



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
REGIONAL OFFICE III
Diosdado Macapagal Government Center, Maimpis,
City of San Fernando, Pampanga
Tel No. (045) 455-3901, Email add: bjmpro3@bjmp.gov.ph



ADVISORY TO JO1 APPLICANTS

These information notes aim to provide guidance to the JO1 applicants of Bureau of Jail Management and Penology Region III. Please take note of the following information to secure a worry-free recruitment process.

Register online via:
bit.ly/bjmpro3orms

Once registered, you may directly submit your application folders at BJMP Regional Office – III and undergo Preliminary Assessment of Documents and Initial Medical.

Attire: White Round-Neck Shirt, Maong Pants and Rubber Shoes

I. QUALIFICATIONS FOR APPOINTMENT

- A Citizen of the Republic of the Philippines;
- A Person of good moral character;
- Must have passed the neuro-psychiatric evaluation, medical examination and drug test for the purpose of determining his/her physical and mental health;
- Must possess a baccalaureate degree from a recognized institution of learning;
- Must possess the appropriate civil service eligibility;
- Must not have been dishonorably discharged or dismissed for cause from previous employment;
- Must not have been convicted by final judgement of an offense or crime involving moral turpitude;
- Must not be less than twenty-one (21) nor more than thirty (30) years of age. Provided, that a waiver for age requirement shall be automatically granted to applicants belonging to the cultural communities;
- Must be at least one meter and fifty-seven centimeters (1.57m) in height for male, and one meter and fifty-two centimeters (1.52m) for female: provided that a waiver for height requirement shall be granted to applicants belonging to the cultural communities; and
- Must weigh not more or less than five kilograms (5kgs) from the standard weight corresponding to his/her height, age and sex.

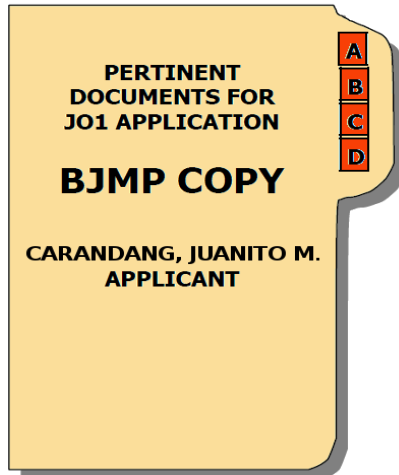
“Changing Lives Building A Safer Nation”

II. **RECRUITMENT PROCESS**

STEP 1: SUBMISSION OF APPLICATION FOLDERS & PRELIMINARY INTERVIEW AND ASSESSMENT

Walk-in applicants shall submit two (2) APPLICATION FOLDERS, composing of the following documents:

Folder 1

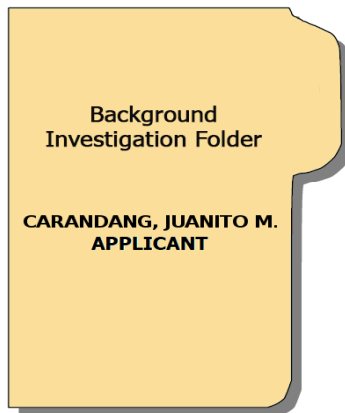


- A. Personal Data Sheet (PDS CSC Revised 2017)
- B. Authenticated Copy of Transcript of Records
- C. Authenticated Copy of Diploma
- D. Authenticated Copy of Certificate of Eligibility/Board Rating and PRC ID
- E. Photocopy of Birth Certificate (PSA)
- F. Photocopy of Marriage Certificate (PSA) if necessary
- G. Clearances (Photocopy)
 - NBI Clearance
 - Police Clearance
 - Barangay Clearance
 - Fiscal/Prosecutor Clearance
 - MTC Clearance
- H. Valid Community Tax Certificate
- I. Sketch Map of Residency and 4R Whole Body Picture in white T-shirt white background
- J. Hepatitis Screening B Result (HBaSG Screening Result)
- K. PAG-IBIG, PHILHEALTH Number and TIN (photocopy)
 - Member Data Record (PHILHEALTH)
 - Member Data Form (PAG-IBIG)
 - TIN ID/BIR Form 1905 (if available)
 - RTC Clearance

Note:

- Bring two (2) pieces 1x1 ID Picture
- Bring Original Documents Upon Evaluation
- Compile in a self-stamped White Long Folder with Tabbing for checklist for JO1 Applicant's Name

Folder 2



- 2 Copies Personal Data Sheet (PDS CSC Revised 2017)
- Transcript of Records
- Diploma
- Certificate of Eligibility/Board Rating and PRC ID
- NBI Clearance
- Police Clearance
- Barangay Clearance
- Fiscal/Prosecutor Clearance
- MTC Clearance
- RTC Clearance
- Valid Community Tax Certificate
- Sketch Map of Residency and 4R Whole Body Picture in white T-shirt white background

Note: Compile in a White Long Folder. All documents are photocopies only except for PDS and sketch map and 4R Pic.

Applicants may send SCANNED COPIES of the requirements via email at riiibjprorecruitment@gmail.com. Upon verification of requirement, the Recruitment Officer will advise the applicant if there are any lacking documents. the applicant shall then comply with the submission of the two (2) APPLICATION FOLDER mentioned above on a scheduled date.

STEP 2. INITIAL MEDICAL EVALUATION

On a scheduled date, applicants shall undergo Initial Medical Evaluation. This shall determine the applicants will proceed the next phase of recruitment process.

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STEP 3: ENTRY LEVEL EXAMINATION

Announcement on the list of qualified applicants, schedule of the examination, and venue will be announced through the BJMP RO – III FB Page and Website.

Registered Criminologist are exempted in taking the Entry Level Examination.

STEP 4: NEURO-PSYCHIATRIC EVALUATION

Announcement on the list of qualified applicants, schedule of the examination and interview, and venue will be announced through the BJMP RO – III FB Page and Website.

STEP 5: BACKGROUND INVESTIGATION

BJMPRO – III shall conduct the background investigation. Only qualified applicants will undergo the next phase of recruitment process.

STEP 6: PANEL INTERVIEW INITIAL DELIBERATION

Announcement on the list of qualified applicants, schedule, and venue/meeting portal will be announced through the BJMP RO – III FB Page and Website.

STEP 7: MEDICAL, DENTAL, PHYSICAL EXAMINATION AND STRENGTH AND AGILITY TEST

Announcement on the list of qualified applicants, schedule, and venue/meeting portal will be announced through the BJMP RO – III FB Page and Website.

Forms to be accomplished are:

- RSP Form Final Medical Examination Form
- RSP Form Dental Record Form
- RSP Form Dental Facial Profile
- RSP Form Dental Endorsement
- RSP Form Strength and Agility Test Form

STEP 8: FINAL DELIBERATION

STEP 9: SUBMISSION OF DOCUMENTS FOR JAIL OFFICER 1

STEP 10: OATH TAKING

Forms can be downloaded at BJMPRO – III FB Page.

III. CONTACT DETAILS

FB Account: <https://www.facebook.com/bjmp.regioniii>

FB Page: <https://www.facebook.com/BJMPROIII>

BJMP Website: <http://www.bjmpr3.com/>

Recruitment Officers: JO1 Rellie F Pineda & JO1 Roliz Mae D Salvador