

# RINAMALAYAN

# PUBLIC SERVICE CONTINUITY PLAN 2024





Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

**MUNICIPAL PUBLIC SERVICE CONTINUITY PLAN 2024**

**PROOF OF RECEIPT**



OFFICE/AGENCY/DIVISION	RECEIVED				SIGNATURE
	ON:		BY:		
	Date	Time	Printed Name	Position/Designation	
Municipal Mayor's Office	6-1-23	8:37	Mou Memora	AM	
Municipal Vice Mayor's Office and the Sangguniang Bayan	5-31-2023	4:55	JASMIN G. TUGADI	P.A. 1	
Municipal Administrator's Office	6-7-23	2:37	MELODY P. MENDOZA	AA-III	
Municipal Planning and Development Office	5-31-23	4:50	GERALD M. DULATRE	ITA	
Municipal Budget Office	6-7-23	3:06	MARIA ANNA S. AGUILAR	AAIV	
Municipal Accounting Office	6/8/23	11:15	MJ Fuentes	COI	
Municipal Treasury Office	6-7-23	4:11	BABYLYN L. SENJO	A-A-11	
Municipal Social Welfare and Development Office	6-8-23	4:37	MONICA MARINO	AA II	
Municipal Engineering Office	6-13-23	10:09	Marie Leon D. Magadia	AAIV	
Municipal Disaster Risk Reduction Management Office	6/10/23	10:09	WOLFE MARRS	AA-IV	
Municipal Local Government Operations Office	6-9-23	9:57	BARBARA UGMA	AAIV	
Provincial Budget Office	6-7-23	3:06	MARIA ANNA S. AGUILAR	AAIV	
Commission on Audit (COA)	6/8/23	11:15	MJ FUENTES	COI	





# CONTENTS

- **Messages**
  - **Municipal Mayor**
  - **Municipal Vice Mayor**
- **Acknowledgement**
- **Approval / Adoption**
  - **Sangguniang Bayan (SB) Resolution No. 128-2023**
  - **Municipal Development Council (MDC) Resolution No. 02-2023**
- **Vision Statement**
- **Mission Statement**
- **Strategic Thrusts and Development Priorities**
- **Core Values**
- **Pinamalayan Brief Profile**
- **Public Service Continuity Plan (PSCP) 2024**

# OFFICE OF THE MUNICIPAL MAYOR



## MESSAGE




The Local Government Unit of Pinamalayan under our leadership, remains focus, steady and firm to our sworn commitment to Pinamaleños. We have utilized our funds and resources in achieving our noble commitment to people. Programs, projects and activities are well aligned and attuned to the demands of the public. We have remained committed to our mission of reaching out to the most vulnerable members of society. As a result, we must level up, improve, and modify all of our initial activities in order to satisfy the unique requirements of our people while also adapting to the demands of a changing world.

My fellow Pinamaleños, it is with great pride and honor to present and dedicate this compilation of Thematic Plans and Programs 2024, a navigational plan towards the Local Government's developmental framework and program intervention for the Fiscal Year 2024.

This plan of action reflects our expectations for conquering challenges and moving forward. It contains the programs/projects/activities streamlined for the coming year from a long master list of projects generated through sectoral consultation. Furthermore, with the unwavering support and active participation of all stakeholders, we can vouch that no sector is being left behind and guarantee the inclusivity of all programs.

Also, our heartfelt gratitude goes to the dedicated men and women of these municipality who place their best efforts to come up with this plan.

Hail Pinamalayan and all its people- ang Bayan ng Bahaghari, Bayang Pinagpala. Pilipinas, Pinamalayan Naman!

  
**HON. ARISTEO APASAN BALDOS, JR.**  
MUNICIPAL MAYOR



# OFFICE OF THE MUNICIPAL VICE MAYOR



## MESSAGE



  
**HON. RODOLFO M. MAGSINO**  
MUNICIPAL VICE MAYOR

Warmest greeting!

Success is no accident. It takes a lot of hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do.

The municipality of Pinamalayan aims to become a sustainable place to live for every Pinamaleños. Planning and implementation are the best tool in making success. Thematic planning is an important activity of the Local Government Unit with the objective of building a more progressive municipality.

In this activity, the Local Chief Executive together with the Vice Mayor, Sangguniang Bayan Members, Department Heads, Chief of offices, and the representatives from different sectors joined together in a group discussion and identifying different programs, projects and activities that we believe needed to be implemented and can make an impact in the society.

Through inquiries, careful studies, researches and workshops, we will be able to sustain and meet the demands of the ever-changing time. Long term solutions, programs, projects and activities to be implemented are relevant and beneficial to the people. We cannot stop the passing time, but we have the power to define it.

With our collaborative efforts we can make Pinamalayan a sustainable place to live in. Let us work together and win as one. With the help of the Almighty, hand in hand, we can achieve what we are dreaming for our beloved Pinamalayan.

*"Today's progress was yesterday's plan" - Anonymous*

# ACKNOWLEDGEMENT



In the spirit of unity towards progress, deepest appreciation is hereby conveyed to the various stakeholders and institutions in our municipality such as the National Government Agencies, Barangay Government Units, Private Sector, Civil Society/Non-Governmental Organizations, the Legislative Department and the Executive Department of the Municipal Government of Pinamalayan for the unqualified support and participation in the preparation of PUBLIC SERVICE CONTINUITY PLAN (PSCP) 2024 which was completed and packaged by the:

## MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

### GENERAL PUBLIC SERVICES

**ROMEL T. MARAYAN** *Development Management Officer II  
Sector Coordinator*

**JAN-NEIL H. EVANGELISTA** *Senior Administrative Assistant II  
Sector Coordinator*

**PRINCESS EUNICE L. DEL VALLE** *Project Development Officer I  
Sector Coordinator*

### SOCIAL SERVICES

**EnP VIRGILIO M. KING** *Project Development Officer III  
Sector Coordinator*

**JOHN ERIC G. MONDOÑEDO** *Planning Assistant  
Sector Coordinator*

**MA. LORRAINE F. FESTIN** *Project Evaluation Assistant  
Sector Coordinator*

### ECONOMIC SERVICES

**EnP. ORLEX H. MARAYAN** *Development Management Officer IV / Asst. to the MPDC  
Sector Coordinator*

**FREDELINO A. TORIANO, JR.** *Planning Officer II  
Sector Coordinator*

**MARIANNE L. LUARCA** *Administrative Aide II  
Sector Coordinator*

### OTHER SERVICES

**EnP. ORLEX H. MARAYAN** *Development Management Officer IV / Asst. to the MPDC  
Sector Coordinator*

**JAYSON M. MAUPAY** *Administrative Assistant I  
Sector Coordinator*

## ADMINISTRATIVE AND TECHNICAL SUPPORT SERVICES

**RUTH D. MALING** *Administrative Officer IV  
Logistic In-Charge*

**PHIL JOSEPH L. GALANG** *Information Technology Assistant  
Technical Support Staff*

**GERALD M. DULATRE** *Information Technology Assistant  
Administrative Support Staff*

**MARY JOY R. SALENDREZ** *Administrative Aide III  
Administrative Support Staff*


**ROSELLE H. LABRADOR** *Administrative Aide III  
Administrative Support Staff*

**EDEN M. HERNANDEZ** *Administrative Aide II  
Administrative Support Staff*

We are truly grateful as we commend the invaluable involvement of all concerned functionaries and Elective Officials by way of sharing their time, efforts and knowledge. As such, we are very thankful to the Municipal Development Council (MDC) Officials and Members, especially to the Chairpersons and Members of the Functional/Sectoral Working Committees for exerting tireless and selfless efforts that made possible the successful completion of the formulation process.

Above all, let us praise and thank the Almighty for His guidance as we are all His stewards in bringing about excellence in local governance.

**THANK YOU AND GOD BLESS!!!**

  
**ROSENIO A. TORIANO, EnP**

*Municipal Planning and Development Coordinator*



The Municipal Planning and Development Office  
Telefax: (043) 738 - 4632

E-mail Address: [mpdo.pin@gmail.com](mailto:mpdo.pin@gmail.com) / [mpdo@pinamalayan.gov.ph](mailto:mpdo@pinamalayan.gov.ph)

Our Website: [www.pinamalayan.gov.ph](http://www.pinamalayan.gov.ph)





# MUNICIPAL APPROVAL INSTRUMENTS

- **THEMATIC PLANS AND PROGRAMS (TPP) 2024**
  - **SANGGUNIANG BAYAN (SB) RESOLUTION NO. 128-2023**
  - **MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 02-2023**



# OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan, 2<sup>nd</sup> Flr. Municipal Bldg. Madrid Blvd. Zone III, Pinamalayan, Oriental Mindoro  
Email Address: [ucsbaybayan@pinamalayan.gov.ph](mailto:ucsbaybayan@pinamalayan.gov.ph) Tel Nos: (043) 738-1432 (043) 284-3147

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 11<sup>th</sup> SANGGUNIANG BAYAN HELD ON MAY 22, 2023 AT SANGGUNIANG BAYAN SESSION HALL, PINAMALAYAN, ORIENTAL MINDORO.**

PRESENT:

HON. RODOLFO M. MAGSINO,	Municipal Vice Mayor, Presiding officer
HON. RIO S. MERCENE,	SB Member
HON. DUNHILL MARCELO M. DELMO V,	SB Member
HON. ANGELO MARLO D. MADRID,	SB Member
HON. MAURO P. HELERA,	SB Member
HON. ANJUNE A. ZAMORA,	SB Member
HON. EDWIN G. HERNANDEZ,	SB Member
HON. JEOFFREY PAUL A. UMBAO,	SB Member
HON. NAPOLEON M. MANGARING,	SB Member
HON. JOVEN S. VELASCO,	SKMF President, SB Member
HON. ANTONIO VICTOR R. OLYMPIA,	ABC President, SB Member

## RESOLUTION NO. 128-2023

**A RESOLUTION APPROVING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO.**

**WHEREAS**, Section 114 of the Local Government Code provides that the policies, programs and projects proposed by the Local Development Council shall be submitted to the Sanggunian concerned for appropriate action;

**WHEREAS**, the thirty-seven (37) various Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan were formulated after thorough researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral presentation, to wit:

### 1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan

### 2. SOCIAL DEVELOPMENT SECTOR

- DILG-Endorsed Municipal Gender and Development Plan and Budget
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Nutrition Action Plan
- Municipal Acquired Immune Deficiency Syndrome Plan
- Municipal Youth Development Plan
- Municipal Housing/Shelter Plan
- Municipal Ancestral Domains Sustainable Development and Protection Plan
- Municipal Plan for Health and Family Planning





# OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan 2<sup>nd</sup> Flr., Municipal Bldg., Madro Blvd., Zone III, Pinamalayan, Oriental Mindoro  
Email Address: [vicemayoroffice@pinamalayan.gov.ph](mailto:vicemayoroffice@pinamalayan.gov.ph) Tel Nos. (043) 738-1432 / (043) 284-3147

### 3. ECONOMIC DEVELOPMENT SECTOR

- Municipal Climate Change Action Plan
- Municipal Poverty Reduction Action Plan
- Municipal Solid Waste Management Plan
- Municipal Forest Land Use Plan
- Municipal Watershed Management Plan
- Municipal Sustainable Area Development Plan
- Municipal Foreshore Management Plan
- Municipal Food Sufficiency Plan
- Municipal Strategic Agriculture and Fisheries Development Zone Plan
- Municipal Coconut Development Plan
- Municipal Coastal Resources Management Plan
- Municipal Commodity Investment Plan
- Municipal Tourism Development Plan
- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

### 4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

**WHEREAS**, the aforementioned TPPs were adopted on the 19<sup>th</sup> day of May 2023 by virtue of MDC Resolution No. 02-2023 and were subsequently indorsed to the Sangguniang Bayan pursuant to the Local Government Code;


**WHEREAS**, this august body entirely recognizes the significance of the different TPPs for 2024 in providing operational guidance and effective solution in the attainment of a progressive, self-reliant, resilient and sustainable municipality.

**NOW THEREFORE, BE IT RESOLVED** by the Sangguniang Bayan of Pinamalayan, Oriental Mindoro to approve different Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan, Oriental Mindoro.

**UNANIMOUSLY APPROVED** this 22<sup>nd</sup> day of May 2023 on motion of Hon. Rio S. Mercene seconded by all Sangguniang Bayan members present.

I hereby certify to the veracity and correctness of the foregoing quoted resolution.

Certified Correct:

  
**ATTY. MIRASOL J. SANTOS**  
Secretary to the Sangguniang Bayan

Attested by:

  
**HON. RODOLFO M. MAGSINO**  
Municipal Vice Mayor, Presiding Officer

Approved:

  
**HON. ARISTEO APASAN BALDOS, JR.**  
Municipal Mayor

MAY 31 2023



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

## **OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

Telephone No. 043-284-7146

### **MUNICIPAL DEVELOPMENT COUNCIL RESOLUTION NO.02-2023**

**A RESOLUTION ADOPTING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN AND FAVORABLY INDORSING THE SAME TO THE SANGGUNIANG BAYAN, THIS MUNICIPALITY FOR APPROVAL.**

**WHEREAS**, thematic planning is a prescriptive planning tool that seeks the most effective and efficient technical solution to a generic development problem;

**WHEREAS**, the strategic value of thematic plans is that they provide guidance on the application of techniques and in drawing on best practices and experiences which have evolved into a benchmark standard;

**WHEREAS**, thematic plans provide a cost-benefit analysis of the technology against conventional techniques, define the role and responsibilities of the agency in relation to other stakeholders, identifying resource requirements and seek to outline a course of action, thereby defining a framework providing a problem-based analysis of techniques that helps ensure the relevance, sustainability and impact of technical cooperation;

**WHEREAS**, in order to validate priority areas for cooperation and strengthening public-private partnership, different thematic plans and programs were formulated through researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral representation;

**WHEREAS**, the thematic plans and programs herein referred to include the following:

#### **1. GENERAL PUBLIC SERVICES SECTOR**

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic and Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan



#FullDevolution #LocalAutonomy #LocalEmpowerment







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Telephone No.043-284-7146

### **2. SOCIAL DEVELOPMENT SECTOR**

- DILG-Endorsed Municipal Gender and Development Plan and Budget
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Nutrition Action Plan
- Municipal Acquired Immune Deficiency Syndrome Plan
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### **3. ECONOMIC DEVELOPMENT SECTOR**

- Municipal Climate Change Action Plan
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- Municipal Commodity Investment Plan
- Municipal Tourism Development Plan
- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

### **4. OTHER SERVICES SECTOR**

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

**WHEREAS**, the Municipal Development Council in full council meeting has thoroughly reviewed and objectively considered the contents and linkages of the above-named TPPs;

**NOW, THEREFORE**, on motion of Punong Barangay Gilbert A. Seño of Pili and duly seconded by all members present, be it . . .

**RESOLVED, AS IT IS HEREBY RESOLVED**, to adopt the different THEMATIC PLANS AND PROGRAMS (TPP) 2024 of the Municipality of Pinamalayan, and favourably indorsing the same to the Sangguniang Bayan for appropriate action.

**UNANIMOUSLY ADOPTED** this 19<sup>th</sup> day of May 2023.

#FullDevolution #LocalAutonomy #LocalEmpowerment





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## OFFICE OF THE MUNICIPAL MAYOR


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Telephone No. 043-284-7146


### THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:


  
**HON. RANDY H. MOREDO**  
Barangay Captain, Anoling  
Member

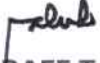
  
**HON. EDNA L. RANILLO**  
Barangay Captain, Bangbang  
Member

  
**HON. ANDRES M. GANIBO**  
Barangay Captain, Buli  
Member


  
**HON. EUGENIO M. MANTARING**  
Barangay Captain, Calingag  
Member

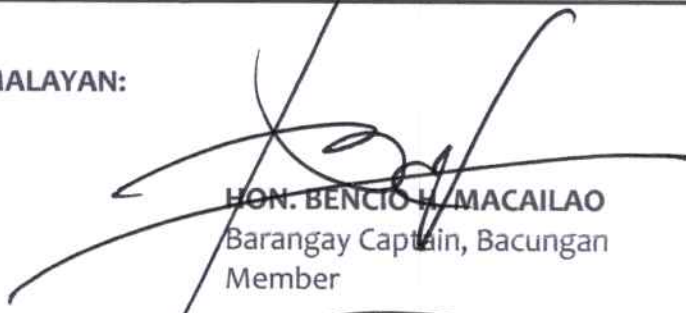
  
**HON. JOEY C. JAMINOLA**  
Barangay Captain, Guinhawa  
Member


  
**HON. RICO M. BONIFACIO**  
Barangay Captain, Lumambayan  
Member


  
**HON. MERAPE T. ALUB**  
Barangay Captain, Maliangcog  
Member


**HON. ENRICO M. CAUNCERAN**  
Barangay Captain, Marayos  
Member

  
**HON. ANTONIO S. MOGOL**  
Barangay Captain, Nabuslot  
Member

  
**HON. BENCIO H. MACAILAO**  
Barangay Captain, Bacungan  
Member

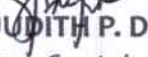
  
**HON. JOELITO J. PERLAS**  
Barangay Captain, Banilad  
Member

  
**HON. NORVEN M. ARELLANO**  
Barangay Captain, Cacawan  
Member


  
**HON. DANTE H. MAZON**  
Barangay Captain, Del Razon  
Member

  
**HON. JOHNNY A. LOLONG**  
Barangay Captain, Inclanay  
Member

  
**HON. TEOFILO P. SAPUSAO**  
Barangay Captain, Malaya  
Member

  
**HON. JUDITH P. DE BELEM**  
Barangay Captain, Maningcol  
Member

**HON. ROMEO M. DIMAANO**  
Barangay Captain, Marfrancisco  
Member

  
**HON. LERMA M. MANRIQUE**  
Barangay Captain, Pagalagala  
Member







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**MUNICIPALITY OF PINAMALAYAN**

## OFFICE OF THE MUNICIPAL MAYOR

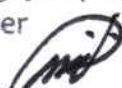
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Email: [mayoroffice@pinamalayan.gov.ph](mailto:mayoroffice@pinamalayan.gov.ph)


Telephone No. 043-284-7146


### THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:

  
**HON. NOLITO A. DELA CRUZ**  
Barangay Captain, Palayan  
Member

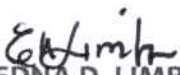
  
**HON. AMADEO Q. MAGTIBAY**  
Barangay Captain, Pambisan Munti  
Member

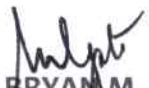
  
**HON. RAUL M. MICIANO**  
Barangay Captain, Papandayan  
Member

  
**HON. CELSO V. MONDOÑEDO JR.**  
Barangay Captain, Quinabigan  
Member


  
**HON. HIPOLITO D. ONDOY**  
Barangay Captain, Rosario  
Member

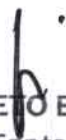
  
**HON. MERLITA M. PANGANIBAN**  
Barangay Captain, Sta. Isabel  
Member

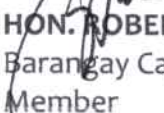
  
**HON. EDNA D. LIMBO**  
Barangay Captain, Sto. Niño  
Member


  
**HON. ROY BRYAN M. MALAPOTE**  
Barangay Captain, Zone I  
Member


  
**HON. FERNANDO T. RODIL**  
Barangay Captain, Zone III  
Member

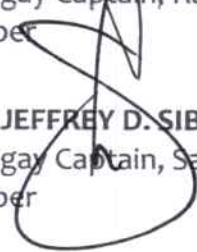
  
**HON. ANTONIO VICTOR R. OLYMPIA**  
ABC President  
Liga ng mga Barangay  
Barangay Captain, Sta. Rita  
Member

  
**HON. LORETO E. FLORES**  
Barangay Captain, Pambisan Malaki  
Member

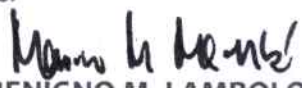
  
**HON. ROBERTO A. MICIANO**  
Barangay Captain, Panggulayan  
Member


  
**HON. GILBERT A. SEÑO**  
Barangay Captain, Pili  
Member


  
**HON. ARNEL F. NAMBIO**  
Barangay Captain, Ranzo  
Member

  
**HON. JEFFREY D. SIBOBO**  
Barangay Captain, Sabang  
Member

  
**HON. RUFINO S. DIMAPILIS**  
Barangay Captain, Sta. Maria  
Member

  
**HON. BENIGNO M. LAMBOFOTO**  
Barangay Captain, Wawa  
Member

  
**HON. MARY FRANCIS DEOCORA M. FABIE**  
Barangay Captain, Zone II  
Member

  
**HON. VICTOR J. LINGON**  
Barangay Captain, Zone IV  
Member





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## OFFICE OF THE MUNICIPAL MAYOR

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Telephone No. 043-284-7146

### REPRESENTATIVES OF NON-GOVERNMENT ORGANIZATION (NGOs)

#### **RICARDO B. DELA CRUZ**

President, Bahaghari Pinamalayan, Oriental Mindoro  
Federation of Tricycle Operators and Driver's  
Association, Inc. (BPOMFEDTODA)  
Representative to the Executive Committee

  
**LEA S. FIEDALAN**

President, Ranzo Farmer's Association  
Member



#### **EDWIN C. ANDAL**

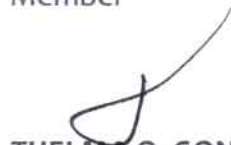
President, Kapulungan ng Sandigang Magkakarne  
(KASAMA)  
Member

#### **ESTELITA M. FIEDALAN**

President, Samahan ng Lingap Pamilyang  
Pinamaleño (SLNPP)  
Member

  
**CECILIA L. KASILAG**

President, Local Council for Women  
Member



#### **THELMA O. GONZALES**

President, Kaagapay Tungo sa Maunlad na  
Pamumuhay  
Association of Barangay Buli  
Member

#### **GORGONIO SUMBAD**

President, Samahan Kaligtangan Tadyawan  
Member



#### **LORENZA R. LOLONG**

President, Young Progressive Vendors and  
Vegetable Dealers and Retailers  
Association of Pinamalayan Market, Inc.  
(YPVVDRAPMI)  
Member

#### **BERNIE P. SEÑORIN**

President, Samahang Mandaragat ng  
Banilad (SAMBA)  
Member



#### **FELIX M. MAGBOO**

Vice President, Pinamalayan Bahaghari  
Farmer's Federation  
Member

#### **FE G. MERCENE**

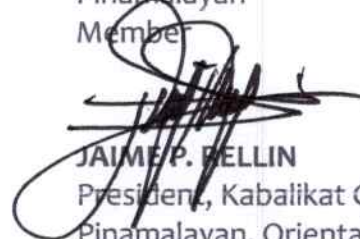
President, Federation of Senior Citizens of  
Pinamalayan  
Member

#### **DIVINA D. MADRID**

President, Pinamalayan Retired Teachers  
Organization  
Member

#### **GERALD F. LUHA**

President, Sandugo Rescue and Radio  
Communication Group-Lima Chapter  
Pinamalayan  
Member



#### **JAIME P. BELLIN**

President, Kabalikang Civicom 843 Chapter  
Pinamalayan, Oriental Mindoro  
Member



#FullDevolution #LocalAutonomy #LocalEmpowerment







Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

## OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayoroffice@pinamalayan.gov.ph](mailto:mayoroffice@pinamalayan.gov.ph)

Telephone No.043-284-7146

**HON. RIO S. MERCENE**

SB Member

Chairperson, Committee on Finance & Appropriations

**HON. ALFONSO V. UMALI, JR.**

Congressman

2<sup>nd</sup> District, Oriental Mindoro

Attested by:

**ORLEX H. MARAYAN, EnP.**

Development Management Officer IV  
Secretary, MDC Secretariat

Certified Correct:

**ROSENIO A. TORIANO, EnP.**

MPDC - MGDH I  
Head, MDC Secretariat

Approved:

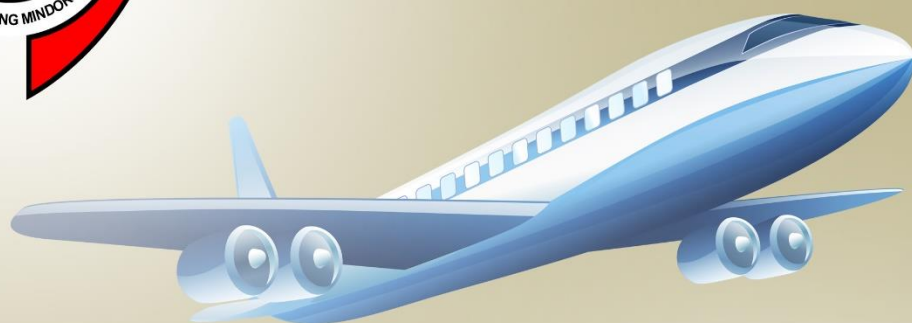
**HON. ARISTEO APASAN BALDOS, JR.**

Municipal Mayor  
Chairperson, Municipal Development Council





# VISION



**PINAMALAYAN CITY,**  
**the Central Trading Hub of Oriental Mindoro**  
**and the rest of MIMAROPA**  
**demonstrating a robust investor- and**  
**tourist-centered economy**  
**with diversified agro-industrial activities**  
**anchored on sustainable growth**  
**and social equity.**





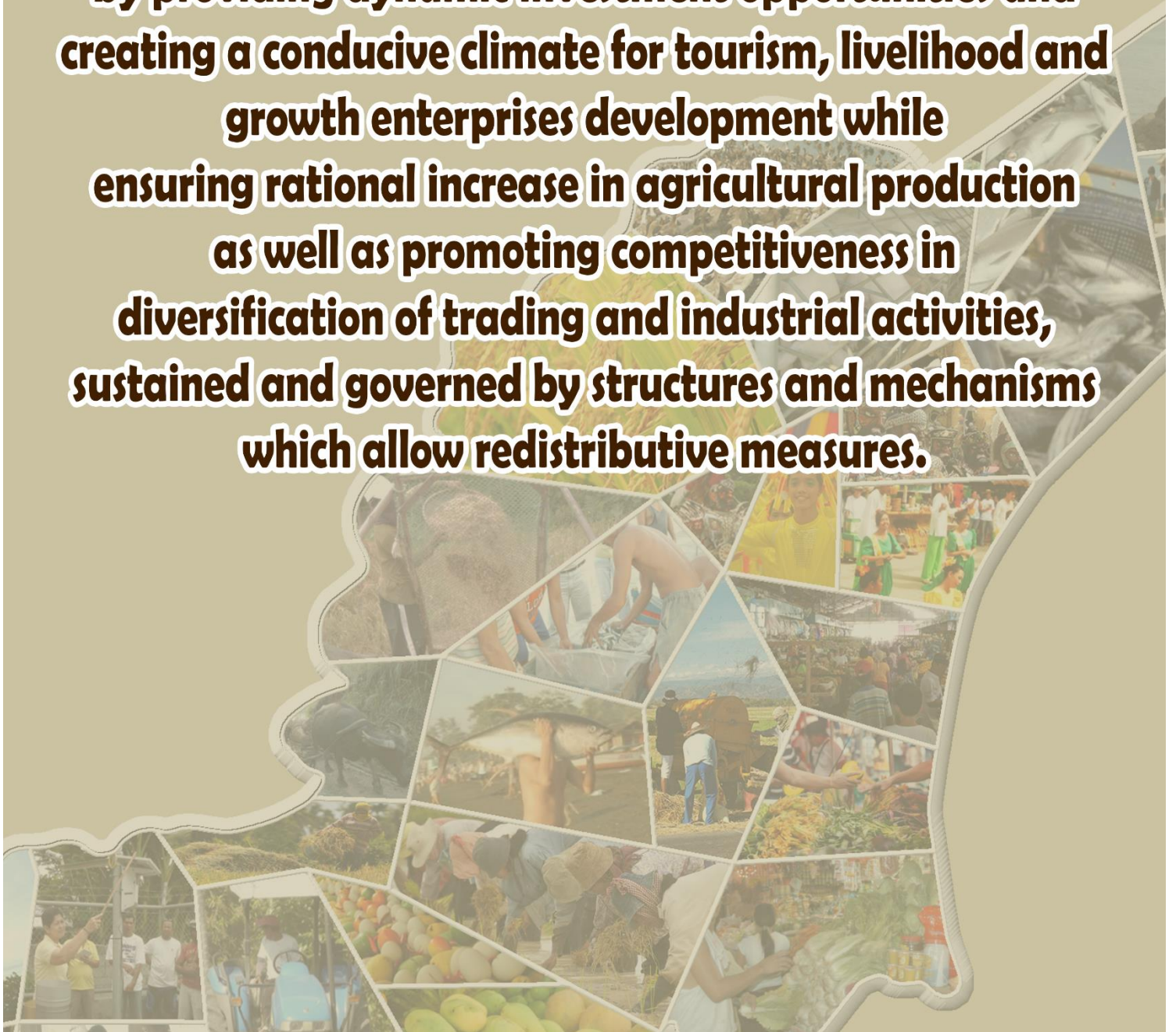


# MISSION



## **To boost local economy**

**by providing dynamic investment opportunities and creating a conducive climate for tourism, livelihood and growth enterprises development while ensuring rational increase in agricultural production as well as promoting competitiveness in diversification of trading and industrial activities, sustained and governed by structures and mechanisms which allow redistributive measures.**







# STRATEGIC THRUSTS AND DEVELOPMENT PRIORITIES

**T**

**TRANSPARENCY, ACCOUNTABILITY AND GOOD GOVERNANCE**

**O**

**ORGANIZATIONAL DEVELOPMENT AND EMPOWERMENT**

**P**

**PEACE AND ORDER AND PUBLIC SAFETY**

**C**

**COMMUNITY INVOLVEMENT AND INTEGRATION**

**A**

**AGRICULTURE, TOURISM, HISTORY, CULTURE & ARTS AND ENVIRONMENTAL PROTECTION**

**R**

**REVENUE GENERATION AND LIVELIHOOD PROGRAMS**

**E**

**EDUCATIONAL AND TECHNICAL SKILLS DEVELOPMENT**

**S**

**SOCIAL PROGRAMS**







# CORE VALUES

Recognizing the vision of becoming the **CENTRAL TRADING HUB OF ORIENTAL MINDORO AND THE REST OF MIMAROPA** demonstrating a robust investor-and-tourist-centered economy, with diversified agro-industrial activities anchored on sustainable growth and social equity,

WE, public servants, commit ourselves to attain the vision of the **MUNICIPAL GOVERNMENT OF PINAMALAYAN** by living by the tenets of the following **CORE VALUES:**

**R**ESPONSIBLE LEADERSHIP

**A**CCOUNTABILITY AND TRANSPARENCY IN GOVERNANCE

**I**NNOVATIVE AND EXCELLENT SERVICE

**N**URTURERS OF FAITH AND PATRIOTIC IDEALS

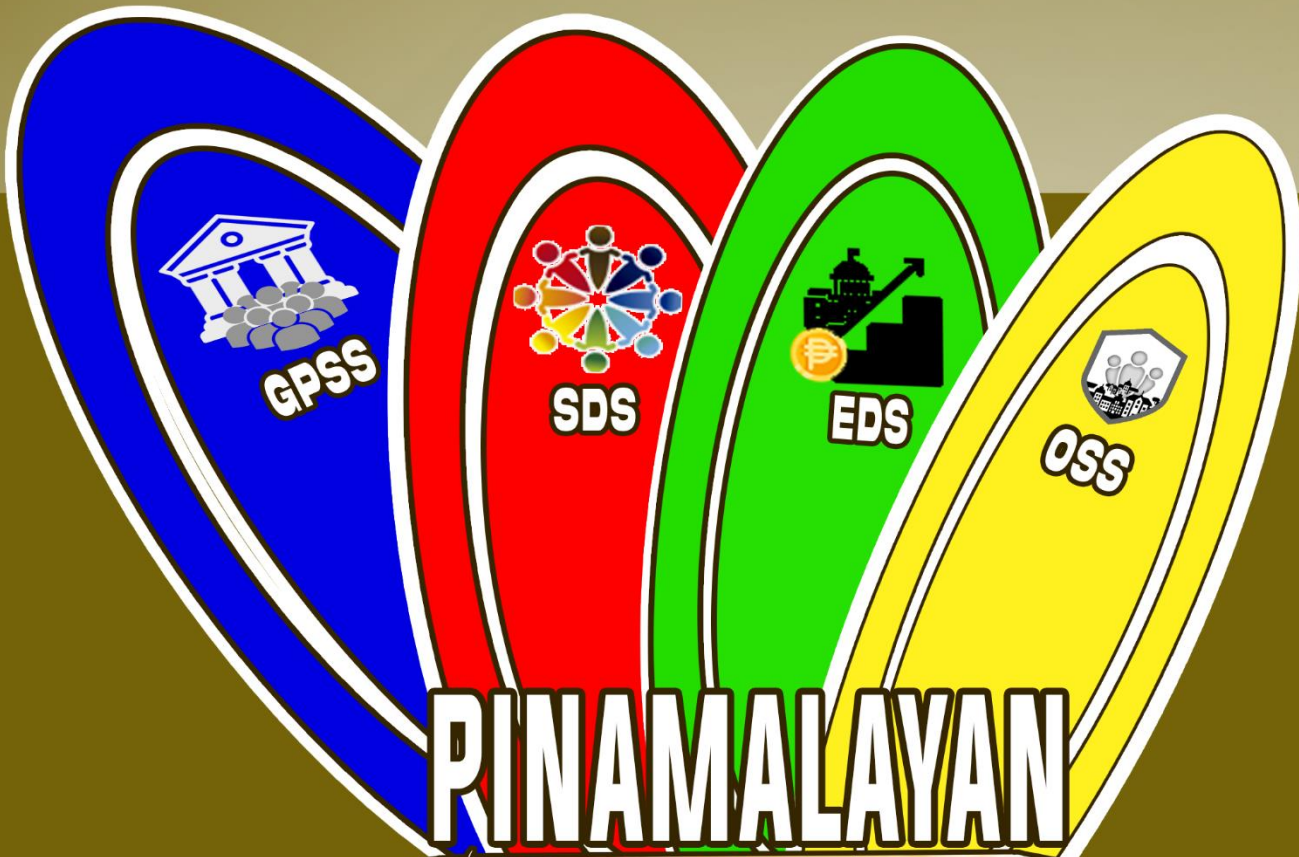
**B**UILDERS OF POSITIVITY AND TEAM SPIRIT

**O**BJECTIVITY AND INTEGRITY OF PURPOSE

**W**ELL-BALANCED ECOLOGY ADVOCATES







# RINAMALAYAN

# BRIEF PROFILE





# MUNICIPAL OFFICIAL LOGO



**NATIONAL HISTORICAL INSTITUTE  
MONUMENTS and HERALDRY DIVISION**

## **RISING SUN**

Represents the glowing/bright future of the town.

