



# MANAGEMENT REVIEW MEETING MINUTES

MR 001

**Date of Review:**  
**December 28, 2017**

**Highlights taken by:**  
**ISO Core Team Secretariat**

*Theodore Perez*  
*Henry Bagaoisan*  
*Teresa L. Guevarra*  
*Norman Aganad*  
*Imelda Balite*  
*Gem Theresa Buenaventura*

## 1. In attendance:

<b>PCSUPT. VALFRIE G. TABIAN (Ret)</b>	<i>Officer-In-Charge , BuCor Deputy Director General for Administration</i>
<b>PCSUPT. MELVIN RAMON G. BUENAFE (Ret)</b>	<i>Deputy Director General for Operations</i>
<b>SUPT. MELENCIO FAUSTINO BIENVINIDA TUPAS</b>	<i>Office of the Director General Office of the Deputy Director for Operations</i>
<b>SUPT. ROBERTO RABO JR., PIS MARITES LUCEÑO</b>	<i>New Bilibid Prison CIW- Mandaluyong</i>
<b>SUPT. RICHARD W. SCHWARZKOPF PIS RUFINO MARTIN</b>	<i>Iwahig Prison &amp; Penal Farm Davao Prison &amp; Penal Farm</i>
<b>OIC ARTURO SABADISTO</b>	<i>Sablayan Prison &amp; Penal Farm</i>
<b>SUPT GERARDO ARO MARY JANE JULIO</b>	<i>Leyte Regional Prison Head , Personnel Unit</i>
<b>CESAR D. SANDOVAL WILLIAM TERRADO</b>	<i>Head , General Services Head, Logistics/Procurement</i>
<b>MARIA CIELO O. MONSALUD MARITES C. MAGTALAS</b>	<i>Chief, Finance Division Head , Budget Unit</i>
<b>EDGARDO VIRTUDAZO</b>	<i>Head, Accounting Unit</i>



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<b>NORA CORAZON T. PADIERNOS</b>	<i>Chief, Planning and Management Division</i>
<b>ESTERLINA M. CARAOS</b>	<i>Legal Office Representative</i>
<b>DRA. MA. LOURDES RAZON</b>	<i>Chief, NBP Hospital</i>
<b>JOSE RAMON PADUA</b>	<i>Head, Rehabilitation Operations Division</i>
<b>RAMONCITO ROQUE</b>	<i>Head Inmate Document Processing</i>
<b>DRA. MARJORIE SANIDAD</b>	<i>ARPDMD Representative</i>
<b>RESURRECCION S. MORALES</b>	<i>Head, Reformation Coordinating Office/Education Program</i>
<b>GIL LLANO</b>	<i>Head, IT Unit</i>

## ISO CORE TEAM

<i>Supt. Celso S. Bravo</i>	<i>Marie Shayne Alejos</i>
<i>Abel Ciruela</i>	<i>Leila T. Mercado</i>
<i>Raymund Peneyra</i>	<i>Maria Lorinda Jose</i>
<i>Ronaldo Palmiano</i>	<i>Ellen Joy Cometa</i>
<i>Rudy Mendoza Jr.</i>	<i>Dr. Noel M. Marquez</i>
<i>Catherine Capanang</i>	
<i>Arjen De Los Santos</i>	<i>Secretariat</i>
<i>Zenaida Hierco</i>	<i>Theodore Perez</i>
<i>Manuel Sescar Jr.</i>	<i>Henry Bagaoisan</i>
<i>Hasmin P. Sescar</i>	<i>Teresa L. Guevarra</i>
<i>Romeo Bernal Jr.</i>	<i>Norman Aganad</i>
<i>Lilibeth L. Sacapaño</i>	<i>Imelda Balite</i>
<i>Red April D. Lasco</i>	<i>Gem Theresa Buenventura</i>



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## **AGENDA**

1. Review of the Quality Policy
2. Review of internal and external issues of concern
3. Review of risks and opportunities
4. Internal and external audit results (including its recommended corrective actions).
5. Review of resources needed to maintain and improve the effectiveness of the company and the quality management system
6. Review of the effectiveness of training and training programs in place
7. Review of suppliers
8. Review of quality objectives, data and goals
9. Review customer feedback
10. Update the BuCor's Strategic Director of BuCor
11. Discuss the overall performance of the quality system, any changes to the company that may affect the quality system.
12. Note other recommendations for improvement to BuCor's services, and/or QMS.
13. Set date for next Management Review

## **2. Discussions and Consensus**

The **meeting started at 1:25 PM**, with the ISO Core Team Leader, Supt. Celso Bravo presiding. He initially welcomes the attendees and presented to the body the Development Academy of the Philippines (DAP) Senior Project Manager and the ISO Core Team . A short presentation followed on ISO 9001:2015 QMS, its legal basis and requirements.

### **2.1 Review of the Quality Policy**

Supt. Celso Bravo, Head of the ISO Core Team presented the BuCor's Quality Policy to the body for review, to wit:

**To extend exemplary public service, Bureau of Corrections commits to:**

- *Implement effective and strong security measures for all confined Person Deprived of Liberty (PDL)*
- *Provide PDL with basic necessities in accordance with United Nations Standards*
- *Ensure that PDL undergo holistic rehabilitation programs*



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- *Establish linkages with other government agencies and non-government organizations that will support re-integration of released Inmates with society*
- *Select highly qualified and competent personnel and empower them through continuous training and development programs*
- *Provide adequate infrastructures*
- *Comply with relevant legislations, guidelines and standards*
- *Continually improve the effectiveness of its Quality Management System*

This quality policy still represents **the BuCor's overall intentions for quality**, we, BuCor ISO Core Team recommend to retain this quality policy.

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## 2.2 Review of internal and external issues of concern.

The following are the issues/identified risk/opportunities confronting the Bureau of Corrections as presented by PGII Raymund Peneyra, ISO Core Team Member :

POLITICAL	ECONOMIC	SOCIAL	TECHNOLOGY	ENVIRONMENT	LEGAL
<b>Change in Bureau of Corrections leadership</b>	Imposition of yearly budget ceiling	Demographic influence (possible displacement of Bureau of Corrections)	ICT Infrastructure	Lack of personnel	Pending implementation of Bureau of Corrections Act of 2013 (RA 10575) & IRR Indicative Staffing Pattern
<b>Peace and Order</b>	Agro Industry Fund (Fund 284)	Public perception	Inmate Management Information System (IMIS)	Natural calamities	Delay in the approval of contract due to conflict between DOJ Circular 49, RA 9184 and EO 423
				Waste Management	Informal settlers



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					Presidential Proclamation No. 111 ( Designates the area occupied by San Ramon Prison and Penal farm consisting of 664.68 hectares as part of the Zamboanga City Special Economic Zone and Freeport)
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## 2.3 Review of the Risk and Opportunities

To continue with the Internal and External issues, PGII Raymund Peneyra also presented to the body the actions to be taken, Person/Office responsible, including the timelines provided for each action to manage the risks and the opportunities as shown below :

Seq.	Actions to be Taken	Resources	Responsible	Target Date of Completion (or Implementation)	Monitoring Tool
1	Issues: <b>POLITICAL</b> Change in Bureau of Corrections Leadership <input type="checkbox"/> External <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: To enable the Bureau of Corrections to continually function effectively and efficiently in the event of leadership action.				
	Appointment of Director General from the ranks	RA 10575 (Bureau of Corrections Law)	SOJ, CSC, Bureau of Corrections HRD	Dec. 2017	Implementation of RA 10575
	Provide Standardized references to Mitigate sudden leadership changes.	Bureau of Corrections Operating Manual, Guidelines & Work Procedures.	Office of the Director, Planning & Mgt. Division	1 Month upon assumption to office	Management Transition List
2	Issues: <b>POLITICAL</b> Drug menace risk: Peace and order of the security camps <input type="checkbox"/> External <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: To eliminate illegal drug trade in BuCor				
	Enhance searching operations	1. X-ray machines to be installed at camp entrances 2. Sniffing dogs (K9 unit) 3. Security and searching equipment's 4. Budget	1. Custodial personnel (Searching process) 2. Other relevant law enforcement agencies 3. Supply (procurement process)	Within 6 months	1. Initial reports 2. mandatory drug testing to PDL
	Drug testing of BuCor Personnel				
3	Issues: <b>ECONOMIC</b> Non- enactment of Next Years' General Appropriations Act (GAA) <input type="checkbox"/> External <input type="checkbox"/> Internal <input checked="" type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: Enable the Bureau of Corrections to plan for contingencies in cases if no new Budget is passed by Congress and re-allocation of resources to priority expenditures.				



