

APPLICANT'S GUIDE

BJMP RECRUITMENT PROCESS

STEP I

"PRELIMINARY INTERVIEW & ASSESSMENT"

Proceed to the **Directorate for Personnel & Records Management (DPRM)** and submit to the authorized personnel the following documents placed in a folder properly **TABBED** and **LABELLED**:

- A. Duly Accomplished Personal Data Sheet (revised 2005)
- B. Authenticated Copy of Transcript of Records
- C. Authenticated Copy of College Diploma
- D. Photocopy of Birth Certificate issued by NSO
- E. Authenticated Certificate of Eligibility or Board Rating
- F. Photocopies of Valid Clearances (i.e. NBI, Police, Barangay, MTC, RTC, & Prosecutor's Ofc)
- G. Valid Community Tax Certificate
- H. Photocopies of Certificate/s of Previous & Present Employment
- I. Photocopies of Certificate/s of Seminars/Trainings Completed
- J. Marriage Certificate (if married)

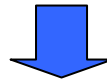
Note: Bring ORIGINAL Documents for proper evaluation.

To facilitate the conduct of evaluation of credentials, submit separately the following:

- ✚ Two (2) Duly accomplished PDS
- ✚ Latest colored 1" x 1" sized picture
- ✚ Photocopy of certificate of eligibility or board rating
- ✚ Home sketch

Evaluation of credentials are conducted every **Monday, Wednesday** and **Friday** from **8:00 AM to 12:00 NN only**.

If found qualified, an applicant shall be scheduled to take the **S.A.T (Strength and Agility Test)**



STEP II

"AGILITY TEST"

Based on schedule provided by the DPRM, report in athletic attire and perform the standards required for each FIVE (5) events indicated below (pursuant to BJMP Memorandum Circular No. 2011-01 dated 14 February 2011)

EXERCISE	MALE	FEMALE
PUSH-UP	35 in 1 min	30 in 1 min
SIT-UP	40 in 1 min	35 in 1 min
PULL-UP	7	1 min 40 secs
100 m SPRINT	18.5 secs	21.5 secs
1 km RUN	4 min 55 secs	5 min 25 secs

The SAT may be repeated provided that **three (3) failures** shall automatically disqualify an applicant during the current recruitment period.



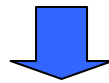
STEP III
"ENTRY-LEVEL EXAMINATION"

The DPRM shall schedule the conduct of examination for all JO1 applicants after the closing date for the submission of applications.

The Entry-Level Examination (EnLEx) shall be composed of the following:

Part I	General Information	20%
Part II	Mathematics	25%
Part III	Basic English and Grammar	25%
Part IV	Reasoning	15%
Part V	Paragraph Writing	15%
Total		100%

Failure to obtain 60% average in the exam automatically disqualifies the applicant during the current recruitment period.

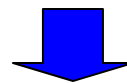


STEP IV
"PANEL INTERVIEW"

Those who passed the preliminary interview & assessment and entry-level examination shall be required to appear before the National Selection & Placement Board (NPSB) for panel interview. The interviewees shall be rated as follows:

Criteria	Percentage
Grooming/General Appearance	15
Manner of Speaking	15
Bearing/Posture/Demeanor	10
Clarity & Coherence in Presenting Ideas	20
Reasoning Ability	20
Critical Thinking/Maturity of Judgment	20
TOTAL	100%

Results shall be immediately announced after the scheduled interview. **Failure to obtain the average of 75% during the panel interview shall disqualify the applicant during the current recruitment period.**



STEP V
"NEURO-PSYCHIATRIC EVALUATION"

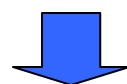
Applicants who pass the Panel Interview will be scheduled for Neuro-Psychiatric Evaluation. On the examination date, bring the following:

- ✚ Latest colored passport size picture
- ✚ Valid identification card
- ✚ Pencil with eraser
- ✚ Black ballpen

Examination results are determined after 1 to 2 weeks and are released by the HSU thru the DPRM. **Applicants who fail may re-take the exam after six (6) months from the time of the last NP exam.**

An applicant who passed the NP exam must report to the HSU on the scheduled date for the conduct of the NP interview.

An applicant who passed both the NP exam and interview shall undergo medical and dental evaluations (HSU).



STEP VI

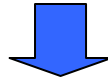
"MEDICAL AND DENTAL EVALUATIONS"

Proceed to **HSU** for the conduct of physical, medical and dental examinations and thereafter secure referrals for the required laboratory tests.

Submit **ORIGINAL** results of laboratory tests to the **HSU**.

An applicant who has health or dental condition that **CANNOT** be corrected or remedied shall be **REMOVED** from the selection process and be informed accordingly.

An applicant who passed the medical and dental evaluations shall be certified fit for training and subsequently be endorsed to DPRM.