## **RAINBOW**

Symbolizes hope and prospect for progress and its discovery.

## **YELLOW DOT**

Describes the geographical location of the Municipality of Pinamalayan

## **MAP AND TAMARAW**

Denote Strength

## **COLOR GREEN**

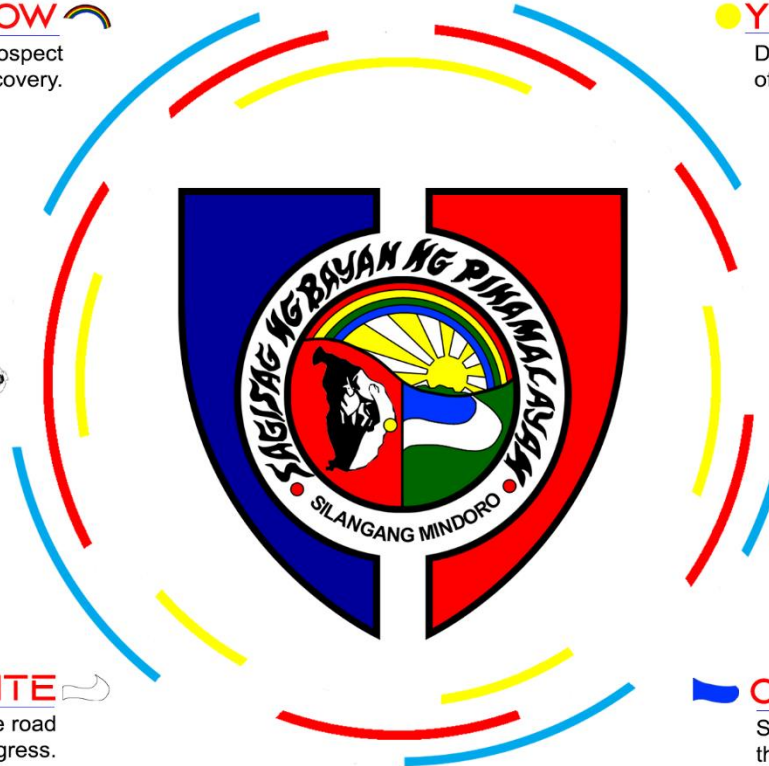
Stands for the youth; rich farmland

## **COLOR WHITE**

Stands for justice and the road to progress.

## **COLOR BLUE**

Stands for peace, calmness and the abundance of sea products.




## **SHIELD**

Derived from the provincial seal of Mindoro Oriental where the town is located; stylized caring/loving hands of its local executives; it also represents that Pinamalayan is a free and peaceful municipality.

Recommending Approval:

  
**SERAFIN D. QUIASON**  
Chairman

OFFICE OF THE PRESIDENT  
Approved by Authority of the  
President :

  
**LUIS C. LIWANAG II**  
Deputy Executive Secretary

March \_\_\_\_\_, 1993 File No. \_\_\_\_\_ Date of Issuance \_\_\_\_\_

# HISTORICAL BACKGROUND

The name of the town was said to be taken from the word “ipinamalay” which means to make aware or to show the way. According to an old story, early settlers of this town came from a group of adventurous transmigrants who encountered turbulent weather in the sea. They prayed to God Almighty for deliverance and guidance, whereupon, the weather cleared and a rainbow appeared on the horizon. The crew shouted “ipinamalay na” which means it was made known. They followed the direction of the rainbow believing that at its end lies a pot of gold and good fortune. They finally landed at what is now barangay Lumambayan and established the first settlement which they named Pinamalayan. They found good fortune in the new land which brought them prosperity because of the good soil and abundant resources.



## LEGEND

On the other hand, some sources state that the name Pinamalayan came from the word “Pinagpalayan” which means “planted with rice”, for it was once a vast area planted with rice. Rice farming is an important source of livelihood of the municipality, up to this day. Since then, the place grew and became a town. However, during the entire 18th century, Pinamalayan was one of the coastal areas frequently attacked by Moro pirates. People were decimated and many fled to the interior for safety.

## 1800

Pinamalayan is one of the oldest towns in the province of Oriental Mindoro. Its territory once went as far as the old settlements of Sumagui and Anilao which are now part of the municipalities of Bansud and Bongabong, respectively. The towns of Pola and Gloria, now separate municipalities, were also former parts of the old domain. This was then organized as a permanent settlement in 1800's under the leadership of a gobernadorcillo.

## APRIL 29, 1904

Under the American government, the towns of Pola and Bongabong were consolidated with Pinamalayan by virtue of Act 1155.



## CREATION OF THE MUNICIPALITY

## 1888

In the year 1888, the territory of Pinamalayan included the settlements of Pola, Sumagui, and Anilao. At that time, the gobernadorcillo was Juan Morente, Jr., who assumed position until 1898 when the uprising against the Spanish government broke out. Morente Jr. joined the revolutionary forces as a captain then Juan Medina replaced him as the town head. When the Spaniards surrendered, Morente Jr. became governor of the province of Mindoro while Cornelio Nable was appointed as the municipal president.

## JANUARY 12, 1912

Pola became an independent town. A major political change brought about by the American occupation was that the Municipal Council acted on the selection of a new town site through viva-voce voting in 1914.

## 1916

The seat of the Municipal Government was officially transferred from barangay Lumambayan to its present site.



# HISTORICAL BACKGROUND

## 1919

Bongabong likewise regained its township status in March 1919 under Act 2824. The American planners made sure that the town is properly laid out according to a planning system that included wide, symmetrical roads with appropriate drainage facilities. It was also during this time that a big plaza was constructed adjacent to the municipal building. These turns of events made Pinamalayan as a model in town planning to all the municipalities in Oriental Mindoro. Moreover, the repeated territorial reorganizations signify the role of Pinamalayan as a major political and economic center in the southern part of Oriental Mindoro way back in the latter years of the Spanish regime up to the American rule. Administrative orders regulating secular activities in the settlements of neighboring towns were once sent from Pinamalayan. Thus, this gives the municipality considerable advantages in terms of trade, infrastructure development, social facilities, and even political accommodations at the onset of the century.



## 1942

When the Japanese occupied Mindoro in 1942, Dr. Abelardo Bunag, then mayor, joined the underground movement. The Japanese then appointed Carlos Aguilucho as mayor, followed by Manuel Medina. Then, the Americans returned around January 15, 1945.



## 1964

In 1964, Gloria became an independent town. From 1947 to 1990 under various administrations, Pinamalayan grew steadily to become the progressive town that it is today.

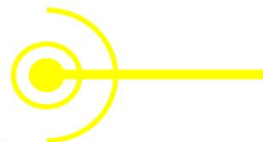


Table HB-1 presents the local chief executives from year 1901 to present. Throughout history, the municipality had 32 municipal mayors.



Table HB-1. Local Chief Executives of Municipality of Pinamalayan, Oriental Mindoro, Year 1901-2019

	Name of LCE	Term of Office		Name of LCE	Term of Office
1	Cornelio Nable	1901-1902	17	Manuel Medina	1943-1945
2	Juan Aguilucho	1902-1903	18	Tomas Villamin	1946-1947
3	Vicente Dominguez	1903-1904	19	Dominador Madrid	1948-1951
4	Florencio Morente	1905-1906	20	Remegio Pio Baldos	1952-1955
5	Juan Morente, Jr.	1907-1912	21	Dominador Madrid	1956-1967
6	Jesus Dominguez	1913-1915	22	Santos Frane (OIC)	1967-1968
7	Jose Benitez	1915-1916	23	Jose Reynaldo Morente, Jr.	1968-1972
8	Elias Semilla	1916-1919	24	Crispulo La Rosa	1973-1979
9	Carlos Aguilucho and Francisco Luarca	1925-1928	25	Emilina Baldoz	1980-1986
26			Reynaldo Mambil	1986-1987	
11	Anaceto Villamin	1928-1929	27	Lydia Olea (OIC)	1988
12	Conrado Morente	1929-1934	28	Manuel O. Morente, Sr.	1988-1995
13	Felipe Venturanza	1934-1938	29	Wilfredo L. Hernandez, Sr.	1995-2004
14	Carlos Aguilucho	1938-1940	30	Aristeo V. Baldos, Sr.	2004-2007
15	Abelardo Buñag	1941-1942	31	Wilfredo L. Hernandez, Sr.	2007-2016
16	Carlos Aguilucho	1942-1943	32	Aristeo A. Baldos, Jr.	2016-present

Source: Municipal Planning and Development Office

## SIGNIFICANT DEVELOPMENTS IN THE MUNICIPALITY








































# PINAMALAYAN FIRST CLASS MUNICIPALITY

BY VIRTUE OF DOF DEPARTMENT ORDER NO. 20-05  
IMPLEMENTED BY BILG MEMORANDUM CIRCULAR NO. 01-M (43)-05  
ISSUED ON JANUARY 31, 2006





# GEO-PHYSICAL ENVIRONMENT

URBAN BARANGAYS				RURAL BARANGAYS						
COASTAL BARANGAYS	 WAWA	 MARFRANCISCO	 ZONE I	 PAPANDAYAN	 LUMAMBAYAN	 GUINHAWA	 BANILAD	 RANZO	 QUINABIGAN	 PILI
	 ZONE II	 ZONE III	 ZONE IV	 CACAWAN	 ANOLING	 BACUNGAN	 BANGBANG	 BULI	 CALINGAG	 DEL RAZON
	 STA. RITA				 INCLANAY	 MALAYA	 MALIANGCOG	 MANINGCOL	 MARAYOS	 NABUSLOT
					 PAGALAGALA	 PALAYAN	 PAMBISAN MALAKI	 PAMBISAN MUNTI	 PANGGULAYAN	 ROSARIO
				 SABANG	 STA. ISABEL	 STA. MARIA	 STO. NIÑO			



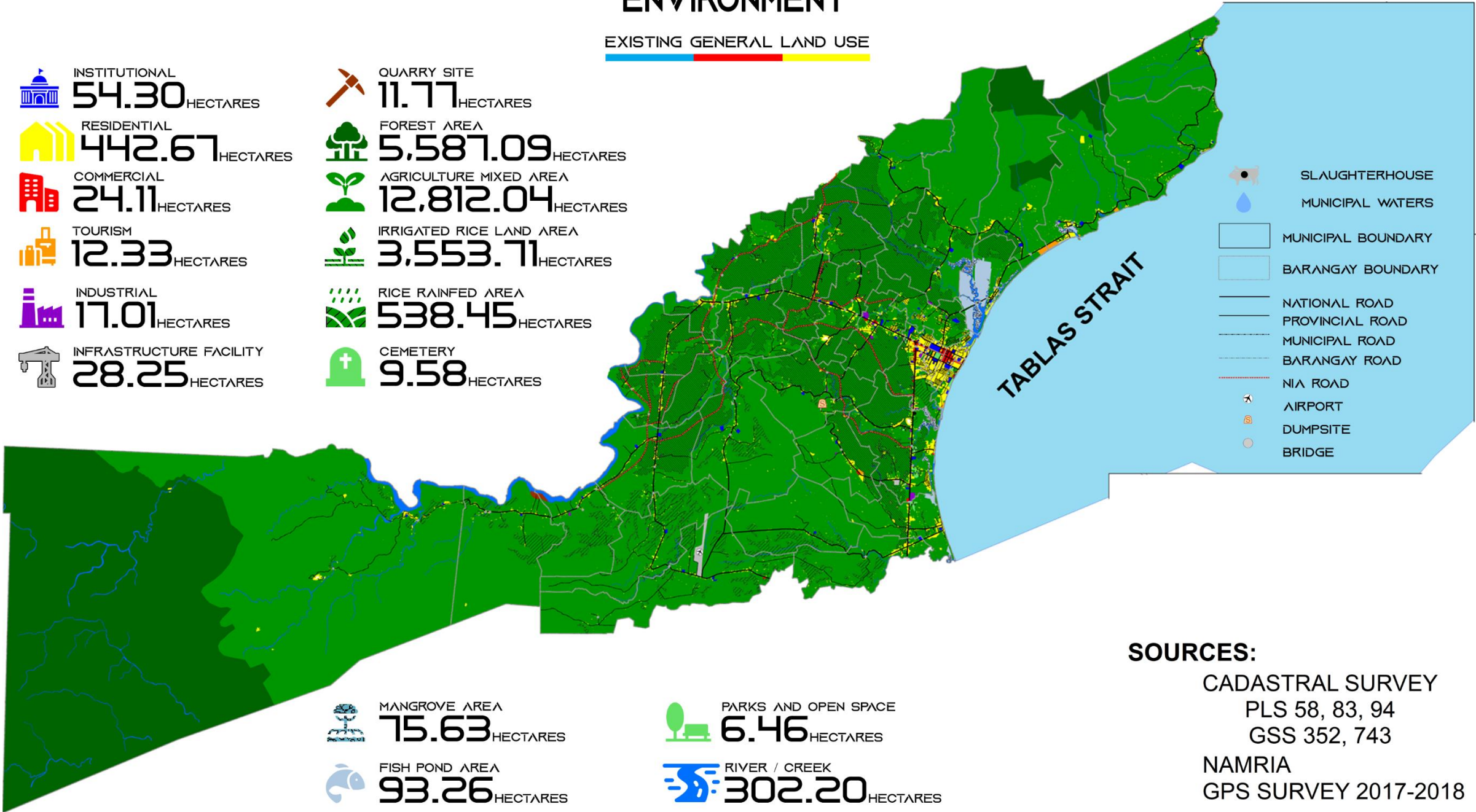
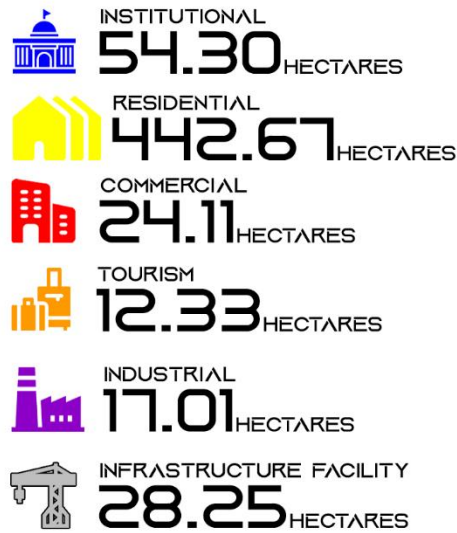
PINAMALAYAN 37 BARANGAYS





# GEO-PHYSICAL ENVIRONMENT

## EXISTING GENERAL LAND USE



-  SLAUGHTERHOUSE
-  MUNICIPAL WATERS
-  MUNICIPAL BOUNDARY
-  BARANGAY BOUNDARY
-  NATIONAL ROAD
-  PROVINCIAL ROAD
-  MUNICIPAL ROAD
-  BARANGAY ROAD
-  NIA ROAD
-  AIRPORT
-  DUMPSITE
-  BRIDGE

**SOURCES:**  
 CADASTRAL SURVEY  
 PLS 58, 83, 94  
 GSS 352, 743  
 NAMRIA  
 GPS SURVEY 2017-2018

# DEMOGRAPHY

## DEMOGRAPHIC SIZE

TOTAL POPULATION  
**90,383**  
SOURCE: 2020 CPH PSA



CRUDE BIRTH RATE  
**6.35**  
SOURCE: 2021 MHO



GROWTH RATE  
**1.01**  
SOURCE: 2020 CPH PSA



CRUDE DEATH RATE  
**4.20**  
SOURCE: 2021 MHO

## DEMOGRAPHIC DISTRIBUTION



NUMBER OF HOUSEHOLDS  
**21,322**  
SOURCE: 2020 CPH PSA



HOUSEHOLD SIZE  
**4 PERSONS**  
IN EVERY HOUSEHOLD  
SOURCE: 2020 CPH PSA



POPULATION DENSITY  
**3 PERSONS**  
PER HECTARE  
SOURCE: 2020 CPH PSA & MAssO

POPULATION  
PROJECTION



**97,949** YEAR  
2028  
**116,197** YEAR  
2045

HOUSEHOLD  
PROJECTION



**22,779**  
**27,023**

## POPULATION COMPOSITION

SCHOOL GOING POPULATION  
**32,710**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



WORKING AGE  
**48,863**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

LABOR FORCE  
**26,280**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



YOUNG DEPENDENT POPULATION  
**24,394**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

OLD DEPENDENT POPULATION  
**4,701**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



OVERSEAS FILIPINO WORKERS  
**1,446**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

## POPULATION CHARACTERISTICS

REGISTERED VOTERS  
**50,248**  
SOURCE: 2021 COMELEC



MANGYAN POPULATION  
**1,033**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

MOTHER TONGUE  
**98.84%**  
TAGALOG



RELIGION  
**90.02%**  
ROMAN CATHOLIC

**4.16%**  
OTHER LANGUAGE  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

**9.98%**  
OTHER RELIGIONS  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

## POVERTY SITUATION



POVERTY THRESHOLD  
**42.90%**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



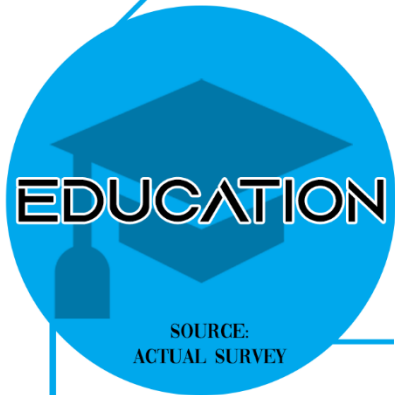
FOOD THRESHOLD  
**29.99%**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



FOOD SHORTAGE  
**1.61%**  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY



# SOCIAL SECTOR



TOTAL NUMBER OF SCHOOLS		TOTAL NUMBER OF ENROLMENT	
KINDERGARTEN	40	KINDERGARTEN	5,343
ELEMENTARY	40	ELEMENTARY	8,074
JUNIOR HIGH SCHOOL	18	JUNIOR HIGH SCHOOL	7,805
SENIOR HIGH SCHOOL	15	SENIOR HIGH SCHOOL	5,622
TERTIARY	5	TERTIARY	6,462

STUDENT - TEACHER RATIO		STUDENT - CLASSROOM RATIO	
ELEMENTARY	25:1	ELEMENTARY	27:1
JUNIOR HIGH SCHOOL	23:1	JUNIOR HIGH SCHOOL	40:1
SENIOR HIGH SCHOOL	17:1	SENIOR HIGH SCHOOL	29:1

**LITERACY RATE**  
96.83%  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

NUMBER OF HOSPITALS  
4  
SOURCE: 2022 MHO

NUMBER OF HEALTH CENTERS  
38  
SOURCE: 2022 MHO

NUMBER OF PUBLIC DOCTORS  
17  
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORTALITY  
CARDIO VASCULAR ARREST  
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORBIDITY  
ACUTE RESPIRATORY INFECTION  
SOURCE: 2022 MHO



MALNOURISHED CHILDREN  
1,783  
SOURCE: 2018 MHO

HOUSEHOLDS WITHOUT ACCESS TO SANITARY TOILET FACILITY  
10.08%  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

COVID DATA  
SOURCE: 2021 MHO

CASES RECOVERED  
310  
DEATH  
306  
4

# SOCIAL SECTOR

HOUSEHOLDS WHO ARE INFORMAL SETTLERS

**7.2%**

SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

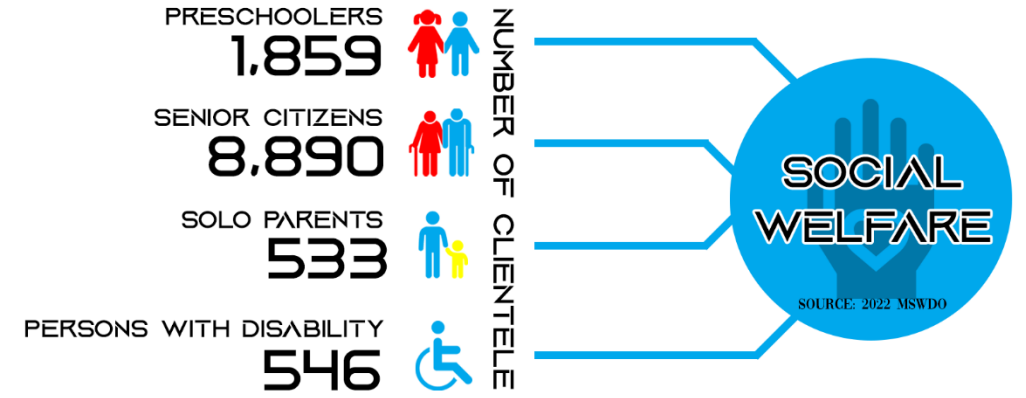
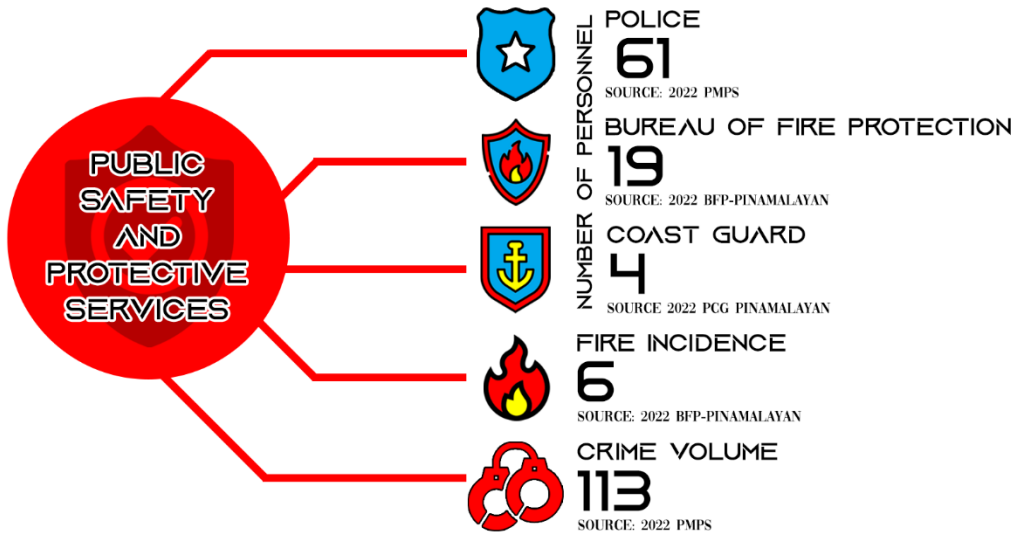


HOUSEHOLDS WHO ARE LIVING IN MAKESHIFT HOUSING

**1.67%**

SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

## HOUSING



# ECONOMIC SECTOR

## AGRICULTURE

SOURCE: 2022 MAGO



TOTAL AGRICULTURAL AREAS

**9,009** HECTARES



LIVESTOCK

**37,711**



NUMBER OF FARMERS

**7,682**



NO. OF LIVESTOCK FARMERS

**3,305**

## COMMERCE AND TRADE

SOURCE: 2021 BPLD



PRIMARY ACTIVITIES

**25**  
Agriculture/Hunting/Forestry  
Fishing  
Mining/Quarrying



SECONDARY ACTIVITIES

**156**  
Manufacturing  
Electricity, Gas, & Water Supply  
Construction



TERTIARY ACTIVITIES

**2,273**  
Wholesale/Retail  
Hotel/Lodging  
House & Restaurants  
Transport/Storage & Communications  
Financial Intermediation, Real Estate, Renting  
Educational Institution, Hospital/Clinic



REVENUE FROM BUSINESS ESTABLISHMENT

**PHP 17,765,478.53**

## TOURISM

SOURCE: 2022 THCAU



NUMBER OF EXISTING TOURISM ESTABLISHMENTS

**34**



VISITOR ARRIVAL

**35,087**



# INFRASTRUCTURE AND UTILITIES SECTOR

## TRANSPORTATION

NUMBER OF PUBLIC LAND TRANSPORT VEHICLES  
SOURCE: 2022 BPL0

TRICYCLE  
2,708

MULTICAB  
44

VAN  
62

TOTAL ROAD LENGTH  
289 KM  
SOURCE: 2022 MEO

NUMBER OF BRIDGES  
20  
SOURCE: 2022 MEO

NUMBER OF TRANSPORT TERMINALS  
6  
SOURCE: 2022 MEO

NUMBER OF TODA ASSOCIATION  
29  
SOURCE: 2022 BPL0

OTHER TRANSPORT FACILITIES

AIRPORT  
1

SEAPORT  
1

## POWER

POWER PLANT  
9.7 MW DIESEL POWERED (1)

HOUSEHOLDS WITH ACCESS TO ELECTRICITY  
91.06%  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

## WATER

HOUSEHOLDS WITH ACCESS TO IMPROVED WATER SOURCE  
20.83%  
SOURCE: 2018 CBMS 3<sup>RD</sup> ROUND SURVEY

## INFORMATION AND COMMUNICATION

RADIO STATION  
2

TELEPHONE SERVICES PROVIDER  
2

POSTAL SERVICES  
2

COMMUNICATION TOWERS  
17

INTERNET SERVICES PROVIDER  
3

# INSTITUTIONAL SECTOR

## ORGANIZATION AND MANAGEMENT

ELECTIVE OFFICIALS  
12

PERMANENT  
235

TEMPORARY  
3

CO-TERMINUS  
4

JOB ORDERS  
303

CONTRACT OF SERVICE  
27

## FISCAL MANAGEMENT


TOTAL INCOME  
PHP 410,934,174.66

TOTAL EXPENDITURE  
PHP 370,819,021.00

## DEVELOPMENT LEGISLATION

ORDINANCES  
142

RESOLUTIONS  
1,162

 <p><b>Municipal Government of PINAMALAYAN</b></p>	<b>Classification</b>	
	<b>Document Title</b>	<b>Pinamalayan Public Service Continuity Plan</b>
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

## 1. Introduction

As one of the Local Government Units (LGUs), the Municipal Government of Pinamalayan (MGOP) is mandated by Republic Act No. 7160, also known as “The Local Government Code of 1991”, to be self-reliant and to continue exercising the powers and discharging the duties and functions currently vested upon them. It is also mandated to discharge the functions and responsibilities of national agencies and offices devolved to them. Likewise, it is expected to exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of basic services and facilities.

Currently, the Municipal Government of Pinamalayan has thirteen (13) departments, namely: 1) Office of the Municipal Vice-Mayor, 2) Municipal Administrator’s Office, 3) Municipal Planning and Development Office, 4) Municipal Budget Office, 5) Municipal Accounting Office, 6) Municipal Treasury Office, 7) Municipal Assessor’s Office, 8) Municipal Engineering Office, 9) Municipal Social Welfare and Development Office, 10) Municipal Health Office, 11) Municipal Agriculture Office, 12) Municipal Civil Registry Office, and 13) Market Operations Department. It has nine (9) divisions, namely: 1) Municipal Mayor’s Office – Administrative Division, 2) Human Resource Management Division, 3) Permits and Licenses Division, 4) General Services Division, 5) Zoning and Motorpool Operations Division, 6) Municipal Environment and Natural Resources Management Division, 7) Slaughterhouse Operations Division, 8) Municipal Disaster Risk Reduction and Management Division, and 9) Special Concerns Division. Also, it has one (1) unit, the Tourism, History, Culture and Arts Unit, which is under the Municipal Mayor’s Office.

In compliance with National Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 series 2018, the Municipal Government of Pinamalayan adheres on the formulation of Public Service Continuity Plan (PSCP) which will serve as a guidebook for every office in the continuity of operations and delivery of public service during times of disruptive circumstances and emergencies.

This PSCP shall be oriented and explained to all employees of all offices to ensure the continuity of their functions and operations in case of disruptive events. Furthermore, this PSCP shall provide the procedures adopted for the implementation and continuous improvement of the agency’s public service delivery.

## 2. Purpose

The purpose of this PSCP is to provide operational actions and protocols that will be undertaken by the Municipal Government of Pinamalayan (MGOP) in response to any emergency or disruptive event, and to ensure the continuous delivery of public service through the restoration of identified mission essential functions.


## 3. Policy Statements

We, the Municipal Government of Pinamalayan, guided by our mandate under the Republic Act No. 7160 (Local Government Code of 1991), commit to provide efficient, effective, and economical governance to the purpose of which is the general welfare of the municipality, all its inhabitants, and the LGU employees; formulate, evaluate, and maintain appropriate contingency plans; carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities; and ensure the delivery of basic services and the provision of adequate facilities.

The Municipal Government of Pinamalayan commits to the attainment of the following public service continuity objectives:

- To champion the needs of the most vulnerable in our community through the strict implementation and compliance to the development priorities of the local government under the **TOP CARES** program:
  - T – ransparency, Accountability and Good Governance
  - O – rganizational Development and Empowerment
  - P – eace and Order and Public Safety
  - C – ommunity Involvement and Integration
  - A – agriculture, Tourism, History, Culture and Arts and Environmental Protection
  - R – evenue Generation and Livelihood Development
  - E – ducational and Technical Skills Development
  - S – ocial Programs
- To safeguard human lives – clients, stakeholders, and employees;
- To represent the public and to consider the well-being and interests of the municipality;
- To ensure accountability and transparency of agency operations;
- To adopt a comprehensive disaster risk reduction and management plan;
- To formulate effective decision-making and communication processes, and continuous coordination among all Municipal Functionaries, Barangay Officials, National Agencies, and other stakeholders during incidents;
- To reduce dependency on a certain office for specific critical functions;
- To ensure organizational reliability through appropriate response and speedy recovery from disruptive events, and prompt resumption of mission essential functions;
- To provide relevant, adequate, and timely information to its residents especially during the aftermath of man-made or natural disasters and calamities through public service announcements and other means;
- To ensure the delivery of basic services even during disruptive events, namely: provision of financial assistance, aids, and grants; provision of safe and high-quality meat and other products in the public market; provision of safe, secure, and clean environment; and provision of health and counseling services, among others;
- To protect agency properties and all records – paper-based or electronic – before, during, and after incidents;
- To guarantee continuous improvement of the agency through public service continuity management;



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
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	<b>Effective Date</b>	

#### 4. Scope

This PSCP is applicable to all offices – department and divisions – of the Municipal Government of Pinamalayan (MGOP), along with its partner agencies.

#### 5. Roles and Responsibilities

##### 5.1 Public Service Continuity Plan (PSCP) Technical Working Group (TWG)

The PSCP TWG is composed of the following:

Chairperson: Mr. Marlo C. Rosales, LDRRM Officer III  
 Vice Chairperson: Mr. Ricardo A. Lim, SCO Focal/LGU Safety and Health Officer  
 Members: Designated Safety Officers of all offices  
 Secretariat: Human Resource Management Office (HRMO)

- Formulate PSCP in accordance with the Office of the Civil Defense's (OCD) guidelines
- Ensure the continual improvement of the PSCP

##### 5.2 Head of Agency/Local Chief Executive

- Ensure the establishment of the PSCP and its periodic monitoring and evaluation
- Approve resource allocation for the implementation of the PSCP
- Responsible for the resumption of mission essential functions during disruptive events
- Supervise the implementation of PSCP
- Ensure the continual improvement of the PSCP

##### 5.3 Municipal Administrator's Office

- Establish the guidelines and standards in compliance with the PSCP
- Ensure implementation of the PSCP by all offices

##### 5.4 Municipal Disaster Risk Reduction and Management Office

- Serve as the principal continuity coordinating office

##### 5.5 Human Resource and Management Office

- Consolidate and evaluate personnel needs required to ensure the continuity of service delivery of every office
- Monitor office compliance to the PSCP

##### 5.6 Municipal Treasury, Budget, and Accounting Offices

- Allocate funds for the activation and implementation of the PSCP
- Monitor financial matters related to PSCP
- Resolve issues in the procurement of resources for PSCP implementation

##### 5.7 General Services Office

- Take custody of, be accountable for, and maintain an accurate inventory of all properties, real or personal, owned by agency and those granted to it.
- Establish and maintain archival and record management in terms of records of all offices.
- Protect agency properties and records – paper-based or electronic – before, during, and after incidents.

