

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

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



## MEMORANDUM

TO : BJMP National Headquarters  
Directors of Directorates  
Chief of Offices, BJMP-NHQ  
Regional Directors of the Jail Bureau  
Provincial Jail Administrators  
Wardens

ATTN : BJMPRO and Jail COVID-19 Task Forces

SUBJECT : **BJMP COVID-19 ADVISORY #49: GUIDELINES FOR PREGNANT, POSTPARTUM, AND NURSING PERSONNEL DURING THE PANDEMIC**

DATE : 05 NOV 2020

---

### 1. References:

- a. Republic Act 9710 or the "Magna Carta of Women";
- b. Republic Act 11210 or the "105 Expanded Maternity Leave Law";
- c. CSC Memorandum Circular No. 10-2020 dated May 7, 2020;
- d. BJMP COVID-19 Advisory #4: Personnel Advised for Voluntary "Home Quarantine"; and
- e. BJMP COVID-19 Advisory # 21: Changing of Guards.

2. Female personnel assigned in jails who are pregnant, have given birth or on the postpartum are considered most vulnerable to health risk due to the threat of COVID-19 infection. While the Jail Bureau advocates to empower women who are in the uniformed service and protect their welfare in their respective place of assignments, the call for custody and safekeeping of Persons Deprived of Liberty (PDL) is of equal priority that in affording them their rights and privileges, related actions must be balanced with the sustainability of jail operations.

3. The issuance of interim guidelines on Alternative Work Arrangement (AWA) during general community quarantine by the Civil Service Commission (CSC) provides options to government offices the work arrangement that is most appropriate in their work set-up. In the enumeration of tasks where the AWA may apply, custodial duty and similar functions were expressly excluded giving an impression on its non-applicability in jail settings.

4. Nonetheless, the Jail Bureau, through the BJMP COVID-19 Task Force, is committed to provide adequate measures to ensure that female personnel specifically those assigned in jail facilities are accorded their rights and extended the benefits due to them. Thus, herein guidelines are to be emphasized:



- a. Pregnant personnel shall be detailed to administrative functions and allowed work-from-home duty scheme except when their service is indispensable which will require their actual presence;
- b. Maternity leave of 105 days shall be availed and exhausted by personnel for live births while 60 days in cases of miscarriage or pregnancy termination;
- c. Maternity leave may be extended, in case of live births, for another 30 days without pay upon proper application and approval by the proper authorities without incurring gap in the service;
- d. Sixty (60) days leave of absence shall be granted to personnel who undergone medical procedure for gynecological disorder in accordance with RA 9710 or the Magna Carta of Women;
- e. A leave of absence is required for absences in excess of the 105 days maternity leave and 2 months Magna Carta leave;
- f. Female personnel who is a solo parent pursuant to RA 8972 is allowed to avail additional fifteen (15) days leave from work subject to compliance to the requirements provided by law; and
- g. Breastfeeding exclusively or on demand for newborns for at least 6 months is encouraged to mothers. Hence, duty scheme may be adjusted to ensure that they be given the opportunity to strengthen the maternal bond between the mother and the newborn without compromising jail operations.


5. Upon return to duty, the personnel must secure from the BJMP Medical Officer a certification that she is fit-to-work prior actual duty. All leave of absences in excess of what is allowed shall be covered by an approved application for leave deductible from the accumulated leave credits of concerned personnel.

6. Should the personnel intend to extend her leave from work, the following steps must be observed:

- a. Application for leave must be filed at least five (5) working days prior to the actual date of leave;
- b. In case of sick leave, application may be filed within reasonable time provided that notice be given ahead to the immediate supervisor for his/her information; and
- c. Attach documents as necessary to support the application for leave.

7. For information and widest dissemination.

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

  
**ARTHUR C LORENZO, MD**  
 Jail Chief Superintendent  
 Director for Health Service  
 Chairperson,  
 BJMP National COVID-19 Task Force