

# APPLICANT'S GUIDE

## BJMP RECRUITMENT PROCESS

### STEP I

#### "PRELIMINARY INTERVIEW & ASSESSMENT"

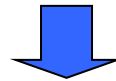
Proceed to the **Directorate for Personnel & Records Management (DPRM)/Personnel & Records Management Division (PRMD)** and submit to the authorized personnel the following documents placed in a folder properly **TABBED** and **LABELLED**:

- A. Duly Accomplished Personal Data Sheet (revised 2005)
- B. Photocopy of Birth Certificate issued by NSO
- C. Authenticated Copy of College Diploma
- D. Authenticated Copy of Transcript of Records
- E. Authenticated Certificate of Eligibility or Board Rating (w/ PRC ID)
- F. Photocopy of Marriage Certificate (if married) - NSO
- G. Photocopy of NBI clearance
- H. Photocopy of Police clearance
- I. Photocopy of Barangay clearance
- J. Photocopies of Court clearances
  - Fiscal Clearance
  - MTC
  - RTC
- K. Photocopy of NCIP/NCMF Certificate (if necessary)  
*(NCMF should be issued by the Bureau of External Relations)*
- L. Photocopies of Certificate/s of Previous & Present Employment
- M. Photocopies of Certificate/s of Seminars/Trainings Completed
- N. Valid Community Tax Certificate

Note: Bring ORIGINAL Documents for proper evaluation.

Bring 1 pc 1x1 and passport size picture with name tag

Submission and Initial Evaluation of applicants are conducted every **Monday, Wednesday and Friday from 8:00 AM to 3:00PM only.**



### STEP II

#### "INITIAL MEDICAL EVALUATION"

Once an applicant passes "STEP 1", he/she shall be indorsed to the Regional/National Health Service Unit for Initial Medical Evaluation which includes the following:

- A. Hepatitis B Screening
- B. Initial Physical Examination:
  - No gross/major visual defect
  - No hearing loss or impairment
  - No gross deformities of nasal and oropharyngeal cavities
  - No other deformities that may affect speech, mastication and deglutition
  - No gross skeletal deformity that will limit joint movements
  - No dermatological diseases that are communicable
  - No skin tattoo/s, and soft tissue and glandular masses
  - No unusual body piercing/s

An applicant who will be tested positive or reactive to HBsAg & who did not pass the initial physical examination shall not be allowed to proceed to the next phase of the recruitment process.



## STEP III

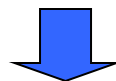
### "ENTRY-LEVEL EXAMINATION"

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	20%
Part III	Basic English and Grammar	30%
Part IV	Sentence arrangement and Paragraph completion	20%
Part V	Essay	10%
Total		100%

The passing rate shall be determined by the NPSPB based on the total number of applicants who took the EnLEx vis-à-vis the number of vacant slots. Failure to obtain the passing rate in the exam shall automatically disqualifies the applicant during the current recruitment period.



## STEP IV

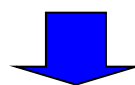
### "NEURO-PSYCHIATRIC EVALUATION"

Applicants who pass the Entry-Level Examination 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 will be 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.



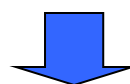
## STEP V

### "PANEL INTERVIEW"

Those who passed the EnLEx and the Neuro-Psychiatric evaluation 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/Bearing	20
Manner of Speaking/ Clarity & Coherence in Presenting Ideas	20
Reasoning Ability	20
Critical Thinking/Maturity of Judgment	20
Leadership potential	20
TOTAL	100%

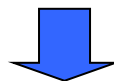
Results shall be immediately announced after the scheduled interview. **Failure to obtain the average of 70% during the panel interview shall disqualify the applicant during the current recruitment period.**



## STEP VI

### "INITIAL DELIBERATION"

The initial deliberation shall be undertaken by the NPSPB/RPSPB to determine the sufficient number of applicants recommended to proceed to the next step depending on the quota available. The qualified applicants, including those granted automatic waivers, shall be ranked based on the results of the EnLEx, Panel Interview and premium points given.