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Seq.	Actions to be Taken	Resources	Responsible	Target Date of Completion (or Implementation)	Monitoring Tool
	Prioritization of most urgent expenditures	Annual Procurement Plan, and Prior Year GAA	Budget Office, Director General	1st Working Week of the Current Year	Allotment Received (SARO)
4	<b>Issues: ECONOMIC</b> Agro Industry Fund (Fund 284) <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity <b>Objective:</b> Provide augmentation to the General Appropriations Act, additional budget specifically for the use of PDL.				
	Identify feasible plans, programs and project utilizing the Agro Fund. Submitted for review and approval	Feasibility Study, Cost - Benefit Analysis, Project Proposals	Project Proponents, Sub-Committee on Fund 284 Utilization	4th Quarter of the Current Year	Agro-Industry Development Plan
5	<b>Issues: SOCIAL</b> Demographic influence - Placing the NBP area under NHA/transfer of NBP <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity <b>Objective:</b> To repeal the law				
	Seek legal assistance in the preparation of letter request for the of the Proclamation	Proclamation Nos: 1158 & 1159	1. Head of Agency 2. Legal Officer	Within a year	Letter request to repeal the law
6	<b>Issues: SOCIAL</b> Public Perception <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity <b>Objective:</b> Assess the impact of media in relation to the Public's Perception with the Bureau of Corrections.				
	Promoting and Publication of BuCor accomplishments and relevant updates	Office Accomplishment Reports	PMO, PIO	Semi-Annual	BuCor Journal
	Prompt issuance of BuCor Official Statements for Current Events	Incident Reports	PIO	Immediately	BuCor Published Official Statements
	Compliance with the provisions of Anti-Red Tape Law	BuCor Operating Manual, OPCR, DPCR, IPCR	ARTA Office	Immediately	Consolidated Reports of Feedbacks & Complaints
7	<b>Issues: TECHNOLOGY</b> Inmate Management Information System (IMIS) <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity <b>Objective:</b> To improve services to the public (relevant interested parties), To enhance, maintain and continuously upgrade the system to adapt to the latest technology.				
	Improve services on information dissemination relative to the status of records of inmate as stated on the Bureau of Corrections Citizens Charter	1. Computer 2. Office Supplies 3. Facility	IDPS Personnel	On-going	Inmate Verification Sheet
	Maintain the integrity of the system for reliability through preparation of IMIS User Manual	IT Specialist	(Record Management) I • Inmate Documents and Processing Section Chief • Information Technology Center • HRD	On-going	Version History, Maintenance Report
	Systems Updating and Hardware Upgrading	IMIS Systems Requirements	ITC, Supply, IDPS Personnel	FY 2017	APP for 2017
8	<b>Issues: TECHNOLOGY</b> ICT Infrastructure <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity <b>Objective:</b> Deliver Advanced Capabilities to Foster <u>Collaboration</u> , Knowledge <b>Management</b> , and Analytics. Ensure the availability of and access to information to make timely, informed decisions by strengthening data and knowledge management approaches.				
	Enhancement of existing CCTV System to monitor and records the daily movement of PDL and personnel by procuring high end CCTVs	IT Communications Equipment	Opcen, Budget Section, Procurerent Section	last quarter	Logbook, Monitoring Report
	Creation of IT positions	Request	Opcen, Personnel Section and Budget Section	End of December	Plantilla
9	<b>Issues: TECHNOLOGY</b> ICT Infrastructure <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity				



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Seq.	Actions to be Taken	Resources	Responsible	Target Date of Completion (or Implementation)	Monitoring Tool
	Conduct Training on the proper handling and maintenance of monitoring systems and other relevant trainings	Request of concerned offices	PTS	As needed	Special Order, approved POI
<b>10</b>	<b>Issues: TECHNOLOGY Connectivity</b> <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: Enable a fast and efficient means of data and information exchanges and reliable communications facility.				
	Enhancement of existing ICT infrastructure through refurbishment, upgrading and additional procurement	Appropriations	IT Center, Supply, Budget	On-going	Annual Procurement Plan Monitoring Report
	Migration of Manual Records to Electronic Based Records	Database Servers	IT Center	On-going	Monitoring Report
<b>11</b>	<b>Issues: TECHNOLOGY Building Conditions</b> <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: To assess building status				
	Understand the current condition/state of Bureau of Corrections facilities by conducting yearly assessment	Camera, Pencil, Measuring Tools	GSS (Building construction unit)	End of June	Inventory report on the condition of Bureau of Corrections facilities
	Request for additional SARO for the major repairs of dilapidated buildings	Project Profile, BP Forms	GSS (Building construction unit), Budget Section	1st quarter	Inventory report on the condition of Bureau of Corrections facilities
<b>12</b>	<b>Issues: ENVIRONMENT Natural calamities</b> <input checked="" type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective : Emergency plan for each calamities				
	1. Conduct training for first aid/emergency response 2. Identification and provision of emergency equipment's 3. Inspection of buildings	1. Budget (supplies-book guide) 2. Budget	1. HRD (training process) custodial officers (emergency drills) 2. Budget officer (procurement process) 3. GSD personnel (building inspection process)	Quarterly, Yearly	1. Monitoring reports 2. Special orders 3. APP 4. RIS 5. Feedback reports 6. Building Code provisions
<b>13</b>	<b>Issues: ENVIRONMENT Waste Management</b> <input checked="" type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective : Provide effective Waste Management Disposal System				
	1. Request for private concessionaire for proper waste management disposal 2. Seek assistance from DENR	DENR Waste Management	General Services, Heads of OPPFs	Within a year	Letter Request
<b>14</b>	<b>Issues: LEGAL Untimely action by DOJ on the threshold on the approval of purchase orders</b> <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: Enable the uninterrupted and continuous provision of services through timely procurement of needed resources for security and rehabilitation programs of the Bureau.				
	Send a written inquiry as to what should be controlling between RA 9184 and DOJ Order on Threshold for expeditious approval of pending contracts	DOJ Circular 49 s.2013	Director General	Immediately	Approved Contracts, Notice to Proceed
	Conduct of early procurement process short of award.	DBM Guideline	BAC, Supply	4th Quarter of the Current Year	Post Qualification Report
<b>15</b>	<b>Issues: ENVIRONMENT Lack of personnel</b> <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> Opportunity Objective: To augment the present personnel complement and create more Plantilla positions for Bureau of Corrections				
	Request for creation of Plantilla positions	Request from concerned office/s, Funds	C, HRDS, Director General, DOJ Secretary, DBM	End of November	Bureau of Corrections letter request for creation of positions, Indorsement of DOJ Secretary, Approved NOSCA from DBM
	Filling-up of existing vacant positions	Published vacant positions, Funds	C, HRDS, Personnel Selection Board (PSB), Director General	On-going	



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16	Issues: <b>LEGAL</b> Pending implementation of Bureau of Corrections act of 2013 (R.A. 10575) & IRR <input type="checkbox"/> External <input checked="" type="checkbox"/> <b>Internal</b> <input type="checkbox"/> Risk <input type="checkbox"/> <b>Opportunity</b>				
	Objective: To enable to implement effective strong security/reformation measures and hiring, upgrading of personnel				
	Timely submission of documentary requirements to DBM,SCS	Proposed: 1. Staffing Pattern 2. Functional Statements 3. Organizational Charts and other pertinent paper requirements	1.HRD 2. Technical Working Group	Within 6 months	Submitted of pertinent papers by different offices to HRD and TWG
17	Issues: <b>LEGAL</b> Freedom of information GCTA law (R.A. 10592) <input type="checkbox"/> External <input checked="" type="checkbox"/> <b>Internal</b> <input type="checkbox"/> Risk <input type="checkbox"/> <b>Opportunity</b>				
	Objective: Linkages/sharing of information regarding inmate GCTA to BPP,PPA,DOJ and BJMP				
	Implementation of single carpeta	Carpetas	Bureau of Corrections,BPP,PPA,DOJ,and BJMP	On-going	Module on single carpeta system (data sharing)
18	Issues: <b>LEGAL</b> Land Titling of BuCor Lands <input checked="" type="checkbox"/> <b>External</b> <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input checked="" type="checkbox"/> <b>Opportunity</b>				
	Objective : BuCor Land with titles				
	1. Outsource technical experts for the requirements of BuCor land titling program 2. Seek LRA, DENR assistance	Outsource land titling experts	Budget HRD	Continuous	Project Implementation Plan
19	Issues: <b>LEGAL</b> Informal settlers <input type="checkbox"/> <b>External</b> <input type="checkbox"/> Internal <input type="checkbox"/> Risk <input type="checkbox"/> <b>Opportunity</b>				
	Objective: Eviction/ejection of informal settlers due to security and peace and order				
	1. Serve notice of eviction to informal settles 2. Seek court order if necessary	Notice of eviction and court orders	BRSS legal personnel	Continuous	Inventory/census of informal settlers

## 2.4 Internal Audit Results including Corrective Actions

Presentor: Ms. Leila T. Mercado, Member Internal Quality Audit Team

- Internal Quality Audit for BuCor Operations, Core Processes and Support to Operations was conducted on October 19 – December 6, 2017

Objective:

*To determine the extent of conformity to the BuCor Quality Management System (QMS) requirements and is effectively implemented and maintained*

Scope:

