

HLAF ASSESSMENT

For the Year 2011

HLAF-JAIL DECONGESTION 2011 (ended)

7 2011

SPECIFIC OBJECTIVES

To decongest 8 male jails and 7 female jails in Metro Manila

EXPECTED RESULT

By the end of 2011, 3,500 inmates will be released through the help of the project.

Number of Balik Aral Conducted

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	5	10	200.00%
DESCRIPTION	In 2010 it was observed that many of the Paralegal Coordinators initially trained by HLAf in jails have already been released. As one of the major threats to the Paralegal Coordinators Project, HLAf has prepared to address this by providing review classes to the new Paralegal Coordinators. As compared to the initial training program of the paralegal coordinators, the Balik Aral program is dependent upon the need and the request of the existing paralegal coordinators.		
STRENGHTS	1. HLAf closely monitors the level of competency of PLC's needs. 2. Abundant supplies. 3. Resourceful Personnel.		
WEAKNESSES	1. Insufficient Laptop 2. Lack of Training Framework and Modules 3. Lack of funds and time to provide Balik Aral to jails which most need it.		
OPPORTUNITIES	1. Some Paralegal Officers are cooperative. 2. Paralegal Coordinators eager and receptive.		
THREATS	1. Paralegal Coordinators who have initially been trained (Balik Aral) are relieved/released.		
RECOMMENDATIONS	1. Develop Training Framework and Modules 2. Indicator should be Number of Jails where the Balik Aral Program has been implemented.		
REMARKS			

Number of inmates assisted or helped by the Paralegal Coordinators who are eventually released

<input type="checkbox"/> <i>Number of inmates assisted or helped by the Paralegal Coordinators who are eventually released</i>			
BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
3,608	3,500	5355	153.00%
DESCRIPTION	<p>HLAF's traditional purpose have always been to release eligible inmates. Since three years ago, HLAF has implemented a project, the Paralegal Coordinators Project, where volunteer inmates were trained to be paralegals so that they can help their fellow inmates. HLAF calls the volunteer inmates as the Paralegal Coordinators. These Paralegal Coordinators assist the Bureau of Jail Management and Penology Officers so that eligible inmates will be released. In the year 2011, HLAF's Paralegal Coordinators were able to assist in the release of 5,035 inmates from 15 jails.</p>		
STRENGHTS	<ol style="list-style-type: none"> 1. Staff are VERY committed to work 2. Staff are knowledgeable and skilled on how to conduct activities inside the jail. 3. HLAF has the resources to suppor the activities in Jails. 4. Not easily frustrated. 5. Most of the Staff are Always smiling 6. High Morale of the staff 7. Persistent Staff 8. Staff are Patient to deal with Paralegal Coordinators 9. A staff is VERY eager to work beyond the call of duty 		
WEAKNESSES	<ol style="list-style-type: none"> 1. Lack of Volunteers to follow-up HLAF Work. 2. Lack of Jail Decongestion Program Manager. 3. Uncoordinated policies in monitroing releases. 		
OPPORTUNITIES	<ol style="list-style-type: none"> 1. Good coordination with Paralegal Officers. 2. HLAF has a goodwill within the Criminal Justice System both locally and nationally. 3. HLAF has established a good rapport with the Local Criminal Justice Agencies. 		
THREATS	<ol style="list-style-type: none"> 1. Uncooperative court personnel. 2. Warden Vela 3. Some Jails officers are very slow in releasing inmates 4. Lack of Coordination among the Criminal Justice Sector Agencies. 5. Anti-Jail Decongestion Policies of some areas (Caloocan). 6. Paralegal Officers have different proactivity level. 7. BJMP's delay in providing data to HLAF. 8. Paralegal Coordinators lack interviewing skills. 9. Paralegal Coordinators are released 10. PLC's lack of access to the records of their fellow inmates. 11. Some PLC's have personal interests. 		
RECOMMENDATIONS	<ol style="list-style-type: none"> 1. Add 1.5% indicator 2. Each Team will be responsible for obtaining the data in their respective jails to be submitted to Admin 3. Provide training to Paralegal Coordinators on how to interview clients/fellow inmates. 4. Popularize HLAF in schools (conduct school campaigns in school) 5. Tap community service requirements in school. 6. Try to be accredited as NSTP provider 7. Conduct PLC Basic Course if 75% of the current PLC's have not undergone the course. 8. Reassess PLC Basic Course and Redevelop Training Program and Modules. 		



