

# HLAF ASSESSMENT

For the Year 2012

HLAF-JAIL DECONGESTION 2012-2014 (ended)

2 2012

## SPECIFIC OBJECTIVES

## EXPECTED RESULT

**To advocate for the promotion of Inmates's welfare and rights**

*Number of IEC Materials distributed*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	2,000	1950	97.50%
DESCRIPTION	2000 copies printed and 1,950 copies distributed. 50 remained to be distributed to advocate groups.		
STRENGHTS	Design is very beautiful. Extra 1000 pieces. Launched and distributed 1,950 copies.		
WEAKNESSES			
OPPORTUNITIES	Support from BJMP-NCR. Some BJMP personnel appreciates the design.		
THREATS	Some BJMP officers discourage the paralegal officers to put their names in the IEC Material. Paralegal Officers are not keen on helping the inmates.  Conflicting schedule of BJMP delays the monitoring of the distributed IEC.		
RECOMMENDATIONS	include it in the first quarter of 2013 activities. Prioritize this on January 2013. Set a meeting with BJMP-Legal to make the monitoring plan.		
REMARKS	It has been observed that many inmates became aware of the services of the Paralegal Office of the BJMP. As a result many inmates approach the Paralegal Officers to seek help. The Paralegal Office shined. It has been observed that the Paralegal Officer in Quezon City Jail is hesitant /resistant to help the inmates. Makati, Caloocan, Manila, QCJD implementation are ok. All NCR jails have posted the materials in each cell and at the entrance.		

## SPECIFIC OBJECTIVES

## EXPECTED RESULT

**To create an avenue for the Justice Sector Agencies to coordinate with each other**

**By the end of 2014, 12 local justice sector coordinating councils shall have been given the opportunity to coordinate with each other.**

*Number of coordination meetings conducted*



*Number of coordination meetings conducted*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	4	4	100.00%
DESCRIPTION	to conduct Talakayan (dialogue) in four jails and follow-up meetings with Local Criminal Justice Council Sector.		
STRENGHTS	<p>Documentation of the previous Talakayan Evaluation helped a lot.</p> <p>Effective and efficient staff.</p> <p>Helpful and supportive staff.</p> <p>Cooperation of all Jail Decongestion.</p> <p>HLAF-CRA supported one of the four events.</p> <p>The budget and the materials were given in advance in some areas.</p> <p>Food are overflowing in most of the areas.</p>		
WEAKNESSES	<p>In some of the areas, the staff are Insufficient to support the event and the preparation.</p> <p>In some of the events, HLAF did not conduct evaluation and planning.</p> <p>Some of the staff are late in some of the events.</p>		
OPPORTUNITIES	<p>Openness and support of the BJMP to conduct Talakayan.</p> <p>Justice Roberto Abad joined in one of the Talakayan.</p> <p>Almost all fo the pillars of justice responded to our invitations.</p> <p>PNP sent P/Supt. Mokalid, who was very open to the inmates' observations and complaint.</p> <p>Inmates are very patient and diligent to prepare for the event.</p> <p>Inmates are very creative in presenting the issues.</p> <p>Judge Danilo Cruz brought his PAO and prosecutor.</p>		
THREATS	<p>In Pasig City the venue is not conducive to the event.</p> <p>In Pasig City, the box for the food were destroyed.</p>		
RECOMMENDATIONS	<p>There should be an in-charge in every activity but it should be clear to every staff.</p> <p>As for the program, there should only be one presentation, then the all the guests would be given 2 minutes to react and a meeting shall ensue.</p> <p>Strengthening the PNP Human Rights Desk and BJMP Human Rights Desk is a priority of HLAF for 2013. Do a workshop to identify the problems in the implementation of the human rights desks of PNP and BJMP.</p>		
REMARKS	<p>P/Supt. Mokalid seems to be very open in promoting the rights and welfare of the inmates. We can approach him if ever we would want to expand our services to police precincts.</p> <p>J/Supt. Latoza is willing to strengthen BJMP Human Rights Office.</p> <p>In Pasay, Judge Rowena Tan is willing to host the next meeting.</p> <p>In QCFC, Judge Bernilito Fernandez is willing to host the next meeting.</p> <p>In Pasig City, Judge Danilo Cruz is willing to host the meeting in november.</p> <p>We need money for the follow up meetings.</p> <p>This will be included in 2013 Planning.</p>		

SPECIFIC OBJECTIVES		EXPECTED RESULT		
<b>To establish a Jail Paralegal System in jails.</b>		<b>By the end 2014, jail paralegal systems are established in jails.</b>		
BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED	
	7	6	85.71%	
DESCRIPTION	The six (6) target barangays of QC [Bagbag, Batasan Hills, Commonwealth, Pansol, Payatas and Sauyo] with established and organized Community Based Restorative Justice [CBRJ] Committee had completed the trainings relevant to handling and managing CAR and CICL cases using the RJ Paradigm. Such trainings include orientation on Restorative Justice, Diversion, Conferencing and Mediation [with workshop output - Return Demo].			
STRENGTHS	<ol style="list-style-type: none"> <li>1. Established and Organized CBRJ in each barangay.</li> <li>2. Availability of Brgy. Ordinance/Resolution creating the CBRJ Committee.</li> <li>3. Persistent, dedicated and responsible HLAf CRA Staff.</li> <li>4. Trained HLAf CRA staff in the delivery of the programs to the target barangays.</li> <li>5. Drafted and Formulated Menu of Juvenile Intervention Program in the barangay.</li> </ol>			
WEAKNESSES	<ol style="list-style-type: none"> <li>1. Cases handled by the CBRJ are not properly documented.</li> <li>2. Case Management and handling of cases needs improvement.</li> <li>3. Delineation of Staff Functions. [BCPC, GAD and CBRJ]</li> <li>4. Dialogue with other stakeholders such as Police Enforcers, LSWDO and NBOO did not materialize due to conflict in schedules and priorities.</li> <li>5. Flowcharts in handling CICL in each barangay has not been revised yet.</li> </ol>			
OPPORTUNITIES	<ol style="list-style-type: none"> <li>1. Availability of Funds for the training. [Counterpart Scheme between HLAf CRA and Barangays]</li> <li>2. Availability of trained resource speakers from various organizations. [CBCP, ERDA, NYC, CWC, JJICSI, JJWC, DSWD]</li> </ol>			
THREATS	<ol style="list-style-type: none"> <li>1. Some of the Barangay Officials are not supportive/cooperative with the programs of the HLAf CRA.</li> <li>2. Upcoming Barangay Elections.</li> </ol>			
RECOMMENDATIONS	<ol style="list-style-type: none"> <li>1. HLAf CRA will organize Search for Best Documented CICL Cases in the Barangay. - May 2013 with fund support from JJWC. [Consultation with Ms. Susan Claire Agbayani]</li> </ol>			
REMARKS	<p>Community Based Restorative Justice [CBRJ] Committee:</p> <ol style="list-style-type: none"> <li>1. Barangay Batasan Hills - Restorative Justice Council</li> <li>2. Barangay Pansol - Child Justice Board</li> <li>3. Barangay Payatas - Community Based Restorative Justice Council</li> <li>4. Barangay Bagbag - Community Based Restorative Justice Committee</li> <li>5. Barangay Sauyo - Community Based Restorative Justice Committee</li> </ol>			

*Number Of cases followed up*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
5850	5,000	5474	<b>109.48%</b>
DESCRIPTION	Staff Court Follow ups and other means to know the status of cases and referred cases by paralegal coordinators to HLA staff and Paralegal Officers.		
STRENGHTS	Kuya freddie is eager and efficient. HLAF staff has the charisma to lead the Paralegal Coordinators and motivate them to follow up cases. Follow-up of cases are well-funded		
WEAKNESSES	Lack of orientation kit for newly appointed PLC.		
OPPORTUNITIES	Some of the PLC's are effective. Staff are not giving full attention in all cases required to be followed up. Most of the BJMP Paralegal Officers are supportive of the PLC. PLC has become more responsible because of the opportunity to help their fellow inmates.		
THREATS	Laziness of some of the Paralegal Coordinators. Differences in the efforts of the plcs. Some of the PLC are stubborn. Lack of interviewing skills of some PLC. Lack of initiative of some PLC. Some of the BJMP Paralegal Officers are not well trained.		
RECOMMENDATIONS	Make a 5 page orientation tip to newly recruit.		
REMARKS	Make a 5 page orientation tip to newly recruit.		