*All processes for BuCor Central Offices and Operating Prison and Penal Farms*



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Oct. 19-21, 2017	Iwahig Prison and Penal Farm	Based on the onsite checking there are inconsistencies in the turn-over of records between the incoming and outgoing keepers due to the absence of log books.	Events must be properly and chronologically recorder in the log and shall be turned over to the incoming keeper.
Nov. 19-22, 2017	Sablayan Prison & Penal Farm	Current composition of SPPF Classification Board is not in line with BuCor provision since the Chief of Hospital was its Chairman.	The Board should be composed of officers as provided by the BuCor Manual.
		There is no Reception and Diagnostic (RDC) nor a separate quarantine cell is available for newly admitted PDLs.	Provide a purpose built facility for PDL reception and diagnostic, as well as a quarantine cell. Pursuant to the Exit Conference conducted, SPPF Supt. commits to provide the said facility albeit on a temporary basis.
Oct. 24, 2017	Davao Prison and Penal Farm – Overseer’s Office	Newly admitted PDLs are processed directly at the RDC and the recording of PDL documents instead of the Overseer’s Office. Likewise, the Prison Record Jacket should be the custody of the Overseer’s Office.	PDL admission should be aligned with the provision of BuCor Operating Manual.
Nov. 29, 2017	New Bilibid Prison – Medium Security Compound, Shifting Unit	PDL headcount was done at only twice a day between 8:00 am and 4:00 pm at the Medium Security Compound contrary to BuCor Operating Manual which provides to at least 4 times a day.	The frequency of PDL headcount should be at least 4 times a day pursuant to BuCor Operating Manual. Presently, the MedSecCom adheres to this provision.
Nov. 29, 2017	New Bilibid Prison – Medium Security Compound, Classification Board	PDLs were re-classification to Minimum without undergoing Medium status in contravention with BuCor Manual.	Inclusion made by the Overseer’s office in the agenda of qualified PDL and approval of the Classification Board to those PDL with Maximum Security status that were transferred at Medium Security camp for security reason.
Dec. 1, 2017	Operations Center	The process work flowchart was not properly observed and implemented, the Daily Journal was not updated and no report found from November 17 to December 1, 2017 (Audit Date).	Daily Journal must be properly and regularly updated.
Dec. 1, 2017	Correctional Institution for Women	The presence and availability of essential health personnel such as Medical Officer of the Day and Nurse on Duty in the infirmary were not abided in accordance with the set hospital/infirmary procedures.	Provide additional medical staff to function at the Infirmary.
		The confidentiality and security of hospital records were not observed by utilizing PDL	PDL Medical Records should only be accessed by authorized medical



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		<p>helper beyond their appropriate tasks.</p> <p>The requirement on the existence of Public Assistance and Complaints Desk was not complied in accordance with RA 9485, Rule VI, Section 5.</p> <p>PDL due for release are processed at the Separation Center but no such office exists at CIW.</p>	<p>staffs to maintain Physician – Patient confidentiality.</p> <p>Provision of an ARTA Office/Complaint Desk.</p> <p>Provide a Separation Center.</p>
Dec. 1, 2017	Administrative Division	The Budget Section as the one consolidating the PPMPs and preparing the APP instead of the Supply Section, which is not in line with the provisions of RA 9184. PPMPs must be consolidated by the BAC Secretariat or Supply Section prior to the enactment of the Appropriations Law in order to provide an indicative APP that will be used for the early procurement of goods and services “short of award”.	The provision of RA 9184 including preparation of procurement documents must be the sole responsibility of the Supply Section in coordination with the Bids and Awards Committee.
Dec. 1, 2017	Planning and Management Division	The list of all request for repair was not recorded thus casting doubt if all were attended.	Establish a complete and accurate record of all requests (verbal or written) and accomplishment of the service action form.
Dec. 2, 2017	New Bilibid Prison – Board of Discipline	The BOD for Maximum Security Compound failed to prepare the minutes of the meeting of their deliberations.	Provide a BOD secretariat that will be tasked in preparing the minutes of the meeting.
Dec. 3-6, 2017	Leyte Regional Prison	<p>Based on a random sample, one visitor was granted access to the visiting area even though being unregistered and not included in the list of authorized visitors.</p> <p>It was observed that a PDL (ICA) was allowed outside movement without proper escort guards and was not subjected to proper body search, including his belongings.</p> <p>Newly arrived PDL passes through the Reception and Diagnostic Center wherein the issuance of prison number and batch number is done instead of the Overseer’s</p>	<p>Visiting procedures should abide by the standard practice and must always be authorized. That the supervision and control of the visitation services be transferred from Overseer’s Office to the Commander of the Guards to observe proper internal controls.</p> <p>Ensure that PDL movement are both authorized and under direct supervision from corrections officer pursuant to applicable security guidelines.</p> <p>Admission process must be aligned with BuCor Operating Manual in which the initial step shall begin with the Overseer’s Office.</p>



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		Office.	
Dec. 4, 2017	New Bilbid Prison – Firearms and Ordnance Section	The storage area of NBP Armory was deemed inappropriate and may cause damage to both personnel and BuCor properties.	Locate a more suitable storage area for Firearms and Ordnance.
Dec. 4, 2017	Assessment Rehabilitation, Program Development and Monitoring Division	Program monitoring for the entire BuCor is currently not being done, instead only the NBP Medium Security Compound are regularly monitored.	Program Monitoring must be done for the entire BuCor and not just on a specific camp.
Dec. 4, 2017	New Bilbid Prison – Display Center	Sale of handicrafts and its corresponding remuneration for PDLs must be strictly regulated to protect not only the interest of PDLs but BuCor as well. PILCO, Display Center and Target Range have been found to be not in accordance with applicable government accounting rules and regulation.	Request experts who will conduct Financial Audit must be made in order to safeguard BuCor's interest and provide adequate controls especially those involving monetary transactions.
Dec. 4, 2017	New Bilbid Prison – Target Range		
Dec. 5, 2017	New Bilbid Prison – PILCO 1, 2, 3 & 4		
Dec. 5, 2017	New Bilbid Prison Hospital	Hospital wards pursuant to industry practice must always be attended by medical practitioner especially its Nurse's Station. However, no personnel was attending the ward in contravention with the ward assignment approved.	Proper planning and scheduling of personnel leaves must be ensured in order not to hamper hospital operations and manpower requirements.
		The period of observation for OPD patients prior to admission is within 24 hours, but current OPD patients are maintained as out-patient beyond 24 hours causing inconsistencies with PDL accounting.	24 hour observation period must be ensured.
Dec. 6, 2017	Rehabilitation Operation Division	Pursuant to the GCTA law, PDLs are entitled to additional 15 days GCTA for TASTAM. But records show that these credits are not updated denying them the opportunity to be granted additional GCTA.	Regular submission of GCTA for TASTAM of all concerned offices, especially MSEC must be made.

### Comments on the Result of Audit :

- **On NBP issues on BOD**, Supt Bravo informed the body that a Memorandum was issued to assign a permanent employee to take the



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minutes of the BOD meeting. Frequency of counting of PDL at Medium Security compound had been remedied and procedure now being followed.

- **For the Leyte Regional Prison,** Supt Aro noted that Corrective Actions were made right after the audit was conducted at Leyte. He also cited that considering their limited resources, he commits to comply with the all ISO requirements and ISO recommendation to achieve BuCor common goal and to be certified as well.
- **For Iwahig Prison and Penal Farm,** Supt Richard Schawrzkopf with the findings of the Audit Team regarding the proper turn over and to document activities/events through logbook of the IPPF, he assured the body that a corrective action was already undertaken.
- **For Sablayan Prison and Penal Farm,** OIC Sabadisto informed the body that with regards to the recommendations of the Audit Team, he informed that adjustments were made, the chair of the SPPF Classification Board will be in accordance with the provision in the Operating Manual. RDC facility shall be established for the admission of new committals and implement the procedure.

## **2.5 Review of resources needed to maintain and improve the effectiveness of BuCor and the quality management system**

G I Ronaldo Palmiano presented to the top management the list of resources requirements identified to improve the BuCor's QMS. He also cited that the needs for resources can be address through the implementation of the BuCor Modernization Act 2013 (RA 10575) (Attached as Annex A). Included also is the list of mandatory training for Corrections employees, for their career advancement.

OIC Sabadisto, Head of Sablayan Prison and Penal Farm(SPPF)inquired if SPPF will be allowed to contract additional manpower to mitigate their deficiencies, if funds are available for the purpose. As per Ms. Monsalud, PIS Sabadisto should submit a letter-request to the OIC, BuCor.Other heads of OPPFs express their intentions to hire contractual to augment their workforce.

## **2.6 Review of the training programs in place**

- . Theodore Perez, Head of the Personnel Training School discuss the following training programs in place for BuCor personnel in 2017.



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## **Program of Instruction (POI)**

1. Advanced Investigation and Security Operations Training
2. Basic Course on Security Procedures
3. Correctional Administration and Treatment Course
4. Basic Disaster Response Training
5. Closed Quarter Battle Training
6. Criminal Investigation Course
7. Crisis Management: Hostage Taking Negotiation
8. Drug Investigation and Detection
9. Escort/Transport and Search/Recovery Training
10. Firearms Proficiency Training
11. Frisking/Inspection and Investigation/Case Filing Training
12. Fundamentals of Investigation and Intelligence Tactics and Techniques
13. Gun Safety Seminar
14. K9 Training
15. Prison Guard Basic Course (PGBC)
16. Range Officers Course
17. Seminar on Frontline Services Management and Values Development
18. Special Weapons and Tactics (SWAT)
19. VIP Security
20. Supervisory Development Course
21. Seminar Workshop on Effective and Efficient Public Service
22. Work Attitude and Value Enrichment

Ms. Resurreccion S. Morales , inquired why Reformation Program training is not included in the Program of Instruction and requested to include this 2018. Mr. Perez replied that training fund was set aside for the Reformation programs, which can be utilized this 2018.

## **2.7 Review of Suppliers**

Ms. Leila B. Mercado continued reporting with the following :

- a) How to prioritize suppliers?
  - Pareto Analysis - a technique used for business decision making based on the 80/20 rule. It is a decision-making technique that statistically separates a limited number of input factors as having the greatest impact on an outcome, either desirable or undesirable.
  - Pareto analysis is based on the idea that 80% of a project's benefit can be achieved by doing 20% of the work or conversely 80% of problems are traced to 20% of the causes



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- b) Benefits of using Pareto Analysis
- The use of Pareto Chart will enable BuCor to graphically identify the results of supplier prioritization in determining and ensuring quality goods and services are delivered.
  - Importantly it tells the BuCor what to work on first.
- c) How to do a Pareto Chart?
- Determine a specific purpose:
- Prioritization of suppliers based on the 2018 Appropriations for Maintenance & Other Operating Expenses (MOOE) and Capital Outlay (CO).
- Determine the Parameters:
- Create a Preliminary List of budget priorities and corresponding amounts.
  - Tally the occurrences of each priorities.
  - Arrange these priorities from highest to lowest.
  - Construct the Bar Chart.

**An illustration of the PARETO Chart presented to the body shown below:**

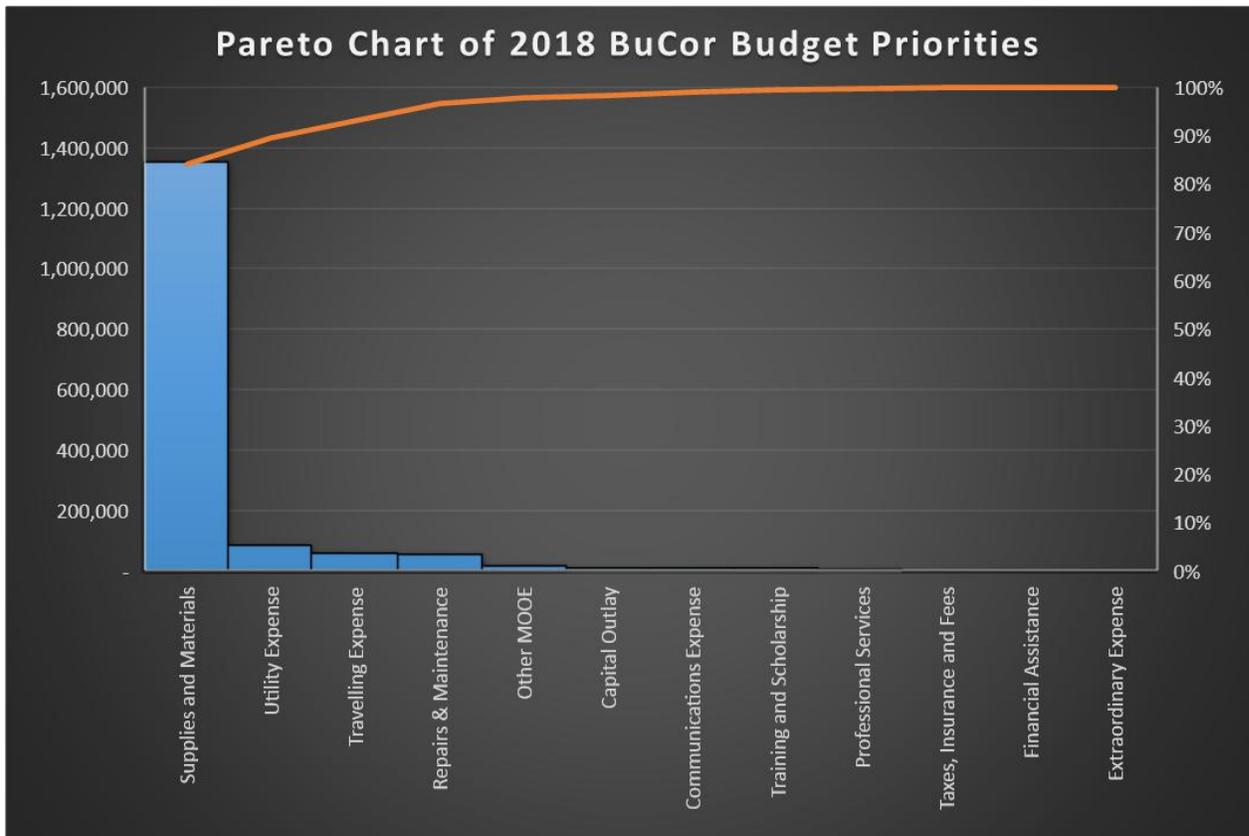
**Pareto Chart of 2018 BuCor Budget Priorities**

Account Class	In Thousand Pesos	Percentage	Cumm. %
Supplies and Materials	1,352,421	84.07%	84.07%
Utility Expense	86,511	5.38%	89.45%
Travelling Expense	60,463	3.76%	93.21%
Repairs & Maintenance	56,311	3.50%	96.71%
Other MOOE	17,092	1.06%	97.77%
Capital Outlay	10,053	0.62%	98.40%
Communications Expense	8,395	0.52%	98.92%
Training and Scholarship	7,947	0.49%	99.41%
Professional Services	6,529	0.41%	99.82%
Taxes, Insurance and Fees	1,600	0.10%	99.92%
Financial Assistance	1,000	0.06%	99.98%
Extraordinary Expense	306	0.02%	100.00%
<b>TOTAL</b>	<b>1,608,628</b>	<b>100.00%</b>	



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✚ **List of BuCor Suppliers hereto attached as Annex “B”**

## 2.8 Review of quality objectives, data and goals

The following Matrix on the next page illustrates quality objectives, data and goals of BuCor. The comparative data on physical targets and actual performance of BuCor based on performance indicator aligned with the BuCor’s Major Final Output---*the Rehabilitation and Custodial Services*.. Reported by Ms. Teresa L. Guevarra of the Planning and Management Division.



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Particulars/Performance Indicators	Physical Targets	Physical Accomplishments
Operations		
<b>MFO 1: REHABILITATION AND CUSTODIAL SERVICES</b>		
Set 1 : Inmates Custody		
Quantity		
Average daily number of inmates under management	44,789	41,533
Percentage of qualified inmate carpetas (70% sentenced served) forwarded to BPP	100%	(3,772/ 3,772)
Quality		
Re-offenders admission as a percent of average daily inmate admission	4.96%	3.74% (178/4755)
Escapes as a percent of average daily inmate population	0.20%	0.03% (14/41,533)
Set 2: Prison Congestion and Living Condition		
Quantity		
Average daily number of inmates in reformation programs	40,310	38,076
Inmate involved in prison violence as a percent of average daily inmate population	0.27%	0.06% (25/41,533)
Quality		
Death due to illness as a percent of average daily inmate population	1.5%	1.29% (538/41,533)
Violent death incidents as a percent of average daily inmate population	0.02%	.0048% (2/41,533)

- *As of October 2017, BuCor has a **96.64%** average performance (in terms of meeting its targets)*

## 2.9 Review of customer feedback

This review is presented by the ARTA Action Officer, Mr. Manuel Sescar Jr.

- Under R.A. 9485 also known as the Anti-Red Tape Act of 2007, an act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefor



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- All government agencies shall set up their respective service standards to be known as the Citizen's Charter.
- The Citizen's Charter must also have the agency's procedure for filing complaints and feedback mechanisms
- RA. 9485, Section 5. *Public Assistance Desk*. – Each office or agency shall establish a public assistance/complaints desk in all their offices, where an officer or employee knowledgeable on frontline services shall at all times be available for consultation and advice. The desk shall be attended to even during breaktime.

***The Bureau of Corrections has been compliant on the full implementation of Anti-Red Tape Law requirements since 2012.***

Ways to Determine Clients Feedback & Satisfaction of the BuCor Frontline Services:

- Accomplished Clients Satisfaction Form
- Suggestion Box

All **complaints** are properly managed through the Request for Assistance Form and feedback form and reported monthly .