##### 5.8 All Department Heads/Chiefs-of-Office


- Orient the staff to the PSCP
- Develop an Implementation Plan based on the PSCP
- Identify specific personnel needs according to their duties and responsibilities
- Ensure compliance to PSCP guidelines
- Ensure quick resumption of mission essential functions

##### 5.9 All MGOP Employees

- Comply with the PSCP

#### 6. Definition of Terms

- a. **Alert** — notification that a potential disruption is imminent or has occurred; (Business Continuity Institute (BCI) Glossary 2018)
- b. **Alternate Site** — a site held in readiness for use during/following an invocation of disaster recovery plans to continue urgent and important activities of an organization. (BCI Glossary 2018)
- c. **Assumption** — this defines the context upon which the plan is based or constrained. Consider availability of resources such as people, technology/equipment, facilities, and supply chain.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

- d. **Call Tree** — a document that graphically depicts the calling responsibilities and the calling order used to contact management, employees, customers, vendors, and other key contacts in the event of an emergency, disaster, or severe outage situation; (BCI Glossary 2018)
- e. **Command Center** — the (facility) location, local to the event but outside the immediate affected area, where tactical response, recovery and restoration activities are managed; (BCI Glossary 2018)
- f. **Continual Improvement** — recurring activity to enhance performance; (ISO 22300:2018)
- g. **Continuity of Operations** — management policy and procedures used to guide an enterprise response to a major loss of enterprise capabilities or damage to its' facilities. It defines the activities of individual departments and agencies and their subcomponents to ensure their essential functions are performed; (BCI Glossary 2018)
- h. **Crisis** — abnormal and unstable situation that threatens the organization's strategic objectives, reputation, or viability; (BCI Glossary 2018)
- i. **Disaster** — situation where widespread human, material, economic or environmental losses have occurred which exceeded the ability of the affected organization, community, or society to respond and recover using its own resources; (BCI Glossary 2018)
- j. **Disruption** — An event that interrupts normal business, functions, operations, or processes, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g., a blackout, terror attack, technology failure, or earthquake); (BCI Glossary 2018)
- k. **Hot Site** — a facility equipped with full technical requirements including IT, telecoms, and infrastructure, and which can be used to provide rapid resumption of operations; (BCI Glossary 2018)
- l. **Incident** — situation that might be, or could lead to, a disruption, loss, emergency, or crisis; (BCI Glossary 2018)
- m. **Incident Command System (ICS)** — the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism; (FEMA)
- n. **Mission Essential Functions** — the limited set or organization-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities; (DOE PSCP)
- o. **Public Service Continuity** — refers to business continuity for the public sector; refers to the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident; (DOE PSCP)
- p. **Public Service Continuity Plan (PSCP)** — refers to the business continuity plan for the public sector; refers to the documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption; (DOE PSCP)
- q. **Recovery** — implementing the prioritized actions required to return the processes and support functions to operational stability following an interruption or disaster; (BCI Glossary 2018)
- r. **Recovery Time Objective** — the period of time within which systems, applications, or functions must be recovered after an outage. RTO includes the time required for: assessment, execution, and verification; (BCI Glossary 2018)
- s. **Testing** — a means of determining the presence, quality or veracity of something; (ISO 22300:2018)

## 7. Planning Assumptions

The Continuity Plan is based on the following assumptions:

- An Incident Command System within the organization has been established.
- Alternate facilities are identified and available for use after a threat or disaster.
- LGU Offices could be partially damaged or inaccessible for a period of 30 to 60 days depending on the result of the impact analysis/damage assessment.
- Critical resources (e.g., information communication technology, water, electricity) are available.
- COVID-19 Taskforce and Teams such as Contact Tracing, Diagnostic and Testing, Patient Management and Monitoring, Verification, Disinfection, Logistics and Resource Support Team has been established.
- Isolation facilities has been established.

## 8. Mission Essential Functions and Recovery Time Objectives

### 8.1 Processes

- **Management Processes**

The management processes are those that are needed for oversight functions and governance of LGU Pinamalayan.


- **Operation Processes/Core Processes**

These are the processes needed to realize the planned activities in performing the processes and allowing LGU Pinamalayan to deliver its expected outputs.

- **Support Processes**


The Support Processes provide the necessary administrative and logistical support to the Management and Operations for the effective implementation and delivery of LGU Pinamalayan outputs.



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	


8.1.1 Mission Essential Functions – By Quadrant

		ESSENTIAL	NON-ESSENTIAL (during an emergency)
<b>MISSION</b>		Exercise general supervision and control over all programs, projects, services and activities of the municipal government.	Conduct of Trainings for Retirement, Leave, and Loan for Employees and other relevant seminars
		Enforce all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers, implement all approved policies, programs, projects, services and activities of the municipality.	Process of Requests for Official Documents including Retirement, Leave, Loan, and Others
		Initiate and maximize the generation of resources and revenues and apply the same to the implementation of the development plans, programs, and objectives.	Recruitment, Selection, and Placement Process of New Employees
		Ensure the delivery of Basic Services and the provision of Adequate facilities	Prepare General Payroll of regular and non-regular office personnel, Magna Carta and RATA payrolls
		Disseminate Information & Deliver Efficient Interpersonal Communication within and outside the Agency.	Facilitation of Compensation for Approved Overtime Services
		Procurement Services	Review of IPCR as essential part of Performance Management
		Security Services	Preparation and conduct of L&D Trainings/Activities and other Initiatives
		Repair and Maintenance of Government Buildings and Facilities	Provide assistance on implementation of annual PRAISE recognition
		Insurance of Government Building and Vehicle	Inventory and Disposal
		Management of Light and Heavy Equipment	Zoning Services (Issuance of Locational Clearance, Zoning Certification and Zoning Business Permit)
		Maintenance and recovery of data for Business Permits and Licensing Office transactions	Disseminate/ Announce Job Fair/Recruitment Activities Information via letter or E-mail/Social media post
		Disseminate Information, Schedule and requirements of Recruitment Activities Special recruitment activities for Overseas Employment & Local Recruitment activity (LRA) for local employment	Provide and Distribute Recruitment Forms
		Implementation of Special Program for Employment of Students	Issuance of No Objection certificate for the conduct of SRA/LRA
		Disseminate Information, Schedule and requirement of DOLE-TUPAD ( <i>Tulong Panghanap-buhay sa Ating Disadvantage/Displaced Workers</i> )	Checklist of Requirements & Resume
		Collect and dispose garbage from barangays, public market and establishments	Conduct Information, Education, Campaign (IEC) activities on environmental and forestry laws and ordinances
		Maintain cleanliness of Poblacion areas or town proper of Pinamalayan through daily sweeping and clearing operations	Develop plans and implement Environmental Programs and Projects
		Monitoring on barangay, public market and other establishments on implementation and compliance on environmental laws and other ordinances	Attending to request on assistance in cleaning or clearing operations
		Responding to clearing operation in occurrence of disruptive incidents	Maintenance of Risk and Hazard Map
		Disseminate Information & Raise Public Awareness	Conduct of DRRM Research Development & Initiatives
		Respond To and Manage The Adverse Effects of Emergencies	Maintenance of Building and Facilities
	Ensure effective connectivity (voice and data) to OCD Regional Offices (OCDROs) and support agencies.	Technical assistance to municipal functionaries, barangay officials and other stakeholders	
	Slaughter and Meat Inspection	Overseeing of capacity development program	
	Condemnation of Animal or Meat	Formulation/ Review and Updating of administrative, operational and fiscal policies and Plans	
	Supervision, Monitoring, Coordination and Evaluation Activities	Issuance of Occupancy Clearance	
	Supervision of disaster related response program, projects and activities	Development Planning and Investment Programming	
	Provision of information and advice on the municipality's operations	Development Management and Coordination	
		Development Monitoring and Evaluation	
		Advisory and Technical Assistance	


 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	<b>Pinamalayan Public Service Continuity Plan</b>
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

<b>ESSENTIAL</b>	<b>NON-ESSENTIAL (during an emergency)</b>
Issuance of Cash Tickets	Responding to Queries, Accommodating Interview, Accomplishing Questionnaires, and other related tasks
Inspection of Delivery of Goods and Services	Review of Barangay Budget
Registration of Birth, Marriage and Death	Securing of Schedule of Appointment for Review of Barangay Development Plans and Investment Programs
Issuance of Marriage Licenses	Review of Barangay Development Plans and Investment Programs in Full Council Meeting
Prepare Municipal Annual and Supplemental Budgets	Statistical Products and Database Services
Review Barangay and SK Annual and Supplemental Budgets	Website Administration
Provide technical assistance to Barangay and SK Budgeting	Transcription of Certificate of Birth, Marriage and Death
Prepare Annual Investment Plan	Correction Typographical or Clerical Error
Prepares Office Annual Procurement Plan and Project Procurement Plan	Legitimation of Child
Prepare LGU Integrated Financial Tools (LIFT) quarterly	Prepare Statement of Appropriation, Allotment and Obligation (SAAOB) quarterly
Record/Control Obligations Requests, Purchase Requests as to existence of appropriation	Prepare LFC Certification of Reprogramming/Realignment
Review supporting documents of CAFOA	Take custody of all supplies and properties of the office
Financial Assistance	Activity Designs
Counseling Services	Social Case Study Report (Walk-in clients for financial assistance)
Emergency Relief Assistance/Food for Work	Financial Assistance
Inventory of Disadvantaged Sectors (Children, Women, Solo Parents, Senior Citizens, Persons with Disabilities and Indigenous People)	Certification
Acting on Request for the Passage of a Resolution and Ordinances	Identification Cards
Certification on Appropriations, Funds and Obligation of Allotments (CAFOA) as to availability of funds	Technical Assistance
Issuance of Municipal Accountant's Advice for Check Disbursements (MAACD)	Accreditation of Civil Society and Non-Government Organizations
Processing of Financial Claims	Acting on Request for Reclassification of Lands
Appraisal of Land Declared for the First Time, Building and Other Structures, Machineries and Equipment	Issuance of Certificate of Appearance (CA)
Design, Planning and Programming of Projects	Provision of a Copy of Legislative Documents
Project Management and Implementation	Provision of Assistance in Accessing Library Materials On-Site
Inspection and Acceptance of Material Delivery	Provision of Assistance in Borrowing Library Materials
Provision of Agricultural Intervention	Provision of Library Free Internet Access
Agricultural Risk and Damage Assessment and Reporting	Issuance of Certificate of Availability of Funds (CAF)
Provision of technical assistance	Financial Reports
Maintain appropriate infection prevention and control measures by adhering to minimum health standards	Correction of Tax Declaration
Ensure timely detection of cases; Adherence to the epidemiologic investigation and surveillance	Issuance of Certified True Copy of Tax Declaration and
Contact Tracing	Other Certifications (Non-existing Improvement, Property
Management of Confirmed COVID-19 Cases	Holding, Aggregate Landholdings and No liens)
Specimen Collection in Patients that are for RTPCR	Provision of Assistance on Research of Tax Declaration
Out Patient Consultation and Provision of Primary Health Care Services	and Other Assessment Documents
	Transfer of Ownership of Tax Declaration
	Updating of Declaration of Real Property Tax Units



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

	<b>ESSENTIAL</b>	<b>NON-ESSENTIAL (during an emergency)</b>
	Continuous Covid-19 Vaccination	as to Actual Use of Property
	Health assessment of individuals affected by the disaster	Project Monitoring (Inspection of Projects)
	Collect Local Revenue Income and Regulatory Fees and Charges	Regulatory Services (Building, Occupancy, Fencing, Demolition, Excavation, Annual Building Inspection, Permit)
	Disbursements of Cash and Checks	Provision of tractor services
	Updating of Cashbook	Issuance of certificates (trees, animals, farmers, fishing vessels)
		Registration and Regulatory Services
		Procurement of medicine, medical supplies and equipment.
		Laboratory procedures for OPD
		Conducting Expanded Program for Immunization
		Dental Care
		Allotment and Distribution of TB Drugs and Sputum collection
		Prepare Revenue Generation and Mobilization Plan
		Prepare Revenue Forecast
		Prepare LGU Integrated Financial Tools (LIFT) Quarterly
		Prepare Monthly and Quarterly Financial Reports
<b>NON-MISSION</b>	Supplies Procurement and Finances	Business Closure
	Utilization of ICT Services	Record Management
	Provision of Consultation Service Regarding Public Employment-related Concerns	Prepare Remittances
	Manage Budget & Finance	Provide Assistance and Implementation of EPSP
	Conduct and monitor Procurement Process and other office documents	Recovering of all soft copy of Data that are essentials for the BPLO office transactions
	Maintain compactor trucks operational and functional for garbage collection	Issuance of Certificate of Appearance
	Management of Logistics	Conduct of Retirement Guidance for Employees
	Manage Budget & Finance	Basic Electronic Services - With Payment (for Private Sector)
	Planning and Budgeting	Basic Electronic Services - Without Payment (for Government Sector)
	Supervision and Evaluation of Personnel	e-Literacy Program - With Payment (All)
	Procurement Services	e-Literacy Program - Without Payment (Residents only)
	Internal Control System	Research and Reference Materials - With Payment (All)
	Public Assistance for Public Announcement	Research and Reference Materials - With Payment (Government Sector)
	Public Assistance for CCTV Review	Software Maintenance and Hardware Servicing - With Payment (All)
	Submission of Monthly Report of Registration of Live Birth, Marriage and Death to PSA-Provincial Office (Hard and Soft Copy)	Software Maintenance and Hardware Servicing - Without Payment (All Government Agency)
	Enhancement of Ordinance and Resolution	
	Issuance of Certificate of Net Take Home Pay	
	Maintenance of Farm Tractors	


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

ESSENTIAL	NON-ESSENTIAL (during an emergency)
Repair, Maintenance, Monitoring of Buildings/Offices, Infrastructure, Streetlights, Recodo Port, and Heavy Equipment.	Crop Status Reporting
Processing of Communications, Procurement, Personnel documents and Vehicle documents	Marine Protected Area and Fishery Laws Compliance Monitoring
Processing of Program of Works (POW)	Conduct Orientation and Symposium
Vaccination Campaign and Promotion	Issuance of medical certificate, sanitation permit and other clearances
Hiring of Personnel	
Maternal, Neonatal and Child Health Nutrition	


**8.1.2 Mission Essential Functions - Function Categorizational Table**

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
<b>MAYOR'S OFFICE</b>	Exercise general supervision and control over all programs, projects, services and activities of the municipal government.			
	Enforce all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers, implement all approved policies, programs, projects, services and activities of the municipality.			
	Initiate and maximize the generation of resources and revenues and apply the same to the implementation of the development plans, programs, and objectives.			
	Ensure the delivery of Basic Services and the provision of Adequate facilities			
<b>HUMAN RESOURCE MANAGEMENT DIVISION</b>	Disseminate Information & Deliver Efficient Interpersonal Communication within and outside the Agency.	Conduct of Trainings for Retirement, Leave, and Loan for Employees and other relevant seminars	Supplies Procurement and Finances	Provide Assistance and Implementation of EPSP
		Process of Requests for Official Documents including Retirement, Leave, Loan, and Others		
		Recruitment, Selection, and Placement Process of New Employees		
		Prepare General Payroll of regular and non-regular office personnel, Magna Carta and RATA payrolls		
		Facilitation of Compensation for Approved Overtime Services		
		Review of IPCR as essential part of Performance Management		
		Preparation and conduct of L&D Trainings/Activities and other Initiatives		
		Provide assistance on implementation of annual PRAISE recognition		




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
<b>GENERAL SERVICES OFFICE</b>	Procurement Services	Inventory and Disposal		
	Security Services			
	Repair and Maintenance of Government Buildings and Facilities			
	Insurance of Government Building and Vehicle			
<b>ZONING DIVISION / MOTORPOOL OPERATIONS</b>	Management of Light and Heavy Equipment	Zoning Services (Issuance of Locational Clearance, Zoning Certification and Zoning Business Permit)		
<b>PERMITS AND LICENSES DIVISION</b>	Maintenance and recovery of data for Business Permits and Licensing Office transactions			Recovering of all soft copy of Data that are essentials for the BPLO office transactions
<b>SPECIAL CONCERNS OFFICE</b>	Disseminate Information, Schedule and requirements of Recruitment Activities Special recruitment activities for Overseas Employment & Local Recruitment activity (LRA) for local employment	Disseminate/ Announce Job Fair/Recruitment Activities Information via letter or E-mail/Social media post	Provision of Consultation Service Regarding Public Employment-related Concerns	Issuance of Certificate of Appearance
	Implementation of Special Program for Employment of Students	Provide and Distribute Recruitment Forms		
	Disseminate Information, Schedule and requirement of DOLE-TUPAD ( <i>Tulong Panghanap-buhay sa Ating Disadvantage/Displaced Workers</i> )	Issuance of No Objection certificate for the conduct of SRA/LRA Checklist of Requirements & Resume		
<b>MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION</b>	Collect and dispose garbage from barangays, public market and establishments	Conduct Information, Education, Campaign (IEC) activities on environmental and forestry laws and ordinances	Manage Budget & Finance	
	Maintain cleanliness of Poblacion areas or town proper of Pinamalayan through daily sweeping and clearing operations	Develop plans and implement Environmental Programs and Projects	Conduct and monitor Procurement Process and other office documents	
	Monitoring on barangay, public market and other establishments on implementation and compliance on environmental laws and other ordinances	Attending to request on assistance in cleaning or clearing operations	Maintain compactor trucks operational and functional for garbage collection	
	Responding to clearing operation in occurrence of disruptive incidents			
<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>	Disseminate Information & Raise Public Awareness	Maintenance of Risk and Hazard Map	Management of Logistics	Conduct of Retirement Guidance for Employees
	Respond To and Manage The Adverse Effects of Emergencies	Conduct of DRRM Research Development & Initiatives	Manage Budget & Finance	


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
SLAUGHTERHOUSE OPERATIONS DIVISION	Slaughter and Meat Inspection	Maintenance of Building and Facilities	Planning and Budgeting	
	Condemnation of Animal or Meat		Supervision and Evaluation of Personnel	
			Procurement Services	
MUNICIPAL ADMINISTRATOR'S OFFICE	Formulation and/or Review of policies, system and procedures in the delivery of public services	Technical assistance to municipal functionaries, barangay officials and other stakeholders	Internal Control System	
	Supervision, Monitoring, Coordination and Evaluation Activities	Overseeing of capacity development program		
	Supervision of disaster related response program, projects and activities	Formulation/ Review and Updating of administrative, operational and fiscal policies and Plans		
	Provision of information and advice on the municipality's operations			
MARKET OPERATIONS DEPARTMENT	Issuance of Cash Tickets	Issuance of Occupancy Clearance	Public Assistance for Public Announcement	
			Public Assistance for CCTV Review	
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	Inspection of Delivery of Goods and Services	Development Planning and Investment Programming		Basic Electronic Services - With Payment (for Private Sector) Basic Electronic Services - Without Payment (for Government Sector) e-Literacy Program - With Payment (All) e-Literacy Program - Without Payment (Residents only) Research and Reference Materials - With Payment (All) Research and Reference Materials - With Payment (Government Sector) Software Maintenance and Hardware Servicing - With Payment (All) Software Maintenance and Hardware Servicing - Without Payment (All Government Agency)
		Development Management and Coordination		
		Development Monitoring and Evaluation		
		Advisory and Technical Assistance		
		Responding to Queries, Accommodating Interview, Accomplishing Questionnaires, and other related tasks		
		Review of Barangay Budget		
		Securing of Schedule of Appointment for Review of Barangay Development Plans and Investment Programs		
		Review of Barangay Development Plans and Investment Programs in Full Council Meeting		
		Statistical Products and Database Services		
		Provision of Well-maintained Records, Official Documents and reference Materials for Research Work and Studies		
		Website Administration		




 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
<b>MUNICIPAL CIVIL REGISTRY OFFICE</b>	Registration of Birth, Marriage and Death Issuance of Marriage Licenses	Transcription of Certificate of Birth, Marriage and Death Correction Typographical or Clerical Error Legitimation of Child	Submission of Monthly Report of Registration of Live Birth, Marriage and Death to PSA-Provincial Office (Hard and Soft Copy)	
<b>MUNICIPAL BUDGET OFFICE</b>	Prepare Municipal Annual and Supplemental Budgets Review Barangay and SK Annual and Supplemental Budgets Provide technical assistance to Barangay and SK Budgeting Prepare Annual Investment Plan Prepares Office Annual Procurement Plan and Project Procurement Plan Prepare LGU Integrated Financial Tools (LIFT) quarterly Record/Control Obligations Requests, Purchase Requests as to existence of appropriation Review supporting documents of CAFOA	Prepare Statement of Appropriation, Allotment and Obligation (SAAOB) quarterly Prepare LFC Certification of Reprogramming/ Realignment Take custody of all supplies and properties of the office		
<b>MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE</b>	Financial Assistance Counseling Services Emergency Relief Assistance/Food for Work Inventory of Disadvantaged Sectors (Children, Women, Solo Parents, Senior Citizens, Persons with Disabilities and Indigenous People)	Activity Designs Social Case Study Report (Walk-in clients for financial assistance) Financial Assistance Certification Identification Cards Technical Assistance		
<b>OFFICE OF THE VICE-MAYOR AND THE SANGGUNIANG BAYAN</b>	Acting on Request for the Passage of a Resolution and Ordinances	Accreditation of Civil Society and Non-Government Organizations Acting on Request for Reclassification of Lands Issuance of Certificate of Appearance (CA) Provision of a Copy of Legislative Documents Provision of Assistance in Accessing Library Materials On-Site Provision of Assistance in Borrowing Library Materials Provision of Library Free Internet Access		Enhancement of Ordinance and Resolution

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
MUNICIPAL ACCOUNTING OFFICE	Certification on Appropriations, Funds and Obligation of Allotments (CAFOA) as to availability of funds	Issuance of Certificate of Availability of Funds (CAF)		Issuance of Certificate of Net Take Home Pay
	Issuance of Municipal Accountant's Advice for Check Disbursements (MAACD)	Financial Reports		
	Processing of Financial Claims			
MUNICIPAL ASSESSOR'S OFFICE	Appraisal of Land Declared for the First Time, Building and Other Structures, Machineries and Equipment	Correction of Tax Declaration		
		Issuance of Certified True Copy of Tax Declaration and Other Certifications (Non-existing Improvement, Property		
		Holding, Aggregate Landholdings and No liens)		
		Provision of Assistance on Research of Tax Declaration and Other Assessment Documents		
		Transfer of Ownership of Tax Declaration		
		Updating of Declaration of Real Property Tax Units as to Actual Use of Property		
MUNICIPAL ENGINEERING OFFICE	Design, Planning and Programming of Projects	Project Monitoring (Inspection of Projects)	Repair, Maintenance, Monitoring of Buildings/Offices, Infrastructure, Streetlights, Recodo Port, and Heavy Equipment.	
	Project Management and Implementation	Regulatory Services (Building, Occupancy, Fencing, Demolition, Excavation, Annual Building Inspection, Permit)		
	Inspection and Acceptance of Material Delivery			
MUNICIPAL AGRICULTURE OFFICE	Provision of Agricultural Intervention	Provision of tractor services		Maintenance of Farm Tractors
	Agricultural Risk and Damage Assessment and Reporting	Issuance of certificates (trees, animals, farmers, fishing vessels)		Crop Status Reporting
	Provision of technical assistance	Registration and Regulatory Services		Marine Protected Area and Fishery Laws Compliance Monitoring




 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

OFFICES	FUNCTION CATEGORIZATION TABLE			
	Q1: MISSION ESSENTIAL FUNCTION	Q2: MISSION NON-ESSENTIAL FUNCTION	Q3: NON-MISSION ESSENTIAL FUNCTION	Q4: NON-MISSION NON-ESSENTIAL FUNCTION
<b>MUNICIPAL HEALTH OFFICE</b>	Maintain appropriate infection prevention and control measures by adhering to minimum health standards	Procurement of medicine, medical supplies and equipment.	Vaccination Campaign and Promotion	Conduct Orientation and Symposium
	Ensure timely detection of cases; Adherence to the epidemiologic investigation and surveillance	Laboratory procedures for OPD	Hiring of Personnel	Issuance of medical certificate, sanitation permit and other clearances
	Contact Tracing		Maternal, Neonatal and Child Health Nutrition	
	Management of Confirmed COVID-19 Cases			
	Specimen Collection in Patients that are for RTPCR			
	Out Patient Consultation and Provision of Primary Health Care Services			
	Continous Covid-19 Vaccination			
Health assessment of individuals affected by the disaster	Conducting Expanded Program for Immunization			
	Dental Care			
	Allotment and Distribution of TB Drugs and Sputum collection			
<b>MUNICIPAL TREASURY OFFICE</b>	Collect Local Revenue Income and Regulatory Fees and Charges	Prepare Revenue Generation and Mobilization Plan		
	Disbursements of Cash and Checks	Prepare Revenue Forecast		
	Updating of Cashbook	Prepare LGU Integrated Financial Tools (LIFT) Quarterly		
		Prepare Monthly and Quarterly Financial Reports		
		Business Closure		
		Record Management		
		Prepare Remittances		

The mission-essential functions (MEFs) are formulated upon the mandate and core services of each department, division, and unit comprising the municipal government of Pinamalayan.

The frontline offices together with the support offices of the agency have mapped out their primary plans of action and recovery-time objectives hinged on their identified mission-essential functions. This ensures that even during the disruption of work, the critical services of the agency are well-functioning and fully operational.

Table 8.1.1, under Q1: Mission-Essential Function column, displays the list of services identified by each office as an essential part/s of their mandate. The third column under Q2: Mission-Non-essential Function identifies the services provided by each department, division, and unit considered as non-essential in times of disruptive events. The fourth column under Q3: Non-mission-Essential Function, lists down services provided by each department, division, and unit necessary for the continuity of operations but is not part of the core services of the office. The fifth column under Q4: Non-mission-Non-essential Function are services provided by each department, division, and unit that are not part of the core services of the office and considered non-essential in times of disruptive events.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

The mission-essential functions of the agency as shown in Table 8.1.1 cover provision of necessities in time of natural or man-made disasters; delivery of necessary assistance to affected clients and stakeholders; information dissemination and awareness; monitoring, evaluation, and coordination of various agencies related to disaster-response programs; maintenance and recovery of data; implementation of appropriate preventive measures and control; provision of agricultural intervention; and responding to clearing operations in the occurrence of disruptive events.

Most mission-essential functions, under Q1: Mission-Essential Function column, have the recovery time objective of Tier 1 (T1) which means that the recovery of their mission-essential function/s will be between the first 0-12hrs of emergency. The consolidated table indicates that frontline and many support services require quick action from the onset of the emergency to recover their operations. Such services include executive, administrative, financial, and monitoring and intervention, data recovery, and procurement functions.

Services under Tier 2 (T2) that have between 12 -24 hrs. timeframe for the resumption of operations, require adequate time to process data to be able to manage the tasks at hand. For instance, on the threat of COVID-19, the Municipal Health Office needs to allocate sufficient time in monitoring cases for COVID-19, contact tracing, and detection and management of cases.

Services under Tier 3 (T3) which requires a 24-48hrs time frame for the recovery of mission essential functions need longer assessment and intervention subsequent to the disruptive event.

Some offices have the recovery time objective of Tier 5 (T5) for their mission essential functions from 72 hours and beyond as such services confront the aftermath of the disruptive incidents.


Various threats and risks were also identified by the agency in Table. 8.2. This assessment distinguishes the dynamics between the threats, risks, impact, and current measures and controls implemented by the agency.

From the frequency of the threats, the agency also assessed the severity and its impact on people, infrastructure, non-infrastructure, and services.


### 8.1.3 Recovery Time Objectives

OFFICE/ DEPARTMENT	MISSION ESSENTIAL FUNCTIONS	RECOVERY TIME OBJECTIVE (RTO)				
		Tier 1- (T1)	Tier 2 -(T2)	Tier 3 -(T3)	Tier 4 - (T4)	Tier 5 -(T5)
		(0-12 hrs)	(12-24 hrs)	(24-48 hrs)	(48-72 hrs)	72 hrs and beyond
MAYOR'S OFFICE	Exercise general supervision and control over all programs, projects, services and activities of the municipal government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enforce all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers, implement all approved policies, programs, projects, services and activities of the Municipality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Initiate and maximize the generation of resources and revenues and apply the same to the implementation of the development plans, programs, and objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure the delivery of Basic Services and the provision of Adequate facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUMAN RESOURCE MANAGEMENT	Disseminate Information & Deliver Efficient Interpersonal Communication within and outside the Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICE/ DEPARTMENT	MISSION ESSENTIAL FUNCTIONS	RECOVERY TIME OBJECTIVE (RTO)				
		Tier 1- (T1)	Tier 2 -(T2)	Tier 3 -(T3)	Tier 4 - (T4)	Tier 5 -(T5)
		(0-12 hrs)	(12-24 hrs)	(24-48 hrs)	(48-72 hrs)	72 hrs and beyond
GENERAL SERVICES OFFICE	Procurement Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Inventory and Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Repair and Maintenance of Government Buildings and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Insurance of Government building and Vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZONING DIVISION AND MOTORPOOL OPERATIONS	Management of Light and Heavy Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERMITS & LICENSES DIVISION	Maintenance and recovery of data for Issuance of Business Permits and Licensing Office transactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIAL CONCERNS OFFICE	Disseminate Information, Schedule and requirements of Recruitment Activities Special recruitment activities for Overseas Employment & Local Recruitment activity (LRA) for local employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Implementation of Special Program for Employment of Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disseminate Information, Schedule and requirement of DOLE-TUPAD ( <i>Tulong Panghanap-buhay sa Ating Disadvantage/Displaced Workers</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT OFFICE	Collect and dispose garbage from barangays, public market and establishments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintain cleanliness of Poblacion areas or town proper of Pinamalayan through daily sweeping and clearing operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring on barangay, public market and other establishments on implementation and compliance on environmental laws and other ordinances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responding to clearing operation in occurrence of disruptive incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Disseminate Information & Raise Public Awareness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Respond To and Manage The Adverse Effects of Emergencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLAUGHTERHOUSE OPERATIONS DIVISION	Responding to clearing operation in occurrence of disruptive incidents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Condemnation of Animal or Meat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL ADMINISTRATOR'S OFFICE	Formulation and/or Review of policies, system and procedures in the delivery of public services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supervision, Monitoring, Coordination and Evaluation Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supervision of disaster related response program, projects and activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provision of information and advice on the municipality's operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARKET OPERATIONS DEPARTMENT	Issuance of Cash Tickets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	Inspection of Delivery of Goods and Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICE/ DEPARTMENT	MISSION ESSENTIAL FUNCTIONS	RECOVERY TIME OBJECTIVE (RTO)				
		Tier 1- (T1)	Tier 2 -(T2)	Tier 3 -(T3)	Tier 4 - (T4)	Tier 5 -(T5)
		(0-12 hrs)	(12-24 hrs)	(24-48 hrs)	(48-72 hrs)	72 hrs and beyond
MUNICIPAL CIVIL REGISTRAY OFFICE	Registration of Birth, Marriage and Death	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Issuance of Marriage Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL BUDGET OFFICE	Prepare Municipal Annual and Supplemental Budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Review Barangay and SK Annual and Supplemental Budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide technical assistance to Barangay and SK Budgeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare Annual Investment Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepares Office Annual Procurement Plan and Project Procurement Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare LGU Integrated Financial Tools (LIFT) quarterly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Record/Control Obligations Requests, Purchase Requests as to existence of appropriation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review supporting documents of CAFOA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE	Financial Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Counselling Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Relief Assistance/Food for Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory of Disadvantaged Sectors ( Children, Women, Solo Parents, Senior Citizens, Persons with Disabilities and Indigenous People)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE OF THE VICE-MAYOR AND THE SANGGUNIANG BAYAN	Acting on Request for the Passage of a Resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL ACCOUNTING OFFICE	Certification on Appropriations, Funds and Obligation of Allotments (CAFOA) as to availability of funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Issuance of Municipal Accountant's Advice for Cheque Disbursements (MAACD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Processing of Financial Claims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL ASSESSOR'S OFFICE	Appraisal of Land Declared for the First Time, Building and Other Structures, Machinerics and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL ENGINEERING OFFICE	Design, Planning and Programming of Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Project Management and Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspection and Acceptance of Material Delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL AGRICULTURE OFFICE	Provision of Agricultural Intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Agricultural Risk and Damage Assessment and Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provision of technical assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICE/ DEPARTMENT	MISSION ESSENTIAL FUNCTIONS	RECOVERY TIME OBJECTIVE (RTO)				
		Tier 1- (T1)	Tier 2 -(T2)	Tier 3 -(T3)	Tier 4 - (T4)	Tier 5 -(T5)
		(0-12 hrs)	(12-24 hrs)	(24-48 hrs)	(48-72 hrs)	72 hrs and beyond
MUNICIPAL HEALTH OFFICE	Maintain appropriate infection prevention and control measures by adhering to minimum health standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure timely detection of cases; Adherence to the epidemiologic investigation and surveillance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contact Tracing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Management of Cases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Specimen Collection in Patients that are for RTPCR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Out Patient Consultation and Provision of Primary Health Care Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Continuous Covid-19 Vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUNICIPAL TREASURY OFFICE	Health assessment of individuals affected by the disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Local Revenue Income and Regulatory Fees and Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disbursements of Cash and Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Updating of Cashbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	


8.2 Risk Analysis

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS			RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD	IMPACT	RISK SCORE	CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
Natural, Human-Induced, Technological, Biological, External, Internal	Risks can be categorized as affecting the following: 1. People 2. Facility 3. Public 4. Process 5. Supply Chain 6. ICT	Assess likelihood in terms of FREQUENCY and PROBABILITY 5 - Frequent/Almost Certain 4 - Likely 3 - Possible 2 - Unlikely 1 - Rare	Assess the impact as: 5 - Extreme 4 - Major 3 - Moderate 2 - Minor 1 - Incidental	Assess the risk as: Very High Moderate Low Very Low	Indicate current control measures in place (consider both infra and non-infra interventions)	Assess effectiveness of current controls: 5 - With controls in place which are working and controls in place are industry leading practice. 4 - With highly effective controls in place, with little room for improvement. 3 - With fairly effective controls in place but needs improvement 2 - With Controls in place but are ineffective 1 - No Controls in Place	Action plan to further reduce or mitigate risks if current controls are not sufficient
<b>Earthquake (ground shaking)</b>	<p><b>People:</b> Employees are affected and critical function holders will not be able to report for work</p> <p><b>Facility:</b> Office buildings will be affected and rendered inaccessible</p> <p><b>Process:</b> Critical operational activities within the office and outside or field are interrupted</p> <p><b>ICT:</b> Failure of IT-dependent systems and applications</p>	3 - Possible	4 - Major	12 - Moderate	<p><b>Non-infra:</b></p> <ol style="list-style-type: none"> <li>Annual earthquake drills</li> <li>The continuation of the operation depends upon the impact of the earthquake</li> <li>Back-up data should always be updated and accessible</li> </ol> <p><b>Infra:</b></p> <ol style="list-style-type: none"> <li>Building is retrofitted</li> </ol>	4 - With highly effective controls in place, with little room for improvement	<ol style="list-style-type: none"> <li>Improvement should consider mapping of employee residence.</li> <li>Provision of family preparedness training.</li> <li>Maintenance through regular building inspection.</li> <li>Proper distribution of tasks to each employee for work from home operations and processing</li> <li>Identification of alternative employee/s for continuous operation</li> <li>Provision of backup data storage (physical storage/cloud storage)</li> <li>Constant updating of backup data</li> </ol>


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS			RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD	IMPACT	RISK SCORE	CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
<b>Tropical Cyclone/Heavy Rainfall</b>	<p><b>People:</b> Employees are affected and critical function holders will not be able to report for work</p> <p><b>Facility:</b> Office buildings will be affected and rendered inaccessible</p> <p><b>Process:</b> Office critical operational activities are affected due to power supply interruptions and disrupted office facilities</p> <p><b>ICT:</b> Failure of IT-dependent systems and applications</p>	4 - Likely	5 - Extreme	20 - Very High	<p><b>Non-infra:</b></p> <ol style="list-style-type: none"> <li>Alert System established.</li> <li>Office facilities are secured and monitored regularly.</li> <li>Backup data should always be updated and accessible</li> </ol> <p><b>Infra:</b></p> <ol style="list-style-type: none"> <li>Alternate site identified.</li> </ol>	3 - With fairly effective controls in place but needs improvement	<ol style="list-style-type: none"> <li>Provision of Vehicle Services for Employees with difficulty accessing office for work</li> <li>Establishment of alternate working mechanism (e.g., WFH) for a percentage of personnel</li> <li>Identification of at least 2 Alternate Sites</li> <li>Establishment of protocols re Activation and Transfer to Alternate Sites</li> <li>Provision of additional ICT equipment for possible work from home strategies</li> <li>Makes available alternative power supply in case of long-term power service interruption</li> <li>Provision of backup data storage (physical storage/cloud storage)</li> <li>Constant updating of backup data</li> </ol>
<b>Epidemics/Pandemics (Covid-19)</b>	<p><b>People:</b> Employees are affected and at heightened risk of having the virus</p> <p><b>Facility:</b> Offices will be affected.</p> <p><b>Public:</b> Will cause great fear because it puts life at risk.</p> <p><b>Process:</b> Offices on lockdown affecting operations.</p>	5 - Frequent/Almost Certain	4 - Major	20 - Very High	<p><b>Non-infra:</b> Proper dissemination of information about vaccination program.</p> <ol style="list-style-type: none"> <li>Contact Tracing and proper protocols are implemented.</li> <li>Supply of Protective gears/ Items are available</li> <li>Work-from-Home strategy for affected employees is implemented</li> </ol>	3 - With fairly effective controls in place but needs improvement	<ol style="list-style-type: none"> <li>Strict implementation of health protocols (e.g., social distancing and wearing of appropriate PPE)</li> <li>Designated vehicles for transportation are available.</li> <li>Regular disinfection of all offices and buildings.</li> </ol>




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS			RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD	IMPACT	RISK SCORE	CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
					4. Alternate working mechanism (e.g., WFH) for a percentage of personnel is established/ implemented  <b>Infra:</b> 1. Alternate site is identified. 2. Isolation facilities are established. 3. Barriers are installed in all offices		
<b>Storm Surges/Tsunami</b>	<b>People:</b> Employees are affected and critical function holders will not be able to report for work  <b>Facility:</b> Offices will be affected and rendered inaccessible	3 - Possible	3 - Moderate	9 - Low	<b>Non-infra:</b> 1. Alert System is established.  <b>Infra:</b> 1. Alternate site is identified.	3 - With fairly effective controls in place but needs improvement	1. Identification of at least 2 Alternate Sites. 2. Establishment of protocols re Activation and Transfer to Alternate Sites
<b>Fire</b>	<b>People:</b> Employees are affected and critical function holders will not be able to report for work  <b>Public:</b> Will cause great fear because it puts life at risk.  <b>Facility:</b> Office building is affected and rendered unavailable (denial of access)  <b>Process:</b> Critical operational activities within the office are interrupted <b>ICT:</b> Failure of IT-dependent systems and applications	4 - Likely	5 - Extreme	20 – Very High	<b>Non-infra:</b> 1. Information database is secured.  <b>Infra:</b> 1. Electrical safety measures in workplace are implemented. 2. Alternate site is identified. 3. DICT database server is established.	3 - With fairly effective controls in place but needs improvement	1. Identification of at least one (1) Alternate Site 2. Proper implementation of Electrical Safety Measures. 3. Improvement of facility 4. Establishment/ identification of building/ stock room as second storage of vital data and documents. 5. Ensured protection of physical documents vital to critical services of the agency 6. Establishment of IT Division that are responsible for upgrading, recovering, banking and protection of data.

