



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY  
FINANCE SERVICE UNIT**  
144 Juco Building, Mindanao Avenue, Project 8, Quezon City  
Telephone Number: (+632) 927-6383 loc 116



**MEMORANDUM**

**FOR : ALL REGIONAL DIRECTORS; THE DIRECTOR, JNTI;  
DIRECTORS OF DIRECTORATES AND  
CHIEF OF OFFICES-NHQ**

**SUBJECT : POLICY ON THE PROTECTION OF PERSONNEL'S  
INCOME BY INCREASING THE MONTHLY NET TAKE  
HOME PAY TO FIVE THOUSAND PESOS  
(P5, 000.00)**

**DATE : May 24, 2010**

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1 Attached is a copy of **SOP NO. FS2010-01**, a policy on the protection of personnel's income by gradually increasing the mandatory monthly net take home pay from Three Thousand Pesos (P3,000,00) to Five Thousand Pesos (P5,000.00) within the next two years.

2 For information and dissemination.

**BY AUTHORITY OF THE CHIEF, BJMP:**

**RUEL SILVA RIVERA**  
Jail Senior Superintendent, DSC  
Chief, Finance Service

*RS*  
05/24/10



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**MAY 05, 2010**

**STANDARD OPERATING PROCEDURE**  
**NO. FS2010-01**

**POLICY ON THE PROTECTION OF PERSONNEL'S INCOME BY INCREASING THE MONTHLY NET TAKE HOME PAY TO FIVE THOUSAND PESOS (P5, 000.00)**

**I. RATIONALE**

Since its inception, the Jail bureau has been relentless in crafting measures and pursuing valuable agenda for the promotion of the general welfare of its personnel as mandated by law.

In 2005, the President, Her Excellency Gloria Macapagal-Arroyo signed Executive Order No. 462 mandating all government agencies to adopt measures and safety nets to protect the income of government employees in order to strengthen their commitment to public service and improve their work efficiency and effectiveness. This administrative issuance mandated the adoption of the following measures:

- a. Adopt a poverty threshold as limitation for purposes of deduction from salaries of government employees for payment of loans amortization and service fees for private association and lender;
- b. Eradicate systems and procedures that lead to negative bureaucratic behavior, such as debt culture;
- c. Promote employees' welfare; and
- d. Provide motivation to official and employees to observe public service ethical standards.

The National Statistical Coordination Board pegged the poverty threshold; the minimum amount of income a family must earn to provide for the basic needs of the family and achieve an acceptable standard of living, to Php 5,454, in 2004, Php 7, 859 in 2005 and Php 8,061 in 2007. Last year the figure rose to more than Php 10,000.00.

In line with the aforesaid facts and the commitment of the organization to protect and promote the welfare of its employees, there is a pressing need to increase the mandatory monthly net take home pay of all personnel.

**II. PURPOSE AND SCOPE/VISION**

This policy prescribes the guidelines in increasing the amount of the mandatory monthly net take home pay of all BJMP personnel to ensure that they are living in accordance to the prevailing social economic standards. Further, such measure intends to forestall any personnel in becoming vulnerable to temptation of corruption or prone to unlawful means of earning.

**III. GUIDELINES**

1. In three year period (2010-2012), the monthly mandatory net take home pay of all BJMP employees shall be increased as follows;

<b>FISCAL YEAR</b>	<b>MANDATORY NET TAKE HOME PAY</b>
JULY 2010	PHP 4,000.00
JULY 2011	PHP 4,500.00
JULY 2012	PHP 5,000.00

2. All personnel whose NTHP is below the required amount as stipulated above shall not be authorized to contract any loans or enter into any financial transaction that would affect their mandatory net take home pay.

**IV. MONITORING**

The Finance Service, BJMP-NHQ shall update the list of all personnel whose NTHP is below the required amount and shall furnish authorities concerned on a monthly basis.

**V. SEPARABILITY CLAUSE**


In the event that any provision or part of the policy be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

**VI. REPEALING CLAUSE**

All other existing issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

**VII. EFFECTIVITY**

This policy shall take effect immediately.

  
**ROSENDO M DIAL, CESO III**  
Jail Director, DSC  
Chief, BJMP