## STEP VII

### "MEDICAL AND DENTAL EVALUATIONS"

- Applicants who shall be indorsed for medical/dental examinations are based from the Initial deliberation.
- 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 physically fit for training and subsequently be endorsed to DPRM/PRMD



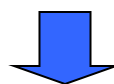
## STEP VIII

### "STRENGTH & AGILITY TEST (S.A.T.)"

- Applicants who passed the Medical & Dental Examination shall be required to undergo the Strength and Agility Test (S.A.T)
- Based on the schedule provided by the DPRM/PRMD, report in athletic attire and perform the following five (5) events indicated below

EXERCISE	MALE	FEMALE	TIME FRAME
PUSH UP	25	15	1 min
JUMPING JACK	100	70	2 mins
PULL UPS	3	-	-
FULL ARMS HANGING	-	30 secs	-
100m SPRINT	15 secs	18 secs	-
1 km RUN	5 mins	6 mins	-

- An applicant who failed to meet the standard in two (2) of the five (5) events shall be disqualified to proceed to the next phase of the screening process. However, he/she is given a chance to repeat the failed events in another scheduled date



## STEP IX

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



## STEP X

### "SUBMISSION OF REQUIRED DOCUMENTS"

**FOR APPLICANTS WHO WILL BE APPOINTED FOR JAIL OFFICER 1 (NHQ)**  
Submit **THREE (3)** folders properly **TABBED** and **LABELED** containing the following:

**Copy for BJMP:**

- A. Personal Data Sheet
- B. Authenticated Transcript of Records
- C. Authenticated College Diploma
- D. Authenticated 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. Original Marriage Certificate issued by NSO (if married)
- K. Original Certificate of Confirmation from the NCIP or NCMF (if necessary)

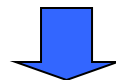
**Copy for the Civil Service Commission (CSC):**

- A. Personal Data Sheet (2 sets)
- B. Authenticated Certificate of Eligibility or Board Rating with receipt
- C. Photocopy of Certificate of Confirmation from the NCIP or NCMF (if necessary)

**Copy for the Jail National Training Institute (JNTI):**

- A. Personal Data Sheet
- B. Photocopy of Transcript of Records
- C. Photocopy of College Diploma
- D. Photocopy of 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. Photocopy of Marriage Certificate issued by NSO (if married)
- J. Photocopy of Certificate of Confirmation from the NCIP or NCMF (if necessary)

**NOTE: ADDITIONAL DOCUMENTS MAY BE REQUIRED BY REGIONAL OFFICES IF NECESSARY**



## STEP XI

### "OATH TAKING"

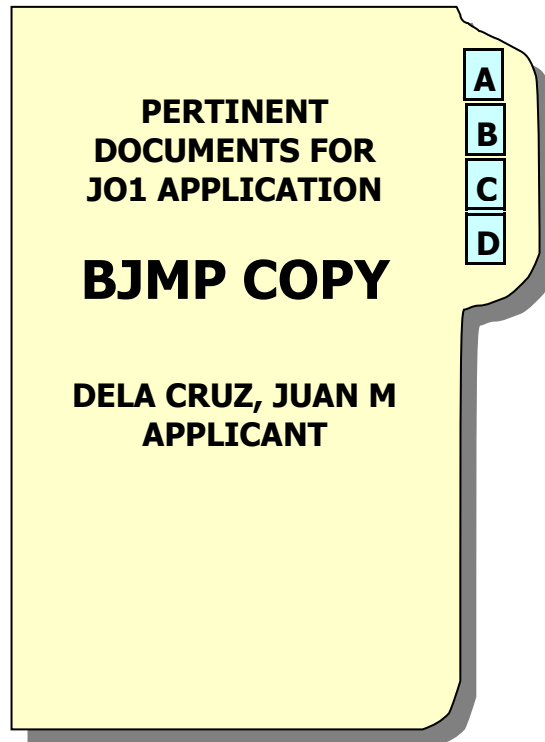
Sign the **Certificate of Undertaking**, which signifies your concurrence to accept any designation that will be given to you as a Jail Officer 1 in the BJMP regardless of your educational background and region of origin.

Report at the DPRM/PRMD 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.

## Sample Folder:



### REMINDERS:

1. Always secure a Visitor's ID Pass at the BJMP Headquarters Support Service Unit (HSSU) 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/PRMD 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/C,PRMD 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 (3<sup>rd</sup> Floor, BJMP-NHQ) or to the Office of the Chief, BJMP for commensurate action.