Number of inmates assisted or helped by the Paralegal Coordinators who are eventually released

REMARKS



Number of Paralegal Officers coached/assisted by HLAf in doing paralegal work

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
5	9	21	233.33%
DESCRIPTION	In responding to the 2010 recommendations, HLAf targeted to actively assist the BJMP Paralegal Officers in doing their duties and mandates. As much as possible, HLAf Staff provide whatever assistance the BJMP Paralegal Officers request from them as long as these requests are within the capacity of HLAf. This has been done by HLAf separately that is why during the assessments it was observed that parallel with the training of inmates, HLAf should also create a program for BJMP Paralegal Officers.		
STRENGHTS	1. Some HLAf Staff are Always Smiling and Friendly.		
WEAKNESSES	1. Lack of Formal Program and scheduled activities for the Paralegal Officers.		
OPPORTUNITIES	1. Paralegal Officers trust HLAf Staff. 2. HLAf has established goodwill within the BJMP Ranks.		
THREATS	1. Some Paralegal Officers are not pro-active. 2. Some Paralegal Officers are multi-tasking. 3. Most of Paralegal Officers have no background or knowledge in Paralegal Work. (Some Paralegal Officers are nurses by profession.)		
RECOMMENDATIONS	1. Indicator should 1 Paralegal for every jail served. 2. Establish a formal program with Paralegal Officers 3. Conduct Regular Conference with Paralegal Officers of HLAf Jail Beneficiaries.		
REMARKS			



Percentage of Balik Aral Participants who got more than 50% correct answers in the quizzes

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BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	50	71	142.00%
DESCRIPTION	<p>In order to assess both the paralegal coordinators and the program, HLAf conducts a quiz after every Balik Aral Session. HLAf employs popular education in educating the paralegal coordinators. Through popular education, they are able to learn important legal concepts by remembering their experiences and the experiences of others. Because of their contact with the criminal justice system, it is easy for HLAf Jail Decongestion Officers to teach the volunteer inmates important legal concepts.</p> <p>It has been observed however that it is necessary to give the inmates food first before starting with the training. Many times have HLAf experienced that inmates participate poorly in the discussion and do poorly in the quizzes if they have not been given their provision. The reason for this is that the food within the jail is not enough for them to absorb new ideas-much more legal concepts.</p>		
STRENGTHS	1. HLAf Staff are very good inmate trainers.		
WEAKNESSES	1. No quizzes conducted.		
OPPORTUNITIES			
THREATS	<p>1. Some inmates are not focused.</p> <p>2. Level Understanding of PLC's</p> <p>3. Some inmates are hungry</p>		
RECOMMENDATIONS	<p>1. Give Reasonable questions</p> <p>2. Provide Uniform questions</p> <p>3. Redevelop Pop Ed Activities</p> <p>4. Provide GOOD food before training</p>		
REMARKS	Incomplete data as of November 25, 2011.		

SPECIFIC OBJECTIVES	EXPECTED RESULT
To expedite the disposition of cases	By the end of 2011, disposition of cases shall have been expedited.

Number inmates benefitted from the case follow-up efforts of both HLAf and Paralegal Coordinators.



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BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	0	201	100.00%
DESCRIPTION	<p>Although, the Paralegal Coordinators are a great help to BJMP Paralegal Officers in facilitating the releases of eligible inmates, HLAf jail decongestion officers still visit local justice sector offices in order to advocate and or follow-up the cases of some inmates. These cases had been referred by the paralegal coordinators but because of complicated nature of the cases, HLAf intervenes in the following-up of cases.</p> <p>HLAF intervention include home visitation, meetings with lawyers, witnesses, prosecutors and even judges in order to bring before them the predicament of the inmates' cases.</p>		
STRENGHTS	<ol style="list-style-type: none"> 1. Persistent staff. 2. Some are always smiling. 3. Staff are very patient and not easily frustrated. 4. Staff are very hard working. 5. Staff consistently monitors how the officers of the Criminal Agencies work and deal with cases and inmates. 		
WEAKNESSES	<ol style="list-style-type: none"> 1. Lack of Time 2. Lack of Volunteers 		
OPPORTUNITIES	<ol style="list-style-type: none"> 1. Some judges listen and trust HLAf staff. 2. Some PAO trust HLAf Staff and even refer cases/clients to HLAf for follow-up. 3. Pasig PPA trusts and believes in HLAf as an institution. 		
THREATS	<ol style="list-style-type: none"> 1. Some employees of the criminal justice sector agencies are uncooperative. 		
RECOMMENDATIONS	<ol style="list-style-type: none"> 1. the indicator should be a) no. of cases followed up per year per jail and b) monthly percentage of jail pop who benefitted from case follow up. 2. Provide trainings on interviewing clients. 		
REMARKS	<p>There was no target set as to how many No target set for 2011</p>		