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS			RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD	IMPACT	RISK SCORE	CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
<b>Terrorism</b>	<p><b>Process:</b> Office lockdown affecting operations</p> <p><b>Public:</b> Will cause great fear because it puts life at risk</p>	2 - Unlikely	5 - Extreme	10 - Low	<p><b>Non-infra:</b></p> <p>1. Information database is secured</p> <p><b>Infra:</b></p> <p>1. Physical security of office is secured</p>	3 - With fairly effective controls in place but needs improvement	<p>1. Establishment of Work from home strategies for employees affected by office lockdown (for security purposes)</p> <p>2. Establishment of ICT redundancy for possible work from home strategies</p>
<b>Cyberattack</b>	<p><b>ICT:</b> Failure of IT-dependent systems and applications</p> <p><b>Public:</b> Costumers/Stakeholders affected and unable to access to office/agency e-services</p> <p><b>Process:</b> Vital operations are affected due to the loss of access to ICT systems and applications</p>	3 - Possible	3 - Moderate	9 - Low	<p><b>Non-infra:</b></p> <p>1. ICT personnel maintained and developed software and data backed up</p> <p><b>Infra:</b></p> <p>1. Upgrading of ICT equipment and installation safety measures</p> <p>2. ICT equipment are upgraded and safety measures are installed.</p>	3 - With fairly effective controls in place but needs improvement	<p>1. Development of IT Disaster Recovery Plan</p> <p>2. Attendance to trainings/seminars related to Breach Response and Cyber Security.</p> <p>3. Provision of safe and secured record section storage facilities and ensure back-up electronic copies of vital office files.</p>
<b>Destroyed by Termites</b>	<p><b>Facility:</b> Physical data will be irretrievable.</p> <p><b>Public:</b> The public will be affected because of inaccessible records</p> <p><b>Process:</b> Delay on processing of documents</p>	3 - Possible	5 - Extreme	15 - Moderate	<p><b>Non-infra:</b></p> <p>1. Bi-annual evacuation drills</p> <p>2. Duplication of registry books and store in safe place</p> <p>3. Constantly making of spare copy of vital files and data</p>	3 - With fairly effective controls in place but needs improvement	<p>1. Duplication of registry books and other vital data and files</p> <p>2. Establishment/ identification of building/ stock room as safe storage for vital data and documents.</p>
<b>System Issues</b>	<p><b>ICT:</b> System error and corruption of files</p>	3 - Possible	5 - Extreme	15 - Moderate	<p><b>Non-infra:</b></p>	3 - With fairly effective controls in place but needs improvement	<p>1. Procure external drive or hard drives to be used as back up storage</p>

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS			RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD	IMPACT	RISK SCORE	CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
					1. Assigned personnel in maintenance of registry books  <b>Infra:</b> 1. Upgrading of ICT equipment and installation safety measures		2. Constantly making of spare copy of vital files and data
<b>Transport Accidents</b>	<p><b>People:</b> Employee's safety and well-being are affected which lead to the need for absence from work and therefore, no report for work to be conducted by critical function holder</p> <p><b>Process:</b> Critical operational activities such as garbage collection on field are interrupted</p>	3 - Possible	4 - Major	12 - Moderate	<b>Non-infra:</b> 1. Provision of safety reminders or driving protocols for employees especially field personnel	3 - With fairly effective controls in place but needs improvement	1. Provision of additional protective equipment for employees 2. Identification of alternative employee/s or driver/s from other office such as motor pool for continuous operation


**Narrative for Risk Analysis**

The Municipal Government of Pinamalayan identified several hazards that could affect it, namely: Earthquake, Tropical Cyclone/Heavy Rainfall, Epidemic/Pandemic, Storm Surge/Tsunami, Fire, Terrorism, Cyberattack, Termite Infestation, System Issues, and Transport Accidents. All these hazards can affect the people or the employees, the public, and the agency's facilities, processes, supply chain, and ICT. In general, the risks identified are that employees could not be able to report to work; lives could be at risk; office buildings could be rendered inaccessible; documents or records could be destroyed or irretrievable; critical operations could be interrupted; and IT-dependent systems and applications could fail.

During the agency's risk analysis, the likelihood and impact of the hazards were assessed to attain the risk score for each of the hazards identified. Pinamalayan, along with the rest of the Mindoro Island, is prone to various hazards. Hence, Tropical Cyclone/Heavy Rainfall, Epidemic/Pandemic, and Fire received the highest risk score of 20 or Very High. Termite Infestation and System Issues had a risk score of 15, and Earthquake and Transport Accidents had a risk score of 12 – which are considered Moderate. Terrorism had a risk score of 10, and Storm Surge/Tsunami and Cyberattack had a risk score of 9 – which are considered Low.

The threat of Tropical Cyclone/Heavy Rainfall was given a risk score of 20 or Very High since about twenty (20) tropical cyclones enter the Philippine area of responsibility in a year. Some of the most devastating typhoons that affected Pinamalayan were TY *Dinang*, STY *Sisang* (1978), TY *Puring* (1993), TY *Feria* (2001), STY *Reming* (2006), TY *Milenyo* (2006), TY *Frank* (2008), TS *Ofel* (2012), and ST *Nona* (2015). Some of the most recent typhoons were TY *Usman* (2018), TY *Tisoy* (2019), TY *Quinta* (2020), STY *Rolly* (2020), and TY *Dante, Fabian and Jolina* (2021).



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	<b>Pinamalayan Public Service Continuity Plan</b>
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

Typhoon *Usman*, which made landfall on December 29, 2018, left Php 2,620,000.00 worth of damages on infrastructure and Php 42,327,947.10 worth of agricultural damages. 50 houses were partially damaged, 3 houses were totally damaged, and a total of 4,683 individuals were affected. Typhoon *Tisoy*, which made landfall on December 3, 2019, left Php 150,600,000.00 worth of damages on infrastructure and Php 200,372,031.50 worth of agricultural damages. 8,776 houses were partially damaged, 1,036 houses were totally damaged, 86,059 individuals were affected, and 30,717 individuals were displaced. Typhoon *Quinta*, which made landfall on October 26, 2020, left Php 16,050,000.00 worth of damages on infrastructure and Php 403,545,229.05 worth of agricultural damages. 4,323 houses were partially damaged, 278 houses were totally damaged, 41,983 individuals were affected, and 8,569 individuals were displaced.


The threat of Fire was also given a risk score of 20 or Very High due to the several fire incidents that occurred in the municipality. Some of the major fire incidents involved the Old Market in 1979, the New Market in 1994, IHMA in 2012 and the Pick-up Shop in 2014. Just recently, on February 2021, 2:30 a.m., a fire occurred at the municipal compound of the Municipal Government of Pinamalayan and left Php 10,000,000.00 worth of damages. The building that caught fire was the old two-story executive building that housed the offices of the Municipal Treasury Office (MTO), Municipal Assessor's Office (MassO), Bids and Awards Committee (BAC), Department of Trade and Industry (DTI), and Municipal Engineering Office (MEO). The Municipal Disaster Risk Reduction and Management Council (MDRRMC) stated that BAC documents have been destroyed but can be reproduced and that important documents from the rest of the offices have been saved.

The most recent threat that the agency faced were the phishing attacks on the agency's website that occurred from July 2021 and lasted until a new municipal website was developed by the MPDO.


After risk analysis, evaluation was done to identify the control measures currently in place in the agency, both infra and non-infra interventions, and their corresponding effectiveness. It was identified that for the Earthquake hazard, the agency currently has highly effective controls in place, and with little room for improvement or an effectiveness score of 4. For the rest of the hazards, the agency currently has fairly effective controls in place but needs improvement or an effectiveness score of 3. Hence, several action plans were proposed for these hazards as risk mitigating measures.

### 8.3. Impact Analysis

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
<b>MAYOR'S OFFICE</b>	Exercise general supervision and control over all programs, projects, services and activities of the municipal government.	Status and Evaluation Reports , Terminal Reports	Project, Program and Activity Designs	<b>Operational:</b> Target PPAs may be delayed or cancelled; under-utilization of funds <b>Reputational:</b> Decreased credibility and trust of public <b>Regulatory:</b> Memorandum Circular and Advisory from National Agencies	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> LCE, Executive Assistant II, Senior Administrative Assistant III, Administrative Officer II and Administrative Support  <b>Facility / Equipment:</b> Office, Desk, Printer, Scanner, Copier, Filing Cabinet, Telephone/Mobile phone


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
						<p><b>Communication / IT:</b> Computer (Intel® I3 processor. Windows 10 Home 64.,4 GB DDR4-2400 MHz RAM (1 x 4 GB)1 TB 7200 rpm SATA HDD.Intel® UHD Graphics 600.) Printer (with continuous ink) Photocopier (System memory standard (MB): 32 MB. Interfaces standard: USB 2.0, USB 1.1. Paper size: A5-A3, Customized paper sizes. Printable paper weight (g/m²): 64-157 gsm. Paper input capacity (sheets): Standard: 250 sheets, Max.: 350 sheets.) Others: Municipal Administrators Office and MPDO</p>
	Enforce all laws and ordinances relative to the governance of the municipality and the exercise of its corporate powers, implement all approved policies, programs, projects, services and activities of the municipality	Legal Documents, IRR and Actual implementations	Executive Orders, SB Resolutions, Municipal Ordinances, Memorandum of Agreements from different agencies.	<p><b>Operational:</b> LGU's plans and mandates cannot be implemented efficiently and effectively <b>Reputational:</b> Decreased credibility and trust of public <b>Regulatory:</b> Memorandum Circular and Advisory from National Agencies</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> LCE, Executive Assistant II, Senior Administrative Assistant III, Administrative Officer II and Administrative Support, TWGs</p> <p><b>Facility / Equipment:</b> Office, Desk, Printer, Scanner, Copier, Filing Cabinet, Telephone/Mobile phone</p> <p><b>Communication / IT:</b> Computer (Intel® I3 processor. Windows 10 Home 64.,4 GB DDR4-2400 MHz RAM (1 x 4 GB)1 TB 7200 rpm SATA HDD.Intel® UHD Graphics 600.) Printer (with continuous ink) Photocopier (System memory standard (MB): 32 MB. Interfaces standard: USB 2.0, USB 1.1. Paper size: A5-A3, Customized paper sizes. Printable paper weight (g/m²): 64-157 gsm. Paper input capacity (sheets): Standard: 250 sheets, Max.: 350 sheets.) Others: SB, MaDO, MPDO</p>

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	Initiate and maximize the generation of resources and revenues and apply the same to the implementation of the development plans, programs and objectives	Legal Documents, IRR and Actual implementations	Memorandum Circulars from the National Agencies, Executive Orders, SB Resolutions and Memorandum of Agreement.	<p><b>Operational:</b> LGU's plans and mandates cannot be implemented efficiently and effectively; Revenue loss</p> <p><b>Reputational:</b> Decreased credibility and trust of public</p> <p><b>Regulatory:</b> Memorandum Circular and Advisory from National Agencies</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> LCE, Executive Assistant II, Senior Administrative Assistant III, Administrative Officer II and Administrative Support, TWGs</p> <p><b>Facility / Equipment:</b> Office, Desk, Printer, Scanner, Copier, Filing Cabinet, Telephone/Mobile phone</p> <p><b>Communication / IT:</b> Computer (Intel® I3 processor. Windows 10 Home 64.,4 GB DDR4-2400 MHz RAM (1 x 4 GB)1 TB 7200 rpm SATA HDD.Intel® UHD Graphics 600.) Printer (with continuous ink) Photocopier (System memory standard (MB): 32 MB. Interfaces standard: USB 2.0, USB 1.1. Paper size: A5-A3, Customized paper sizes. Printable paper weight (g/m<sup>2</sup>): 64-157 gsm. Paper input capacity (sheets): Standard: 250 sheets, Max.: 350 sheets.) Others: SB, MAdO, MPDO</p>
	Ensure the delivery of Basic Services and the provision of Adequate facilities	Provision of Aids and grants to clients		<p><b>Operational:</b> Delivery of Basic Services to the clients will be delayed/ cancelled</p> <p><b>Reputational:</b> Decreased credibility and trust of public</p> <p><b>Regulatory:</b> Memorandum Circular and Advisory from National Agencies</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> LCE, Executive Assistant II, Senior Administrative Assistant III, Administrative Officer II and Administrative Support, TWGs</p> <p><b>Facility / Equipment:</b> Office, Desk, Printer, Scanner, Copier, Filing Cabinet, Telephone/Mobile phone</p> <p><b>Communication / IT:</b> Computer (Intel® I3 processor. Windows 10 Home 64.,4 GB DDR4-2400 MHz RAM (1 x 4 GB)1 TB 7200 rpm SATA HDD.Intel® UHD Graphics 600.) Printer (with continuous ink) Photocopier (System memory standard (MB): 32 MB.</p>



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	


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						Interfaces standard: USB 2.0, USB 1.1. Paper size: A5-A3, Customized paper sizes. Printable paper weight (g/m <sup>2</sup> ): 64-157 gsm. Paper input capacity (sheets): Standard: 250 sheets, Max.: 350 sheets.) Others: ALL OFFICES
<b>HUMAN RESOURCE MANAGEMENT DIVISION</b>	Disseminate Information & Deliver Efficient Interpersonal Communication within and outside the Agency	Memorandum, Announcements	Memorandum, Bulletins/Updates, CSC Announcements	<b>Operational:</b> Communication may be delayed or impeded resulting to disruption of critical services or misinformation. <b>Reputational:</b> Decreased credibility and trust to HRMO in relaying vital information to clients and stakeholders. <b>Regulatory:</b> RA 6713	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Administrative Support (Safety Officer) <b>Facility / Equipment:</b> Office, Filing Cabinet, Service Vehicle <b>Communication / IT:</b> Desktop Computer (8GB 4 .0 GHZ, 2-TB Storage) with Microsoft Office Suit and Thunderbird, Facsimile, Internet Connection [50mbs], Telephone/Mobile phone and DSLR Camera
<b>GENERAL SERVICES OFFICE</b>	Procurement Services	Procurement of Services and Goods	Purchased Request by different department and agencies	<b>Operational:</b> Unestablished policies, system and procedures in the delivery of public services. <b>Reputational:</b> The ability to respond of the Municipal Government will be criticized and will result to decreased credibility and trust of the public. <b>Regulatory:</b> RA 9184, COA Circular	Tier 5: Must be performed within 0 - 72 hours	<b>People:</b> Head of the Office, 5 Administrative Support <b>Facility / Equipment:</b> Printer, Scanner, Copying Machine <b>Communication / IT:</b> Telephone, Internet Connection
	Inventory and Disposal	Serviceable and Unserviceable Plant Property & Equipment	Monthly Status Report of all Property Plant and Equipment	<b>Operational:</b> Delayed implementation of all PPAs <b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public. <b>Regulatory:</b> AUDIT CIRCULAR NO. 89-296	Tier 5: Must be performed within 0 - 72 hours	<b>People:</b> Head of the Office, Administrative Support <b>Facility / Equipment:</b> Desk, Printer, Scanner <b>Communication / IT:</b> Desktop



**Municipal Government of  
PINAMALAYAN**


Classification	
Document Title	Pinamalayan Public Service Continuity Plan
Document No.	MGOP-PSCP-001
Revision no.	0
Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	Repair and Maintenance of Government Building and facilities	Facilities, Building, Recreational place, Municipal Park and Municipal Compound	Program of Work and Assessment of Damaged Facilities	<b>Operational:</b> Delayed implementation of all PPAs <b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public. <b>Regulatory:</b> AUDIT CIRCULAR NO. 89-296	Tier 5: Must be performed within 0 - 72 hours	<b>People:</b> Head of the Office, Administrative Support <b>Facility / Equipment:</b> Repair and Maintenance Tools and Equipment, Carpentry, Mason Tools <b>Communication / IT:</b> Mobile Phone
	Insurance of Government Building and Vehicle	Buildings and Vehicles, (Motorcycle, Medical Transport vehicle, Heavy Equipment	LTO registration, Assessment of buildings	<b>Operational:</b> Delayed implementation of all PPAs <b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public <b>Regulatory:</b> Office Order	Tier 5: Must be performed within 0 - 72 hours	<b>People:</b> Head of the Office, Insurance Liaison Officer <b>Facility / Equipment:</b> Laptop <b>Communication / IT:</b> Telephone, Laptop Internet Connection at least 8mpbs
<b>ZONING DIVISION AND MOTORPOOL OPERATIONS</b>	Management of Light and Heavy Equipment	Assist in rescue operations and/or road clearing operations where light and heavy equipment are needed	Memorandum, (e.g. on Activation of Alert)	<b>Operational:</b> Could cause delay in the assistance to rescue operations and/or road clearing operations	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 4 -6 Light and Heavy Equipment Operator, 1 Administrative Support, 1 JO, 1 AO <b>Facility / Equipment:</b> Zoning Division Office, Desk, Printer, Scanner <b>Communication / IT:</b> Computer (desktop and laptop), Internet Connection (10mbps)
<b>PERMITS AND LICENSES DIVISION</b>	Maintenance and recovery of data for Business Permits and Licensing Office transactions	Business Permits / Mayors Permits, Tricycle Franchise, Occupational Permit, Stall Contract, Special Mayors Permit, Business Certification, Certificate of Appearance & Dropping of Franchise	Assistance from the DICT	Low business registration that may result to revenue collection	Tier 3: Must be performed from 24-48 hours	<b>People:</b> 1 IT Specialist, 1 Data Privacy Officer (DPO) <b>Facility / Equipment:</b> Operation Center, 15 Computer Sets, Office supplies, Generator <b>Communication / IT:</b> Internet connectivity <b>Others:</b> DICT, PICIEDO
<b>SPECIAL CONCERNS OFFICE</b>	Disseminate Information, Schedule, and requirements of Recruitment Activities Special recruitment activities for Overseas Employment & Local	Letter/Memorandum/Official Web page	Venues of Orientation/Person in-charge of the activity/Legal personnel who implemented the said Activity	<b>Operational:</b> Delayed or Postponement of the Activity <b>Reputational:</b> Decreased the pending time of services for employment and benefits of the workers. <b>Regulatory:</b> Republic Act No. 8759	Tier 3: Must be performed within 24-48 hours	<b>People:</b> 1 Administrative Aide III, Administrative Aide I <b>Facility / Equipment:</b> Mobile Phone, Laptop <b>Communication / IT:</b> Computer [Fortress/Hp/Dell], Internet Connection [100mbps]


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	Recruitment activity (LRA) for local employment			otherwise known as PESO Acto of 1999 along with DOLE, through the Bureau of Workers with Special Concerns (BWSC)		<b>Others:</b> Barangay Captains and other Officials
	Implementation of Special Program for Employment of Students	Letter/Memorandum/Official Web page	Venues of Orientation/Person in-charge of the activity/Legal personnel who implemented the said Activity	<p><b>Operational:</b> Delayed or Postponement of the Activity</p> <p><b>Reputational:</b> Decreased the pending time of services for employment and benefits of the workers.</p> <p><b>Regulatory:</b> Republic Act No. 8759 otherwise known as PESO Acto of 1999 along with DOLE, through the Bureau of Workers with Special Concerns (BWSC)</p>	Tier 3: Must be performed within 24-48 hours	<p><b>People:</b> 1 Administrative Aide III, Administrative Aide I</p> <p><b>Facility / Equipment:</b> Mobile Phone, Laptop (if Available), Printer, Scanner</p> <p><b>Communication / IT:</b> Computer [Fortress/Hp/Dell], Internet Connection [100mbps]</p> <p><b>Others:</b> Barangay Captains and other Officials</p>
	Disseminate Information, Schedule, and requirement of DOLE-TUPAD (Tulong Panghanap-buhay sa Ating Disadvantage/ Displaced Workers	Letter/Memorandum/Official Web page	Venues of Orientation/Person in-charge of the activity/Legal personnel who implemented the said Activity	<p><b>Operational:</b> Delayed or Postponement of the Activity</p> <p><b>Reputational:</b> Decreased the pending time of services for employment and benefits of the workers.</p> <p><b>Regulatory:</b> Republic Act No. 8759 otherwise known as PESO Acto of 1999 along with DOLE, through the Bureau of Workers with Special Concerns (BWSC)</p>	Tier 2: Must be performed within 12-24 hours	<p><b>People:</b> 1 Administrative Aide III, Administrative Aide I</p> <p><b>Facility / Equipment:</b> Mobile Phone, Laptop (if Available), Printer, Scanner</p> <p><b>Communication / IT:</b> Computer [Fortress/Hp/Dell], Internet Connection [100mbps]</p> <p><b>Others:</b> Barangay Captains and other Officials</p>
<b>MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION</b>	Collect and dispose garbage from barangays, public market and establishments	Garbage Data Collection Report, Segregated garbage from barangays, public market and establishments were collected	Garbage Collection Certificate, Schedule of Garbage Schedule, Request for Collection	<p><b>Operational:</b> Risk of contamination to affected areas including barangays, public market and other establishments' containment areas or collection point and be the source of diseases to possible nearby residents</p> <p><b>Reputational:</b> Decrease in credibility and trust from concerned public</p> <p><b>Regulatory:</b> RA 9003 (Ecological</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> 1 Office Focal, 2 Compactor Drivers, 6 Collectors</p> <p><b>Facility / Equipment:</b> Compactor Truck/Dump Truck, Fuel, Personal Protective Equipment (PPE), Laptop/Computer, Printer</p> <p><b>Communication / IT:</b> Laptop (with 11th Gen Intel® Core™ i5-1135G7 @ 2.40GHz 2.42GHz processor; 64-bit operating</p>




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				Solid Waste Management Act of 2000)		system, x64-based processor), Printer (with continuous ink) <b>Others:</b> Assistance from Motorpool Operation Personnel and Equipment
	Maintain cleanliness of Poblacion areas or town proper of Pinamalayan through daily sweeping and clearing operations	Sweepers Activity Report, Cleared areas including Poblacion Area and other nearby barangays	Area of Assignment, Sweepers Activity Plan, Sweepers Daily Schedule	<b>Operational:</b> Increase of clutter in areas or town proper of Pinamalayan <b>Reputational:</b> Decrease in credibility and trust from concerned public <b>Regulatory:</b> RA 9003 (Ecological Solid Waste Management Act of 2000)	Tier 2: Must be performed from 12 - 24 hours	<b>People:</b> 1 Office Focal, 1 Foreman, 12 Street Sweepers <b>Facility / Equipment:</b> Brooms, Dustpan, Garbage Bags, Personal Protective Equipment (PPE) <b>Communication / IT:</b> Laptop (with 11th Gen Intel® Core™ i5-1135G7 @ 2.40GHz 2.42GHz processor; 64-bit operating system, x64-based processor), Printer (with continuous ink) <b>Others:</b> Assistance from GSO and MOD personnel
	Monitoring on barangay, public market and other establishments on implementation and compliance on environmental and forestry laws and other ordinances	Notice of Violation, Sweepers Activity Report	Area of Assignment, Sweepers Activity Plan	<b>Operational:</b> Possible further violation acts of the public and less prevention of such <b>Reputational:</b> Decrease in credibility and trust from concerned public <b>Regulatory:</b> RA 9003 (Ecological Solid Waste Management Act of 2000), RA 9275 (Philippine Clean Water Act of 2004), RA 8749 (Philippine Clean Air Act of 1999), RA 6969 (Toxic Substances, Hazardous and Nuclear Waste Control Act of 1990), PD 705 (Revised Forestry Code of the Philippines)	Tier 2: Must be performed from 12 - 24 hours	<b>People:</b> 1 Pollution Control Officer, 1 Office Focal, 12 Street Sweepers, 8 Collectors/Drivers <b>Facility / Equipment:</b> Compactor Truck/Dump Truck, Fuel, Personal Protective Equipment (PPE) <b>Communication / IT:</b> Laptop (with 11th Gen Intel® Core™ i5-1135G7 @ 2.40GHz 2.42GHz processor; 64-bit operating system, x64-based processor), Printer (with continuous ink), DSLR Camera, Mobile Phone (with camera and load) <b>Others:</b> Assistance from Bantay Kalikasan and Barangay Officials
	Responding to clearing operation in occurrence of disruptive incidents	Sweepers Activity Report, Garbage Data Collection, Cleared affected areas	LCE and MDRRMC Activation of 24/7 Emergency Response Team, Situational Report	<b>Operational:</b> Harmful clutters that may cause injuries to the public will not be removed which contradicts the main goal of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust for concerned public	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Head of Office, 1 Pollution Control Officer, 1 Office Focal, 6 Street Sweepers, 8 Collectors/Drivers <b>Facility / Equipment:</b> Brooms, Dustpan, Garbage Bags, Compactor Truck/Dump


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				<b>Regulatory:</b> RA 9003 (Ecological Solid Waste Management Act of 2000)		Truck, Fuel, Personal Protective Equipment (PPE), Chainsaw <b>Communication / IT:</b> Laptop (with 11th Gen Intel® Core™ i5-1135G7 @ 2.40GHz 2.42GHz processor; 64-bit operating system, x64-based processor), Printer (with continuous ink), Mobile Phone (with camera and load) <b>Others:</b> Assistance from Motorpool Operation (Personnel and Equipment), Barangay Officials
<b>MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>	Disseminate information and raise public awareness.	Press Release, SMS Infoblast Messages, Advisories, Situational Reports	Incident Reports, Memorandum, (e.g. on Activation of Alert), Bulletins/Updates (e.g. Weather, Earthquake)	<b>Operational:</b> Validation and update of situation to affected area may be delayed or impeded. Additional workload for response operations due to possible casualties to uninformed end-users. <b>Reputational:</b> Decreased credibility and trust of public to NDRRMC in provide information. <b>Regulatory:</b> RA 10121, RA 10639 (Free Mobile Disaster Act)	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Administrative Specialist, 1 SDO <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner <b>Communication / IT:</b> Desktop Computer, Facsimile, Internet Connection [50 mbps] <b>Others:</b> DRRMOs
	Respond To and Manage The Adverse Effects of Emergencies	Logistics Reports, List of Recipients, After Action Reports, SitRep: Final Report, RDNA Report	Incident Reports / Situational Reports	<b>Operational:</b> Casualties in the affected area may increase which contradicts the main goal of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to NDRRMC in managing DRRM. <b>Regulatory:</b> RA 10121	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> IMT (min of 8 person), Rescue Team (min of 7 person), RDNA Team (min of 8 person), EOC (min of 5 person) <b>Facility / Equipment:</b> EOC, Low to High Level of Response Equipment, Deployment Kit <b>Communication / IT:</b> Desktop Computer, Facsimile, Internet Connection [50 mbps] <b>Others:</b> Handheld Radio <b>Others:</b> Forms
<b>SLAUGHTERHOUSE OPERATIONS DIVISION</b>	Slaughter and Meat Inspection	High Quality Meat, Monthly Slaughter Reports, Meat Inspection Certificate	Official Receipt for All Animals, Certificate of Ownership or Transfer of Ownership for Large Cattle,	<b>Operational:</b> Insufficient supply of high quality meat products in the Pinamalayan Public Market	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> (3) Meat Inspector, Slaughterhouse Supervisor, Support Personnel <b>Facility / Equipment:</b> Slaughterhouse Facility and Equipment


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
			Certificate of Origin and Certificate of Animal Inspection for Hogs	<p><b>Reputational:</b> Decreased consumer trust</p> <p><b>Regulatory:</b> Department of Agriculture (DA) Administrative Order No. 28, Series of 2005 - The Meat Inspection Code of the Philippines</p>		<b>Other Resources:</b> Budget
	Condemnation of Animal or Meat	Condemnation Slip	Official Receipt for All Animals, Certificate of Ownership or Transfer of Ownership for Large Cattle, Certificate of Origin and Certificate of Animal Inspection for Hogs	<p><b>Operational:</b> Insufficient supply of high quality meat products in the Pinamalayan Public Market</p> <p><b>Reputational:</b> Decreased consumer trust</p> <p><b>Regulatory:</b> Department of Agriculture (DA) Administrative Order No. 28, Series of 2005 - The Meat Inspection Code of the Philippines</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> (3) Meat Inspector, Slaughterhouse Supervisor, Support Personnel</p> <p><b>Facility / Equipment:</b> Slaughterhouse Facility and Equipment</p> <p><b>Other Resources:</b> Budget</p>
MUNICIPAL ADMINISTRATOR'S OFFICE	Formulation and/or Review of policies, system and procedures in the delivery of public services	Memorandum Order, Office Order and Executive Order	Circulars from National Agencies, Request from Concerned Agencies and Instruction of the LCE	<p><b>Operational:</b> Unestablished policies, system and procedures in the delivery of public services</p> <p><b>Reputational:</b> The ability to respond of the Municipal Government will be criticized and will result to decreased credibility and trust of the public.</p> <p><b>Regulatory:</b> Memorandum Order and Executive Order</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> Head of the Office, 2 Administrative Support</p> <p><b>Facility / Equipment:</b> Desk, Printer, Scanner</p> <p><b>Communication / IT:</b> Telephone, Laptop (Core i5 9th Gen) MS Office 2016, Internet Connection at least 8mpbs</p>
	Supervision, Monitoring, Coordination and Evaluation Activities	Report of action taken, status report and recommendations from the concerned Department regarding the coordinated communications	Monthly Status Report of all PPAs from concerned offices, Report on IRA Utilization, approved Annual Investment Plan and Work and Financial Plan	<p><b>Operational:</b> Delayed implementation of all PPAs</p> <p><b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public.</p> <p><b>Regulatory:</b> RA 9184 or the Government Procurement Reform Act</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> Head of the Office, Administrative Support (maximum of 3)</p> <p><b>Facility / Equipment:</b> Desk, Printer, Scanner</p> <p><b>Communication / IT:</b> Telephone, Laptop (Core i5 9th Gen) MS Office 2016, Internet Connection at least 8mpbs</p>




