2022-0001 for DPPF  
 SRPPF-IAS-2022-0001 for SRPPF  
 LRP-IAS-2022-0001 for LRP  
 Promulgated: 01 January 2022

**Subject:** Alleged escape of PDL Long Mejia.

x ----- x

**RESOLUTION**

This resolves the *Investigation Report*<sup>1</sup> dated 01 December 2021 ---  
 -----

**The Facts**

-----  
 -----

**Issue/s**

-----  
 -----

**IAS' Findings**

After careful -----  
 -----  
 -----

<sup>1</sup>IR dated 01 December 2021 signed by

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### Recommendation

**WHEREFORE**-----

-----  
-----

SO RECOMMENDED.

(3 SPACES)

**CO3 MICHAEL JACKSON**

Case Evaluator

} single space

(3 SPACES)

**CI TOM HANKS**

Chief, PPFias

(3 SPACES)

APPROVED:

(3 SPACES)

**ATTY. INTERNAL A SERVICE**

Chief, IAS

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Font – Tahoma; font size – 14

Margins – 1" top and bottom; 1 left, 1.2 right

Line Spacing – 1.5 lines

Citations – bold and italic


Footnote – placed at the bottom of the page where the footnote was indicated; font size - 8

Page number – placed at the bottom right side of the page.

Mantra

**“REFORM BUCOR”**



	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-ODG-MC-11</b>	
	<b>UNIFORM PROCEDURES OF THE BUCOR INTERNAL AFFAIRS SERVICE</b>	Revision No. <b>0</b>	Date <b>MAR 13 2023</b>
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## Annex "E" – PPF-IAS Formal Charge



Republic of the Philippines – font Tahoma, font size 8  
 DEPARTMENT OF JUSTICE – font Tahoma, font size 10  
**BUREAU OF CORRECTIONS** - font Tahoma, font size 12  
 National Headquarters, NBP Reservation, Muntinlupa City, 1776 - font Tahoma, font size 8



DOJ LOGO

**TO**

**: CO1 JUAN DELA CRUZ - all caps, bold**  
NBP Maximum Security Compound

BuCor LOGO

} single space

**THRU**

**: CSSUPT MAX ALVARADO**  
Acting Superintendent, NBP MaxSeCom

} single space

### FORMAL CHARGE

This office has found a *prima facie* case against you for Misconduct, committed as follows:

***"That on or about-----***

***-----"***

WHEREFORE, answer in writing and under oath the above-cited ---

-----,

Failure to submit your answer -----

-----.

Muntinlupa City \_\_\_\_\_ 2022.

(5 SPACES)


**USEC KEVIN COSTNER**

Director General  
Bureau of Corrections

} single space

Font – Tahoma; font size – 14  
 Margins – 1" top and bottom; 1 left, 1.2 right  
 Line Spacing – 1.5 lines  
 Citations – bold and italic  
 Footnote – placed at the bottom of the page where the footnote was indicated; font size - 8  
 Page number – placed at the bottom right side of the page.  
 Mantra

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**Annex "F" – PPF-IAS Decision**



Republic of the Philippines – font Tahoma, font size 8  
**DEPARTMENT OF JUSTICE** – font Tahoma, font size 10  
**BUREAU OF CORRECTIONS** – font Tahoma, font size 12  
 National Headquarters, NBP Reservation, Muntinlupa City, 1776 - font Tahoma, font size 8



DOJ LOGO

BuCor LOGO

**BUREAU OF CORRECTIONS - all caps, bold**

*Complainant, - italic*

Docket No. BC-IAS-2022-0001 for NHQ & NBP  
 CIW-IAS-2022-0001 for CIW  
 SPPF-IAS-2022-0001 for SPPF  
 IPPF-IAS-2022-0001 for IPPF  
 DPPF-IAS-2022-0001 for DPPF  
 SRPPF-IAS-2022-0001 for SRPPF  
 LRP-IAS-2022-0001 for LRP

- versus-

For: **CASE/OFFENSE – all caps**

**CO1 JUAN DELA CRUZ – (all caps, bold)**

*Respondent, - italic*

x ===== x

**DECISION**

This resolves the *Formal Charge*<sup>1</sup> for CO1 Juan Dela Cruz -----  
-----.


**The Antecedant Facts**

-----  
-----  
-----  
-----  
-----  
-----.

<sup>1</sup> Formal Charge signed by

**“REFORM BUCOR”**



	<b>Bureau of Corrections</b>		Document Reference Code <b>BUC-ODG-MC-11</b>
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**Statement of the Issue**

WHETHER OR NOT THERE IS SUBSTANTIAL EVIDENCE TO --  
 -----  
 -----?

**Arguments and Discussions**

-----  
 -----

WHEREFORE, premises considered, it is hereby resolved, that respondent **C01 JUAN DELA CRUZ** is found GUILTY of **SIMPLE NEGLIGENCE OF DUTY** meted the penalty of **six (6) months suspension** from prison service without pay.

SO ORDERED.


Muntinlupa City \_\_\_\_\_.

(5 blank spaces)

**USEC KEVIN COSTNER**  
 Director General  
 Bureau of Corrections } single space

Font – Tahoma; font size – 14  
 Margins – 1” top and bottom; 1 left, 1.2 right  
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### ACKNOWLEDGEMENT

The Memorandum Circular on Uniform Procedures of the BuCor Internal Affairs Service 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”**



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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. 2022-13**

*A Resolution Recommending the Approval of  
Memorandum Circular on **Uniform Procedures of the BuCor  
Internal Affairs Service***

**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 AORs;

**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 BuCor Internal Affairs Service, headed by C/SINSP FREDERICK CHARLES Y LIM and assisted by CO3 Gem Theresa A Buenaventura, prepared and proposed MC on "*Uniform Procedures of the BuCor Internal Affairs Service* ";

**WHEREAS**, the proposed MC aims to establish uniform procedures in the investigation and disposition of all disciplinary/non-disciplinary administrative cases of BuCor's erring employees;

**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;

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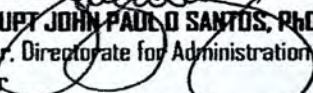
**WHEREAS**, on the same date, after a thorough review and deliberation, the Board **ADOPTED** and recommended for the **APPROVAL** of the aforementioned MC;

**NOW WHEREFORE**, the DPMB hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on *"Uniform Procedures of the BuCor Internal Affairs Service"*.

**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 CHACLAG**  
Deputy Director General for Administration  
Chairperson

  
**CT/CSUPT JOHN PAULO 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

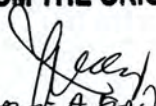
  
**C/CSUPT HENRY N FABRO**  
Director, Directorate for Health and  
Welfare Services  
Member

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

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

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

**CERTIFIED PHOTOCOPY  
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MA - JUSTICE A. P. ...  
**ISO Document Controller**

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