

OFFICE: OPG – OFFICE OF THE PROVINCIAL JAIL

PERFORMANCE SERVICE/AREA: LOCAL AND FISCAL ADMINISTRATION

MISSION: “A Strong and Productive Provincial Government of Cavite (PGC)

- Ensure effective and efficient public service, resource generation, fund utilization, monitoring and evaluation in order to achieve National and International Standards in local and fiscal administration

GOAL: The Office of the Provincial Warden shall promote safe and total detainment, and rehabilitation of detainee under its custody.

Strategic Objectives	Executive Programs/Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
Strong Jail Management and Security System	Construction of New Cavite Provincial Jail (4.7 square meters - ideal habitable floor area per inmate)	RA 10575 (The Bureau of Corrections Act of 2013, Revised IRR of Republic Act No. 10575) and Local Government Code of 1991		2017-2019
Human Resource and Management Services	<p>Creation of Permanent Positions:</p> <ul style="list-style-type: none"> • Qualified Medical Doctors, Dentist, and Nurse • Jail Sociologist/Psychologist • Drivers • K9 Handlers <p><i>Inclusion of Basic or Recruit Training for the Newly-Hired Prison Guards</i> (General Orientation on Filipino Values; Guards Duties and Responsibilities; Organization and Functions of the Jail; Handling Special or Unusual Offenders; Penology Services, Rehabilitation Program; Jail Administrations; Pertinent Laws Governing The Jail Services; and Military</p>	<p>Sec.7 (Medical and Dental Services) of the Manual of Operations of Provincial Jails</p> <p>Sec. 17 (Training of Jail Guards) of the Manual of Operations of Provincial Jails.</p>		<p>2017-2019</p> <p>2017-2019</p> <p>2017-2019</p> <p>2017-2019</p>

Strategic Objectives	Executive Programs/Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
Administrative and Support Services Program	Monitoring of the Financial and Accounting Obligations, and Supplies and Equipment and provision administrative services needed in jail management			2017-2019
Paralegal and Decongestion Program	Monitoring of Detainees' Case, Court Trial (hearing) and provision of Good Conduct Time Allowance (GCTA)	RA 10592	Training/Seminar/Orientation/ Workshop/Conference	2017-2019
Reception and Discharge of Inmates	Prompt acceptance of inmates with complete required documents and discharge of qualified inmates within 16 working hours with complete necessary documents	Executive Order No. 16 series 2013 (PMT)	Training/Seminar/Orientation/ Workshop/Conference	2017-2019
Strategic Performance Management System (SPMS) Implementation	Office Performance Commitment Review (OPCR) and Individual Performance Commitment Review (IPCR) Targets and Accomplishments	Executive Order No. 16 series 2013 (PMT)	Training/Seminar/Orientation/Workshop/Conference	2017-2019
Jail Records and Files Management Program <i>1. Jail Personnel Profiling System</i> <i>2. Inmates Profiling System</i>	Programming System and Procurements of IT Equipment		Training/Seminar/Orientation/ Workshop/Conference	2017-2019
Supply, Equipment and Service Vehicle Management and Maintenance Program	Procurement of Prisoner's Van and Service Firearms (9mm cal, M16 Rifle)		Training/Seminar/Orientation/Workshop/Conference	2017-2019
Employees Privileges and Welfare Program	Implementation of Gender and Development (GAD) Program		Training/Seminar/Orientation/Workshop/Conference	2017-2019

Strategic Objectives	Executive Programs/Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
Detainees Privileges and Welfare Program	Provision of Prison Services such as Food, Prisoner's Uniform, Medical and Dental, Education and Skills Training, Religion, Guidance and Counselling, Sports, recreation and Entertainment, Work Programs, Vibration and Mail, and Implementation of GAD Program.	Sec. 4 (Prison Services) of the Manual of Operations of Provincial Jails		2017-2019
Jail Management and Operational/Custodial Services	Provision of Escorting Services, Custodial Services and Support/Assisting Services	No. V Security Procedures of the Manual of Operations of Provincial Jails		2017-2019
Drug-Free Cavite Provincial Jail	Implementation and sustaining the : 1. Anti-Drug Consciousness Campaign 2. Random Drug Testing (mandatory) 3. Maintenance of K9 Sniffing Dogs			2017-2019