

HOW TO APPLY in the BJMP

"A 11-Steps Guide in the Processing of
Application for **Jail Officer I Position**".

STEP 1

Visit our **official Facebook Page, BJMP Region 8 website, CSC Website, and any job-search engine related websites and forums for the publication of vacancies in the BJMP.**

IMPORTANT REQUIREMENTS

For the position of Jail Officer I must meet the following minimum qualifications:

- A citizen of the republic of the Philippines.
- A person of good moral character.
- Must have passed the neuro-psychiatric evaluation, medical examination & 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 not have been convicted by final judgement or offense or crime involving moral turpitude.
- Must possess an appropriate civil service eligibility such as R.A. 1080 (board/bar eligibility), CSP Penology Officer Examination & MARINA.
- Must not be less than twenty-one (21) years of age nor more than thirty (30) years of age upon date of appointment. Provided that a waiver for age requirement shall be automatically granted to applicants belonging to the cultural communities.
- Must be at least 1.57 meters in height for male and 1.52 meters for female, per Republic Act 11549 of PNP, BFP, BJMP and BuCor Height Equality ACT)

- Must have a Body Mass Index (BMI) corresponding to his/her height, age, sex.

STEP 2

REGISTRATION THRU RECRUITMENT ONLINE APPLICATION

- An applicant who desires to apply in the BJMP for the position of Jail Officer I, can register online thru the BJMP Region VIII Recruitment Online Application (ROA).

STEP 3

PRELIMINARY ASSESSMENT and INTERVIEW

- After successfully registering in the Recruitment Online Application (ROA), the applicant will be directed to report at the BJMP Regional Office VIII located at Brgy. Guindapunan, Palo, Leyte in a scheduled basis for the conduct of PRELIMINARY ASSESSMENT of documents and initial interview.

- Upon their reporting, the applicant must present the REGISTRATION Details with QR Code together with the following documents to wit:

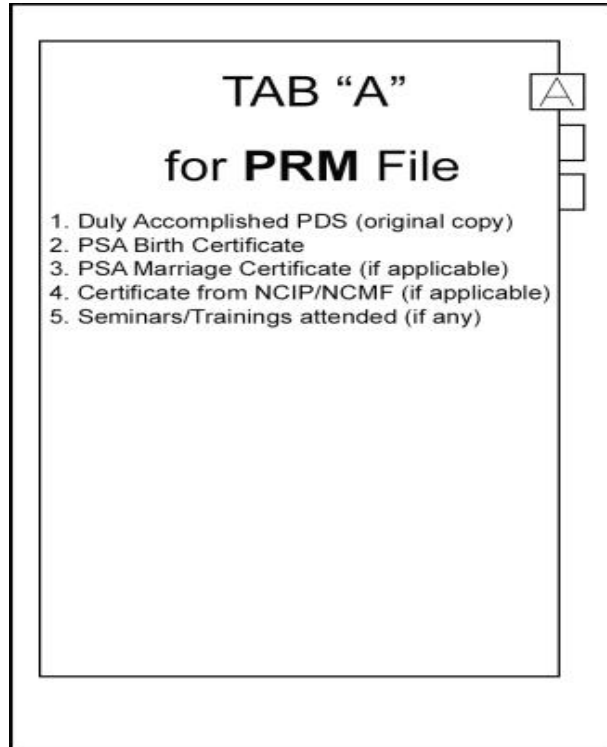
One (1) folder containing the following photocopied documents properly tabbed:

PERTINENT DOCUMENTS FOR JOI APPLICATION	A B C
JUAN DELA C. DELA CRUZ APPLICANT	

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Documents inside TAB-"A" arranged properly



The diagram shows a rectangular frame representing a tab. Inside the frame, the text reads "TAB 'A'" and "for PRM File". Below this, a list of five items is provided: 1. Duly Accomplished PDS (original copy), 2. PSA Birth Certificate, 3. PSA Marriage Certificate (if applicable), 4. Certificate from NCIP/NCMF (if applicable), and 5. Seminars/Trainings attended (if any). On the right side of the frame, there is a vertical stack of three rectangular tabs. The top tab is labeled with the letter 'A' inside a square.

Documents inside TAB-"B" arranged properly

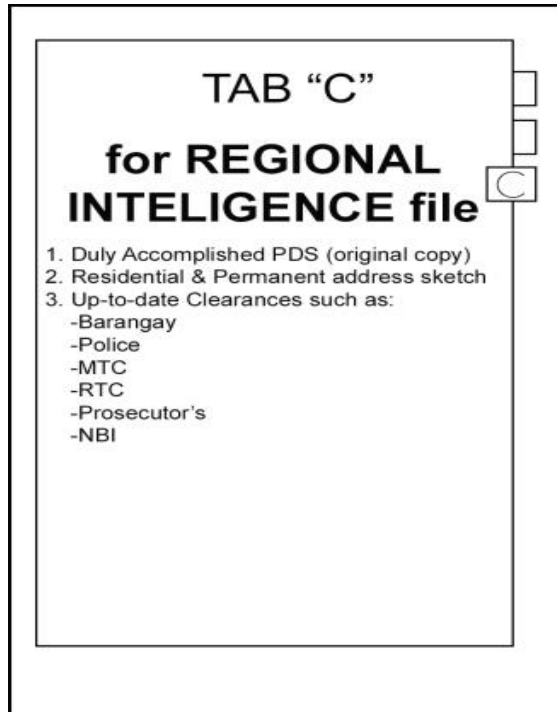


The diagram shows a rectangular frame representing a tab. Inside the frame, the text reads "TAB 'B'" and "QUALIFICATION REQUIREMENTS". Below this, a list of six items is provided: 1. Duly Accomplished PDS (original copy), 2. College Diploma (photocopy), 3. College TOR (photocopy), 4. Certificate of Eligibility (CSC / Penology Exam), 5. Board Rating with updated PRC License (authenticated by PRC), and 6. MARINA Board Rating & updated ID (MARINA eligible). On the right side of the frame, there is a vertical stack of three rectangular tabs. The middle tab is labeled with the letter 'B' inside a square.

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Documents inside TAB-"C" arranged properly



STEP 4

INITIAL MEDICAL EVALUATION

- An applicant who passed in the PRELIMINARY ASSESSMENT & INTERVIEW shall be endorsed to the Regional Health Service Division for the INITIAL EVALUATION.

This process includes the following:

A. Height / Weight / BMI Taking.

B. Hepa B screening.

C. Initial Physical Examination.

- No gross/major visual defect.

- No Hearing Loss or Impairment.

- No gross deformities of nasal & oropharyngeal cavities.

- No gross skeletal deformity that will limit joint movements.

- No dermatological diseases that are communicable.

- No skin tattoo/s , soft tissues and glandular masses

- No unusual body piercings.

NOTE: *An applicant who will fail the initial medical evaluation shall NOT BE ALLOWED to proceed to the next phase of the recruitment process.*

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STEP 5

ENTRY-LEVEL EXAMINATION

The DPRM shall schedule the conduct of SIMULTANEOUS Examination for all JO1 Applicants.

The Entry-level Examination scores will be used for Ranking purpose only.

All Registered Criminologist shall be exempted in taking the Entry-level Examination (pursuant to R.A. 11131).

STEP 6

NEURO-PSYCHIATRIC EVALUATION

The Neuro-psychiatric evaluation is composed of the Battery Test and Neuro-Psychiatric Interview.

The applicant to be able to proceed with the next phase of Recruitment process, he/she must pass in the Neuro-psychiatric Battery Examination and Neuro-psychiatric Interview.

All Registered Criminologist shall be exempted in taking the Entry-level Examination (pursuant to R.A. 11131).

STEP 7

PANEL INTERVIEW

Applicants whose Neuro-psychiatric Evaluation were GRANTED, shall be required to appear before the RHRMPSB for the Panel Interview.

The applicant to be able to proceed with the next phase of Recruitment process, he/she must pass in the Neuro-psychiatric Battery Examination and Neuro-psychiatric Interview.

Recruits 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 process.

STEP 8

INITIAL DELIBERATION

The initial deliberation shall be undertaken by the RHRMPSB 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 with automatic waivers, shall be ranked based on the results of the Enlex, Panel Interview, and premium points given.

STEP 9

MEDICAL & DENTAL EVALUATIONS

Applicants who shall be endorsed for Medical-Dental Examinations are based from the initial deliberation.

They shall proceed to the Regional Health Service Division for the conduct of physical, medical and dental examinations and thereafter secure referrals for the required laboratory tests.

An applicant who has health or dental condition that cannot be corrected or remedied shall be REMOVED from the selection process.

STEP 10

STRENGTH & AGILITY TEST

Applicants who passed the Medical-Dental Examination shall be required to undergo the Strength & Agility Test (SAT).

An applicant who failed to meet the standards in two (2) of the five (5) events in the exercise 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 11

FINAL DELIBERATION & OATH TAKING

The RHRMPSB shall have a final deliberation on the list of applicants that will be recommended to the Regional Director of the Jail Bureau for appointment.

Oathtaking ceremony shall proceed upon the selection of the appointing authority and approval thereof.

WARNING:

***NO FEES** shall be charged during your application EXCEPT for personal expenses incurred during laboratory examinations or dental interventions which is done in private institutions.*

Report at our BJMP HOTLINE 0927-937-7622 any fixers, BJMP Personnel, or Personalities soliciting money, gifts, gratuity or anything of monetary value in exchange of employment with our agency.