**Procedures in filing of complaints** posted at the ARTA Office, Administration Building, NBP, Muntinlupa City

Samples forms and Survey Chart :

Republic of the Philippines Department of Justice <b>BUREAU OF CORRECTIONS</b> Muntinlupa City		<b>ADM-PR-007-FO1</b> <b>BARTAAC00000</b> CONTACT US: BUCOR ARTA Office : (02)856-6016 Toll-free : (02)887-2668 Loc. 135	
<b>REQUEST FOR ASSISTANCE FORM</b>			
TO BE ACCOMPLISHED BY THE CLIENT:    TIME IN: _____			
TIMEOUT: _____			
1. Name of Requester : _____			
2. Residence/Business Address:			
Barangay _____		House No./Bldg. No. _____	
City/Municipality _____		Province _____	
3. Nature of Request/s _____			
4. OFFICE/PERSON/S COMPLAINED OF:			
Name		Position	Office/Unit
a. _____		_____	_____
b. _____		_____	_____
c. _____		_____	_____
NATURE/DETAILS			
Signature of Requester/Complainant : _____		Date : _____	
TO BE ACCOMPLISHED BY THE PACD OFFICER/BUCOR ARTA ACTION OFFICER			
ACTION(S) TAKEN:			
Name/Signature: _____ Date : _____			

Monthly Report on the Assessment of Visitors Based on the Client Satisfaction Form (Panukat Ng Kasiyahan Ng Kliyente) for the month of November 2017 (No. Clients =122)

Mga Pahayag	Mean	Interpretation
1. Mabilis naming inasikaso ang inyong pakay o kahilingan	4.09	Sumasang-ayon
2. Magalang at maayos ang pagtanggap sa inyo ng aming mga kawani	4.08	sumasang-ayon
3. Nabigyan kayo ng kumpleto at sapat na impormasyon hinggil sa inyong pakay o kahilingan	4.11	Sumasang-ayon
4. Nasiyahan kayo sa aming serbisyo	4.51	Lubos na sumasang-ayon
<b>AVERAGE</b>	<b>4.19</b>	sumasang-ayon

Legend:  
 4.50 – above    Lubosnangsumasang-ayon  
 3.50 – 4.49    Sumasang-ayon  
 2.50 – 3.49    Bahagyangsumasang-ayon  
 1.50 – 2.49    Hindi sumasang-ayon  
 1.49 – below    Lubosna di sumasang-ayon

The statistics applied on the above given data with an average weighted mean of 4.19 reveals that respondents strongly agreed on the effective and efficient delivery of public service rendered by the BuCor frontline offices.

Prepared by:

**MANUEL L. SESCAR, JR., MBA, MSCA**  
 Chief, BuCor ARTA Action Center



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## 2.10 Updates on BuCor’s Strategic Directions

Reported by Ms. Teresa L. Guevarra , Planning and Management Division

BuCor Strategic Framework and Directions

This plan is anchored on . “Ambisyon Natin 2040”, approved and adopted under EO No. 05 dated 11 October 2016, as the 25-year long-term vision for the Philippines wherein all government plans shall be consistent with the strategic framework of the current Administration.

***As a result of development and executive planning sessions of the Department of Justice and its constituent/attached agencies (bUcOR) in February and March 2017, the herein Development Plan for the years 2017 to 2022 was crafted.***

The plan will serve as a framework for organizational planning, reforms, innovations and priorities of the BuCor. The plan basically contains the institutional framework and assessment, strategic framework, core indicators and targets, and public investment program.

Under the **DOJ Development Plan, 2017-2022 STRATEGY MATRIX** the following **strategic directions have been adopted:**

### 1. Good governance

- a) Streamline frontline processes consistent with the **Anti-Red Tape Act** and in line with the President’s directives



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- b) Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient
- c) Establish and implement quality management systems towards ISO certification and efficient/streamlined processes**
- d) Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient
- e) Establish and implement quality management systems towards ISO certification and efficient/streamlined processes
- f) Rationalize core and support processes, and document into systems and procedures manuals
- g) Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services
- h) Develop and adopt public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption
- i) Strengthen internal control systems towards better accountability for and predictability of agency systems, processes and operations
- j) Ensure transparency and freedom of information in terms of inclusive and efficient access to public information
- k) Engage stakeholders particularly in the development, implementation and evaluation of policies and programs, as applicable
- l) Improve human resource management and personnel productivity by developing core competency standards, harmonizing staffing structures, and addressing compensation disparities
- m) Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources

## **2. Strengthen law enforcement**

Enhance scientific investigation capability of the Department and its agencies concerned, towards effective/efficient case build up and prosecution using more physical evidence and less dependency on testimonial evidence. **At least 90% of core personnel trained in scientific investigation**

## **3. Pursue reforms in the Corrections System**

- a. Support the establishment of unified corrections system and **uniform inmate/ offender management standards, systems and procedures**, towards effective, efficient, consistent and humane safekeeping and rehabilitation of inmates



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- b. **Facilitate implementation of the BUCOR Modernization Act** to professionalize the agency's workforce and management of national prisons and inmates, and facilitate the enhancement/expansion/modernization of facilities and programs.
- c. **Establish adequate and humane prison facilities** able to contain the growing inmate population and with amenities necessary for effective rehabilitation and eventual social reintegration of prisoners.
- d. **Enhance offender reformation including impact assessment**/monitoring of rehabilitation programs and strengthening reintegration programs.

#### **4. Increase access to justice by the poor, vulnerable, victims of injustice, and persons with special needs**

- a. Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/ infrastructure provisions. Increase access to justice by the poor, vulnerable, victims of injustice, and persons with special needs.

#### **2.11 Overall performance of the quality system**

Supt. Celso Bravo presented a brief assessment on the quality management system of BuCor:

“The result of the onsite checking of processes/procedures and Internal Quality Audit activities at the Operating Prisons and Penal Farms (OPPFs) and BuCor Central Offices had been finalized. BuCor with existing Performance Evaluation System through the Strategic Performance Management System (SPMS) had made it more manageable for the ISO QMS Audit Team to check its processes since each delivery office performance is measured through its success indicators as indicated in its Office Performance Commitment Review (OPCR).

We believe that we can be certified upon proper adjustments and improvement on work processes and procedures to be adaptive or in



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tuned to the quality manual standard set forth in QMS-9001:2015. It was noted that there is one common denominator which is prevalent in all OPPFs, that majority of its personnel is "Multi Tasking", and their lack of office facility and equipment to work on to. It is worthy to mention and commendably that BuCor employees continue to perform multi tasking functions despite of the challenging yet risky condition and because of the quasi-military discipline being practiced. Hence, accountability of personnel working on a specific office may not be properly established

Part of the ISO 9001:2015 QMS the Workplace Standard or the 5S of Good Housekeeping will immensely contribute to the improvement of work ethics of BuCor personnel focusing on organized working environment to provide fast and transparent public service

We are now on the last stage of this worthy endeavor which is the management review, before a third party certifying body audit us, tentatively slated on January of 2018. May we therefore assume for your continual support for this program and recommend for the management support until BuCor is ISO 9001:2015 QMS certified".

## **2.12 Other Recommendations for Improvement**

Other opportunities for improvement and recommendations is indicated in the Audit Report.

### **On ISO 9001:2015 QMS Certification**

PS II Richard Schwarzkopfmmove for the BuCor certification on ISO 9001:2015 QMS, seconded by Supt. Gerardo Aro while PIS Sabadisto cited no objection.

OIC Valfrie G. Tabian reminded the ISO Core Team that the consultant for the revision of Operating Manual should be summoned immediately to report on the status of the Revision of Operating Manual Project.

## **2.13 The next Management Review is set on December, 2018.**

**Adjourned at: 5:17 p.m.**



# MANAGEMENT REVIEW MEETING MINUTES

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## HIGHLIGHTS TAKEN AND PREPARED BY:

Secretariat:

**THEODORE PEREZ**

Head Secretariat, ISO CORE Team

**TERESA L. GUEVARRA**

Secretariat

Noted:

**SUPT. CELSO S. BRAVO**

Asst. Superintendent, NBP  
Head, ISO Core Team

**Approved:**

**PCSUPT. VALFRIE G. TABIAN (Ret.)**

Officer –In-Charge, BuCor  
Deputy Director General for Administration



# MANAGEMENT REVIEW MEETING MINUTES

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## HIGHLIGHTS TAKEN AND PREPARED BY:

Secretariat:

  
**THEODORE PEREZ**

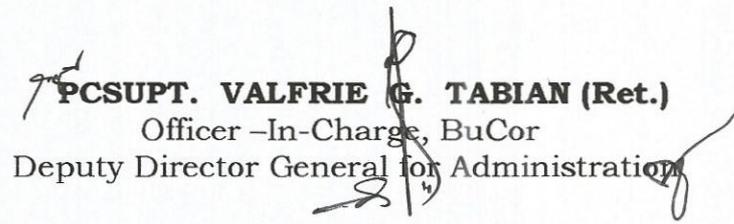
Head Secretariat, ISO CORE Team

  
**TERESA L. GUEVARRA**  
Secretariat

Noted:

  
**SUPT. CELSO S. BRAVO**  
Asst. Superintendent, NBP  
Head, ISO Core Team

Approved:

  
**PCSUPT. VALFRIE G. TABIAN (Ret.)**  
Officer -In-Charge, BuCor  
Deputy Director General for Administration

# ANNEX "A"

## QMS RESOURCE REQUIREMENTS

### EQUIPMENTS REQUIREMENTS

#### 1. ASSESSMENT REHABILITATION PROGRAM DEVELOPMENT MONITORING DIVISION

1 unit X-ray (baggage/counter machine);  
1 unit Walk Through Metal Detector;  
20 set Computer;  
20 units Printer;  
10 units Air Conditioning;  
1 unit Ambulance Vehicle;  
1 unit Service Vehicle;  
25 sets Office Table & Chairs;  
2 units Projector.