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	Supervision of disaster related response program, projects and activities	Indorsement letter to concerned office of the MDRRMC approved PPAs	LDRRM Plan and Work and Financial Plan	<b>Operational:</b> Delayed implementation of all PPAs <b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public <b>Regulatory:</b> RA 10121	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> Head of the Office, Administrative Support (maximum of 3) <b>Facility / Equipment:</b> Desk, Printer, Scanner <b>Communication / IT:</b> Telephone, Laptop (Core i5 9th Gen) MS Office 2016, Internet Connection at least 8mpbs
	Provision of information and advice on the municipality's operations	Public Advisory and Facebook Post	Instruction of the LCE and Advisories from National Agencies	<b>Operational:</b> Lack of public awareness regarding disaster preparedness and risk reduction <b>Reputational:</b> Downscale performance of the LGU resulting to decreased credibility and trust of public. <b>Regulatory:</b> Advisory and Circulars from other agencies	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> Head of the Office, Administrative Support (maximum of 3) <b>Facility / Equipment:</b> Desk, Printer, Scanner <b>Communication / IT:</b> Telephone, Laptop (Core i5 9th Gen) MS Office 2016, Internet Connection at least 8mpbs
<b>MARKET OPERATIONS DEPARTMENT</b>	Issuance of Cash Tickets	Daily collection report	Stall owners record	<b>Operational:</b> No collections <b>Reputational:</b> Decreased credibility and trust of public to Market Operations Department <b>Regulatory:</b> New Revenue Code of Pinamalayan 2013	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 4 Administrative Aide 1, 5 Administrative Aide 2, 1 Administrative Aide 4 <b>Others:</b> Cash Tickets
<b>MUNICIPAL PLANNING AND DEVELOPMENT OFFICE</b>	Inspection and Delivery of Goods and Services	Goods and Services delivered	Proper coordination with the concerned authorities	<b>Operational:</b> Possible that the delivered goods and services are not the same with the desired goods or services of the office/agency as to quantity, quality and specifications. <b>Reputational:</b> Decreased credibility and trust of LCE and other concerned offices in inspection and delivery of goods and services.	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Inspection Focal <b>Communication / IT:</b> Mobile phone, Camera: DSLR
<b>OFFICE FO THE VICE-MAYORS AND THE SANGGUNIANG BAYAN</b>	Acting on Request for the Passage of a Resolutions and Ordinances	Resolutions and Ordinances	Calendar/ Scheduling	<b>Operational:</b> Hampers the passage of resolutions and ordinances <b>Reputational:</b> Decreased credibility and trust of public <b>Regulatory:</b> Republic Act No. 7160	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2 Secretariat Personnel, 2 IT Specialist <b>Facility / Equipment:</b> Alternative Session Hall, Video and Audio Systems


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
						<b>Communication / IT:</b> Computer with MS Office, Facsimile, Internet Connection [50mbs]
<b>MUNICIPAL ACCOUNTING OFFICE</b>	Certification on Appropriations, Funds and Obligation of Allotments (CAFOA) as to availability of funds	Signed CAFOA	CAFOA certified by MBO & MTO as to availability of allotment and fund	<b>Operational:</b> Non issuance of CAFOA will impede processing of claims. <b>Reputational:</b> Decreased trust and confidence of suppliers and users. <b>Regulatory:</b> RA 7160, Section 474	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2 Administrative Aide, Municipal Accountant <b>Facility / Equipment:</b> Log Book, Computer, RAO
	Issuance of Municipal Accountant's Advice for Cheque Disbursements (MAACD)	Signed MAACD	Fully signed, checked, approved DV	<b>Operational:</b> Issued Check cannot be claim by payee <b>Reputational:</b> Decreased trust and confidence of suppliers and users <b>Regulatory:</b> RA 7160, Section 474	Tier 2: Must be performed from 12 - 24 hours	<b>People:</b> 2 Administrative Aide, Municipal Accountant <b>Facility / Equipment:</b> Computer, Printer
	Processing of Financial Claims	Approved DV as to completeness of supporting documents	DV with attached supporting documents	<b>Operational:</b> Non issuance of DV will impede processing of claims <b>Reputational:</b> Decreased trust and confidence of suppliers and users. <b>Regulatory:</b> RA 7160 Section 474	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2 Administrative Aide, Municipal Accountant <b>Facility / Equipment:</b> Log Book, Check List
<b>MUNICIPAL ASSESSOR'S OFFICE</b>	Appraisal of Land Declared for the first time, Building and Other Structures, Machineries and Equipment	Land Declared for the first time, Building and Other Structures, Machineries and Equipment appraised	Land Property: Payment/Cedula/Proof of Ownership/ Approved Plan Building: Cedula/ Request Letter/ Approved Building Permit/ Certificate of Occupancy Machinery: sales Invoice/ Sworn Statement	<b>Operational:</b> RPT income will be affected Performance target unrealized <b>Reputational:</b> Decreased trust and confidence of the people. <b>Regulatory:</b> RA 7160, Section 474	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Administrative IV, 1 Administrative VI, Municipal Assessor <b>Facility / Equipment:</b> Computer with Printer and Scanner <b>Communication / IT:</b> Computer, Facsimile, Internet Connection at least 10 mbs speed
<b>MUNICIPAL ENGINEERING OFFICE</b>	Design, Planning and Programming of Projects	Program Of Work , Project Plan	Request from Client, Approval of Municipal Office / Barangay / Other Agencies	<b>Operational:</b> Casualties in the affected area may increase due to unaccomplished projects that hinders the implementation of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing	Tier 3: Must be performed from 24 - 48 hours	<b>People:</b> 2-3 staff Architect, Draftsman, Administrative Support <b>Facility / Equipment:</b> Laptop, Printer, blueprinting <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				Infrastructure projects. <b>Regulatory:</b>		
	Project Management and Monitoring	Progress and Monitoring Report	Request from Barangay and Contractor	<b>Operational:</b> Casualties in the affected area may increase due to unaccomplished projects that hinders the implementation of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing Infrastructure projects. <b>Regulatory:</b>	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2-3 person Engineer, Architect, Administrative Support <b>Facility / Equipment:</b> Laptop, Printer, Meter tape, Roller Tape <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
	Provision of Regulatory Services	Building, Fencing, Demolition, Excavation, Occupancy and Annual Building Permit		<b>Operational:</b> Casualties in the affected area may increase due to unprocessed permits that needed in the provision of services of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing office services. <b>Regulatory:</b>	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1-2 staff Regulatory focal, Administrative Support <b>Facility / Equipment:</b> Laptop, Printer <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
	Inspection and Acceptance of Delivery	Purchase Order , Receipt , Inspection and Acceptance Request	Program Of Work, Project Plan, Statement of Work Accomplished	<b>Operational:</b> Casualties in the affected area may increase due to unaccomplished projects that hinders the implementation of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing Infrastructure projects. <b>Regulatory:</b>	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1-2 staff Engineer, Administrative Support <b>Facility / Equipment:</b> Laptop, Printer , Meter tape, Roller Tape, Caliper, Camera <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
	Inspection of Projects	Certification of Projects	Program Of Work, Project Plan, Statement of Work Accomplished	<b>Operational:</b> Casualties in the affected area may increase due to unaccomplished projects that hinders the implementation of the Office's	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2-3 person Architect, Draftsman, Administrative Support <b>Facility / Equipment:</b> Meter tape, Roller Tape




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing Infrastructure projects. <b>Regulatory:</b>		<b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
	Processing of POW	Request letter, AIP, Project Brief		<b>Operational:</b> Casualties in the affected area may increase due to unaccomplished projects that hinders the implementation of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing Infrastructure projects. <b>Regulatory:</b>	Tier 3: Must be performed from 24 - 48 hours	<b>People:</b> 2-3 person Engineer, Architect, Administrative Support <b>Facility / Equipment:</b> Laptop, Printer, blueprinting <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
	Repair and Maintenance of Buildings/Offices, Streetlight, Recodo Port	Monthly Maintenance Report	Request letter, Authorization to Conduct Activity	<b>Operational:</b> Casualties in the affected area may increase due to unprocessed permits that needed in the provision of services of the Office's mandate. <b>Reputational:</b> Decreased credibility and trust of public to Municipal Engineering Office in managing office services. <b>Regulatory:</b>	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2-3 person Engineer, Maintenance and Repair Staff <b>Facility / Equipment:</b> Repair and Maintenance Tool <b>Communication / IT:</b> Internet Connection, Telephone or Cellphone
<b>MUNICIPAL AGRICULTURE OFFICE</b>	Provision of Technical Assistance	Agricultural technical assistance rendered to the farmer and fisher folk clients -Animal health care -Crop pest management -Fishery Concerns	Proper coordination/farm visit to the clients	<b>Operational:</b> Unattended concerns may worsen the pest infestations, crop disease, animal disease and etc., thus will result to the decrease in production and unprofitability. <b>Reputational:</b> Decreased credibility and trust of farmer and fisher folk clients in the delivery of technical services of the office	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 9 Agricultural technicians <b>Communication / IT:</b> Mobile phone, Camera, GPS <b>Others:</b> Pest field guide, manuals


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
	Provision of Agricultural Intervention	Farm and fishery inputs distributed to the farmer and fisher folk clients	Farm inputs, subsidies and fishing gears and other production interventions	<b>Operational:</b> Delayed distribution of farm inputs may affect to the planting schedule as well as irrigation schedule and harvest season.	Tier 3: Must be performed from 24 - 48 hours	<b>People:</b> 9 Agricultural technicians <b>Facility / Equipment:</b> Venue for distribution <b>Communication / IT:</b> Camera <b>Others:</b> Budget
	Agricultural Risk and Damage Assessment and Reporting	Damage to agriculture and fishery brought by risk and disasters assessed and reported	Proper coordination and site visit to the affected areas	<b>Operational:</b> decision making specially on declaration of state of calamity will be affected due to insufficient data provided, also there will be no basis of rehabilitation program <b>Reputational:</b> non-compliance to the roles in MDRRMC in post disaster assessment and reporting	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 9 Agricultural technicians <b>Communication / IT:</b> Mobile phone, Camera, GPS
MUNICIPAL HEALTH OFFICE	Maintain appropriate infection prevention and control measures by adhering to minimum health standards	Information Dissemination through advisories in social media platform.	Adaptation of DOH Protocols, Guidelines and Memorandum, Situationer on latest trends.	<b>Operational:</b> Public responses will be unfavorable and incur detrimental consequences. Additionally, people may not follow the guidelines provided by recognized national and international health organizations. This could result to outbreaks. <b>Reputational:</b> Decreased credibility and public trust. <b>Regulatory:</b> DOH Administrative Order No. 2020-0015	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 MHO, 1 IT Specialist, 1 MESO <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner <b>Communication / IT:</b> Computer [indicate specs and Applications needed], Facsimile, Internet Connection [indicate speed] <b>Others:</b> MHO STAFF
	Ensure timely detection of cases; Adherence to the epidemiologic investigation and surveillance	List of total number of cases. Tally of reports from other institutions.	Daily Covid-19 Tracker. Reports from HESU, PESU, MESU	<b>Operational:</b> Public responses will be unfavourable and incur detrimental consequences. Additionally, people may not follow the guidelines provided by recognized national and international health organizations. This could result to outbreaks. <b>Reputational:</b> Decreased credibility and public trust. <b>Regulatory:</b>	Tier 2: Must be performed within 12 - 24 hours	<b>People:</b> MHO (1), MESO (1), Medical Technologist (1), DSO (1), Nurse (2), Laboratory Aid (2), 1 Driver <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner <b>Communication / IT:</b> Computer/ Laptop, Mobile Phone, Internet Connection


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				DOH Administrative Order No. 2020-0015		
	Contact Tracing	Determine contact line list	Reports from Contact Tracers	<b>Operational:</b> Discrepancy of reports; ineffective surveillance will lead to outbreaks. <b>Reputational:</b> Decreased credibility and public trust. <b>Regulatory:</b> RA 11332	Tier 2: Must be performed within 12 - 24 hours	<b>People:</b> 1 MESO, 1 DSO, 15 Contact Tracers, 1 Driver <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner <b>Communication / IT:</b> Mobile Phone, desktop/ laptop, internet connection
	Management of Cases	List of cases for Isolation and quarantine; Determine cases for Referral, Step down, TTMF, BIU and if allowed for Home Quarantine	Reports from Contact Tracers, Diagnostic Testing Team, and from Hospitals	<b>Operational:</b> Discrepancy of reports; ineffective Contact Tracing will lead to outbreaks and casualties. <b>Reputational:</b> Decreased credibility and public trust. <b>Regulatory:</b> DOH Department Memorandum 2020-043	Tier 2: Must be performed within 12 - 24 hours	<b>People:</b> 1 MHO, 1 MESO, 4 Nurses, 9 Midwives, 2 Drivers 2, Other health staffs <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Thermal Scanners, Pulse Oximeter <b>Communication / IT:</b> Mobile Phone, laptop, internet connection
	Specimen Collection in Patients that are for RTPCR	List of Patients verified for RTPCR	Reports from Validated Contacts from DOH	<b>Operational:</b> Discrepancy of reports; ineffective case management and mistagging of patients will lead to outbreaks and casualties to severe cases. <b>Reputational:</b> Decreased credibility and public trust. <b>Regulatory:</b> DOH Department Memorandum 2020-0439	Tier 3: Must be performed within 24 - 48 hours	<b>People:</b> 1 Medical Technologist, 3 Nurses, 2 laboratory Aide <b>Communication / IT:</b> Mobile Phone, laptop, internet connection
	Out Patient Consultation and other Primary Health Care Services	Accessible health care services; Quality health management; Prevention of disease and illnesses; Health Promotion	Data on iClinic Sys and FHSIS	<b>Operational:</b> Outbreak on Diseases, poor quality of life <b>Reputational:</b> Decreased credibility and public trust <b>Regulatory:</b> Republic Act 11223	Tier 1: Must be performed within 0 - 12 hours ( Depending on the case)	<b>People:</b> 1 MHO, 1 RHP, 1 Medical Officer, 1 Nurse 1 IT Specialist <b>Facility / Equipment:</b> Municipal Health Office, Desk, Thermal Scanner, BP apparatus, Stethoscope, Otoscope <b>Communication / IT:</b> Desktop with installed iClinic Sys and FHSIS database, Internet Connection
	Continuous Covid-19 Vaccination	Increased number of vaccinated individuals in the Municipality	Memorandums, Guidelines and Advisories from the Department of Health	<b>Operational:</b> There will be an increase of COVID-19 cases in the Municipality	Tier 1: Must be performed within 0 - 12 hours ( Depending on the case)	<b>People:</b> 1 Physician, Vaccination Team, Monitoring Team and Registration Staff




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				<p><b>Reputational:</b> Increased public health threat and possible loss of life</p> <p><b>Regulatory:</b> Republic Act 11223</p>		<p><b>Facility/Equipment:</b> Vaccination Site with cold chain management, Registration forms, BP apparatus, Stethoscopes, Oximeter, AEFI Kit, Medicines, Vaccines, Vaccine Carrier, and other medical equipments for vaccination</p> <p><b>Communication and IT:</b> Mobile phone and Internet connection</p>
	Health assessment of individuals affected by the disaster	Timely Medical Intervention	Incident and casualty report provided by the Incident Response Team	<p><b>Operational:</b> Outbreak of Disease, prolonged agony of casualties, possible loss of life</p> <p><b>Reputational:</b> Decreased credibility and public trust.</p> <p><b>Regulatory:</b> Republic Act 11223</p>		<p><b>People:</b> Emergency Response Team 1 physician, 2 nurses, 2 Midwives, Barangay Health Worker Leader</p> <p><b>Communication/IT:</b> Mobile phone, Internet connection</p> <p><b>Facility and Equipment:</b> Transport vehicle, Stethoscopes, BP apparatus, Oximeter, First Aid Kit, Hygiene Kits, Drugs and Medicines, Rapid Sugar and Cholesterol Test</p>
MUNICIPAL TREASURY OFFICE	Collect Local Revenue Income	Community Tax Certificate, Business Taxes, Clearances and Certificates, Fees and Charges	Accountable Forms Number 0016, 51, 52, 53, 54 & 56	<p><b>Operational:</b> Income collections will decrease</p> <p><b>Reputational:</b> Client satisfaction rate will drop</p> <p><b>Regulatory:</b> New Revenue Code of Pinamalayan 2013</p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> Revenue Collection Clerk I (5), Cashier II</p> <p><b>Facility / Equipment:</b> Computer set (5), Printer Epson LX-310 (5), Epson L3110 (6), Cash Coin Register (5), Calculator (6), Adding Machine (1)</p> <p><b>Communication / IT:</b> Router, Modem &amp; Lan Cables, Internet connection, iTAX System</p> <p><b>Others:</b> iTAX Programmer (PTO Calapan)</p>
	Disbursements of Cash and Checks	General Fund, SB, Trust Fund, Special Education Fund and Proceeds of Loans	Disbursement Vouchers and Checks	<p><b>Operational:</b> Bills payment will be delayed and it will cause penalty</p> <p><b>Reputational:</b> Client trust can be affected</p> <p><b>Regulatory:</b></p>	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> Disbursing Officer I, Administrative Aide III, Administrative Assistant I, Administrative Aide IV,</p> <p><b>Facility / Equipment:</b> Computer set (4), Printer Epson L3110 (4), Printer Epson LX-310 (1), Adding Machine (1)</p>

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

OFFICES	MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
				As per COA Rules and Regulation		<b>Communication / IT:</b> Router, Modem & Lan Cables, Internet connection
	Updating of Cashbook	General Fund, SB, Trust Fund, Special Education Fund, Proceeds of Loans, PFPR, EFPS, High Yield Savings Account, GBH PRI - RMWHEEF, GBH PRI - DLF, EPRS, and Hospital Charges	Cashbooks	<b>Operational:</b> Income and Expenses cannot be monitored if cashbook is not updated <b>Reputational:</b> Audit Observation Memo might issue by COA <b>Regulatory :</b> As per COA Rules and Regulation	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> Municipal Treasurer and Assistant Municipal Treasurer <b>Facility / Equipment:</b> Cashbooks (2)

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**9. Activation Criteria, Procedures and Authority**

**9.1 Activation of Public Service Continuity Plan (PSCP)**

The Local Chief Executive (LCE) as Responsible Official (RO) will declare the activation of the PSCP. This decision is supported by recommendations from the Municipal Disaster Risk Reduction and Management Council (MDRRMC) and Local Inter-Agency Task Force (LIATF).

**9.2 Criteria for Activation**

The Public Service Continuity Plan (PSCP) shall be activated through the authority of the Local Chief Executive once the following conditions/criteria has been cited:

- Disruption of Mission Essential Functions (MEFs) of Offices based on identified recovery time objective within an organization which will result to significant downtime.
- Loss of critical function holder.
- Result of Damage Assessment Report recommended by the Incident Management Team.

**9.2.1 Activation of Incident Management Team (IMT)**

The IMT will be activated upon the recommendation of the Incident Response Team (IRT) to the Incident Management Team (IMT), or by the Responsible Official (RO).

**9.2.2 Declaration**

The LCE as the Responsible Official shall provide an advisory on the status of an incident upon the recommendation of Incident Response Team and confirmation of the Incident Management Team.

**9.3 Succession Planning**

- a. The Local Chief Executive (LCE) as the head of the Agency, is the Responsible Official (RO), with the authority in making decisions and providing directions to the IMT, in particular, and to the whole LGU in general during emergencies and disasters. The Succession of Command with respect to the PSCP is as follows:
  1. Responsible Official/ Incident Commander
  2. Deputy Incident Commander
- b. The authority can be delegated by the Responsible Official through an issuance or instruction.

In the absence of the Responsible Official, the highest official present on site shall assume the authority to manage the emergency or disaster response operations and shall turnover the authority as soon as the designated Responsible Official is available.


**9.4 Establishment of Incident Management Team and Incident Response Team**

- a. The Incident Management Team (IMT) shall be activated together with the Incident Response Team (IRT) based on the recorded incident.
- b. The IRT shall lead the Operations Section Chief of the IMT.
- c. The IMT shall conduct regular Simulation Exercises (SIMEX):
  - Table Top Exercises (TTX) — Twice a month
  - Drills — Quarterly
  - Full Scale Exercise — Once a year

**9.4.1 Incident Management Team**

ROLE	RESPONSIBILITIES	FOCAL
<b>Deputy Incident Commander</b>	<ul style="list-style-type: none"> <li>• Receives authority from the Responsible Official (RO);</li> <li>• Sets incident objectives;</li> <li>• Leads the tactical incident response;</li> <li>• Assesses the situation;</li> <li>• Establishes the appropriate Incident Command System (ICS) organization based on the situation;</li> <li>• Establishes the response priorities;</li> <li>• Ensures planning meetings are scheduled as required;</li> <li>• Approves and authorizes the implementation of the Incident Action Plan or Response Plan;</li> <li>• Ensure that adequate safety measures are in place;</li> <li>• Approves requests for additional resources and for their release;</li> <li>• Coordinates with key people and officials;</li> <li>• Reports process and updates on the operations to the RO; and</li> <li>• Authorizes release of information to the media;</li> </ul>	LDRRMO III/ Municipal Health Officer
<b>Information Officer</b>	<ul style="list-style-type: none"> <li>• Focal person for information dissemination; and</li> <li>• Works closely with public information officers and the media.</li> </ul>	Municipal Administrator




 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

ROLE	RESPONSIBILITIES	FOCAL
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>• Works closely with Operations, Planning, and Logistics Officer and Incident Response Team;</li> <li>• Anticipates, detects and corrects unsafe situations; and</li> <li>• Has emergency authority to stop unsafe operations.</li> </ul>	OIC – Chief of Police
<b>Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Contact point for agency representatives</li> </ul>	LDRRMO II
<b>Operations Section Chief</b>	<ul style="list-style-type: none"> <li>• Directs execution of all tactical operations; and</li> <li>• Usually the first organization assigned to the incident.</li> </ul>	Municipal Engineer
<b>Planning Section Chief</b>	<ul style="list-style-type: none"> <li>• Collects, evaluates and processes information;</li> <li>• Develops incident action plan; and</li> <li>• Maintains situation and resource status.</li> </ul>	Municipal Planning and Development Coordinator
<b>Logistics Section Chief</b>	<ul style="list-style-type: none"> <li>• Provides resources and all other services to support the responder including facilities, transportation, communications, supplies, equipment maintenance, fuel, food services and other medical services</li> </ul>	Municipal Social Welfare and Development Officer
<b>Finance Section Chief</b>	<ul style="list-style-type: none"> <li>• Monitors incident costs;</li> <li>• Maintains financial records; and</li> <li>• Coordinates procurement contracts.</li> </ul>	Municipal Budget Officer

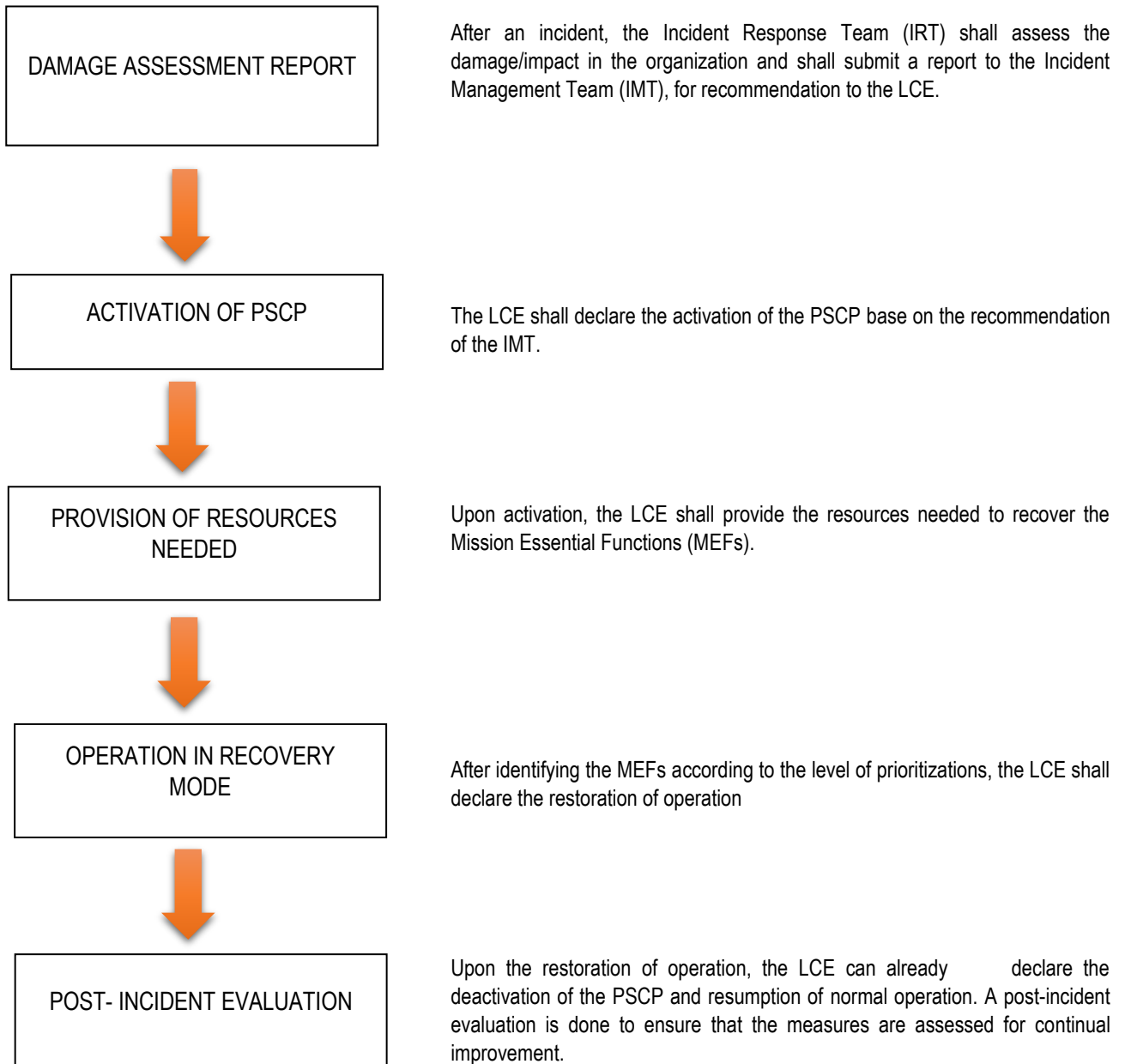
#### 9.4.2 Contact Tracing Team (CTT)


In the case of a pandemic, the CTT Team leader shall also serve as the Isolation Coordinator (IS) and take the lead in managing the cases. The CTT/IS shall be composed of the following:

- Municipal Health Officer
  - OIC – Chief of Police
  - Municipal Fire Marshall
  - Local Disaster Risk Reduction and Management Officer III
  - Medical Technologist
  - Nurse
  - Municipal Epidemiology and Surveillance Officer
  - Sanitary Inspector
  - Barangay Health Worker Leader
- a. Responds quickly and contact appropriate medical and emergency services;
  - b. Assesses and evaluates the extent of the incident and its potential impact on the LGU operations and infrastructure supports;
  - c. Provides status of incident and recommend succeeding actions to be taken;
  - d. Establishes and manages a support team to preserve and protect vital business operations and facilitates the return to normal operation;
  - e. Ensures employees and external organizations are notified; and
  - f. Assigns required responsibilities and activities.

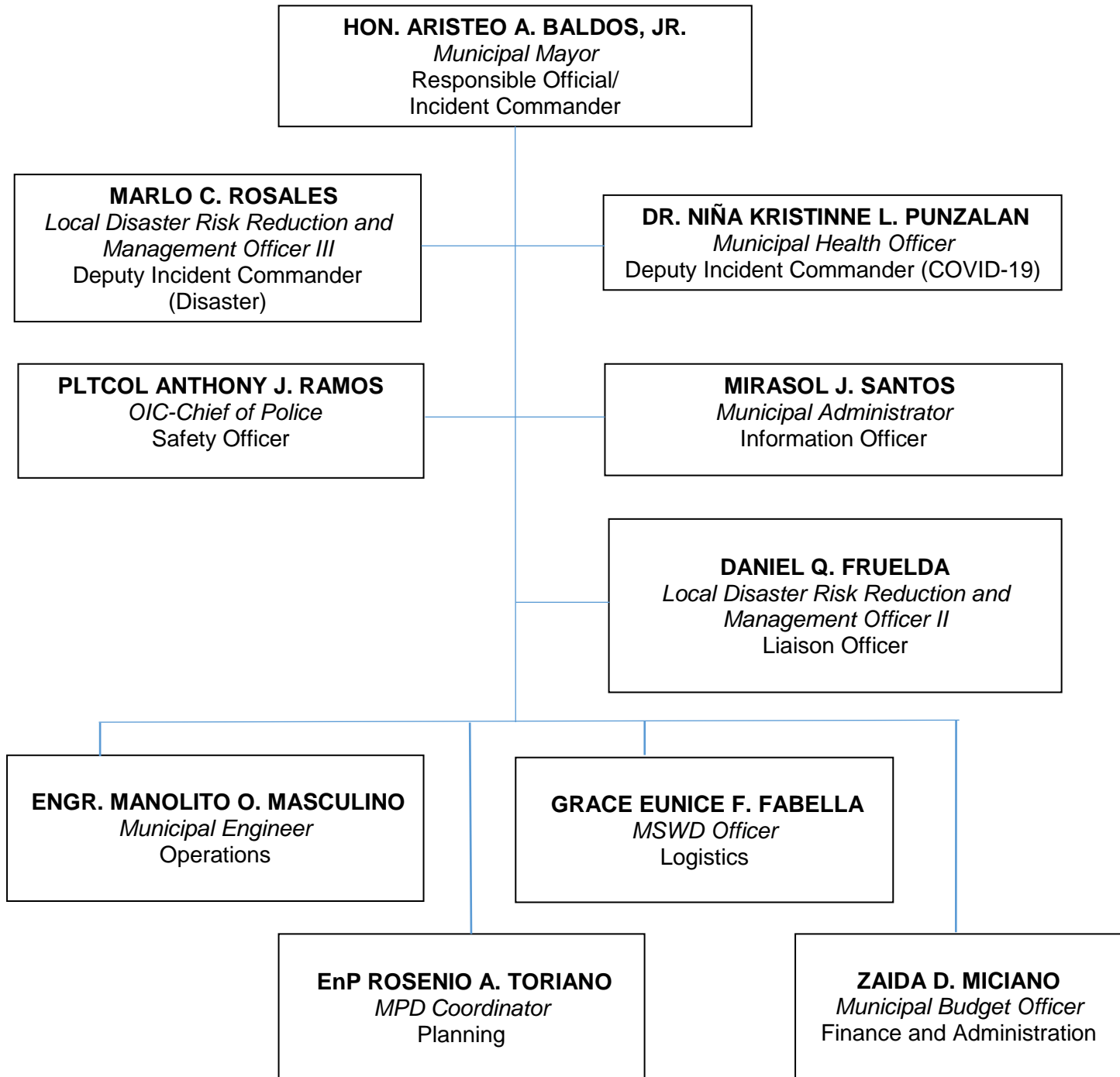
 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

9.5 Procedures on the activation of the PSCP




 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

9.6 Authority






 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**10. Continuity Strategies**

To continue public service of the Local Government Unit of Pinamalayan, the continuity strategies are focused on the impact areas that are critical to the organization's operation.