*Number of Detainee's Notebook distributed*



*Number of Detainee's Notebook distributed*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
1800	2,000	1800	90.00%
DESCRIPTION	Distribution of Detainees Notebook to Newly Committed Inmates attended the Basic Orientation Seminar every month. The Detainees Notebook will be given to inmates that are willing to use Detainees notebook.		
STRENGHTS	The notebook is very simple and easy to use.		
WEAKNESSES			
OPPORTUNITIES	The Supreme Court Jail Decongestion Committee has recognized the importance of the detainee's notebook. Because of the recognition by the Supreme Court, Manila Inmates and Caloocan Inmates have appreciated the notebook more.		
THREATS	Some of the inmates do not use the Detainee's Notebook.		
RECOMMENDATIONS	Make the Detainee's Notebook as an agenda in the Local Justice Sector Coordinating Council.  Assess the Detainees Notebook's impact to inmates before re-printing. Make a survey. Prioritize this on January 2013.		
REMARKS	push the Supreme Court for Detainees Notebook to be part of the Rules of Court if Supreme Court will adopt the Detainees Notebook in judicial courts		



*Number of Inmates Released*

*Number of Inmates Released*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
5850	3,500	7248	207.09%
DESCRIPTION	Inmates released through different mode of releases. HLAF paralegal staff individual effort (160 inmates per staff)		
STRENGHTS	Kuya Freddie goes beyond his responsibility to follow up cases and release inmates. The staff has established goodwill before the different offices of the justice sector agencies.		
WEAKNESSES	One staff is not eager to learn from Kuya Freddie.		
OPPORTUNITIES	Good coordination between the BJMP Paralegal Officers and the Paralegal Coordinators in some jails. Supreme Court Jail Decongestion Committee has been recommending rules that are favorable to jail decongesiton. Courts appreciate Kuya Freddie's work.		
THREATS	Not all of the jails can release their fellow inmates because in Makati jail all of the Paralegal Coordinators are new.  Lack of outside volunteers.		
RECOMMENDATIONS	Schedule apprenticeship activities with Kuya Freddie.		
REMARKS			

*Number of Jails with Functional Paralegal Coordinators (PLC)*



### Number of Jails with Functional Paralegal Coordinators (PLC)

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
4	10	0	0.00%
DESCRIPTION	All 14 jails must have functional paralegal coordinators that will help their fellow inmates in their court cases.		
STRENGHTS	Sufficient budget for Christmas Party of the inmates. The design of the T-shirt is beautiful. HLAf T-shirt was designed based on BJMP specifications. PLC incentives are properly given as it is budgeted. Monitoring tool created. Finished module for the Balik Aral All areas with Balik Aral completed the module.  Mandaluyong City Jail already have set of officers.		
WEAKNESSES	Lack of consolidated modules for the Jail PLC Basic Course.		
OPPORTUNITIES	Good working relationship with BJMP. Paralegal Officers and Paralegal Coordinators are trained.  BJMP recognized the need of Paralegal coordinators in jail.		
THREATS	Some of the inmates do not use the HLAf Tshirt. Some Paralegal Coordinators have the tendency of abusing.  Since most of the members of Paralegal Coordinators are new the implementation of the Performance Monitoring Tool for PLC was delayed.		
RECOMMENDATIONS	Compel all PLC to wear HLAf T-shirt during HLAf or Paralegal Activities.  Prioritize the monitoring tool in order for HLAf to know if there is a need to extend or expand in other NCR jails that are also congested. Prioritize this on 1st Quarter of 2013.		
REMARKS	It has been observed that the morale of the paralegal coordinators had been uplifted.		



