



Republic of the Philippines  
Department of Interior and Local Government  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
**NATIONAL CAPITAL REGION**

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Regional Information and Communications Technology Management Division  
Software and Systems Development Section

**BJMP WEBSITE UPDATE/POSTING REQUEST FORM**

RICTMD-SSDS-FORM-001

**To be filled-out by the RICTMD Staff**

Website Update/Posting Control Number	
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**To be filled-out by the Requestor**

Rank:	_____ Signature
Name:	
Office:	
Date:	

Note: Request for website update/posting will take 1-2 days to process, post and appear on the official BJMPRO-NCR website. Please plan accordingly when submitting your request, especially on the time-sensitive matter. You may submit the file ahead at this email: [rictmd.bjmpnrcr@gmail.com](mailto:rictmd.bjmpnrcr@gmail.com).

**CONTENT TYPE**

ADD NEW		UPDATE EXISTING	
<input type="checkbox"/> Add New File	<input type="checkbox"/> Add New Content (e.g. Link, Buttons, menu, post, etc.)	<input type="checkbox"/> Update Website Content (e.g. correction of words, links, menu, post, etc.)	<input type="checkbox"/> Update Existing File (e.g. documents, pictures, spreadsheet, etc.)

**CLASSIFICATIONS**

HOMEPAGE		ABOUT US		GOOD GOVERNANCE		BID NOTICES AND INVITATION	
<input type="checkbox"/> Banners (1920x540)	<input type="checkbox"/> Key Officials	<input type="checkbox"/> Annual Procurement Plan	<input type="checkbox"/> BAC Resolution				
<input type="checkbox"/> Announcements	<input type="checkbox"/> Jail Units	<input type="checkbox"/> Citizen's Charter	<input type="checkbox"/> Invitation to Bid				
<input type="checkbox"/> Feature Posts	<input type="checkbox"/> South Sector	<input type="checkbox"/> Procurement Monitoring Report	<input type="checkbox"/> Bid Documents				
	<input type="checkbox"/> Central Sector	<input type="checkbox"/> Agency Procurement Compliance and Performance Indicator	<input type="checkbox"/> Contract				
	<input type="checkbox"/> North Sector		<input type="checkbox"/> Notice to Proceed				
	<input type="checkbox"/> East Sector		<input type="checkbox"/> Notice of Award				
	<input type="checkbox"/> Organizational Structure		<input type="checkbox"/> Bid Bulletin				
	<input type="checkbox"/> Mission and Vision		<input type="checkbox"/> Request for Quotation				
<b>CAREERS</b>			<input type="checkbox"/> Purchase Order				
<input type="checkbox"/> Notice of Vacancy			<input type="checkbox"/> Work Order				
<input type="checkbox"/> Recruitment							
<input type="checkbox"/> OTHERS (Please Specify)							

**ELECTRONIC FILE FORMAT TO BE UPLOADED**

DOCUMENT	IMAGES	VIDEOS	OTHERS
<input type="checkbox"/> Word File (.docx, .doc)	<input type="checkbox"/> JPEG	<input type="checkbox"/> MP4/MPEG-4	<input type="checkbox"/> Compressed File (zip, rar)
<input type="checkbox"/> Spreadsheet (.xlsx, .xls)	<input type="checkbox"/> PNG	<input type="checkbox"/> AVI	<input type="checkbox"/> Links
<input type="checkbox"/> PDF (.pdf)	<input type="checkbox"/> GIF	<input type="checkbox"/> FLV	Others (Please Specify):
<input type="checkbox"/> Powerpoint (.pptx)			