ELEMENTS	CONTINUITY STRATEGIES
<p><b>Facilities/Equipment</b></p>	<ul style="list-style-type: none"> <li>Identify a continuity facility capable of supporting essential operations, positions and personnel</li> <li>Maintain a listing of alternate site or temporary workspace that can be occupied while the original building is being rebuild.</li> <li>Moving and recovering strategies for MEF at the alternate location including the pre-positioning of supplies, mirroring computer systems and databases at the alternate facility.</li> <li>Continuous disinfection of Offices during health emergencies.</li> <li>Acquisition of Office Fixtures and Furnitures</li> <li>Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.</li> <li>Establish online consultation/processing hub for clients</li> <li>Procurement of back-up rescue equipment and stockpiling of rescue equipment.</li> <li>Establish partnership, covered through MOU/MOA, with other sectors (private, CSO) that can provide alternative site</li> <li>Adequate office, medical and other supplies must be provided</li> <li>Ensure fast internet connection</li> <li>Identify alternative slaughter sites</li> <li>Establishment of Protocols / Guidelines on Generator Set and back up ICT equipment Utilization</li> <li>Upgrading of the Public Address System</li> <li>Upgrading and maintenance of the CCTV Equipment</li> <li>Procurement of soil and water test kits for different parameters</li> <li>Service vehicle</li> <li>Procurement of test kits, Personal Protective Gears and other medical supplies and procurement of disinfection machine.</li> <li>Establishment of Alternate Sites such as the following: Early Childhood Development Center, Municipal Gymnasium, MIMAROPA Regional Conference Hall and East District Hall, Juan Morente Senior Memorial Pilot School</li> </ul>
<p><b>People</b></p>	<ul style="list-style-type: none"> <li>Observe Alternative Working Arrangement (AWA), if necessary.</li> <li>Provision of service vehicle for LGU Employees.</li> <li>Provision of health essentials supplementation to all employees.</li> <li>Establishment of Pool Response Teams.</li> <li>Establish Order of succession (Primary and Alternate of ICTD Personnel) through Memorandums.</li> <li>Provision of trainings, seminars, drills and simulation activities for employees.</li> <li>Release all financial benefits and assistance to all entitled employees.</li> <li>Conduct of Orientation about COVID-19.</li> <li>Designation of IT personnel and Admin staff responsible for data banking and record recovery</li> <li>Appraisal and Assessment Team</li> <li>Cash Ticket Collectors</li> <li>Designate emergency response team/coordinators</li> <li>Establish of clear order of succession for an orderly and predefined transition of leadership/management within the organization</li> <li>Establish Order of Succession (Contact Tracing Team) through Memorandums and training of contact tracers</li> <li>Establish Order of Succession (DTT) through Memorandums.</li> <li>Establish Policies on Specimen Collection</li> <li>Establish Order of Succession (IQMET) through Memorandums.</li> <li>Establish Policies on Patient Management, Infection Prevention and Control, Use of PPE, Decontamination, Disinfection and Sterilization</li> <li>Establish Order of Succession (Primary &amp; Alternate of ICTD Personnel) through Memorandums and Training on Disaster Recovery</li> <li>Establish Order of Succession (Team Deployment) through Memorandums and training on ICS, RDNA, WASAR and SRR.</li> <li>Identification of Alert Teams (Alpha to Charlie)</li> <li>Training on Public Information Dissemination and Risk Communication</li> <li>Personnel, stakeholders that has a great role for ensuring operations of the office/agency's essential functions.</li> <li>HRMO Personnel</li> <li>GSO Head and at least 3 permanent staff</li> <li>Zoning Officer III, I and Light and Heavy Equipment Operators</li> <li>Establishment of Alternate Inspectorate Team</li> <li>Tax mapper team and Training on Appraisal</li> </ul>

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

ELEMENTS	CONTINUITY STRATEGIES
	<ul style="list-style-type: none"> <li>• MEO Staff (Planning, Quality Control, Construction, Regulatory and Maintenance Division)</li> <li>• Designation and establishment of Quick response team who will immediately respond on concerns</li> <li>• Designation and establishment of Disbursement team who will facilitate the distribution.</li> <li>• Designation of risk and disaster assessment team</li> <li>• Municipal Health Officer and Training on Public Information Dissemination and Risk Communication</li> </ul>
<b>Vital Records</b>	<ul style="list-style-type: none"> <li>• Established Vital Records Protection Guide.               <ol style="list-style-type: none"> <li>1. Records Categorization (Masterlist, Directories, Monitoring, Emergency operating records- Directories and Tracking list)</li> <li>2. Records Duplication (online database, cloud storage or external storage device)</li> <li>3. Records Protection (Hazard-resistant storage or Off-sites)</li> </ol> </li> <li>• Creation of MOU between DICT as back-up information reservoir.</li> <li>• Develop OCD Manuals on voice and data connectivity.</li> <li>• Establish manual of procedure for COVID-19 Guidelines and Protocols</li> <li>• Establish Manual of Procedure for Covid-19 Prevention &amp; Control</li> <li>• Back-up copy in the Provincial Office</li> <li>• Develop Manuals and proper line listing.</li> <li>• Establishment of Automatic Back-up of all Response Operations documentation in a IMS, Response Operations documentation in a IMS, announcements made in the PAS, existing and completed permits, existing and completed projects documents and incidents reported</li> <li>• I-tax Server</li> <li>• Daily Trip Record/Driver's Report</li> <li>• Tax mapping of every barangay</li> <li>• Approved Land Plan</li> <li>• Index Card Recording</li> <li>• Duplicate copy of Tax Map Database</li> <li>• Fire Resistant Vault</li> <li>• Approved PR, RFQ, PO, CAFOA, OBRE, etc</li> <li>• ARE,IIRUP</li> <li>• Essential documents utilized by the office/agency relative to critical processes</li> <li>• Historical Records on pest and diseases occurrence</li> <li>• Inspection Report</li> <li>• Inventory Report of Buildings and Vehicle/ Assessment Report of Building/Land Transportation Official Receipt of Registration</li> <li>• Inventory Report of government buildings and facilities/Funding Source</li> <li>• Technical Assistance Reports</li> <li>• Trainings/Funding Source</li> </ul>
<b>Communications and Technology</b>	<ul style="list-style-type: none"> <li>• Establish Hierarchy of Communications and identify primary and alternate communication system/Medium (e.g., landline, VSAT, Mobile phones, internet and two-way radio).</li> <li>• Establishing communication plan.</li> <li>• Procurement of GPS and Drone for rapid mapping and damage assessment.</li> </ul>

### 11. Resource Requirements

End-user requirements	<ul style="list-style-type: none"> <li>• All employees to be provided with the appropriate PPEs.</li> <li>• It's recommended for LGU-Pinamalayan personnel to use office-issued equipment/devices while working offsite.               <ul style="list-style-type: none"> <li>• Work-from-Home personnel shall be provided with the data connection devices and/or communication allowance, in the absence office-issued device.</li> </ul> </li> <li>• For extreme cases, gas allowance shall be provided to employees who are required to report to the LGU-Pinamalayan subject to the approval of the Administration.</li> <li>• Personnel must immediately report lost or stolen devices to IT and/or Security.</li> <li>• Other health and safety requirements.</li> </ul>
Vital Records	<ul style="list-style-type: none"> <li>• Paper business records and files must always be secured and managed according to LGU-Pinamalayan's retention policies and applicable legal holds.</li> </ul>
Voice and Data Communication	<ul style="list-style-type: none"> <li>• Conversations and phone calls involving sensitive data must be held in private locations.</li> <li>• Communications be assigned in work for home mechanisms.</li> <li>• Communications equipment for the LGU-Pinamalayan Health Emergency Hotline.</li> </ul>
Equipment requirements	<ul style="list-style-type: none"> <li>• Infection Control Supplies</li> </ul> <p>The following infection control supplies shall be regularly available in strategic places:</p> <ul style="list-style-type: none"> <li>o Antibacterial Soap/Liquid within bathrooms;</li> <li>o Antibacterial Soap/Liquid within kitchen areas;</li> <li>o Hand sanitizers/alcohol in common areas;</li> </ul>

 <p><b>Municipal Government of PINAMALAYAN</b></p>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

	<ul style="list-style-type: none"> <li>o Paper towels and/or bathroom tissues;</li> <li>o Foot bath; and</li> <li>o Others, as deemed necessary.</li> <li>• Personal Protective Equipment (PPE) The following PPE shall be regularly available:             <ul style="list-style-type: none"> <li>o Face mask surgical facemask;</li> <li>o Nitrile gloves;</li> <li>o N95; and</li> <li>o Full body PPEs (head cap, surgical mask (150 GSM), safety goggles, face shield, nitrile gloves, full body cover (95 GSM), full size shoe cover, sanitizer pouch bag, and waste bag).</li> </ul> </li> <li>•Medical Supplies and Equipment Regular medical supplies and equipment shall be made available in the clinic:             <ul style="list-style-type: none"> <li>o Rapid Testing Kits;</li> <li>o Medicines;</li> <li>o Vaccines; and</li> <li>o Others, as required by the Office Doctor.</li> </ul> </li> <li>•ICT Equipment</li> </ul>
Provision of Support Mechanism to Personnel	<ul style="list-style-type: none"> <li>•PPEs;</li> <li>• Health/psychosocial interventions;</li> <li>• Transportation;</li> <li>• Personnel lodging/quarters;</li> <li>• Defrayal of costs incurred during WFH;</li> <li>• Full administrative and logistical support to probable, suspected and confirmed cases;</li> <li>• Monetary and in-kind forms of incentives;</li> <li>• Program for health and fitness;</li> <li>• Continuous training and education on health and safety protocols.</li> </ul>
Provision of procurement process	<ul style="list-style-type: none"> <li>• Procurement of the resources related to this Public Service Continuity Plan (PSCP) shall follow the GPPB Resolution 03-2020 and subject to the usual accounting and auditing.</li> </ul>

**12. Communication Procedure**

**I. ESTABLISHMENT OF EMERGENCY HOTLINE FOR EMPLOYEES**


**A. HEALTH EMERGENCY**

- a. There shall be an established an LGU HEALTH EMERGENCY HOTLINE accessible to all employees for their respective health concerns and for reporting of suspected cases of COVID-19. (See **Appendix J** — "Contact Information of the Incident Management Team")
- b. For any health concern, an employee may contact the hotline number for consultations.
- c. General health and mental health concerns shall be referred to the Municipal Health Office while suspected cases of Covid-19 shall be referred to the Municipal Epidemiology and Surveillance Officer (MESO) or to the Municipal Health Officer (MHO).
- d. Upon confirmation of the case, the MESO shall coordinate to the Municipal Laboratory Unit or Diagnostic Testing Team (DTT) for diagnostic testing of the employee. The DTT will then report the result of the test to the MESO. The concerned Bureau/Services/Field Office, or Office Unit Heads shall be kept informed on the latest developments on the case
- e. If the result turned out reactive for Covid-19 Virus, the DTT shall also inform the Contact Tracing Team (CTT) and the Facility Manager for Isolation, Quarantine, Management and Evaluation Team (IQMET). The MESO will report the case to the MHO, to the Provincial DOH Office, Provincial Health Office for updating of the COVID-19 Daily Tracker and agencies like the MSWDO for Food Assistance shall the family members be put under strict home quarantine.
- f. The Municipal Health Officer shall inform the Executive Committee through the Head Executive Assistant on the status of the suspected case.

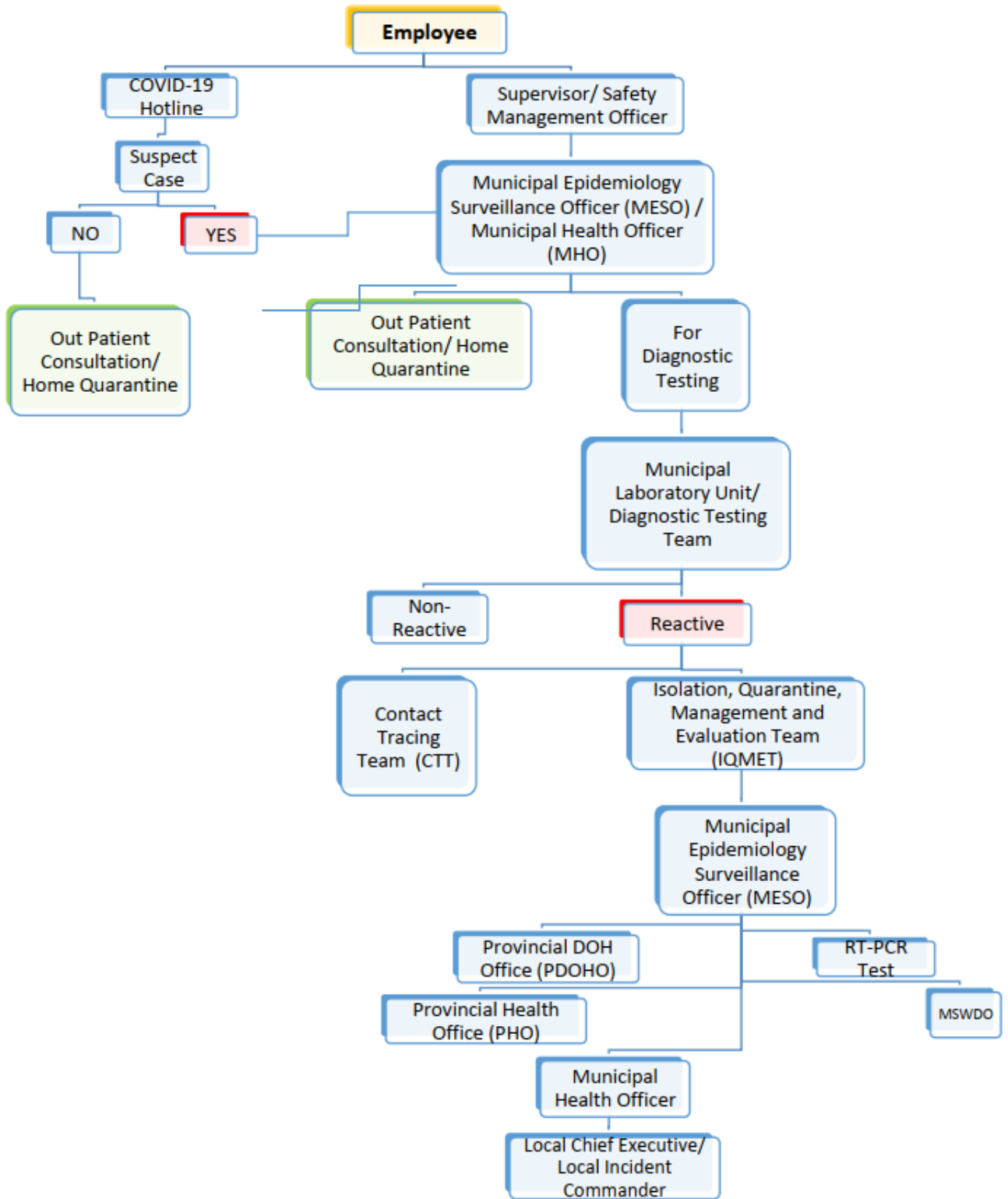
**B. DISASTERS and ACCIDENTS EMERGENCY**


- a. There shall be an established an LGU EMERGENCY HOTLINE accessible to all employees for emergency concerns. (See **Appendix J** — "Contact Information of the Incident Management Team")
- b. For any emergency situation, an employee may contact the hotline number for consultations.
- c. General health and mental health concerns shall be referred to the Municipal Health Office. During emergency situation, the employee will be categorized according to the priority in triaging.
- d. Mild cases (Green) shall be catered in the municipal health office and be treated as outpatient care. Moderate to Severe cases (Yellow) will be given first aid treatment and will be transferred to higher institution for continuity of care. (Refer to Table 1)
- e. Employees tagged as critical case (Red/Black) will be immediately transferred to the nearest hospital. (Refer to Table 1)
- f. The BFP should be called in case of fire.
- g. During disasters, the employees must follow the guidelines and protocol. The MDRMO will conduct search and rescue depending on the severity of the situation. This will lead to activation of Operation Center and will be headed by the Incident Commander.
- h. The MDRMO shall inform the Executive Committee through the Head Executive Assistant on the status of the LGU during and after the disaster.



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

II. CALL TREE STRUCTURE  
A. For Health Emergency



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

**B. For Disasters and Accidents Emergency**

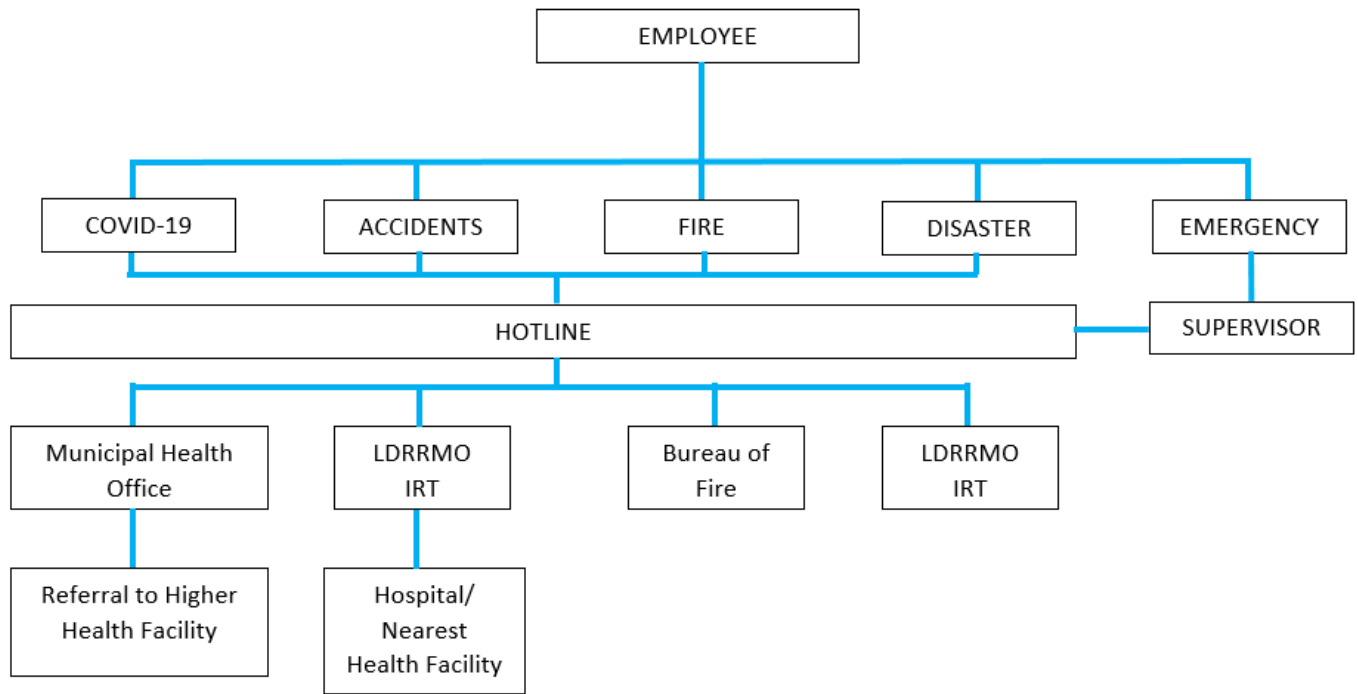


Table 1:

**TAGGING DURING TRIAGE AND RESCUE:**

Triage category	Priority	Color	Conditions
Immediate	1	RED	Chest wounds, shock, open fractures, 2-3 burns
Delayed	2	YELLOW	Stable abdominal wound, eye and CNS injuries
Minimal	3	GREEN	Minor burns, minor fractures, minor bleeding
Expectant	4	BLACK	Unresponsive, high spinal cord injury

**C. RECOVERY STRATEGIES**


Recovery strategies includes thorough plans, procedures, and measures that will enable Public Services to be recovered as quickly and effectively as possible with minimal interruption while maintaining critical functions and services before an emergency event or disruption. For this, the disruption is due to COVID-19, the recovery strategies include:

**A. Recovery/Restoration of Affected Facility**

- a. The *MDRRMO and Sanitary Inspector* to ensure that the affected facility is disinfected immediately according to the General Disinfection Measures.
- b. The *Municipal Health Office* to recommend on whether to return or relocate to an alternate site.
- c. *Executive Committee (ExeCom)* to decide on the recommendations of the *Municipal Health Office*.
- d. *COVID Task Force* to review, recalibrate or readjust health and safety protocols as necessary.
- e. *Administrative Services* to acquire the necessary resources and support for restoring agency operations especially for mission essential functions.
- f. *Administrative Services* to set the guidelines in re-establishing normal operations.
- g. *ExeCom* to decide on the resumption of operations at pie-disruption level.

**B. Reintegration in the Workforce**

Returning employees and workers physically reporting to their respective offices shall be screened and cleared of COVID-19 symptoms, including fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

In this case, a medical certificate is required. Further, employees who have undergone quarantine shall also present quarantine completion certificate. Moreover, the following shall be adhered to:

- Pre-established working arrangements, preferably work-from-home or skeletal workforce to exclude high risk employees;
- Safety Management Officers monitor COVID-19 prevention and control measures such as physical distancing, wearing of facemasks, regular disinfection, and compliance to scanning and accomplishing health declaration form.
- Ensure that the workplace enforce infection control procedures and all practices are safe to avoid any "relapse";
- Implement activities to promote physical and mental resilience among their employees and staff;
- Establish referral network for employees who will develop symptoms.
- Provide vitamins and other health amenities for personnel; and
- Provide a platform for such employee to share his/her experiences.

**C. Conditions to Return to Normal Operations**

Below are the conditions required before going back to the normal state of operations before the pre-COVID-19 disruption level:

- Lifting of the COVID-19 pandemic issuance by the World Health Organization (WHO);
- Lifting of State of Public Health Emergency throughout the entire country from the Office of the President;
- Declaration from a pertinent Authority or body that business/service environment is safe to return and resume 100% of its business/service operations;
- Real Time Polymerase Chain Reaction (RT-PCR) Test has been conducted to all employees; and
- All employees are fully vaccinated by any COVID-19 vaccine.


**13. Testing and Maintenance**

EXERCISE METHOD	PARTICIPANTS	EXERCISE OBJECTIVES	SCHEDULE
Seminar /Orientation on the PSCP	All employees of the MGOP	To orient all staff on the LGU Pinamalayan PSCP. Specifically to: 1) Communicate the roles of each personnel relative to the established PSCP; and 2) Convey to the staff the established chain of command in time of emergency.	First Quarter of 2022
Drill: -Call Tree -Fire Drill -Earthquake Drill	All employees of the MGOP	To assess the effectiveness of the established [Agency] Call Tree Protocol in the implementation of the PSCP. Specifically to: 1) Determine alternative Hierarchy of Communications; and 2) Evaluate viability of identified Flow of Communication. 3)To check effectivity and promote PSCP	Depends on the approved schedule of National Simultaneous Earthquake Drill (NSED)
Functional Exercise on Alternate Site Transfer in [JMSMPS Gymnasium]	Operational Center Personnel 1. LCE 2. Executive Assistant II 3. Senior Administrative Assistant III 4. All Regular and Non Regular Personnel of MO	To assess the completeness of the established [Agency] Guidelines on Alternate Site Activation for continuity of operation of the OpCen. Specifically to: 1) Verify the identified RTO on Alternate (Hot) Site Transfer in [area of Alternate Site]; and 2) Update the Resource Requirements for Alternate Site Transfer.	Second Quarter of 2022
Trainings on Safety Officer (RDNA)	All Safety Officers of MGOP, Members of the MDRRMC	1. To implement proper guidelines of property and human safety	1st to 2nd Quarter 2022
Conduct of Simultaneous Evaluation of the approved PSCP	Technical Working Group	To evaluate the readiness and level of awareness of employees on the PSCP	December 2022


**14. References**

- Business Continuity Institute - Glossary of Business Continuity Terms, 2018, March 9
- ISO 22300:2018 <https://www.iso.org/obp/ui/#iso:std:iso:22300:ed-2:v1:en>
- FEMA Glossary <https://www.fema.gov/about/glossary>
- Pinamalayan EO No. 019-2021
- DOE PSCP: <https://www.doe.gov.ph/sites/default/files/pdf/issuances/do2020-06-0010-pscp.PDF>
- DepEd Naga PSCP: [https://www.depednaga.ph/wp-content/uploads/Memos/DM%20No.%20123,%20s.%202021%20Division%20Public%20Service%20Continuity%20Plan%20\(PSCP\).pdf](https://www.depednaga.ph/wp-content/uploads/Memos/DM%20No.%20123,%20s.%202021%20Division%20Public%20Service%20Continuity%20Plan%20(PSCP).pdf)
- NTA PSCP: <https://nta.da.gov.ph/images/pscp.pdf>
- Department Memorandum No. 2020- 0220: Interim Guidelines on the Return-to-Work
- Department Memorandum No. 2020- 0178: Interim guidelines on health care provider networks during the COVID-19 pandemic



 <p><b>Municipal Government of</b> <b>PINAMALAYAN</b></p>	<b>Classification</b>	
	<b>Document Title</b>	<b>Pinamalayan Public Service Continuity Plan</b>
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

- DTI and DOLE Interim Guidelines on Workplace Prevention and Control of Covid-19
- ADMINISTRATIVE ORDER No. 2020 – 0015: Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation
- Executive Order No. 017-2017: Reorganizing The Municipal Incident Command System (MICS) Structure, Composition And Defining Its Team Functions As An On-Scene Disaster Response And Management Mechanism

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

15. Appendices



Appendix A: COVID 19 Isolation Form  
MUNICIPALITY OF PINAMALAYAN  
**MUNICIPAL HEALTH OFFICE**  
COVID-19 MONITORING FORM




Name of Patient: \_\_\_\_\_  
Address: \_\_\_\_\_

**INSTRUCTIONS:** Monitoring shall be done twice a day. Indicate the date. Go through each condition for monitoring. Put a CHECK on the appropriate box if the patient is manifesting the listed signs and symptoms with corresponding time of the day (AM/PM) monitoring was done. Provide the temperature taken (e.g. 38.3).

Conditions for Monitoring	DAY 1		DAY 2		DAY 3		DAY 4		DAY 5		DAY 6		DAY 7		DAY 8		DAY 9		DAY 10		DAY 11		DAY 12		DAY 13		DAY 14	
	Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:		Date:	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
No Signs / Symptoms																												
Fever (Temp.)																												
Cough																												
Sore Throat																												
Difficulty of Breathing																												
Colds																												
Diarrhea																												
Other Symptoms: 1 2 3																												
BHRT/HCW Signature																												
Patient Initials																												

\* Quarantine Period Ends 14 days after Date of Last Exposure

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

Appendix B: COVID 19 Case Form



Philippine Integrated  
Disease Surveillance  
and Response

Case Investigation Form  
Coronavirus Disease (COVID-19)  
Version 9



- 1) The Case Investigation Form (CIF) is meant to be administered as an interview by a health care worker or any personnel of the DRU. This is not a self-administered questionnaire.
- 2) Please be advised that DRUs are only allowed to obtain 1 copy of accomplished CIF from a patient.
- 3) Please fill out all blanks and put a check mark on the appropriate box. Never leave an item blank (write N/A). Items with \* are required fields. All dates must be in MM/DD/YYYY format.

Disease Reporting Unit*	DRU Region and Province	PhilHealth No.*
Name of Interviewer	Contact Number of Interviewer	Date of Interview (MM/DD/YYYY)*
Name of Informant (if applicable)	Relationship	Contact Number of Informant
If existing case (check all that apply)*	<input type="checkbox"/> Not applicable (New case)	<input type="checkbox"/> Update case classification
	<input type="checkbox"/> Not applicable (Unknown)	<input type="checkbox"/> Update vaccination
	<input type="checkbox"/> Update symptoms	<input type="checkbox"/> Update lab result
	<input type="checkbox"/> Update health status / outcome	<input type="checkbox"/> Update chest imaging findings
Type of Client*	<input type="checkbox"/> COVID-19 Case (Suspect, Probable, or Confirmed)	<input type="checkbox"/> Close Contact
Testing Category/Subgroup* (Check all that apply, refer to Appendix 2)	<input type="checkbox"/> A	<input type="checkbox"/> B
	<input type="checkbox"/> C	<input type="checkbox"/> D
	<input type="checkbox"/> E	<input type="checkbox"/> F
	<input type="checkbox"/> G	<input type="checkbox"/> H
	<input type="checkbox"/> I	<input type="checkbox"/> J

<b>Part 1. Patient Information</b>			
<b>1.1. Patient Profile</b>			
Last Name*	First Name (and Suffix)*	Middle Name*	
Birthday (MM/DD/YYYY)*	Age*	Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female
Civil Status	Nationality*		
Occupation	Works in a closed setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>1.2. Current Address in the Philippines and Contact Information* (Provide address of institution if patient lives in closed settings, see 1.5)</b>			
House No./Lot/Bldg.*	Street/Purok/Sitio*	Barangay*	Municipality/City*
Province*	Home Phone No. (& Area Code)	Cellphone No.*	Email Address
<b>1.3. Permanent Address and Contact Information (if different from current address)</b>			
House No./Lot/Bldg.	Street/Purok/Sitio	Barangay	Municipality/City
Province	Home Phone No. (& Area Code)	Cellphone No.	Email Address
<b>1.4. Current Workplace Address and Contact Information</b>			
Lot/Bldg.	Street	Barangay	Municipality/City
Province	Name of Workplace	Phone No./Cellphone No.	Email Address
<b>1.5. Special Population (indicate further details on exposure and travel history in Part 3)</b>			
Health Care Worker*	<input type="checkbox"/> Yes, name of health facility: _____ and location: _____		<input type="checkbox"/> No
Returning Overseas Filipino*	<input type="checkbox"/> Yes, country of origin: _____ and Passport number: _____ OFW: <input type="checkbox"/> OFW <input type="checkbox"/> Non-OFW		<input type="checkbox"/> No
Foreign National Traveler*	<input type="checkbox"/> Yes, country of origin: _____ and Passport number: _____		<input type="checkbox"/> No
Locally Stranded Individual / APOR / Local Traveler*	<input type="checkbox"/> Yes, City, Municipality, & Province of origin _____ <input type="checkbox"/> Locally Stranded Individual <input type="checkbox"/> Authorized Person Outside Residence / Local Traveler		<input type="checkbox"/> No
Lives in Closed Settings*	<input type="checkbox"/> Yes, institution type: _____ and name: _____ (e.g. prisons, residential facilities, retirement communities, care homes, camps, etc.)		<input type="checkbox"/> No

<b>Part 2. Case Investigation Details</b>					
<b>2.1. Consultation Information</b>					
Have previous COVID-19 related consultation?	<input type="checkbox"/> Yes, Date of First Consult (MM/DD/YYYY)* _____				<input type="checkbox"/> No
Name of facility where first consult was done					
<b>2.2. Disposition at Time of Report* (Provide name of hospital/isolation/quarantine facility)</b>					
<input type="checkbox"/> Admitted in hospital	Date and Time admitted in hospital _____				
<input type="checkbox"/> Admitted in isolation/quarantine facility	Date and Time isolated/quarantined in facility _____				
<input type="checkbox"/> In home isolation/quarantine	Date and Time isolated/quarantined at home _____				
<input type="checkbox"/> Discharged to home	If discharged: Date of Discharge (MM/DD/YYYY)* _____ <input type="checkbox"/> Others: _____				
<b>2.3. Health Status at Consult* (Refer to Appendix 3)</b>					
	<input type="checkbox"/> Asymptomatic	<input type="checkbox"/> Mild	<input type="checkbox"/> Moderate	<input type="checkbox"/> Severe	<input type="checkbox"/> Critical
<b>2.4. Case Classification* (Refer to Appendix 1)</b>					
	<input type="checkbox"/> Suspect	<input type="checkbox"/> Probable	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Non-COVID-19 Case	
<b>2.5. Vaccination information*</b>					
Date of vaccination*	Name of Vaccine*	Dose number (e.g. 1 <sup>st</sup> , 2 <sup>nd</sup> )*	Vaccination center/facility	Region of health facility	Adverse event/s?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

1

Clear All Fields



# Municipal Government of PINAMALAYAN

Classification	
Document Title	Pinamalayan Public Service Continuity Plan
Document No.	MGOP-PSCP-001
Revision no.	0
Effective Date	

2.6. Clinical Information						
Date of Onset of Illness (MM/DD/YYYY)* _____			Comorbidities (Check all that apply if present)			
Signs and Symptoms (Check all that apply)			<input type="checkbox"/> None <input type="checkbox"/> Hypertension <input type="checkbox"/> Diabetes <input type="checkbox"/> Heart Disease <input type="checkbox"/> Lung Disease <input type="checkbox"/> Gastrointestinal <input type="checkbox"/> Genito-urinary <input type="checkbox"/> Neurological Disease <input type="checkbox"/> Cancer <input type="checkbox"/> Others _____			
<input type="checkbox"/> Asymptomatic	<input type="checkbox"/> Dyspnea	<input type="checkbox"/> Fever _____ °C	<input type="checkbox"/> Anorexia	<input type="checkbox"/> Nausea	<input type="checkbox"/> Vomiting	
<input type="checkbox"/> Cough	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Headache	<input type="checkbox"/> Myalgia	<input type="checkbox"/> Sore throat	<input type="checkbox"/> Coryza	
<input type="checkbox"/> General weakness	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Altered Mental Status	<input type="checkbox"/> Anosmia (loss of smell, w/o any identified cause)	<input type="checkbox"/> Ageusia (loss of taste, w/o any identified cause)	<input type="checkbox"/> Others, specify _____	
Pregnant? <input type="checkbox"/> Yes, LMP (MM/DD/YYYY) _____ <input type="checkbox"/> No			High-risk pregnancy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Was diagnosed to have Severe Acute Respiratory Illness? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Chest imaging findings suggestive of COVID-19						
Date done	Chest imaging done	Results				
<input type="checkbox"/> Chest radiography	<input type="checkbox"/> Chest CT	<input type="checkbox"/> Normal	<input type="checkbox"/> Pending	<input type="checkbox"/> Chest radiography: Hazy opacities, often rounded in morphology, with peripheral and lower lung dist. <input type="checkbox"/> Chest CT: Multiple bilateral ground glass opacities, often rounded in morphology, w/ peripheral & lower lung dist. <input type="checkbox"/> Lung ultrasound: Thickened pleural lines, B lines, consolidative patterns with or without air bronchograms <input type="checkbox"/> Other findings, specify _____		
<input type="checkbox"/> Lung ultrasound	<input type="checkbox"/> None					
2.7. Laboratory Information						
Have tested positive using RT-PCR before? *		Yes, date of specimen Collection (MM/DD/YYYY)* _____		<input type="checkbox"/> No		
Laboratory* _____		No. of previous RT-PCR swabs done _____				
Date collected*	Date released	Laboratory*	Type of test*		Results*	
			<input type="checkbox"/> RT-PCR (OPS)	<input type="checkbox"/> Antigen; reason _____	<input type="checkbox"/> Pending <input type="checkbox"/> Negative	
			<input type="checkbox"/> RT-PCR (NPS)	<input type="checkbox"/> brand of kit _____	<input type="checkbox"/> Positive <input type="checkbox"/> Equivocal	
			<input type="checkbox"/> RT-PCR (OPS and NPS)	<input type="checkbox"/> Antibody Test	<input type="checkbox"/> Others: _____	
			<input type="checkbox"/> Others: _____			
			<input type="checkbox"/> RT-PCR (OPS)	<input type="checkbox"/> Antigen; reason _____	<input type="checkbox"/> Pending <input type="checkbox"/> Negative	
			<input type="checkbox"/> RT-PCR (NPS)	<input type="checkbox"/> brand of kit _____	<input type="checkbox"/> Positive <input type="checkbox"/> Equivocal	
			<input type="checkbox"/> RT-PCR (OPS and NPS)	<input type="checkbox"/> Antibody Test	<input type="checkbox"/> Others: _____	
			<input type="checkbox"/> Others: _____			
2.8. Outcome/Condition at Time of Report*						
<input type="checkbox"/> Active (currently admitted/isolation/quarantine) <input type="checkbox"/> Recovered, date of recovery (MM/DD/YYYY)* _____ <input type="checkbox"/> Died, date of death (MM/DD/YYYY)* _____						
If died, cause of death*	Immediate Cause:		Antecedent Cause:			
	Underlying Cause:		Contributory Conditions:			
PART 3. Contact Tracing: Exposure and Travel History						
History of exposure to known probable and/or confirmed COVID-19 case 14 days before the onset of signs and symptoms? OR If Asymptomatic, 14 days before swabbing or specimen collection? *			<input type="checkbox"/> Yes, date of last contact (MM/DD/YYYY)* _____			
			<input type="checkbox"/> No <input type="checkbox"/> Unknown			
Has the patient been in a place with a known COVID-19 transmission 14 days before the onset of signs and symptoms? OR If Asymptomatic, 14 days before swabbing or specimen collection? *			<input type="checkbox"/> Yes, International <input type="checkbox"/> Yes, Local			
			<input type="checkbox"/> No <input type="checkbox"/> Unknown exposure			
If International Travel, country of origin	Inclusive travel dates:		From:	To:		
	With ongoing COVID-19 community transmission?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Airline/Sea vessel	Flight/Vessel Number	Date of departure (MM/DD/YYYY)	Date of arrival in PH (MM/DD/YYYY)			
If Local Travel, specify travel places (Check all that apply, provide name of facility, address, and inclusive travel dates in MM/DD/YYYY)						
Place Visited	Name of Place	Address (Region, Province, Municipality/City)		Inclusive Travel Dates		With ongoing COVID-19 Community Transmission?
<input type="checkbox"/> Health Facility				From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Closed Settings						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> School						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Workplace						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Market						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Social Gathering						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Others						<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Transport Service, specify the following:						
Airline / Sea vessel / Bus line / Train	Flight / Vessel / Bus No.	Place of Origin	Departure Date (MM/DD/YYYY)	Destination	Date of Arrival (MM/DD/YYYY)	
- If symptomatic, provide names and contact numbers of persons who were with the patient two days prior to onset of illness until this date - If asymptomatic, provide names and contact numbers of persons who were with the patient on the day specimen was submitted for testing until this date.		Name (Use the back page if needed)		Contact Number		