### Number of Jails with Functional Paralegal Office (PLO)

<input type="checkbox"/> <i>Number of Jails with Functional Paralegal Office (PLO)</i>			
BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	10	0	0.00%
DESCRIPTION			
STRENGHTS	<p>There was budget for the Kamustahan.</p> <p>HLAF's goodwill is strengthened in BJMP NCR.</p> <p>Monitoring tool created to assess the performance of Unit Paralegal Officers.</p> <p>PLO training in NCR participated by 40 Unit paralegal Officers. was conducted.</p>		
WEAKNESSES	<p>There are so many schedules so as not jibe with the BJMP schedule.</p>		
OPPORTUNITIES	<p>The BJMP Paralegal Officers were candid and frank as to the issues that they face in their respective jails.</p> <p>All BJMP Paralegal Officers of HLAF jail were represented.</p> <p>BJMP Legal is eager to implement and support the Paralegal Officers Program.</p> <p>BJMP-Legal issued memorandum for the Unit Paralegal Office rules and policies.</p>		
THREATS	<p>Difficult to schedule with BJMP.</p> <p>Some of the Paralegal Officers are afraid to present their issues especially against their immediate superior because of fear.</p>		
RECOMMENDATIONS	<p>Conduct of the Unit Paralegal Officers training nationwide (regional)</p> <p>Set meeting with BJMP on January to plan the activity.</p>		
REMARKS	<p>It has been observed that NCR IWD said that the HLAF kamustahan was better than the one that they conducted.</p> <p>The training for Unit Paralegal officers enlightened them of the need of helping the inmates in their cases and not only for safekeeping.</p> <p>That thru series of training Unit Paralegal officers will be a great help for BJMP and for the inmates to decongest the jails.</p>		

*Number of Jails with organized volunteers*

*Number of Jails with organized volunteers*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	10	0	0.00%
DESCRIPTION			
STRENGHTS	HLAF is the only one that implements Paralegal Program in jails.		
WEAKNESSES	Lack of planning to introduce the program to heads/leaders of jail volunteer group.		
OPPORTUNITIES	many volunteers in jail are willing to do paralegal works.		
THREATS	lack of skills and funds of jail volunteers.		
RECOMMENDATIONS	prioritize this activity because HLAF believes that this is feasible.		
REMARKS	prioritize this activity because HLAF believes that this is feasible.To be accomplished on 2013		

*Number of newly committed inmates provided with BOS*

<input type="checkbox"/> <i>Number of newly committed inmates provided with BOS</i>			
BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
3505	3,500	3835	109.57%
DESCRIPTION	newly committed inmates must be informed of the rights of the accused and the possible remedies for their immediate release from jails before start of trial in courts.		
STRENGHTS	HLAF staff is consistent in monitoring and supporting the pool of speakers. Sufficient incentives for speakers.		
WEAKNESSES			
OPPORTUNITIES	Most of the PLC resource speakers are very good. In most jails, BOS had already been established and institutionalized so much so that BJMP already includes BOS in their schedule.		
THREATS	Only in Pasig City Jail, the BJMP does not allow the inmates to train conduct BOS without HLAF.  Lack of outside volunteers to conduct the training  In some jails there are no venues to conduct the BOS.		
RECOMMENDATIONS	Train the Unit Paralegal Officers to conduct the Basic Orientation Seminar without HLAF.  Prioritize documentation on the effectiveness of Detainees Notebook.  Tap Public Attorneys Office , legal volunteers as resource persons.		
REMARKS	Train the Unit Paralegal Officers to conduct the Basic Orientation Seminar without HLAF.  Prioritize documentation on the effectiveness of Detainees Notebook. Tap Public Attorneys Office , legal volunteers as resource persons.		

SPECIFIC OBJECTIVES	EXPECTED RESULT
<b>To institutionalize the JPS within the BJMP</b>	<b>By the end of 2014, the JPS shall have been instituted within the BJMP</b>

<input type="checkbox"/> <i>Number of Nationwide Trainings conducted to explain the Manual</i>
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*Number of Nationwide Trainings conducted to explain the Manual*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	2	0	0.00%
DESCRIPTION			
STRENGHTS			
WEAKNESSES			
OPPORTUNITIES			
THREATS			
RECOMMENDATIONS			
REMARKS	To be accomplished on January 2013.  It has been delayed due to BJMP's failure to submit the required data. Even HLA staff and consultants exerted efforts to help them to comply with their counterpart in the manual.		