#### 2. NEW BILIBID PRISON

1 unit Hematology analyzer;  
1 unit Chemistry analyzer;  
1 unit HbA1c machine;  
2 units Biological Microscopes;  
1 unit Laboratory Refrigerator;  
1 unit HR viewer Box;  
1 unit MLC2 High Resolution video zoom microscope;  
1 unit Hematocrits Centrifuge;  
2 units Clinical Centrifuges;  
1 unit Electrolyte analyzer;  
6 units Autoclave Variable Pipette;  
1 unit X-ray Machine;  
1 unit X-ray Machine Mobile;  
3 units Dialysis Machine;  
1 unit Dental Chair;  
3 units Dental Hand Instruments;  
3 sets Surgical Instruments (forceps);  
2 units Incinerators;  
1 unit Ultrasound Machine;  
50 units Computer sets;  
50 units printer/scanner;  
4 units Uninterruptable Power Supply;  
9 units Projector;  
3 units External hard drive;  
5 units Wireless-n-router;  
2 units Computer Desk;  
10 units Split-type air conditioner inverter;  
17 units Window Type Air conditioner;  
100 units Electric fan;  
2 unit heavy duty copier machine;  
5 units Generator;

26 sets Steel cabinets;  
9 sets Whiteboard;  
2 set Conference Table;  
10 sets Office Table;  
90 units Monoblock tables;  
1 unit Executive Chair;  
20 sets Office Chairs;  
600 units Monoblock chairs;  
10 units Locker Cabinet;  
700 units Bed Bunks with Matting;  
700 units Foam Mattress;  
176 unit Fire Extinguisher;  
12 units Mega Phone;  
12 unit Calculator;  
2 units X-ray (baggage/counter machine);  
4 units Walk Through Metal Detector;  
5 sets Heavy Duty Outdoor Sound System;  
100 units Handheld 2 way radio;  
10 packs 2 way Radio battery;  
10 sets Search lights;  
20 pieces Anti-riot Helmet;  
20 pieces Kevlar Helmet (SWAT) ;  
20 units Bullet proof vest;  
5 Sets Investigation Kit;  
11 units Digital Camera;  
3 units Digital Voice Recorder;  
250 pieces Padlocks;  
100 pieces Raincoat;  
50 pieces Rubberized Shoes (Bota);  
50 units Rechargeable Flashlight;  
8 unit Signal Jammer;  
25 units CCTV Camera;

50 pieces Tear Gas;  
50 pieces Pepper Spray;  
100 units Metal Handcuff;  
6,000 pieces Flexi-handcuffs;  
14 units Firearms Vault;  
500 units Cal. 9mm handgun;  
200 units M16 long magazine;  
200 units M16 short magazine;  
1000 units Cal. 45 magazine;  
8000 rounds Cal. 45 Cartridges;  
8000 rounds Cal. 9mm Cartridges;  
5000 rounds Cal. 30 Cartridges;  
5000 rounds Cal. 40 Cartridges;  
8000 rounds 12 Gauge Cartridges;  
8000 rounds Cal. 5.56 Cartridges  
5000 rounds Rubber Bullets;  
2 units Patrol Vehicle;  
4 units Patrol Motorcycle;  
1 unit Prison Van;  
1 unit AUV;  
1 unit Ambulance;  
2 units Multicab vehicle;  
16 units Multicab wheels;  
1 unit Water pump;  
1 unit Mini Hand-tractor;  
2 units Hand tractor;  
6 units Sprayer;  
8 units Weighing Scale.

1 unit Typewriter Manual;  
3 units Revolving Chair with Wheels;

50 units Taser Gun;

**3. CORRECTIONAL INSTITUTION FOR WOMEN, Mandaluyong City**

2 units Walk Through Scanner;	2 units Prison Vans;
1 unit Baggage Scanner;	1 unit Service Vehicle;
2 units Automated Barrier;	1 unit Fire Truck;
1 unit Automated Gate;	3 units Motorcycle;
20 units CCTV Cameras;	20 sets Computer.
2 units Ambulance;	

**4. SABLAYAN PRISON AND PENAL FARM, Sablayan, Occidental Mindoro**

4 units X-ray Baggage Machine;	1 set Fingerprint kit;
4 units Metal Detector;	8 units Stretcher;
20 units Long firearms;	1 unit Ambulance;
1 unit Drone;	4 units Vehicles;
16 pieces Search lights;	1 units Fire Truck;
4 units Audio Signal;	2 units Tractor;
130 Handcuff;	4 sets Band;
1 unit Bullet Reloading Machine;	Hospital Equipment and Laboratory;
4 sets Riot Shields with Helmet;	1 unit Harvester;
6 pieces Teargas;	1 unit Planter;
6 pieces Teargas Mask;	Internet Connection;
12 units Signal Jammer;	4 units Laptop and printer;
Repair of CCTV Camera;	1 unit DLSR Camera;
2 K9 dog;	16 sets Steel Cabinet;

**5. IWAHIG PRISON AND PENAL FARM, Puerto Princesa City, Palawan**

2 units Patrol Car/Vehicle;	3 units Harvester;
2 units Prison Van;	5 units Thresher;
2 units Prison Ambulance;	3 units Planter;
2 units Fire Truck;	3 unit Truck Low Drop-side;
40 units Long Firearms (M4);	1 unit X-ray Machine;
24 units 12 Gauge Shotgun;	2 units Auto Clave;
5000 rds 9mm ammunitions;	4 Sets Dental Chair;
3000 rds 12 Gauge ammunitions;	2 units Sterilizing Machine;
5000 rds 5.56 ammunitions;	3 units Fridge for Medicine with thermostat;
2 units Baggage Scanner Machine;	15 sets Computer;
27 units CCTV Camera;	15 units printer;
2 units 2 way Base Radio Transceiver;	4 unit Internet Connection;
25 units 2 way Portable Radio Transceiver with Battery pack;	4 units Xerox/Copier Machine;
3 units Farm Tractor with Accessories;	

**6. DAVAO PRISON AND PENAL FARM, Dapecol, B.E. Dujali, Davao del Norte**

1 unit X-ray Scanner Machine (Baggage);	1 unit Medical Operating Table;
20 units CCTV Camera;	1 unit Autoclave Machine;
50 units Long Firearms;	4 sets Sound System;
50 units Short Firearms;	1 Guitar sets (Electric, Acoustic, Base);
2 units Patrol Cars;	1 unit Keyboard Organ;
6 units Patrol Motorcycles;	2 units Photocopy Machine;
30 units Radio Transceiver (Handheld);	4 units LCD Project;
1 unit Radio Transceiver (Base);	10 Air conditioning Unit;
1 unit Automated Control Gate;	2 units Generator;
1 unit DSLR Camera;	2 units Electric Transformers;
2 units Siren;	20 units Computer Units;
3 units Prison Van;	50 units Fire Extinguishers;
1 unit Body Scanner;	1 units Documents Reader;
1 unit Ambulance;	1 unit Water purifying Machine;
1 unit Medical X-ray Machine;	1 unit Coaster vehicle.
1 unit Dental Chair;	

**7. LEYTE REGIONAL PRISON, Abuyog, Leyte**

2 units Submersible Pump;	5 units Wheel Barrow;
4 units AVR;	2 units Push Cart;
4 units Air Conditioning;	1 unit Plotter
1 unit Pressure Washer;	2 sets Safety Belt;
2 units Pressure Pump with Tank;	1 set Generator;
1 unit Mini Dump Truck;	1 unit Internet Disk;
1 unit tire Changer Air Type Motor;	20 units Handheld Radio;
1 unit Water Tanker Truck;	1 unit Office Table;
1 unit Mini Back Hoe;	1 unit Cellular phone;
2 units Electric Cut Off Machine;	1 unit Photocopy Machine;
1 unit A-3 Printer;	1 unit Digital Camera;
2 units Distance Counting Machine	1 set Projector;
2 units Laser Leveling Machine Rotary with Tri- pad Alloy;	1 unit Type Writer;
2 units Portable Grinder;	2 sets computer;
2 units Portable Hand Drill;	1 unit DSLR Camera;
2 units Portable Welding Machine;	1 set sound system;
2 sets Drill bit;	2 units Steel Cabinets;
2 sets Masonry Drill;	2 units Industrial Fan.

