

**[BI MEMORANDUM ORDER NO. RADJR-2012-006,
February 24, 2012]**

**GUIDELINES FOR HIRING AND EMPLOYMENT OF CONFIDENTIAL
AGENTS IN THE BUREAU OF IMMIGRATION**

Adopted: 24 February 2012

Date Filed: 07 March 2012

The following guidelines pertaining to the hiring and employment of Confidential Agents shall be used pursuant to ongoing personnel and organizational reforms being implemented in the Bureau.

Section 1. Policy – It shall be the policy of the Bureau of Immigration to recruit and select Confidential Agents who possess integrity, dedication and competence in the performance of their duties and responsibilities. Being a law enforcement agency, the Bureau must ensure that Confidential Agents are selected based on established criteria and employed under a condition that allows professional growth within the organization.

Section 2. Minimum Qualifications – All applicants for Confidential Agents shall possess the following:

- a. A college degree
- b. Certification of no pending case pending before Department of Justice, court or any other tribunal
- c. Certification of computer literacy or any other proof of computer-related training or experience
- d. National Bureau of Investigation Clearance

Provided that Confidential Agents already employed in the Bureau and are subject to renewal of their respective contract of employment upon the effectivity of this Memorandum Order shall be given reasonable time to complete such requirements.

Provided further, that the minimum educational qualification set forth in paragraph (a) shall not apply to: (1) applicants for Confidential Agents who shall be hired and/or assigned as driver and/or security detail at the Office of the Commissioner, Associate Commissioners, Office of the executive director and division Chiefs; (2) skilled and technical Confidential Agents primarily for manual labor; (3) Confidential Agents hired to perform tasks that are highly confidential in nature, subject to the discretion of the Commissioner.

Section 3. Application Requirements – no Confidential Agents shall be hired by the Bureau unless he/she submits the following:

- a. A letter of application addressed to the Commissioner
- b. duly filled up application form;
- c. Personal data Sheet (CSC Form 212)
- d. A disclosure statement indicating all relatives in the Bureau of Immigration and department of Justice within the fourth (4th) civil degree of consanguinity and affinity
- e. For renewal of contract, a recommendation for renewal endorsed by the respective division Chief or head of Unit/Section where the Confidential Agent is assigned stating the qualifications, the tasks assigned.
- f. For renewal of contract, a duly accomplished performance review or appraisal form (Annex A) for the rating period immediately preceding the renewal.

Section 4. Selection Process – With the exception of Confidential Agents subject to renewal of contract, all applicants for Confidential Agents shall be required to undergo the following:

- a. Formal interview with any or all of the following: (1) Chief, Personnel Section; (2) Chief of the Administrative division; and (3) Associate Commissioner-in-Charge
- b. Short General Aptitude exam to be administered by the Personnel Section and/or Basic Computer Literacy Test to be administered by the Information and Communications Technology Section (ICTS)
- c. Physical, Medical and Psychological Clearance at the expense of the applicant

Upon favorable recommendation of the Associate Commissioner-in-Charge, the application containing all the requirements set forth in Section 2 and Section 3, including the interview and exam results shall be transmitted to the Commissioner for approval and issuance of a Personnel Order.

Section 5. Inclusion in the Roster of Candidates for Plantilla Positions – All Confidential Agents who have served the Bureau for at least three (3) consecutive years, possess all the requirements for permanent position, and have satisfactorily performed their respective duties and responsibilities in the Bureau shall be included in a Roster of Candidates for Plantilla Positions to be maintained by the Personnel Section. Confidential Agents included in the said Roster shall be given preference or priority in the selection process for entry-level positions in the Bureau.

Section 6. Termination of Employment – Notwithstanding the existence of an employment contract, the Commissioner reserves the right to pre-terminate the services of a Confidential Agent at anytime based on the following: