
Pursuing **R**eforms through **I**ntegrity **D**evelopment

in the

BUREAU OF FIRE PROTECTION

**A project of the Office of the Ombudsman in collaboration with the
Department of Budget and Management, Commission on Audit, Civil Service
Commission, and the Development Academy of the Philippines**

Mandate

The BFP is mandated to prevent and suppress all destructive fires on buildings, houses, and other similar structures, forests, airports, land transportation, vehicles and equipment, ships docked at wharves, petroleum industry installations, and other similar structures. It is also mandated to enforce the Fire Code of the Philippines and other related laws.

Vision

Its vision is to be a world-class fire protection agency working towards a public safety conscious society.

Mission

BFPs mission is to prevent and suppress destructive fires; enforce fire-related laws; and provide emergency medical and rescue services.

IDR Sites

BFP National Headquarters

NCR

Region 6

Region 10

CRR Findings: Leadership

Assessors' Rating: 2

- Organizational values, short and long term directions and performance expectations – *Annual Operational Plans & Budget Command Conference, Strategic Planning Workshop, Performance Evaluation System (PES)*
 - Mechanisms to articulate importance of ethical behavior and discourage corrupt behavior – *Internal Disciplinary Measures, Regional Director's (RD) Policy, Troop Information and Education (TI&E)*
 - Anti-Corruption program and policies to discourage staff from engaging in corrupt practices – *Integrity and Anti-Corruption Team (IACT), Policy on Accountability, Command Responsibility*
 - Comprehensive Delegation of Authority defines authorities and accountabilities
 - **Specific responsibilities on prevention and detection of corruption are not integrated in senior leaders' job descriptions**
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CRR Findings: Code of Conduct Assessors' Rating: 1

- BFP observes RA 6713
 - Firefighters' Institutional Regulations and Ethical Standards (FIRES) – bureau's Code of Conduct since 2001
 - Human Resource division monitors submission of SALN by all personnel
 - **Code lacks concrete examples of ethically acceptable and unacceptable practices relevant to the BFP**
 - **Except for few provisions on when or how to salute, courtesy calls and traditional beliefs and practices, most provisions are direct adaptation of RA 6713 (Code of Conduct & Ethical Standards)**
 - *Commendations for exemplary performance*
 - *Sanctions for violations*
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CRR Findings: Gift and Benefits Assessors' Rating: 0

- Has no existing written policy on gifts, offers or bribes, and guidelines for donations
 - Some Fire Marshals and his subordinates solicit and receive support from LGUs and local politicians
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CRR Findings: Human Resource Management

Assessors' Rating: 0

- It has existing guidelines and process for recruitment and promotion
 - A Personnel Selection Board responsible for screening applicants for recruitment and promotion
 - Conducts background investigation to prevent entry of corrupt employees and those with cases involving moral turpitude
 - **No complete set of job descriptions for all positions**
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CRR Findings: Performance Management

Assessors' Rating: 1

- Has set organizational goals, annual targets and performance indicators
 - Performance targets and work plans at the unit and individual levels are based on the agency's goals
 - Performance evaluation system in place
 - **No regular training provided for the agency's managers and supervisors on performance evaluation and management**
 - **Almost all personnel received a rating of Very Satisfactory (VS) in the past two years**
 - **No evidence that the agency evaluates or analyzes causes for non-accomplishment of its goals and targets**
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CRR Findings: Procurement Management Assessors' Rating: 1

- Adopts RA 9184 (New Procurement Law)
 - Procurement is based on the Annual Procurement Plan (APP)
 - Third party observers are invited to witness the bidding process
 - **Has no written guidelines and procedures on:**
 - **Different modes of procurement**
 - **Inspection of goods upon delivery and distribution to other units and fire stations**
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CRR Findings: Financial Management

Assessors' Rating: 1

- Adopts the New Government Accounting System (NGAS) in recording financial transactions
 - Accounts and account codes used in the financial statements is in accord with the chart of accounts in the NGAS
 - It has issuances regarding signatories and counter-signatories of checks, comprehensive delegation of authority
 - **Issuances on DBM Circulars, COA issuances and fiscal directives are not disseminated to all concerned units**
 - **Procedures presented in the flowchart of disbursement cannot be traced from the sample paid vouchers**
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CRR Findings: Whistleblowing, Internal Reporting and Investigation Assessors' Rating: 0

- **No written policy on whistleblowing and internal reporting**
 - Uniform Rules on Administrative Cases in the BFP
 - Existence of Internal Affairs Service
 - Initiates investigations of reported corruption and monitors progress
 - Sanctions imposed and respondents placed under preventive suspension and pending formal proceedings
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CRR Findings: Corruption Risk Management Assessors' Rating: 0

- **Absence of its Internal Audit Unit**
 - **Internal Audit Service function transferred to DILG**
 - **No pro-active assessment of corruption risk areas**
 - Has identified high-risk operations, planned control to be put in place, person responsible and a target date/time; disciplinary machinery bureau wide; institutionalization of Moral Recovery Program by 2010 (2006-2010 Strategic Plan)
 - Existence of its Integrity and Anti-Corruption Team (BFP-IACT)
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CRR Findings: Managing Interface with External Environment

Assessors' Rating: 0

- Has a system to inform public of its services, policies, rules and procedures
 - Has mechanisms to advocate fire prevention among its stakeholders
 - ✓ use of print media (through posters, quarterly magazines, leaflets, brochures, manuals, and comics)
 - ✓ conduct of fire drills and fire prevention lectures in schools, business establishments, and the community
 - **It does not have a written policy on disclosure of information to the public**
 - **Inadequate info dissemination on other BFP services – fire suppression, emergency rescue, FSIC issuance**
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CRR Recommendations