Number of Detainee's Notebook distributed

<input type="checkbox"/> <i>Number of Detainee's Notebook distributed</i>			
BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	0	2600	100.00%
DESCRIPTION	<p>In order to help the inmates and the service providers in tracking an inmate's case, HLAf continues to distribute the Detainee's Notebook. It is a notebook designed like a "baby book" where important events like hearing schedules, postponements and resettings are recorded. The notebooks were only distributed to those who request for it and only to those whose cases have the imposable penalty of not less than one year.</p> <p>In Quezon City Jail, if an inmate is released and the notebook is not fully filled, the BJMP Paralegal Officers help in recycling the notebook by erasing some of the entries.</p>		
STRENGTHS	1. More than enough Detainees Notebook		
WEAKNESSES	<p>1. No receipt as to how many DN were distributed in jails and to inmates.</p> <p>2. Lack of monitoring as to how many detainee's notebook are being used.</p>		
OPPORTUNITIES	<p>1. Some PAO Lawyers encourage the inmates to use DN</p> <p>2. Some Paralegal Officers encourage the inmates to use DN.</p>		
THREATS	1. Some inmates refuse to accept DN		
RECOMMENDATIONS	<p>1. Secure receipt as to all equipment and supplies which have been provided to the jails.</p> <p>2. Suggested Indicator: No of Inmates using DN</p>		
REMARKS	No target set for 2011		

SPECIFIC OBJECTIVES	EXPECTED RESULT
To institutionalize the Paralegal Coordinator's Project within the BJMP	By the end of 2011, steps shall have undertaken in order to institutionalize the Paralegal Coordinator's Project within the BJMP

<input type="checkbox"/> <i>Number of MOA signed</i>
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Number of MOA signed

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
1	1	1	100.00%
DESCRIPTION	HLAF recognizes that its projects are not to be implemented by the foundation alone. As a matter of policy, HLAF recognizes that these projects are implemented in partnership with the most benefitted stakeholders. Jail decongestion therefore is implemented as a partnership among HLAF, BJMP and the paralegal coordinators. In order to formally seal this partnership with the Bureau of Jail Management and Penology, HLAF takes time to renew its Memorandum of Agreement (MOA) with the Bureau of Jail Management and Penology as represented by its chief, J/Dir. Rosendo Dial.		
STRENGHTS	<ol style="list-style-type: none"> 1. Existing MOA approved by the BJMP for 3 years already. 2. Staff are competent to write/review MOA. 		
WEAKNESSES			
OPPORTUNITIES	<ol style="list-style-type: none"> 1. BJMP Command Group supports signing of MOA. 2. HLAF is close with the Legal Department of BJMP. 		
THREATS	<ol style="list-style-type: none"> 1. BJMP Command Group and Regional Office did not promptly distribute a copy of the MOA to the jails/jail wardens. 2. Availability of the Signatory 3. Wardens object to some of the provisions of the MOA esp. provisions on Camera, Alpha List and release of other documents. 4. paralegal Officers in some jail are not familiar with the provisions of the MOA 		
RECOMMENDATIONS	<ol style="list-style-type: none"> 1. MOA every year and still it should be signed by BJMP Chief. 2. No MOA with NCR but consult with NCR Regional Office. 		
REMARKS			



Number of dialogue with the BJMP Leadership and the wardens of of Beneficiary Jails is conducted, where HLAF and the BJMP can talk about the good practices and the challenges in implementing the Jail Decongestion Project

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BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	1	1	100.00%
DESCRIPTION	<p>In order to institutionalize the Paralegal Coordinators Project, HLAf in partnership with the BJMP National Headquarters, hosted a meeting to consult with various BJMP Officers in HLAf covered jails. Wardens, Inmates Welfare and Development Officers and Paralegal Officers were ordered by the BJMP Command to attend the consultation meeting.</p> <p>During the meeting, HLAf presented the programs and the projects it is implementing before the BJMP officers. HLAf also conducted a workshop in order to solicit comments and suggestions from the BJMP officers on how to implement the projects better.</p> <p>During the meeting, HLAf was also able to provide an opportunity for the different paralegal officers to share the good practices that they implement in their respective jails in order to promote jail decongestion.</p>		
STRENGHTS	<ol style="list-style-type: none"> 1. Persistent Staff 2. Staff are diplomatic in conducting the dialogue with the BJMP Officers. 3. Good preparation by conducting surveys in order to smoothen the flow of the dialogue. 4. Availability of volunteers to assist the regular staff in conducting the Dialogue. 5. Flexibility of the staff. 		
WEAKNESSES	<ol style="list-style-type: none"> 1. Lack of backup system as to the documentation. 2. Lack of independent facilitators. 		
OPPORTUNITIES	<ol style="list-style-type: none"> 1. Full support of BJMP command group. 		
THREATS	<ol style="list-style-type: none"> 1. Warden Vela influenced others to be cautious with HLAf's programs and activities. 2. Paralegal Officers were not given the chance to speak because the wardens were present. 3. Some paralegal officers did not comply with the instructions to fill up the monitoring form/tool. 		
RECOMMENDATIONS	<ol style="list-style-type: none"> 1. to conduct another dialogue in 2012 but HLAf should talk to the Paralegal Officers first before talking to the warden. 		
REMARKS			