# Municipal Government of PINAMALAYAN

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Document No.	MGOP-PSCP-001
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## Appendix 1. COVID-19 Case Definitions

SUSPECT	PROBABLE
<p>A) A person who meets the <b>clinical AND epidemiological criteria</b></p> <ul style="list-style-type: none"> <li>- <b>Clinical criteria:</b> <ol style="list-style-type: none"> <li>1) Acute onset of fever AND cough <b>OR</b></li> <li>2) Acute onset of <b>ANY THREE OR MORE</b> of the following signs or symptoms: fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnea, anorexia / nausea/ vomiting, diarrhea, altered mental status. <b>AND</b></li> </ol> </li> <li>- <b>Epidemiological criteria</b> <ol style="list-style-type: none"> <li>1) Residing/working in an area with high risk of transmission of the virus (e.g. closed residential settings and humanitarian settings, such as camp and camp-like setting for displaced persons), any time w/in the 14 days prior to symptoms onset <b>OR</b></li> <li>2) Residing in or travel to an area with community transmission anytime w/in the 14 days prior to symptoms onset; <b>OR</b></li> <li>3) Working in health setting, including w/in the health facilities and w/in households, anytime w/in the 14 days prior to symptom onset; <b>OR</b></li> </ol> </li> </ul> <p>B) A patient with <b>severe acute respiratory illness (SARI):</b> acute respiratory infection with history of fever or measured fever of <math>\geq 38^{\circ}\text{C}</math>; cough with onset w/in the last 10 days; and who requires hospitalization)</p>	<p>A) A patient who meets the <b>clinical criteria</b> (on the left) <b>AND is contact of a probable or confirmed case, or epidemiologically linked to a cluster of cases</b> which had had at least one confirmed identified within that cluster</p> <p>B) A <b>suspect case</b> (on the left) with <b>chest imaging showing findings suggestive of COVID-19 disease.</b> Typical chest imaging findings include (Manna, 2020):</p> <ul style="list-style-type: none"> <li>- Chest radiography: hazy opacities, often rounded in morphology, with peripheral and lower lung distribution</li> <li>- Chest CT: multiple bilateral ground glass opacities, often rounded in morphology, with peripheral and lower lung distribution</li> <li>- Lung ultrasound: thickened pleural lines, B lines (multifocal, discrete, or confluent), consolidative patterns with or without air bronchograms</li> </ul> <p>C) A person with <b>recent onset of anosmia (loss of smell), ageusia (loss of taste) in the absence of any other identified cause</b></p> <p>D) Death, not otherwise explained, in an <b>adult with respiratory distress preceding death AND who was a contact of a probable or confirmed case or epidemiologically linked to a cluster</b> which has had at least one confirmed case identified with that cluster</p>
<p><b>CONFIRMED</b></p> <p>A person with <b>laboratory confirmation of COVID-19 infection</b>, irrespective of clinical signs and symptoms.</p>	


## Appendix 2. Testing Category / Subgroup

<p><b>A</b> Individuals with <b>severe/critical</b> symptoms and <b>relevant history</b> of travel/contact</p> <p><b>B</b> Individuals with <b>mild</b> symptoms, <b>relevant history</b> of travel/contact, and considered <b>vulnerable</b>; vulnerable populations include those elderly and with preexisting medical conditions that predispose them to severe presentation and complications of COVID-19</p> <p><b>C</b> Individuals with <b>mild</b> symptoms, and <b>relevant history</b> of travel and/or contact</p> <p><b>D</b> Individuals with <b>no symptoms</b> but with <b>relevant history</b> of travel and/or contact or high risk of exposure. These include:</p> <p><b>D1</b> - <b>Contact-traced individuals</b></p> <p><b>D2</b> - <b>Healthcare workers</b>, who shall be prioritized for regular testing in order to ensure the stability of our healthcare system</p> <p><b>D3</b> - <b>Returning Overseas Filipino (ROF) workers</b>, who shall immediately be tested at port of entry</p> <p><b>D4</b> - <b>Filipino citizens in a specific locality within the Philippines</b> who have expressed intention to return to their place of residence/home origin (<b>Locally Stranded Individuals</b>) may be tested subject to the existing protocols of the IATF</p> <p><b>E</b> <b>Frontliners indirectly involved in health care provision</b> in the response against COVID-19 may be tested as follows:</p> <p><b>E1</b> Those with <b>high or direct exposure to COVID-19 regardless of location</b> may be tested up to once a week. These include: <b>(1)</b> Personnel manning the Temporary Treatment and Quarantine Facilities (LGU and Nationally-managed); <b>(2)</b> Personnel serving at the COVID-19 swabbing center; <b>(3)</b> Contact tracing personnel; and <b>(4)</b> Any personnel conducting swabbing for COVID-19 testing</p> <p><b>E2</b> Those who <b>do not have high or direct exposure to COVID-19</b> but who <b>live or work in Special Concern Areas</b> may be tested up to every two to four weeks. These include the following: <b>(1)</b> Personnel manning Quarantine Control Points, including those from Armed Forces of the Philippines, Bureau of Fire Protection; <b>(2)</b> National / Regional / Local Risk Reduction and Management Teams; <b>(3)</b> Officials from any local government / city / municipality health office (CEDSU, CESU, etc.); <b>(4)</b> Barangay Health Emergency Response Teams and barangay officials providing barangay border control and performing COVID-19-related tasks; <b>(5)</b> Personnel of Bureau of Corrections and Bureau of Jail Penology &amp; Management; <b>(6)</b> Personnel manning the One-Stop-Shop in the Management of ROFs; <b>(7)</b> Border control or patrol officers, such as immigration officers and the Philippine Coast Guard; and <b>(8)</b> Social workers providing amelioration and relief assistance to communities and performing COVID-19-related tasks</p> <p><b>F</b> Other <b>vulnerable patients</b> and those <b>living in confined spaces</b>. These include but are not limited to: <b>(1)</b> Pregnant patients who shall be tested during the peripartum period; <b>(2)</b> Dialysis patients; <b>(3)</b> Patients who are immunocompromised, such as those who have HIV/AIDS, inherited diseases that affect the immune system; <b>(4)</b> Patients undergoing chemotherapy or radiotherapy; <b>(5)</b> Patients who will undergo elective surgical procedures with high risk for transmission; <b>(6)</b> Any person who have had organ transplants, or have had bone marrow or stem cell transplant in the past 6 months; <b>(7)</b> Any person who is about to be admitted in enclosed institutions such as jails, penitentiaries, and mental institutions.</p>	<p><b>G</b> Residents, occupants or workers in a <b>localized area with an active COVID-19 cluster</b>, as identified and declared by the local chief executive in accordance with existing DOH Guidelines and consistent with the National Task Force Memorandum Circular No. 02 s.2020 or the Operational Guidelines on the Application of the Zoning Containment Strategy in the Localization of the National Action Plan Against COVID-19 Response. The local chief executive shall conduct the necessary testing in order to protect the broader community and critical economic activities and to avoid a declaration of a wider community quarantine.</p> <p><b>H</b> <b>Frontliners in Tourist Zones:</b></p> <p><b>H1</b> All workers and employees in the <b>hospitality and tourism sectors</b> in El Nido, Boracay, Coron, Panglao, Siargao and other tourist zones, as identified and declared by the Department of Tourism. These workers and employees may be tested once every four (4) weeks.</p> <p><b>H2</b> All <b>travelers</b>, whether of domestic or foreign origin, may be tested at least once, at their own expense, prior to entry into any designated tourist zone, as identified and declared by the Department of Tourism.</p> <p><b>I</b> All workers and employees of <b>manufacturing companies and public service providers registered in economic zones</b> located in Special Concern Areas may be tested regularly.</p> <p><b>J</b> <b>Economy Workers</b></p> <p><b>J1</b> <b>Frontline and Economic Priority Workers</b>, defined as those 1) who work in high priority sectors, both public and private, 2) have high interaction with and exposure to the public, and 3) who live or work in Special Concern Areas, may be tested every three (3) months. These include but not limited to:</p> <ul style="list-style-type: none"> <li>- <b>Transport and Logistics:</b> drivers of taxis, ride hailing services, buses, public transport vehicle, conductors, pilots, flight attendants, flight engineers, rail operators, mechanics, servicemen, delivery staff, water transport workers (ferries, inter-island shipping, ports)</li> <li>- <b>Food Retailers:</b> waiters, waitress, bar attendants, baristas, chefs, cooks, restaurant managers</li> <li>- <b>Education:</b> teachers at all levels of education and other school frontliners such as guidance counselors, librarians, cashiers</li> <li>- <b>Financial Services:</b> bank tellers</li> <li>- <b>Non-Food Retailers:</b> cashiers, stock clerks, retail salespersons</li> <li>- <b>Services:</b> hairdressers, barbers, manicurists, pedicurists, massage therapists, embalmers, morticians, undertakers, funeral directors, parking lot attendants, security guards, messengers</li> <li>- <b>Construction:</b> construction workers including carpenters, stonemasons, electricians, painters, foremen, supervisors, civil engineers, structural engineers, construction managers, crane/tower operators, elevator installers, repairmen</li> <li>- <b>Water Supply, Sewerage, Waster Management:</b> plumbers, recycling/ reclamation workers, garbage collectors, water/wastewater engineers, janitors, cleaners</li> <li>- <b>Public Sector:</b> judges, courtroom clerks, staff and security, all national and local government employees rendering frontline services in special concern areas</li> <li>- <b>Mass Media:</b> field reporters, photographers, cameramen</li> </ul> <p>All employees <b>not covered above are not required to undergo testing but are encouraged to be tested every quarter.</b> Private sector employers are highly encouraged to send their employees for regular testing at the employers' expense in order to avoid lockdowns that may do more damage to their companies.</p> <p><b>J2</b></p>
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## Appendix 3. Severity of the Disease

MILD	CRITICAL
<p>Symptomatic patients presenting with fever, cough, fatigue, anorexia, myalgias; other non-specific symptoms such as sore throat, nasal congestion, headache, diarrhea, nausea and vomiting; loss of smell (anosmia) or loss of taste (ageusia) preceding the onset of respiratory symptoms with <b>NO signs of pneumonia or hypoxia</b></p> <p><b>MODERATE</b></p> <ol style="list-style-type: none"> <li>1. Adolescent or adult with <b>clinical signs of non-severe pneumonia</b> (e.g. fever, cough, dyspnea, respiratory rate (RR) = <b>21-30 breaths/minute</b>, peripheral capillary oxygen saturation (SpO2) &gt;92% on room air)</li> <li>2. Child with clinical signs of non-severe pneumonia (cough or difficulty of breathing and fast breathing   &lt; 2 months: &gt; 60; 2-11 months: &gt; 50; 1-5 years: &gt; 40) and/or chest indrawing)</li> </ol> <p><b>SEVERE</b></p> <ol style="list-style-type: none"> <li>1. Adolescent or adult with <b>clinical signs of severe pneumonia or severe acute respiratory infection</b> as follows: fever, cough, dyspnea, <b>RR&gt;30 breaths/minute</b>, severe respiratory distress or SpO2 &lt; 92% on room air</li> <li>2. Child with clinical signs of pneumonia (cough or difficulty in breathing) plus at least one of the following: <ol style="list-style-type: none"> <li>a. Central cyanosis or SpO2 &lt; 90%; severe <b>respiratory distress</b> (e.g. fast breathing, grunting, very severe chest indrawing); general danger sign: <b>inability to breastfeed or drink, lethargy or unconsciousness, or convulsions.</b></li> <li>b. <b>Fast breathing (in breaths/min):</b> &lt; 2 months: &gt; 60; 2-11 months: &gt; 50; 1-5 years: &gt; 40.</li> </ol> </li> </ol>	<p>Patients manifesting with acute respiratory distress syndrome, sepsis and/or septic shock:</p> <ol style="list-style-type: none"> <li>1. <b>Acute Respiratory Distress Syndrome (ARDS)</b> <ol style="list-style-type: none"> <li>a. Patients with onset within 1 week of known clinical insult (pneumonia) or new or worsening respiratory symptoms, progressing infiltrates on chest X-ray or chest CT scan, with respiratory failure not fully explained by cardiac failure or fluid overload</li> </ol> </li> <li>2. <b>Sepsis</b> <ol style="list-style-type: none"> <li>a. Adults with life-threatening organ dysfunction caused by a dysregulated host response to suspected or proven infection. Signs of organ dysfunction include altered mental status, difficult or fast breathing, low oxygen saturation, reduced urine output, fast heart rate, weak pulse, cold extremities or low blood pressure, skin mottling, or laboratory evidence of coagulopathy, thrombocytopenia, acidosis, high lactate or hyperbilirubinemia</li> <li>b. Children with suspected or proven infection and &gt; 2 age-based systemic inflammatory response syndrome criteria (abnormal temperature [<math>&gt; 38.5^{\circ}\text{C}</math> or <math>&lt; 36^{\circ}\text{C}</math>]; tachycardia for age or bradycardia for age if &lt; 1year; tachypnea for age or need for mechanical ventilation; abnormal white blood cell count for age or &gt; 10% bands), of which one must be abnormal temperature or white blood cell count.</li> </ol> </li> <li>3. <b>Septic Shock</b> <ol style="list-style-type: none"> <li>a. Adults with persistent hypotension despite volume resuscitation, requiring vasopressors to maintain MAP &gt; 65 mmHg and serum lactate level &gt;2mmol/L</li> <li>b. Children with any hypotension (SBP &lt; 5th centile or &gt; 2 SD below normal for age) or two or three of the following: altered mental status; bradycardia or tachycardia (HR &lt; 90 bpm or &gt; 160 bpm in infants and heart rate &lt; 70 bpm or &gt; 150 bpm in children); prolonged capillary refill (&gt; 2 sec) or weak pulse; fast breathing; mottled or cool skin or petechial or purpuric rash; high lactate; reduced urine output; hyperthermia or hypothermia.</li> </ol> </li> </ol>

3

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**Appendix C: COVID-19 Preparation and Arrangements  
For Employees Who Become Ill at Work**

1. Ensure that all LGU-employees are informed on who is the Isolation Coordinator and his/her contact details to call/report to if they become ill with COVID-19 symptoms while at work.
2. All Isolation Coordinators must be trained in the proper use of full body PPEs (to include masks, gloves, etc.), understand this protocol, and have training in proper Hygiene, and COVID-19 symptoms and prevention practices.
3. Ensure that there's a place at the location (office/first aid room) has been designated as an Isolation Room in the event of employees reporting with COVID-19 type symptoms (this area should not be in a highly populated area).
4. Ensure that the site and Isolation Coordinators knows the local health protocol; and the Emergency COVID-19 Hotline for reporting and transporting employees that detected with COVID-19 symptoms.
5. Ensure that the site has a plan to transport any person to home or to designated health or isolation center/area.
6. Ensure availability of ample sets of Personal Protective Equipment (PPEs) or a supply of masks (N95 or surgical), Nitrile (surgical gloves), cleaning equipment cloths and disinfectant is available in this area.
7. Provide Rapid Testing Kits and/or DOH approved COVID-19 testing kits when and if available.
8. Health and Safety Officer will be responsible to train the Isolation Coordinators, cleaning crews in basic Hygiene practices, and this protocol.
9. Cleaners have been nominated and briefed on the PPE and cleaning operations required.
10. A protocol for the proper disposal of cleaning materials, masks and gloves that have been used as per this protocol must be in place.
11. Facility/Location manager are responsible to communicate this Protocol to all employees in the operation.

**Appendix D: Guidelines for Self – Quarantining: COVID-19**


**Clarification of "Self-Quarantine" requirement:**

1. For suspected and probable cases, employees shall either be directed to an Isolation Facility or undergo self-quarantine for 14 days as prescribed by a medical professional if COVID-19 symptoms are present (see COVID-19 Self- Screening Information), directly exposed to COVID- 19, or, if a test from DDH recognized testing facilities shows positive results.
2. Employees should avoid leaving the home, if possible, but, if, deemed necessary and essential, should practice strict good hygiene and social distancing. Work, while at home, is expected to continue where possible.

**Additional Guidance:**

The following are additional guidance to observe in case you are showing symptoms; have been directly exposed to; or, if you have already tested positive for COVID-19:


- a. Stay away from other people in your home. Stay in a separate room and using a separate toilet. Wear a face mask always.
- b. Limit contact with your pets, as there is a small chance that humans can pass the disease to dogs or other pets, though only one such case of such a transmission has been reported.
- c. No visitors allowed, unless healthcare professional provided intervention.
- d. If you need medical attention, call ahead to ensure you're going to the right place and taking the necessary precautions.
- e. Wear a face mask if you must be around other people, such as during a drive to the doctor's office.
- f. When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, use alcohol-based hand sanitizer liberally that has at least 60% alcohol.
- g. Avoid sharing household items, including drinking cups, eating utensils, towels or even beddings. Wash these items thoroughly after using.
- h. Clean and disinfect high-touch surfaces daily using a household cleaner or wipe. These include: counters, tabletops, doorknobs, toilet fixtures, toilets, phones, keyboards, tablets and bedside tables.
- i. Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- j. Shared spaces in the home should have good airflow. Use an air conditioner, electric fans, and/or open windows.
- k. Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider, designated LGU or local health facility/office for assistance and guidance, or report immediately to the hospital. Knowing the nearest capable hospital is a must.
- l. If practicable, arrange to have groceries, toiletries, and even medicines delivered by a reputable local supermarket or pharmaceutical firms. Also, make sure to inform health care providers of any medications you'll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, you could ask health care providers about that as well.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

### Appendix E: COVID-19 General Disinfection Measures

- DEPARTMENT MEMORANDUM No. 2020 -0157: *Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19*
- I. Preparation of the 0.5% Sodium Hypochlorite Solution (1:10 Solution) for surface disinfection (*see Figure 1*)
    - a. Using commercially available household bleach at 5% active chlorine, dilute 1 part of bleach to 9 parts clean water; or
    - b. Using chlorine powder/ granules/ tablet at 60%- 70% active chlorine, dissolve 1 tablespoon of chlorine (equivalent to 10 grams) to 2 liters of clean water. Mix the solution
  - II. Preparation of the 0.05% Sodium Hypochlorite Solution for hand-washing (1:100 solution) (*see Figure 2*)
    - a. Using the 0.5% solution of household bleach (Item I.a or I.b), add 1 part of the solution to 9 parts of clean water. For example, add 100 mL of solution (7 tablespoons) to 1 liter of clean water.
  - III. Cleaning and Disinfecting of Buildings or Offices
    - a. When cleaning and disinfecting:
      - i. Wear disposable or impermeable gloves and gowns for all tasks in the cleaning process, including handling trash.
      - ii. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
      - iii. Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
      - iv. If there is a shortage of PPEs available, wash hands often with soap and water for at least 20 seconds. Change clothes immediately after the cleaning and disinfecting activity.
      - v. Always wash immediately after removing gloves.
      - vi. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 70% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
    - b. For hard surfaces, first clean then disinfect at least daily:
      - i. Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.
      - ii. High or frequently touched surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
      - iii. Mop the floors with regular household detergent and water at least daily. The two- or three-bucket system used in cleaning and disinfecting community isolation units should also be observed in cleaning/disinfecting buildings.
      - iv. Disinfection can be done using household cleaners and disinfectants, diluted household bleach solutions or alcohol solutions with at least 70% alcohol—as appropriate for the surface. Check to ensure the product is not past its expiration date.
      - v. Like in community isolation units and homes, directly mopping or wiping surfaces in buildings is also more advisable. However, spraying of cleaning or disinfectant solution on a surface can also be applied with caution, and only when no other option is available,
      - vi. Follow manufacturer's instructions to ensure safe and effective use of the product. Many products recommend:
        1. Keeping the surface wet for several minutes to ensure microbes are killed.
        2. Precautions such as wearing gloves and having good ventilation during use of the product for application and proper ventilation.
      - vii. Never mix household bleach with ammonia or any other cleanser.
    - c. For soft surfaces (such as carpeted floor, rugs, and drapes):
      - i. Clean the surface using soap and water or with cleaners appropriate for use on these surfaces at least weekly.
      - ii. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely; or
      - iii. Disinfect with an FDA-registered household disinfectant.
    - d. For electronics (such as tablets, touchscreens, keyboards, remote controls, and ATM machines):
      - i. Consider putting a wipeable cover on electronics.
      - ii. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or solutions containing at least 70% alcohol. Dry surface thoroughly.
  - IV. Disinfection of Vehicles (Service Vehicles)
    - a. It is necessary to clean the vehicle before disinfecting.
      - i. Microfiber cloths and mops are recommended for removal of up to 99% of microbes.
    - b. Put on the PPE (consistent with health facility sanitary workers) and do not touch face further.
    - c. Prepare bleach/disinfectant solution, according to the manufacturer's instructions.
      - i. For a 70% chlorine solution (calcium hypochlorite), mix ten (10) tablespoons of twenty (20) liters of water. Stir well for 10 seconds or until the chlorine has dissolved. Wait 30 minutes before use.
    - d. Keep the windows and doors open for ventilation.
    - e. If disinfectants cannot be applied directly, it may be sprayed, with caution, on surfaces like walls, doors, windows, glass, floor, etc. (avoid electronics) from one end to another.
    - f. Remove the PPE and put into trash bag (infectious waste bin).
    - g. Wash hands with soap and water and take a shower, change clothes immediately.



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

- V. Disinfection of Surfaces in Open Areas
- All public places should be cleaned from solid wastes using appropriate solid waste management procedures and proper wastewater management schemes based on existing DOH and DENR guidelines.
  - Disinfection of roads, pavements, benches and other surfaces in the open area during the enhanced community quarantine is recommended provided that the direct exposure of the public to the cleaning and disinfectant solution shall be avoided.
  - Proper application of disinfectant using spraying or using a pump-action dispenser as deemed necessary, with the necessary precautions, shall be followed to protect also the workers from direct exposure to chemical.
- VI. Use of Disinfection Tents/Misting Chambers
- The US Center for Disease Control (CDC) reported the lack of microbicidal efficacy in the use of disinfectants but also adverse health effects where these methods were utilized. The use of misting tents for persons wearing regular clothes without PPEs may pose the following issues:
    - Safety of the chemical disinfectant used.* Based on literature, commonly used chemical disinfectants such as hypochlorite are irritant to the skin and the mucous membrane (eyes, nose, and throat). It may also have adverse health effects when inhaled in an enclosed environment;
    - Efficacy of the chemical disinfectant.* There are limited evidence-based studies to show that chemicals used for surface disinfectants intended to eliminate the human coronavirus would have the same efficacy when applied in the ambient environment or in humans.
  - Pending additional studies on demonstrating safety and efficacy, the use of disinfection tents, misting chambers, or sanitation booths for individuals without full PPE shall not be allowed.
    - Given the evolving nature of evidence for COVID-19, activities conducted by LGUs and agencies prior to the release of this issuance shall not be held against the implementing agency.
    - All implementing agencies are advised to repurpose the materials and staff initially indicated for these activities to efforts consistent with DOH guidelines such as for use of chemicals for surface disinfection, use of booths for temporary isolation or triage areas, or reallocation of staff for contact tracing.
    - Individuals in full PPEs, characterized as having no external skin exposure, may be subjected to misting or spraying before doffing their full PPEs with careful consideration of the eyes, nose, and mouth/throat.
- VII. Storage of Chlorine and Prepared Solutions
- Store chlorine (liquid or powder) in air-tight non-metallic containers, away from heat, light and humidity in a ventilated area.
  - Carefully close disinfectant containers after use.
  - Never place in contact with water, acid, fuel, detergents, organic or inflammable materials (e.g., food, paper or cigarettes).
  - Change the prepared solutions every day. Do not prepare too much solution at a time to avoid wasting.

Figure 1.

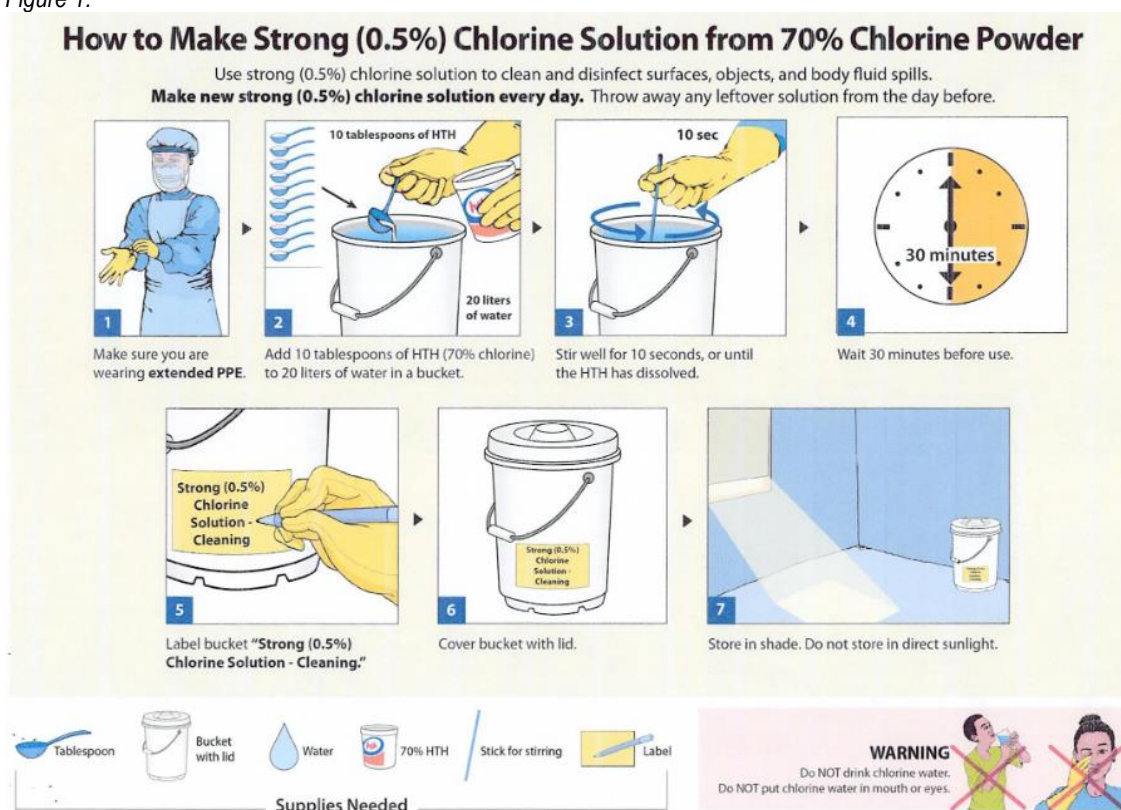



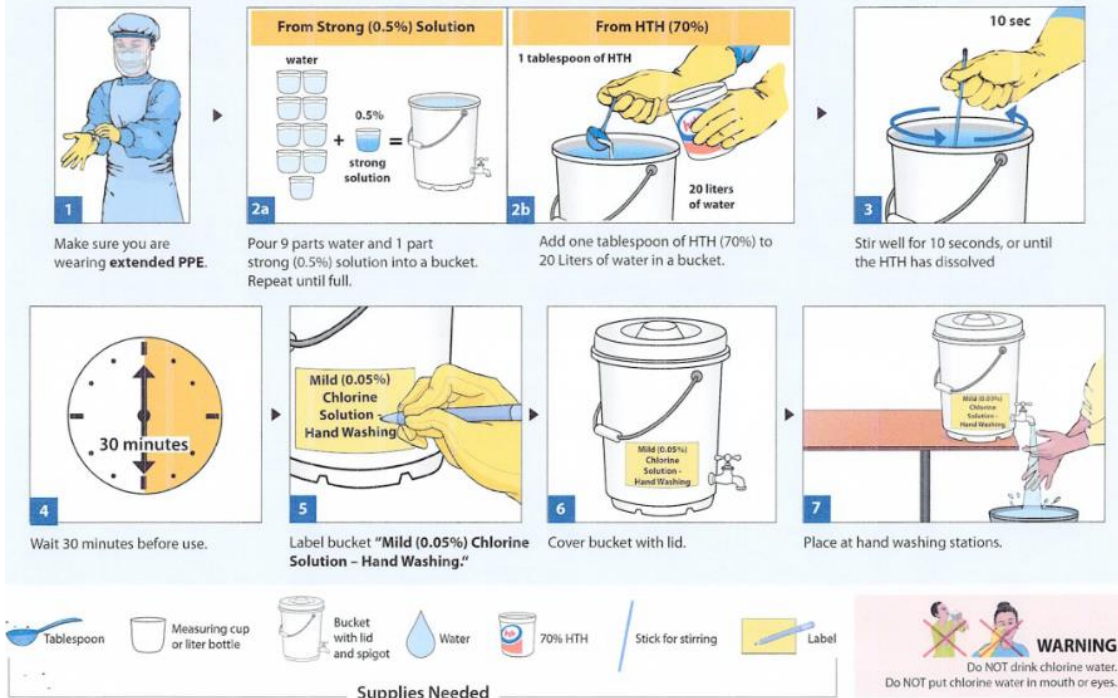
Figure 2.



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

### How to Make Mild (0.05%) Chlorine Solution

Use mild (0.05%) chlorine solution to wash ungloned hands.  
**Make new mild (0.05%) chlorine solution every day.** Throw away any leftover solution from the day before.



**1** Make sure you are wearing **extended PPE**.

**2a** From Strong (0.5%) Solution: Pour 9 parts water and 1 part strong (0.5%) solution into a bucket. Repeat until full.

**2b** From HTH (70%): Add one tablespoon of HTH (70%) to 20 Liters of water in a bucket.

**3** Stir well for 10 seconds, or until the HTH has dissolved.

**4** Wait 30 minutes before use.

**5** Label bucket "Mild (0.05%) Chlorine Solution - Hand Washing."

**6** Cover bucket with lid.


**7** Place at hand washing stations.

**Supplies Needed:** Tablespoon, Measuring cup or liter bottle, Bucket with lid and spigot, Water, 70% HTH, Stick for stirring, Label.

**WARNING:** Do NOT drink chlorine water. Do NOT put chlorine water in mouth or eyes.

### LGU Pinamalayan Disinfection Schedule

<b>Memo : HR 02-2021</b>			
<b>Date : January 04, 2021</b>			
<b>Activity</b>	<b>Schedule</b>	<b>Personnel Concerned</b>	<b>Reminders</b>
Disinfection of MGOP Offices	Wednesdays and Fridays at 3:00 PM (except the first Wednesday and last Friday of the Month)	All Employees	Kindly have your office ready for disinfection during such schedules

 <p><b>Municipal Government of PINAMALAYAN</b></p>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

**Appendix F: Self-Screening Information**

**The following self-screening protocol must be distributed to ALL EMPLOYEES for voluntary, home self-screening.**

The LGU-Pinamalayan is concerned for your safety and the safety of your co-workers, clients and visitors. We are monitoring the development of COVID-19. In the interest of ensuring a safe and healthy environment, it is a **“MUST”** that you voluntarily monitor your health status by carefully completing this self-assessment each day before reporting for work.

**Survey to be completed daily by all employees before coming to work:**

1. Have you had physical exposure to a person suffering from COVID-19 symptoms as noted below?


If you answered **YES**, please contact your immediate Supervisor/Chief-of-Office/Division Chief or Human Resource Management Officer prior to reporting to work to determine whether you should remain offsite from LGU-Pinamalayan Compound for 14 days, following the last potential exposure to the COVID-19. Should you be required to remain offsite, you should keep in contact with your immediate Supervisor/Chief-of-Office/Division Chief or HRMO and receive clearance from MHO or HRMO before returning to LGU-Pinamalayan premises.

2. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believed you have been exposed to COVID-19 patient: Does one or more of the following common COVID-19 symptoms currently apply to you?
  - a. Temperature >37.5°C (99.5°F) – ( ) Yes ( ) No
  - b. Frequent cough – ( ) Yes ( ) No
  - c. Difficulty of breathing – ( ) Yes ( ) No
  - d. Tiredness – ( ) Yes ( ) No

If any of the questions answer is **YES, you may have symptoms of COVID-19**. You have to seek medical attention and remain off the LGU-Pinamalayan premises for 14 days following cessation of symptoms and written clearance by a Doctor or MHO Doctors.