1. Establish a complete set of job description for all personnel including corruption prevention and detection in senior leaders' job descriptions
 2. Strengthen deployment mechanisms
 3. Revisit BFP-FIRES, PES implementation, systems and procedures, current strategies on fire prevention and suppression, 2001 Financial Handbook, BFP Operations Plan
 4. Create relevant written policies and implementing guidelines – gifts and benefits, political and internal endorsements, procurement, budget and accounting, internal reporting, disclosure of information
 5. Increase awareness on relevant laws, policies, systems and procedures
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CRR Recommendations

6. Review efficiency and effectiveness of current fire prevention and suppression strategies
 7. Provide relevant training – formulation of performance measures and target setting, job enhancement, financial management, corruption risk management
 8. Establish computerized systems – Personnel Information, Inventory Management, Accounting Management, and FSIC Monitoring
 9. Establish reward and incentives as well as appropriate sanctions for violation of policies
 10. Creation of an internal audit unit
 11. Establish an integrated corruption risk management plan
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Stage 2: Corruption Vulnerability Assessment

CVA Areas

- Procurement of Fire Fighting Equipment and Office Supplies (including Petroleum, oil and lubricants)
- Recruitment and Promotion of BFP Personnel
- Issuance of Fire Safety Inspection Certificates

Sites Covered

- NHQ
 - NCR
 - Region 6
 - Region10
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CVA Findings

1. Lack of consultation regarding needed supplies and equipment
 2. Circuitous requesting process, disorganized frontline work area
 3. Inconsistent implementation of laws like New Procurement Law (RA 9184), Professionalization Act of 2004 (RA 9264)
 4. Inadequate monitoring mechanisms, FSIC processing time, establishments operating without FSIC
 5. Insufficient documentation – inventory, board resolutions, donations
 6. Inadequate controls and guidelines – receiving/inspection/delivery, budget allocation, gas allocation/usage, external and internal endorsements, recruitment and promotion screening, building plan evaluation, inspection
 7. Lack of check and balance – unclear delineation of duties and responsibilities
 8. Lack of required technical expertise among fire safety inspections
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Recommendations: CVA

1. Regular consultation with lowest operating units to prioritize items in the APP/RAPP
 2. Establish mechanisms to strictly scrutinize and monitor budget allocation, budget vs actual purchase, procurement, delivery and inspection of supplies, gas allocation, gas usage, fire safety inspection, performance of suppliers, FSIC issuances
 3. Ensure accountability of BFP property and institutionalize proper turnover of property
 4. Establish policies on:
 - Receipt of all kinds of support or donation received from stakeholders
 - Disposal of unserviceable fire trucks and other BFP vehicles or equipment
 5. Establish documentation procedures: donations, BAC/ Personnel Selection Board (PSB) resolutions, FSIC applications
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Recommendations: CVA

6. Computerization: Inventory, Personnel Information, FSIC Monitoring systems
 7. Establish specific guidelines, rules and procedures: BAC process, recruitment and promotion, inspection
 8. Enhance information dissemination : procurement law, NGAS, recruitment and promotion, FSIC application process, all BFP services
 9. Capability building: fire safety inspectors
 10. Standardization of procedures: Acknowledgment Receipt of Equipment, After Mission Report, Inspection
 11. Establish a mechanism to receive and respond to feedback and complaints from the public
 12. Create and strictly enforce stiff sanctions for BFP personnel found guilty of corrupt practices
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OVERALL FINDINGS

1. Lack of monitoring mechanisms
 2. Inadequate policies and guidelines
 3. Unclear definition of corrupt practices
 4. Lack of check and balance
 5. Lack of transparency
 6. Insufficient sanctions
 7. Lack of reward and incentives
 8. Inadequate information dissemination/communication mechanism
 9. Inadequate documentation
 10. Inadequate complaint handling mechanisms including feedback to internal and external stakeholders
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OVERALL RECOMMENDATIONS

1. Create an IDR Steering Committee to:
 - Develop a written policy on corruption prevention and detection that defines specific corrupt practices and sets equitable sanctions
 - Establish, implement, and evaluate BFPs Corruption Prevention Plan
 - Enforce sanctions
 - Make public sanctions against BFP personnel
 - Actively disseminate the Policy on Corruption Prevention and Detection as well as other related policies
 - Ensure that appropriate actions are taken to address the gaps identified in the IDR
 2. Revisit FIRES and provide specific guidelines on ethical conduct
 3. Realign values enhancement programs with FIRES and BFPs core values.
 4. Establish sanctions for corrupt practices as well as incentives for good performance, Link Performance Evaluation System with incentives scheme
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OVERALL RECOMMENDATIONS

5. Review recruitment and promotion scheme and its adherence to fairness, equal opportunity, fitness and merit
 6. Invest in computerization of Inventory, Personnel Information, Accounting and FSIC Monitoring systems
 7. Consider possibility of providing allowance to fire safety inspectors
 8. Establish a Code of Conduct for BAC/RBAC and PSB/RPSB
 9. Prioritize budget allocation for purchase of firefighting gears/equipment as well as maintenance and upgrading of facilities and equipment of fire stations
 10. Improve communication facilities of all BFP offices/fire stations
 11. Benchmark with fire bureaus of other countries such as Singapore and the US
 12. Pursue the revision of the Fire Code through a legislative agenda.
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Salamat!