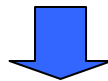
STEP VII

"FINAL DELIBERATION"

The point system for the final order of merit shall be as follows:

Criteria	Raw Score	%	Results (RS x %)
Entry-Level Examination	x	60	x
Panel Interview	x	30	x
Premium Points	-	10	x
Final Average (Sum of the Results)			x

The **NRSB** shall have a **FINAL DELIBERATION** on the list of applicants that will be recommended to the **Chief, BJMP** for appointment as **JO1**.



STEP VIII

"SUBMISSION OF REQUIRED DOCUMENTS"

Submit **THREE (3)** folders properly **TABBED** and **LABELED** containing the following:

Copy for BJMP:

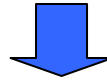
- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Certificate of Eligibility or Board Rating
- E. Original Copy of Birth Certificate issued by NSO
- F. Original Clearances (NBI, Police, Brgy. MTC, RTC, & Prosecutor's Ofc)
- G. Medical Certificate issued by HSU
- H. Photocopy of Laboratory Results submitted to HSU
- I. Duly Accomplished Statement of Assets and Liabilities and Net Worth (3 copies)
- J. Marriage Certificate (if married)

Copy for the Civil Service Commission (CSC):

- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Certificate of Eligibility or Board Rating
- E. Photocopy of Birth Certificate issued by NSO
- F. Photocopy of Clearances (NBI, Police, Brgy. MTC, RTC, & Prosecutor's Ofc)
- G. Medical Certificate issued by HSU
- H. Photocopy of Laboratory Results submitted to HSU
- I. Marriage Certificate (if married)

Copy for the Jail National Training Institute (JNTI):

- A. Personal Data Sheet
- B. Transcript of Records
- C. College Diploma
- D. Certificate of Eligibility or Board Rating
- E. Photocopy of Birth Certificate issued by NSO
- F. Photocopy of Clearances (NBI, Police, Brgy. MTC, RTC, & Prosecutor's Ofc)
- G. Medical Certificate issued by HSU
- H. Photocopy of Laboratory Results submitted to HSU
- I. Marriage Certificate (if married)



STEP IX

"OATH TAKING"

Sign the **Certificate of Undertaking**, which signifies your concurrence to accept any designation that will be given to you as a Jail Officer 1 in the BJMP regardless of your educational background and region of origin.

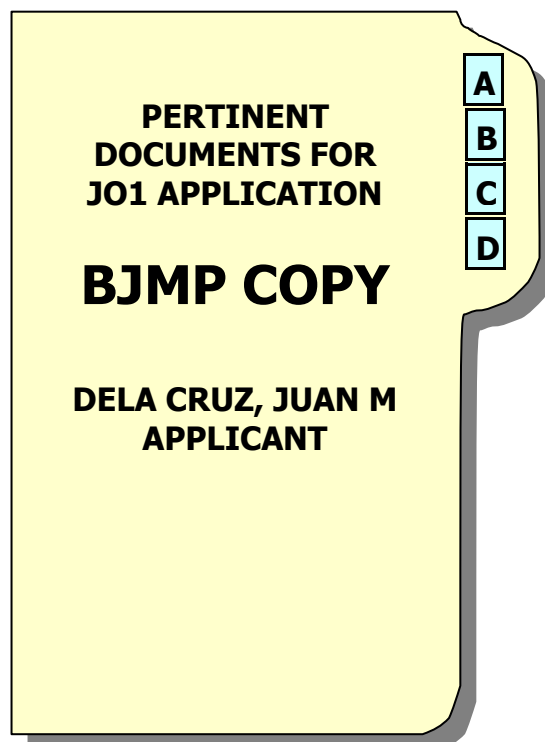
Report at the DPRM in **blue maong pants, white round neck shirt, black garrison belt with silver buckle, white pair of shoes and socks with proper haircut.**

Bring two (2) **documentary stamps** and valid Community Tax **Certificate** for the Oath of Office form

Oath-taking ceremony shall proceed upon the approval and availability of the Appointing Authority.

- END -

Sample Folder:



REMINDERS:

1. Always secure a Visitor's ID Pass at the BJMP OGS Area before you transact any business at the NHQ.
2. Always observe courtesy especially in following up the status of your application.
3. Always report on time.
4. Transact your business with authorized DPRM personnel only. NO FEES shall be charged during your application except for personal expenses during laboratory exams or dental interventions done in private institutions.
5. Report to the Director, DPRM any comments or suggestions to further improve the system.
6. If there is any individual or personnel of the Bureau who extort money in exchange for a favorable action on one's application, proceed to the Directorate for Intelligence and Investigation (3rd Floor, BJMP-NHQ) or to the Office of the Chief, BJMP for commensurate action.