## **WORK ENVIRONMENT & INFRASTRUCTURE REQUIREMENT:**

### **NEW BILIBID PRISON**

1. Radiology Section Renovation;
2. 1-story Building for ALS MinSeCom;
3. 2-story Building for Vocational Training School (MedSeCom);
4. 2-story Building for ALS Secondary (MedSeCom);
5. Repair Building for ALS Basic Literacy Program (MedSeCom);
6. Repair Building for ALS Elementary (MedSeCom);
7. Repair Building for ALS (MaxSeCom);
8. Construction of three story bldg. at minimum (ERS);
9. Construction of perimeter fence for ERS;
10. Construction of Zone A Gate Post;
11. Installation of Perimeter Net in entire MaxSeCom;
12. Repair of Shift Commander Office (MaxSeCom);
13. Renovation of Post Tower (MaxSeCom);
14. Repair of JPV Building (MinSeCom);
15. Expansion of Building 8 (MaxSeCom);
16. Replacement of Rusty Roof with trusses for Building 1, 6, 2, 3 & 9 (MaxSeCom);
17. Construction of Septic Tank of Bldg. 1 to 8 (MaxSeCom);
18. Construction of Detention Cell for Safekeeping of PDL (Escort);
19. CCTV for NBP Reservation;
20. Daily Garbage Collection and Dumping;
21. Renovation of Roofing and Catwalk edges of Building 4 (MedSeCom);
22. Relocation and Construction of Shifting Unit (MedSeCom);
23. Re-routing of water pipe and installation of Fire Hydrant (MedSeCom);
24. Construction of Perimeter Wall (MedSeCom);
25. Replacement of Perimeter Fence (MedSeCom);
26. Construction of Overseer Extension Rooms (MedSeCom);
27. Expansion of Building 8 (MaxSeCom);
28. Replacement of Rusty Roof with trusses for Building 1, 6, 2, 3 & 9 (MaxSeCom);
29. Construction of Septic Tank of Bldg. 1 to 8 (MaxSeCom);
30. Construction of Detention Cell for Safekeeping of PDL (Escort);
31. CCTV for NBP Reservation;
32. Daily Garbage Collection and Dumping;
33. Renovation of Roofing and Catwalk edges of Building 4 (MedSeCom);
34. Relocation and Construction of Shifting Unit (MedSeCom);
35. Re-routing of water pipe and installation of Fire Hydrant (MedSeCom);
36. Construction of Perimeter Wall (MedSeCom);
37. Replacement of Perimeter Fence (MedSeCom);
38. Construction of Overseer Extension Rooms (MedSeCom);
39. Renovation of ARTA Office;

40. Renovation of NBP Hospital.

**CORRECTIONAL INSTITUTION FOR WOMEN**

1. Construction of RDC Building;
2. Renovation of Old Building;
3. Construction of Visiting Hall at Medium Security Camp;
4. Construction of Visiting Hall at Minimum Security Camp;
5. Repair of Old Building MinSeCom;
6. Repair of Industrial Shop;
7. Repair of Administrative Building;
8. Repair of Stage Area;
9. Construction of Covered Multi – purpose Court;
10. Repair of Conference Room;
11. Renovation of Overseer/PAUI Office.

**SABLAYAN PRISON AND PENAL FARM**

1. Construction of RDC Building;
2. 4 units Water System;
3. Renovation of Kitchen of 4 Sub-Prison;
4. Concreting of Perimeter fences;
5. Renovation of Hospital facilities;
6. Construction of Medical Clinic for each Sub-Prison;
7. Construction of Post Tower at least 4 per Sub-Prison;
8. Construction of Overseer, Separation center Office

**IWAHIG PRISON AND PENAL FARM**

1. Construction of 4 Dormitories;
2. Construction of 1 Storage Building;
3. Construction of 1 Quarantine Cell;
4. Construction of 1 Separation Quarter;
5. Construction of 3 Multi-purpose center for Work & Livelihood;
6. Construction of 2 Dryer;
7. Construction of Reformation Office;
8. Repair of Supply/Storage of Central, Iagawan and Montible;
9. Repair of Admin Building at Sta. Lucia and Montible.

**DAVAO PRISON AND PENAL FARM**

1. Construction of 4 School Building;
2. Construction of 2 Separation Center Building;
3. Construction of 2 Dormitory Building;
4. Construction of Administrative Office;
5. Construction of 3 Infirmary;
6. Construction of 2 Reformation Office;

7. Refurbish of Hospital;
8. Refurbish of Chaplaincy;
9. Refurbish of Electrical;
10. Refurbish of Motor pool;
11. Refurbish of Checkpoint;
12. Refurbish of Post Tower;
13. Refurbish of IVSU;
14. Refurbish of Education Office;
15. Refurbish of Records;
16. Refurbish of Overseer;
17. Refurbish of Personnel;
18. Refurbish of Administrative Office.

#### **SAN RAMON PRISON AND PENAL FARM**

1. Separate Maximum Security Compound;
2. Reception and Diagnostic Center Compound;
3. Halfway House for Pre-release PDL;
4. Expansion of Infirmary;
5. Quarantine Cell;
6. Multi-Purpose Hall;
7. Shift Commander Office;
8. Renovation of roofing of Superintendent's Quarter;
9. Renovation of roofing for Assistant Superintendent's Quarter.

#### **QUALITY SYSTEM & OTHER RESOURCES REQUIRMENTS:**

##### **NEW BILIBID PRISON**

- Computerized encoding of dental accomplishment report;
- Computerized enrollment and data system;
- Updated modules and textbooks for Educ.

##### **ASSESSMENT REHABILITATION PROGRAM DEVELOPMENT MONITORING DIVISION**

###### **Testing Materials**

- I.Q. Test;
- Aptitude Test;
- Projective Test;

##### **HUMAN RESOURCES:**

- **Custodial Ranks;**
- **Reformation Ranks**

1 Director General  
 3 – Deputy Director General  
 3 – Corrections Chief Superintendent  
 9 – Corrections Senior Superintendent  
 22 – Corrections Superintendent  
 35 – Corrections Chief Inspector

71 – Corrections Senior Inspector  
92 – Corrections Inspector  
105 – Corrections Senior Officer IV  
116 – Corrections Senior Officer III  
140 – Corrections Senior Officer II  
160 – Corrections Senior Officer I  
247 – Corrections Officer III  
449 – Corrections Officer II  
1140 – Corrections Officer I

3 – Corrections Technical Chief Superintendent  
5 – Corrections Technical Senior Superintendent  
10 – Corrections Technical Superintendent  
13 – Corrections Technical Chief Inspector  
14 – Corrections Technical Senior Inspector  
19 – Corrections Technical Inspector  
21 – Corrections Technical Senior Officer IV  
24 – Corrections Technical Senior Officer III  
29 – Corrections Technical Senior Officer II  
33 – Corrections Technical Senior Officer I  
50 – Corrections Technical Officer III  
91 – Corrections Technical Officer II  
232 – Corrections Technical Officer I

**MANDATORY & SPECIALIZED TRAINING:**

- Corrections Officer Custodial Basic Course;
- Corrections Officer Reformation Basic Course;
- Corrections Officer Junior Custodial Supervisory Course;
- Corrections Officer Junior Reformation Supervisory Course;
- Corrections Officer Senior Custodial Supervisory Course;
- Corrections Officer Senior Reformation Supervisory Course;
- Corrections Commissioned Officer's Candidate for Custodial;
- Corrections Commissioned Officer's Candidate for Reformation;
  
- Corrections Commissioned Officer's Basic Course for Custodial;
- Corrections Commissioned Officer's Basic Course for Reformation;
- Corrections Commissioned Officer's Advance Course for Custodial;
- Corrections Commissioned Officer's Advance Course for Reformation;
- Corrections Commissioned Officer's Senior Executive Course for Custodial;
- Corrections Commissioned Officer's Senior Executive Course for Reformation;
- Custodial Specialized Training Course;
- Reformation Specialized Training Course;
- Basic Report Writing/ Technical Report Writing;
  
- Moral Recovery Program/ Moral and Spiritual Enhancement Program;
- Self Defense and Tactics Course; Telephone Etiquette;

- Work Attitude;
  - Guidance & Counselling;
  - Computer Literacy;
  - Electronic Records Management;
  - Frontline Services Training.
  - Escort/Transport & Search/Recovery Training;
  - Frisking/Inspection & Investigation/Case filing Training;
  - Special Weapon & Tactics Training;
  - Bomb Identification;
  - Drug Detection and Investigation;
  - Basic Investigation Course;
  - Basic Intelligence Course;
  - Basic Disaster & Emergency Response Training;
  - Firearms Proficiency Course;
  - Advance Investigation Training;
  - Advance Intelligence Training;
  - VIP Security;
  - K9 Proper Handling;
  - Hostage Taking Negotiation;
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- Crisis Management & Intervention;
  - Urban Sniping Course;
  - Close Quarter Battle;
  - High Risk Stop Procedure;
  - Tactical Explosives Entry;
  - Tactical Motorcycle Course;
  - Rope Courses (rappel);
  - Basic Counter Terrorism Course;
  - Advance Counter Terrorism;
  - Security Survey and Inspection Training;
  - Camp Defense Plan Training;
  - Background Check and Financial Investigation Seminar;
  - PDL HIV/AIDS proper handling;
  - Alternative Learning system Training;
  - Tech-Voc Instructor Skills Advancement;
  - Counselling and Pastoral Care;
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- Conflict Management;
  - Test Administration, Assessment, Evaluation & Scoring of Psychological Test;
  - Sociology Training;
  - Specialization Training for Medical Doctors;
  - TechVoc Instructor Skills Training;
  - Teaching Methodologist & techniques;
  - Alternative Dispute Resolution Seminar Workshop;
  - Operating Room Training;
  - Emergency Room Training;
  - Psychiatry Training;
  - Intensive Care/Critical Care Nursing;

- Hospice Care Training;
- Geriatric Training;
- Cardiovascular Training;
- Renal;
  