SPECIFIC OBJECTIVES	EXPECTED RESULT
To orient newly committed inmates on Basic Criminal Law, Basic Criminal Procedure	By the end of 2011, 3,500 inmates shall have undergone the Basic Orientation Seminar.

Number of newly committed inmates who attended the BOS



Number of newly committed inmates who attended the BOS

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	3,500	3735	106.71%
DESCRIPTION	<p>Through the years HLAf observed that many of the inmates who are committed in jail do not have any idea of what is happening to them. Most of the times during the hearing, they are asleep and inattentive as they do not understand the processes. In order to address this problem, HLAf lobbied to the jails to include in the orientation of the newly committed inmates topics like Criminal Procedure, Rights of the Accused and different Modes of Releases. The better part is that, the Paralegal Coordinators who had been trained by HLAf were tasked to give the trainings to the newly committed inmates on the topics abovementioned. In the 15 HLAf covered jails there exist a pool of speakers composed of primary and alternate speakers to discuss the topics.</p>		
STRENGTHS	<p>1. HLAf staff are good at encouraging PLCs 2. HLAf is generous in granting requests to the PLCs as incentives to the PLCs</p>		
WEAKNESSES	<p>1. Sometimes staff are late/on time in going to jails.</p>		
OPPORTUNITIES	<p>1. PLC's are committed and knowledgeable in conducting the BOS. 2. Most of the participants are very interested in listening to the topics, esp. Modes of Releases 3. Pool of Speakers are already established in all jails. 4. Paralegal Officers support the BOS activities.</p>		
THREATS	<p>1. Time to conduct BOS 2 hr. per service provider limits the BOS. 2. Some PLCs lack practice in teaching the topics. 3. Some Paralegal Officers are busy with their other duties that they cannot assist in the BOS activities. 4. BOS are sometimes cancelled in favor of other jail activities 5. PLCs are released/relieved</p>		
RECOMMENDATIONS	<p>1. Place the activity as part of the Paralegal manual so that it will not be limited to 2 hrs. 2. Systematize PLC incentive system</p>		
REMARKS			

SPECIFIC OBJECTIVES	EXPECTED RESULT
To strengthen the HLAf-JD staff spiritually in order to meet the challenges of serving the jails	By the end of 2011, HLAf-JD Staff are spiritually strengthened and reinvigorated to face the challenges of jail work.



Percentage of HLAf-JD Staff who have undergone Advanced Pranic Healing Course



Percentage of HLAJ-JD Staff who have undergone Advanced Pranic Healing Course

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	100	67	67.00%
DESCRIPTION	As part of HLAJ's commitment to uplift the life of its staff, HLAJ subsidizes the trainings of its staff in order to learn the ways of Pranic Healing and the teachings of Grand Master Choa Kok Sui. HLAJ is fortunate that both the World Pranic Healing Foundation (WPHF) and the Pranic Healing Foundation of the Philippines have been very supportive in this endeavor.		
STRENGTHS	1. HLAJ provides for a percentage in the fee for the courses.		
WEAKNESSES	1. Many excuses		
OPPORTUNITIES	1. WPHF is willing to provide sponsors for those who want to attend.		
THREATS			
RECOMMENDATIONS			
REMARKS			



Spiritual and Personal Development Activities are conducted every month

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	12	7	58.33%
DESCRIPTION	While there were only 7 Spiritual/Personal Development Activities, HLAJ however has instituted the 3pm habit where all staff at the office will do the Twin Hearts Meditation.		
STRENGTHS	1. 3 pm Daily Twin Hearts Meditation 2. All staff are eager to participate in the Spritual and Personal Development Activities. 3. Flexibility of the Staff to adjust activities if needed		
WEAKNESSES	1. Lack of initiative to continue with the spiritual activities.		
OPPORTUNITIES	1. Many resource persons are willing to give service to HLAJ by providing free lectures		
THREATS			
RECOMMENDATIONS	1. Continue Spiritual and Personal Development Activities to be discussed with HLAJ-CRA. 2. Appoint a point person who will be in charge in scheduling SPDA. 3.		
REMARKS			