



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL HEADQUARTERS**

144 Mindanao Avenue, Project 8, Quezon City  
Email Address: chiefbjmp@bjmp.gov.ph Website: www.bjmp.gov.ph  
Trunklines: (+632) 927-6383; 927-5505



## MEMORANDUM

TO : Regional Directors of the Jail Bureau

ATTN : Regional COVID-19 Task Forces

SUBJECT : **BJMP COVID-19 ADVISORY #27A : PASSES AND LEAVE OF WARDENS DURING THE PANDEMIC**

DATE : NOV 18 2020

---

### 1. References:

- a. Memorandum from JSSUPT MA ANNIE ESPINOSA, Director for Operations, re: Granting of Seven-Day Off of Wardens with Five-Day Application of Force Leave;
- b. Supplemental Guideline to BJMP COVID-19 Advisory #27 dated May 21, 2020; and
- c. BJMP COVID-19 Advisory #27 dated May 18, 2020.

2. The role of Jail Wardens in the effective implementation of protocols and guidelines is key to the prevention and mitigation of the spread of COVID-19 in jails. However, there is a need to give them time to rest to promote their mental and physical health to sustain their efficiency in jail administration.

3. The seven-day off for Wardens is allowed based on the supplemental guideline provided in BJMP COVID-19 Advisory #27 subject to the following requirements:

- a) Coordinate the schedule for day off and seek recommendation from the Regional COVID-19 Task Force for approval of the Regional Director;
- b) Strictly observe COVID-19 safety protocols and advisories on quarantine;
- c) Strictly comply with the medical clearances and requirements (issued by Regional Medical Team and assisted by the Jail Nurses) upon exit and entry to jail facilities prior to assumption of duty;
- d) Coordinate in advance with the local health unit for RT-PCR test appointment;
- e) Regional Director shall issue a letter order designating the Assistant Warden as Officer-in-Charge of the jail;
- f) Undergo RT-PCR testing three (3) days before assumption of post with negative result; and
- g) Wardens shall strictly observe fourteen (14)-day quarantine inside his/her office upon assumption of post.

4. The seven-day off or passes of Jail Wardens may be availed of not more than once every two (2) months.

5. Moreover, pursuant to the five-day force leave under Rule XVI Section 25 of the Omnibus Rules on Leave, the approval of which lies upon the discretion of the head of agency.

6. Thus, Regional Directors have the discretion whether to approve or disapprove the leave application or availment of seven-day off of Wardens to include its frequency to be exercised with caution to ascertain effective management of jails due to the absence of the Warden.

7. For guidance and strict compliance.

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



**MA ANNIE A ESPINOSA**  
Jail Senior Superintendent  
Director for Operations  
Co-Chairperson, BJMP National  
COVID-19 Task Force