SPECIFIC OBJECTIVES	EXPECTED RESULT
<b>To provide opportunities for students from different schools to understand the plight of the inmates and understand the Criminal Justice System</b>	<b>By the end of 2014, students who shall have been admitted to HLA Internship Program shall have been aware of the plight of the detainees and the status of the Criminal Justice System</b>



*Percentage of the interns who pass HLA Internship Program*



### Percentage of the interns who pass HLAf Internship Program

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
100	100	100	100.00%
DESCRIPTION	<p>HLAF accepted two interns from the Ateneo Human Rights Center, one from Ateneo Law School and the other is from Western Mindanao State University. After the HLAf Basic Orientation Lecture for the interns, the interns were assigned different work related to HLAf's advocacies. The interns visited jails, followed up cases, conducted trainings to inmates, conducted trainings to BCPC, lobbied at the House of Representatives, drafted an ordinance and brainstormed with the staff with regard to the implementation of HLAf programs.</p> <p>Accepted 5 interns from the La Salle University- Legal Management. They are assigned to different activities of HLAf, including to update of the Database on Criminal Cases in the philippines, to observe the activities inside the jail and CRA activities and to do other office works.</p>		
STRENGTHS	<p>HLAF staff are willing to teach the interns.</p> <p>HLAF has a vast collection of experiences that it can share to students.</p> <p>HLAF has a wide array of advocacies and activities that the interns can choose on what to do.</p>		
WEAKNESSES	<p>HLAF does not have a budget for stipend of interns.</p> <p>HLAF does not have a specific person who can act as internship guide or director, all staff are fully loaded with their respective assignments.</p>		
OPPORTUNITIES	<p>The interns are open-minded.</p> <p>The interns do not seek compensation but they work voluntarily.</p> <p>The interns are diligent in their work.</p> <p>The interns showed willingness to learn.</p>		
THREATS	Security of the Jails and the areas where HLAf are working.		
RECOMMENDATIONS	Prepare the Internship Policy and Guidelines.		
REMARKS			

SPECIFIC OBJECTIVES	EXPECTED RESULT
To systematize records in the office	By the end of 2014, 100% of the documents in 2010 shall have been scanned and entered in the database.



Number of Databases created



#### *Number of Databases created*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
	0	4	<b>100.00%</b>
DESCRIPTION	CRA Training Database HLAF Field Status Report Database Jail Statistics Database Project Monitoring Database Online		
STRENGTHS	Executive Director freely provided the talent and skill to create the database. Budget to buy Software and Hardware. Staff are willing to learn how to use the applications.		
WEAKNESSES	The database is in Access Format		
OPPORTUNITIES	Microsoft has an online service which can be used by small foundations like HLAF		
THREATS	Microsoft 365 requires HLAF to pay for each license costing around Php 500.00 per month depending on the exchange rate		
RECOMMENDATIONS	to conduct training on how to use the database. To hire or assign person to update all the database of HLAF.		
REMARKS	The foundation saved more than Php 200,000.00 in professional fees.		



#### *Percent of Resource Materials, Communications and Brochures collated, categorized and systematized.*



*Percent of Resource Materials, Communications and Brochures collated, categorized and systematized.*

BASELINE	TARGET	ACCOMPLISHMENT	ACCOMPLISHED
0	100	100	100.00%
DESCRIPTION	In order to promote the jail decongestion project.		
STRENGHTS	Equipment and facilities are sufficient. Time was allotted in order to conduct the activity.		
WEAKNESSES	Admin Officer in charge is not very organized. Admin Officer is not well trained in organizing and categorizing documents and resources.		
OPPORTUNITIES			
THREATS			
RECOMMENDATIONS	Train HLA Admin Officer. Unload burdens from Admin Officer Meeting with Communication officer		
REMARKS			