- Basic Life Support;
- Advance Cardiac Life Support;
- Radiology Training;
- Quarterly Seminar for updates and Additional knowledge for skills enhancement;
- Specialty Training on Nursing Administration and Management;
- Dental Association Convention;
- Seminar Requirement for Continuing Dental Education;
- Medical Doctor Training for Specialization

## ANNEX "B"

### LIST OF SUPPLIERS

#### BuCor Central Office, NBP & CIW

<p>2H2L Construction                  Aqua Pump Industrial Corp.                  Aurora F. Sumulong Eatery                  Carachem Pharma Inc.                  EDCT Food Services                  Justright Pharmaceuticals                  Mang Kiko Catering Services Inc.                  Manila Electric Company                  Manila Water                  Maynilad Water Services, Inc.                  Medical Center Trading Corp.                  Metro Drug Inc.                  Micel Corp.</p>	<p>New AMG General Merchandise                  Onicare Pharma Trading &amp; Gen. Mdse                  On-line Clothing Enterprises                  Peak Sun Enterprises                  Pernito-Fremaavel Trading Corp.                  Philippine Long Distance Telephone Co.                  Procurement Service - DBM                  Progressive Medical Corp.                  RBC-MDC Corp.                  SEL-J Pharma                  Ultramed Pharma, Inc.                  Zuellig Pharma Corp.</p>
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#### Davao Prison & Penal Farm

<p>AVECOM General Merchandise                  Chem Vest Commercial Trading                  Crisostomo General Merchandise                  Davao Electrical Sales                  Davao General Hardware Company                  Davao Photo Digi, Corporation                  Daylight Enterprise</p>	<p>DM Intong Construction Supply                  Electrotel Incorporated                  EMCOR                  GH Office Depot                  Homeland Mini Hardware                  Virgie's Meat Shop / Vincent Avanceña                  YOURMED Marketing</p>
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#### Iwahig Prison & Penal Farm

<p>A. ABDURAHMAN FRUIT &amp; VEGETABLE                  STORE                  MAGDALENA M. BUNDAC ENTERPRISES                  MAILEEN MERCHANDISING                  MY CHOICE ENTERPRISES                  NANCY PE TRADING &amp; CONSTRUCTION                  SUPPLY                  NATIONAL FOOD AUTHORITY                  PACIFICA AGRIVET TRADERS, INC.</p>	<p>PALERMO RICEMILL &amp; GRAINS TRADING                  PETAL TRADING &amp; SERVICES                  POMELIO TRADING                  PRINCEMARK DRUGMARK DISTRIBUTOR                  PROCUREMENT SERVICE - DBM                  RITE ONE PHARMA                  THIRTEEN TEN GENERAL MERCHANDISING                  UNICO GENERAL MERCHANDISING</p>
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Sablayan Prison & Penal Farm

<p>Aldrug Distributor                  JAT General Merchandise                  CLMA Pharmaceuticals                  Migueluz Trading                  Maligaya Enterprises and Palay Trading                  Happy Mart</p>	<p>JHB Gen. Merchandise                  Jing Three Food Supply and Catering Services                  Graciano Construction and Builders Supply                  Ma. Venuz Builders Supply                  VPR Trading</p>
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Leyte Regional Prison

<p>CKK FARM                  DOREEN'S AGRIVET &amp; GENERAL                  MERCHANDISE                  DOREEN'S CONSTRUCTION SUPPLY                  DORELCO                  EGC RICEMILL                  ELIZABETH RICE RETAILER                  H PRIME BUILDERS AND CONSTRUCTION                  SUPPLY                  JESHERYLL GEN. MDSE.                  LANOY CONSTRUCTION                  LEYTE LUMBER YARD AND HARDWARE                  LINDE PHILIPPINES (SOUTH) INC.                  MANG KIKO CATERING SERVICES INC.</p>	<p>MANTO STORE                  MIGHTY A's CONSTRUCTION &amp; HARDWARE                  SUPPLY                  NATIONAL FOOD AUTHORITY                  NEW ST JUDE AGRI SUPPLY                  P.I. MEDICAL SUPPLY                  PI MEDICAL SUPPLY                  PRIMA'S HARDWARE                  PROCUREMENT SERVICES                  R. AGULLO CONSTRUCTION AND                  ENTERPRISES                  RE ENTERPRISES                  RMC TRADING                  ZAE HARDWARE</p>
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San Ramon Prison & Penal Farm

<p>AYALA SEA OIL GAS STATION, Z.C.                  AYALA SHELL STATION, Z.C.                  BZ FARM                  CARMARK                  DELOS REYES BLACKSMITH &amp; IRON WORKS                  DENNIS HARDWARE ENTERPRISES, INC                  EVERGREEN ENTERPRISES                  GAB ENTERPRISES                  GOLDEN RIBBONS CATERING                  KDK MEAT HAWS                  KHADEEM CONSTRUCTION</p>	<p>MYLER AGRIBUSINESS INC.                  NATIONAL FOOD AUTHORITY (NFA)                  NEOMED MARKETING                  NLGS GLASS &amp; ALUMINUM                  PHONE PATCH MARKETING                  PRYCE GASES INC.                  RRJ ENTERPRISES                  SPEEDCURE PHARMA                  SWORD AND FLAME TRADING                  VICTORIOUS GENERAL MERCHANDISE &amp;                  SERVICES                  ZAMBOANGA GOODWILL HARDWARE</p>
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# ATTENDANCE SHEET

## BuCor Management Review

Date: December 28, 2017

Total No. of Participants:

Venue:

No	NAME	AM			PM		
		TIME IN	TIME OUT	SIGNATURE	TIME IN	TIME OUT	SIGNATURE
1	PCSUPT. MELVIN RAMON G. BUENAFE (Ret.)	8:00		<i>[Signature]</i>	8:00		<i>[Signature]</i>
2	MR. RALLY P. DISCIPULO						
3	MS. BIENVENIDA F. TUPAS						
4	SUPT I ROBERTO R. RABO						
5	PIS MARITES D. LUCEÑO	8:00			1:00		
6	SUPT II RICHARD W. SCHWARZKOPF, JR.						
7	PIS RUFINO A. MARTIN	8:00			1:00		
8	PIS ARTURO N. SABADISTO	8:00			1:00		
9	SUPT I GERALDO I. ARO	8:00			1:00		
10	PSI DANILO C. DADOR						
11	MR. REY M. RAAGAS						
12	MS. MARY JANE N. JULIO	8:00			1:00		
13	ENGR. CESAR C. SANDOVAL	8:00					
14	MR. WILLIAM M. TERRADO						
15	MS. MARIA CIELO O. MONSALUD						
16	MS. MARITES C. MAGTALAS						
17	MR. EDGARDO D. VIRTUDAZO						
18	MS. NORA CORAZON T. PADIERNOS	8:00			1:00		
19	DR. MA. LOURDES M. RAZON	8:00			1:00		
20	MR. JOSE RAMON C. PADUA						
21	MR. RAMONCITO D. ROQUE						
22	DR. SAMUEL S. PADUA				1:00		
23	DR. RESURECCION S. MORALES	1:00			1:00		
24	MR. GIL C. LLANO	8:00			1:00		
25	SUPT I CELSO S. BRAVO	8:00			1:00		
26	PG3 ABEL DR. CIRUELA	8:00			1:00		
27	PG2 RAYMUND DL. PENEYRA	8:00			1:00		
28	PG1 RONALDO D. PALMIANO	8:00			1:00		
29	PG1 RUDY M. MENDOZA, JR.	8:00			1:00		
30	PG1 CATHERINE D. CAPANANG	8:00			1:00		
31	MS. MA. RAMSTRELLE P. PONCE DE LEON						
32	MS. HASMIN P. SESCOAR	8:00			1:00		
33	DR. NOEL M. MARQUEZ	8:00			1:00		
34	PG1 MARIE SHAYNE B. ALEJOS	8:00			1:00		
35	MS. LEILA T. MERCADO	8:00			1:00		
36	MS. MA. LORINDA L. JOSE	8:00					
37	MS. ELEN JOY S. COMETA	8:00			1:00		
38	ATTY. DAISY S. CASTILLOTE	8:00			1:00		
39	MR. ARJEN C. DELOS SANTOS						
40	MR. MANUEL L. SESCOAR, JR.	8:00					

No	NAME	AM			PM		
		TIME IN	TIME OUT	SIGNATURE	TIME IN	TIME OUT	SIGNATURE
41	MR. ROMEO M. BERNAL, JR.	8:00			1:00		
42	MS. ZENAIDA L. HIERCO	8:00			1:00		
43	MS. LILIBETH L. SACAPAÑO	8-			1		
44	MS. RED APRIL D. LASCO						
45	MR. THEODORE R. PEREZ	8:00					
46	MS. TERESA L. GUEVARRA	8:00			1:00		
47	MR. HENRY M. BAGAOISAN	8:00					
48	PG1 NORMAN T. AGANAD	8:00			1:00		
49	MS. IMELDA REMILITA M. BALITE	8:00			1:00		
50	PG1 GEM THERESA A. BUENAVENTURA	8:00			1:00		

Certified Correct:

**THEODORE R. PEREZ**  
 Chief, Personnel Training School