If the answer to all the above questions is **NO**:

Please adhere to the LGU-Pinamalayan HRMO and immediate Supervisor/Chief-of-Office/Division Chief regarding your work schedule and any special precautions to be taken.

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

**Appendix G: Visitors and Walk-in Clients COVID-19 Health Declaration Form**

The safety of our employees, customers/walk-in clients and visitors, remains our primary concern. As the Coronavirus (COVID-19) outbreak continues to evolve and spread locally and globally, the LGU-Pinamalayan is monitoring the situation closely and will periodically update agency guidance on current recommendations from the Department of Health and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone else inside the LGU-Pinamalayan Compound. Thank you for your time and cooperation.

Full Name (Buong Pangalan)	Date (Petsa) (MM/DD/YY):
	Time (Oras):
Complete Current Address (Kasalukuyang Tirahan):	
Monile/Phone Number (Numero ng Telepono):	
Email Address:	


Put a check mark on the appropriate column of your response. (Lagyan ng tsek sa angkop na sagot)

		Yes (Oo)	No (Hindi)
1. Are you experiencing or did you have any of the following in the last 14 days? (ikaw ba ay may nararanasan o nakararanas ng mga sumusunod na suntomas sa nakaraang 14 na araw?)	a. Fever (Lagnat)		
	b. Cough and/or colds (Ubo at/o sipon)		
	c. Body pains (Pananakit ng katawan)		
	d. Sore Throat (Pananakit o pamamaga ng lalamunan)		
	e. Fatigue/Tiredness (Pagkapagod)		
	f. Headache (Pananakit ng ulo)		
	g. Diarrhea (Pagtatae)		
	h. Loss of taste or smell (Nawawalan ng panlasa o pang-amoy)		
	i. Difficulty of breathing (Pagkahapo o hirap sa paghinga)		
2. Do you had face-to-face contact with a probable or confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days? (May nakasalamuha ka ba na maaaring o kumpirmadong pasyente na may COVID-19 musa sa isang metrong distansya o mas malapit pa at tumagal ng mahigit 15 minutes sa nakalipas na 14 araw)			
3. Have you provided direct care for patient with probable or confirmed COVID-19 case without using proper "Personal Protective Equipment (PPE)" for the past 14 days? (Nag-aalaga k aba ng maaaring o kumpirmadong pasyente na may COVID-19 ng hindi nakasuot ng tamang PPE (Personal Protective Equipment) sa nakalipas na 14 araw?)			
4. Have you travelled outside the Philippines in the last 14 days? (Ikaw ba ay nagbiyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)			
5. Have you travelled outside the current city/municipality where you reside? (Ikaw ba ay nagbyahe sa labas ng inyong lungsod/munisipyo?) If Yes, specify which city.municipality you went to (Sabihin kung saan)			

I hereby certify that the information given is true, correct and complete. I understand that failure to answer any question or any falsified response may have serious consequences. I understand that my personal information is protected by RA 10173 or the Data Privacy Act of 2012 and that this form will be destroyed after 20 days from the date of accomplishment, following the National Archives of the Philippines protocol.

Signature: \_\_\_\_\_



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**Appendix H: LGU-Pinamalayan Directions for Customers/Walk-in Clients and Visitors**

Please adhere to the COVID-19 Response Protocol with respect to Customers/Walk-in Clients and Visitors. This means:

- 1) Visitation is forbidden if there has been any “YES” response to the COVID-19 Health Declaration Form.
- 2) If “YES” is checked for any response, the Public Assistance Complaint Desk (PACD) Officer shall be authorized to advise the customers/walk-in clients and visitors to leave premises in a cordial and friendly manner; notifying the office designated office Safety Officer or LGU-Pinamalayan Disinfection Team to disinfect any common surface touched by the visitor. The PACD officer or the designated Safety Officer shall subsequently inform the Municipal Health Office about the incident.

**Appendix I. Omnibus Public Transport Protocols / Guidelines**

**OMNIBUS GUIDELINES IN PUBLIC TRANSPORTATION  
Municipality of Pinamalayan  
Province of Oriental Mindoro**

In accordance with the resolutions issued and to be issued in the future by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), the Provincial Government of Oriental Mindoro, and the Local Government Unit of Pinamalayan with the approval of the Local Chief Executive; general public transportation protocols are as follows:

**General Road Transportation  
(Barangay, Municipal and National Roads)**

Public Transportation shall be allowed at reduced capacity in accordance with the guidelines of the IATF-MEID, PGOM and Pinamalayan-LGU. All other modes of transportation - privately-owned, with special permit, and/or dedicated service under government initiative, among others, shall strictly observe the prescribed physical distancing and sanitary measures at all times.

1. For public utility buses (PUBs) and public utility jeepneys (PUJs), 50% of the vehicle’s capacity will be allowed, excluding the driver and the conductor. Passengers will observe the one seat apart rule, and no standing passengers will be allowed.
2. Entry of provincial buses with only APOR as passengers shall be allowed provided that these are point-to-point trips.
3. For UV Express, only a maximum of 2 passengers per row will be allowed and the vehicle should not exceed 50% of its capacity. Only 1 passenger will likewise be allowed on the driver’s row.
4. Shuttle service vehicles shall be allowed to operate, subject to strict physical distancing (one-seat apart) and sanitary practices in accordance with the guidelines of Department of Trade and Industry (DTI)-Department of Labor and Employment (DOLE) JMC 2020-04-A.
5. For tricycles, only 1 passenger will be allowed to ride in the side-car and no passenger shall be seated right beside/behind the driver. Further, the operations of tricycles shall be approved by the Department of Interior and Local Government (DILG) and the LGU, in compliance with the existing policies on its operational limitations.
6. The operations of free transport services for medical frontliners will be sustained during the enforcement of existing community quarantine. This is in consideration of the decrease in the capacity of PUVs due to physical distancing measures.
8. Non-Motorized Transport and Personal Mobility Device are encouraged, such as bicycles, provided that the rider will strictly abide by the physical distancing measures imposed by the Department of Health (DOH).
9. The existing Tricycle Route Plan (TRP) and Local Public Transport Route Plan (LPTRP) of Pinamalayan shall be in effect as soon as formally approved by the Regional LTFRB and the Local Chief Executive.

Moreover, only APOR identified by the IATF will be allowed for essential travel and the operations of road-based transportation in areas identified by the IATF. The LTFRB and the LTO shall provide the appropriate issuances to implement the guidelines mentioned. Enforcers from the LTFRB, LTO, Philippine National Police (PNP), Armed Forces of the Philippines (AFP, Inter-Agency Council for Traffic (I-ACT) and other IATF authorized personnel can be deployed at strategic locations to conduct daily random inspections of PUV operations, offices, terminals, and depots to ensure strict compliance with the service, sanitary, and operational requirements.

**Maritime (Recodo Port)**


In the Maritime sector, the following protocols shall be observed:

1. Maritime transport shall continue servicing the public but will only operate at fifty percent (50%) capacity depending on the existing category of community quarantine;
2. Only those allowed under the IATF Omnibus Guidelines shall be allowed to travel on board maritime vessels and through the ports, whether in government or private ports;
3. Travel through maritime vessels and the ports shall be subject to requirements as may be imposed by the local government of Pinamalayan as well as by the Provincial Government of Oriental Mindoro;
4. Vessel operations, Cargo handling operations and other related port ancillary services and activities shall continue subject to compliance with the Omnibus Guidelines in the Implementation of Community Quarantine in the Philippines,
5. Strict adherence and observance of health protocols shall be observed in all maritime vessels and port facilities.

Enforcement of Safety and Health Protocols for all public transportation modes are top priority.


Meanwhile, all transport sectors are ordered to continue the strict enforcement of the following 7 Commandments inside public transport:

- (1) Wearing face masks and face shields;

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

- (2) No talking and making telephone calls;
- (3) No eating;
- (4) Keeping PUVs well-ventilated;
- (5) Conducting frequent disinfection;
- (6) No passengers with COVID-19 symptoms are to be allowed inside public transportation; and
- (7) Observing appropriate physical distancing rule.


In addition, public transportation shall be allowed to operate at such capacity and protocols in accordance with guidelines issued by the Department of Transportation (DOTr). Workers, cargo vehicles, public transportation, and operating hours of permitted establishments, however, shall not be restricted by such curfew. (As introduced by Paragraph B of IATF Resolution no. 106-B, March 28, 2021) Uniform curfew hours may be imposed by the LGU of Pinamalayan, subject to the guidelines issued by the DILG. Workers, cargo vehicles, public transportation, and operating hours of permitted establishments, however, shall not be restricted by such curfew.

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

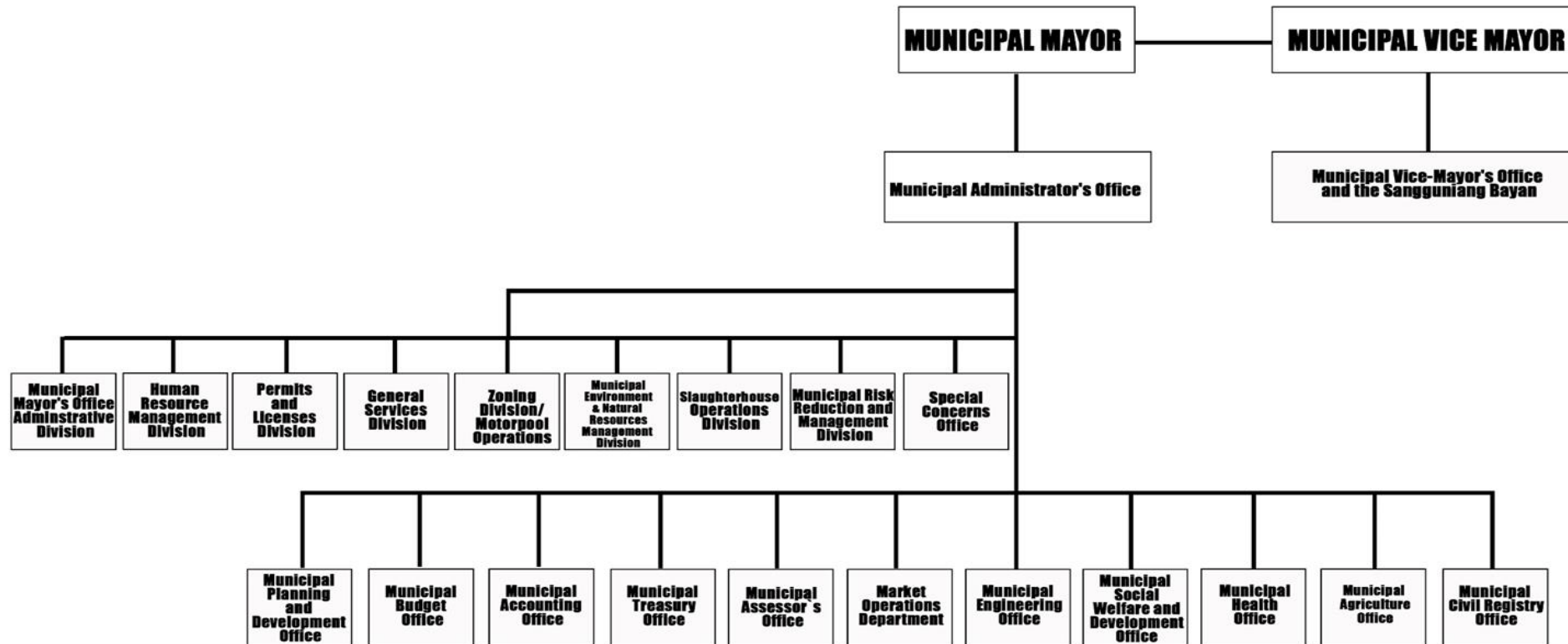
**Appendix J: Contact Information of the Incident Management Team**

Name	Position	Designation	Cellphone Number	E-mail Address	Other Contact Information
Hon. Aristeo A. Baldos Jr.	Municipal Mayor	Incident Commander	09178889777	<a href="mailto:a.baldos@pinamalayan.gov.ph">a.baldos@pinamalayan.gov.ph</a>	
Mr. Marlo C. Rosales	Local Disaster Risk Reduction and Management Officer III	Deputy Incident Commander	09171632803/ 09056490380/ 0921-8514855	<a href="mailto:mdrrmo@pinamalayan.gov.ph">mdrrmo@pinamalayan.gov.ph</a>	0748-6465
PLTCOL Anthony Ramos	Chief of Police	Safety Officer	09985985822/ 09155915904	n/a	254-3008
Ms. Mirasol J. Santos	Municipal Administrator	Public Information Officer	09177249368	<a href="mailto:adminoffice@pinamalayan.gov.ph">adminoffice@pinamalayan.gov.ph</a>	
Mr. Daniel Q. Fruelda	Local Disaster Risk Reduction and Management Officer II	Liason Officer	09176581190	<a href="mailto:mdrrmo@pinamalayan.gov.ph">mdrrmo@pinamalayan.gov.ph</a>	0748-6465
Engr. Manolito E. Masculino	Municipal Engineer	Operation Section Chief	09989729273	<a href="mailto:engineeringoffice@pinamalayan.gov.ph">engineeringoffice@pinamalayan.gov.ph</a>	
Mr. Rosenio A. Toriano	Municipal Planning and Development Coordinator	Planning Section Chief	09778249786	<a href="mailto:mpdo@pinamalayan.gov.ph">mpdo@pinamalayan.gov.ph</a>	738-4632
Ms. Grace Eunice F. Fabella	Municipal Social Welfare and Development Officer	Logistics Section Chief	09178862791	<a href="mailto:mswdo@pinamalayan.gov.ph">mswdo@pinamalayan.gov.ph</a>	
Ms. Zaida D. Miciano	Municipal Budget Officer	Finance and Administration Section Chief	09178247808	<a href="mailto:budgetoffice@pinamalayan.gov.ph">budgetoffice@pinamalayan.gov.ph</a>	284-4255/ 738-9145

See Appendix P: Municipal Executive Order No: 017-2017


 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

Appendix K: Organizational Structure of LGU-Pinamalayan



**LEGEND:**  
 Direct Supervision



 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

**Appendix L. Weekly Work Target and Accomplishment Report**

Alternative Work Arrangements Based on latest DOH issuances

The Work from Home (WFH) arrangement or a remote working environment is one of the alternative work arrangements adopted to ensure sustained office operations. A functional WFH arrangement shall have the following:

1. A “workplace group” using various platforms—group chats, emails and other social media platforms.
2. Reliable internet at home with corresponding computer/gadgets/tools.
3. Clearly specified measurable deliverables of each staff/team members discussed with supervisors.
4. Knowledge on ergonomics and the proper way of working from home.

When in a WFH setup, here are some guides and tips:

1. PLAN FOR EACH DAY. Prepare a “to-do list” at the start of each day as it is one way of checking progress throughout the day.
2. SET ‘OFFICE HOURS’. Set schedule of working hours, preferably 8:30am – 4:30pm as regular working time, with breaks as necessary and be online.
3. DESIGNATE A WORKING SPACE/LOCATION. Designate a work area that is ‘private’, out of the way, and used only for work. Ensure gadgets / tools and equipment needed are within your reach. Minimize distraction (music, television, etc.) that may cause you to lose focus; set certain time for visitors and also for house chores so you are not continually interrupted during the day.
4. MAKE YOURSELF ACCESSIBLE FOR PHONE CALLS OR VIRTUAL CONFERENCE CALLS certain times of the day for urgent and important task.
5. ENSURE CONFIDENTIALITY AND SECURITY. Be careful when doing work in public places (like garden in condo/common areas) due to confidentiality of some tasks or documents.
6. DISENGAGE, DISCONNECT, AND BE OFFLINE FOR A WHILE. Once burn out or fatigue sets in, take a break, call a friend, walk around or do simple exercises.
7. OBSERVE HEALTH AND SAFETY MEASURES at home at all times.

**Appendix M: Physical/Social Distancing Guidelines in the Workplace**

Intervention	Minimum Requirements by Settings				
	A. Home	B. Public Places	C. High-Density Communities	D. Offices/ Workplaces	E. Food and Other Service Establishments
<b>3. REDUCE CONTACT</b>					
<b>3.1 Practicing physical Distancing</b>	<p>Practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> None</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b>Engineering Control:</b> Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other</p> <p><b>Administrative Control:</b> Limitation on the number of people inside the establishment</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p>If possible, practice physical distancing (at least 1 meter apart) in communal areas (e.g. living room, dining room, etc.)</p> <p><b>Engineering Control:</b> None</p> <p><b>Administrative Control:</b> None</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b>Engineering Control:</b> Installation of temporary barriers between cubicles</p> <p><b>Administrative Control:</b> Employers must limit face to face meetings as much as possible and adopt WFH arrangements.</p> <p>Allow flexible dining policy in the work space/cubicle during lunch break; OR limit the number of individuals who can eat in the pantry at a given time.</p> <p>If WFH are not possible, practice physical distancing in the workplace (at least one meter apart from each co-worker)</p> <p>Employers provide cloth masks to employees.</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>	<p><b>Engineering Control:</b> Installation of temporary barriers in front desks, counters, etc.</p> <p>Placement of red marking tapes on the floor to guide individuals to stay at least one meter apart from each other when ordering for food at the counter</p> <p><b>Administrative Control:</b> Limitation on the number of people inside the establishment</p> <p><b>PPE:</b> Cloth mask for general public or surgical mask for symptomatic individuals</p>



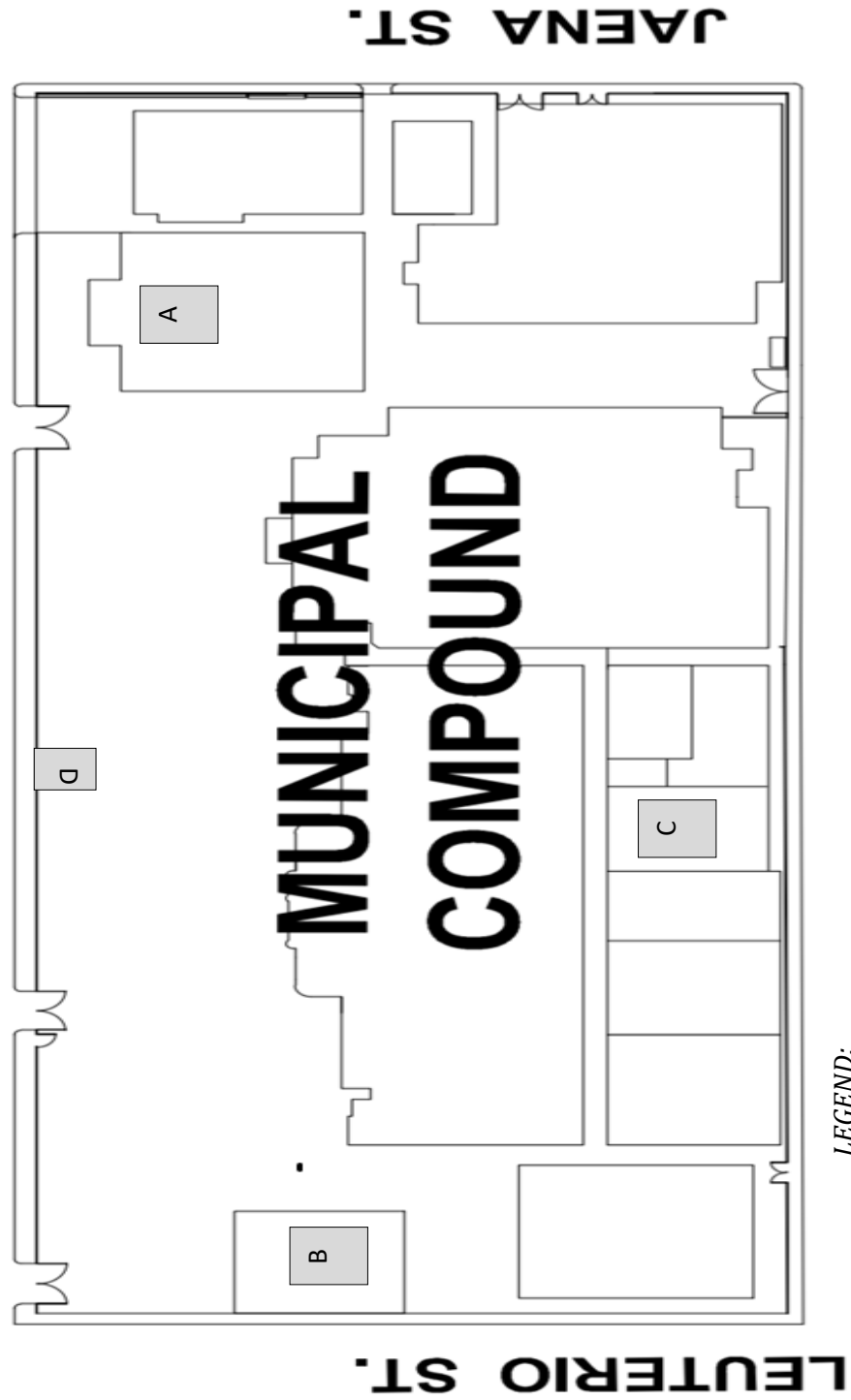
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Classification	
Document Title	Pinamalayan Public Service Continuity Plan
Document No.	MGOP-PSCP-001
Revision no.	0
Effective Date	

**VICINITY MAP-MGOP**



Appe



- LEGEND:**
- A. COMMAND CENTER
  - B. MUNICIPAL POLICE STATION
  - C. CRISIS CENTER
  - D. RURAL HEALTH UNIT



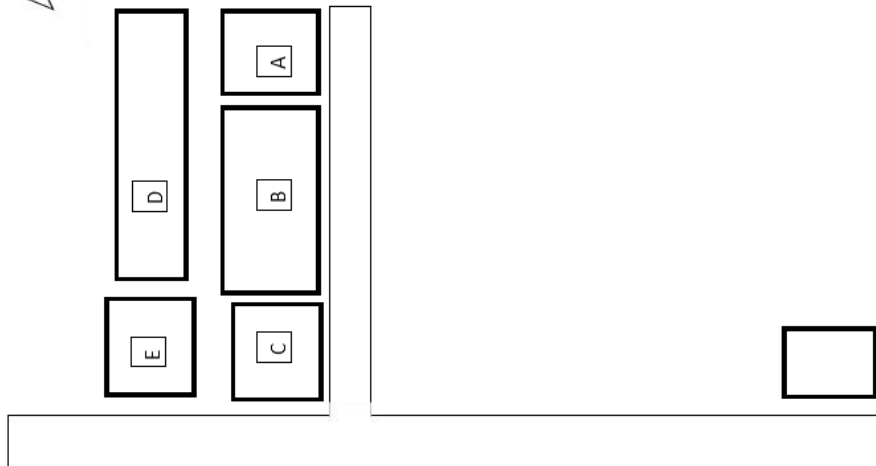
**Municipal Government of  
PINAMALAYAN**

Classification	
Document Title	Pinamalayan Public Service Continuity Plan
Document No.	MGOP-PSCP-001
Revision no.	0
Effective Date	



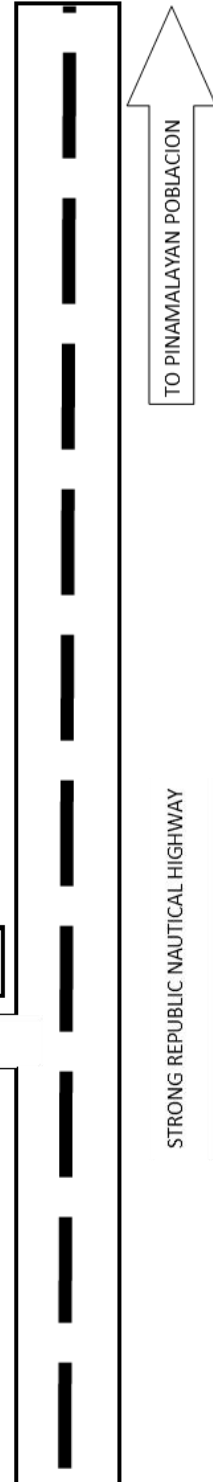
**VICINITY MAP MDRRM COMPOUND**

Brgy. Sta. Rita, Pinamalayan




**LEGEND:**

A	MDRRM OFFICE
B	EVACUATION CENTER
C	ISOLATION FACILITY
D	MOTORPOOL
E	BFP REGIONAL OFFICE



STRONG REPUBLIC NAUTICAL HIGHWAY

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

**Appendix P: MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE**

**EXECUTIVE ORDER NO. 017-2017**

**AN ORDER REORGANIZING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM**

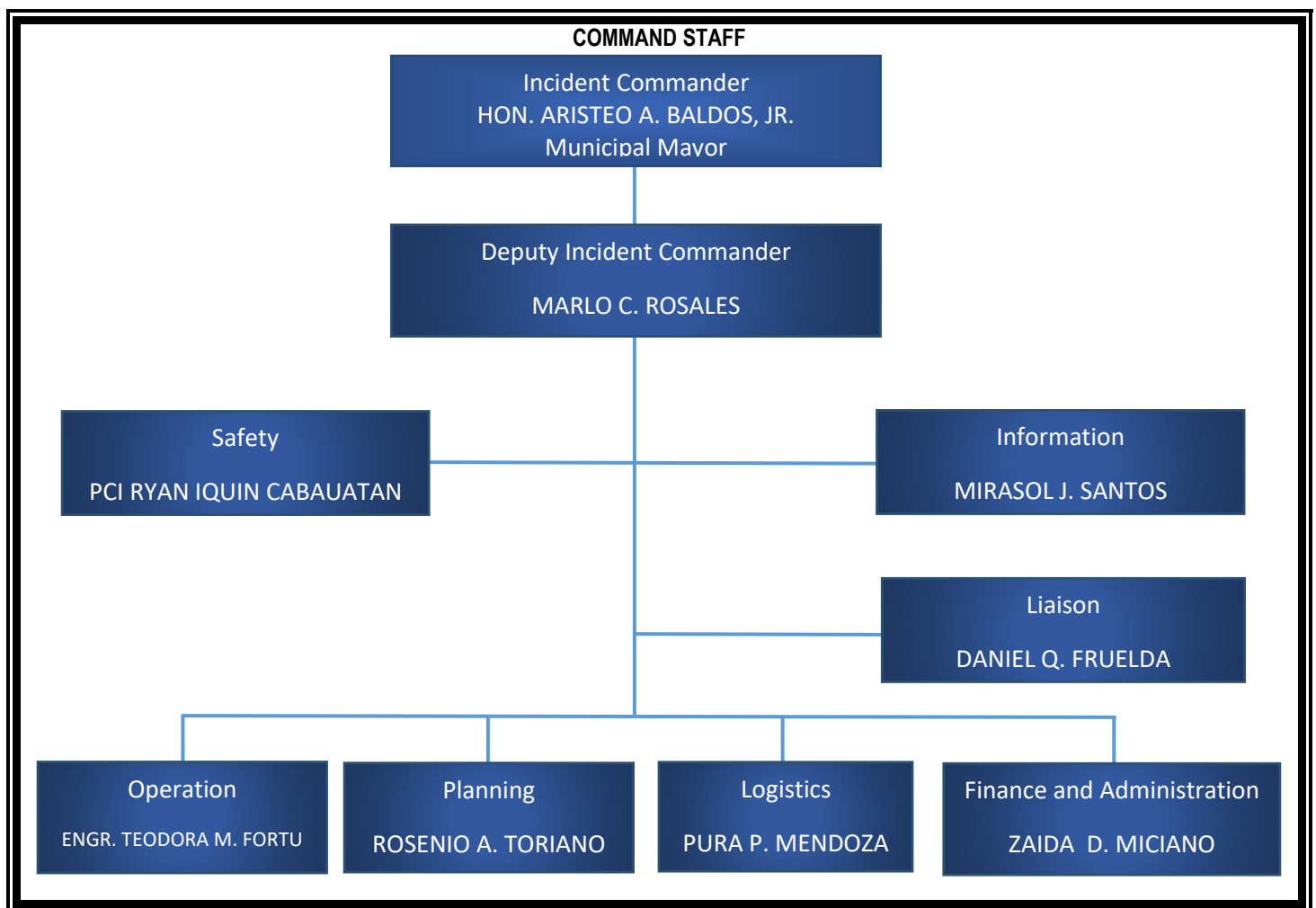
**WHEREAS**, the new RA 10121 IRR Rule 7 (h) "Philippine Risk Reduction and Management Act of 2010" provided for the establishment of an Incident Command System(ICS) as part of the country's on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

**WHEREAS**, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;


**WHEREAS**, the new law has restructured the roles of key players during disaster giving local government units the capacity to manage disaster as "first responders and manage the adverse effects of emergencies and carry out recovery activities";

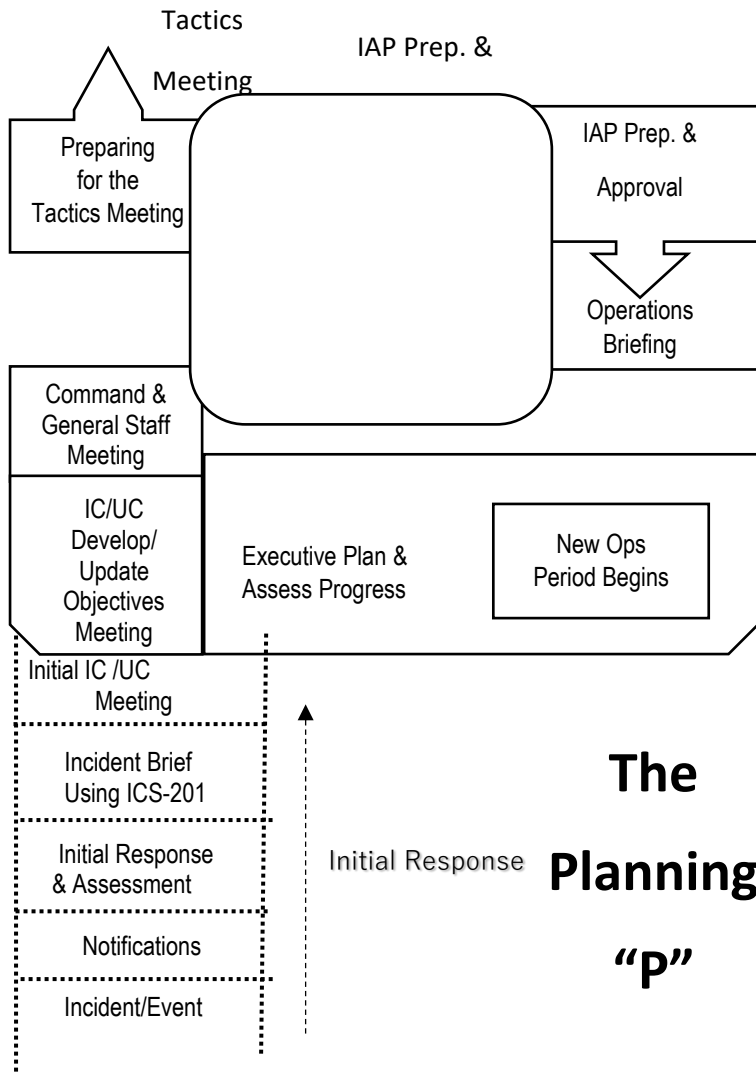
**WHEREAS**, in the implementation of such roles requires the structuring of an incidence command system that will govern responses and appropriate actions for pre disaster, during disaster and post disaster responses;

**NOW THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law do hereby order the CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MMICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be the following:





 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	



**The Operational Planning System**

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/ event, notification, initial response and assessment to planning meeting to tactics meeting.

**Incident Command Post**

Incident Command Post Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities. For incidents happening in Pinamalayan areas, incident command post will be at MDRRM Office or MDRRM Operation Center.

**The  
Planning  
“P”**

I. The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

**Command**


- |                                   |                                    |   |                                |
|-----------------------------------|------------------------------------|---|--------------------------------|
| <b>Incident Commander:</b>        | <b>HON. ARISTEO A. BALDOS, JR.</b> | - | <b>Municipal Mayor</b>         |
| <b>Deputy Incident Commander:</b> | <b>MR. MARLO C. ROSALES</b>        | - | <b>LDRRM Officer III</b>       |
| <b>Information Officer:</b>       | <b>MS. MIRASOL J. SANTOS</b>       | - | <b>Municipal Administrator</b> |
| <b>Liaison Officer:</b>           | <b>MR. DANIEL Q. FRUELDA</b>       | - | <b>LDRRM Officer II</b>        |
| <b>Safety Officer:</b>            | <b>PCI RYAN I. CABAUTAN</b>        | - | <b>Chief of Police</b>         |

**Incident Commander and Command Staff**

- The Incident Commander is responsible for overall management response operations.
- The Incident Commander is selected by qualifications and experience.
- Determines incident objectives and strategies.
- Establishes priorities in consultation with the staff.
- Establishes Incident Command Post (ICP).
- Establish appropriate ICS organization based on the situation.
- Ensures planning meeting are scheduled as required.
- Approves and authorizes the implantation of the Incident Action Plan.
- Ensures that adequate safety measures are in place.
- Coordinates with key people and officials.
- Has overall authority and responsibility for conducting incident operations.
- Ensures availability of resources and will serve as link to higher authorities.
- Authorizes release of information to the news media.

**Information Officer**

- Central point for information dissemination.
- Works closely with all the different information officers/ media.
- Ask approval of the Incident Commander before media releases.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**Safety Officer**

- a. Work with operations on tactics.
- b. Anticipate, detect, and correct unsafe acts/operations.

**Operation Section Chief**

- a. Directs and coordinates all incident tactical operations.
- b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups

**Planning Section Chief**

- a. Maintains resources status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service
- e. Prepares demobilization
- f. Provide technical specialization

**Logistics Section Chief**

- Provide services and support to the incident commander
- Responsible for:
  - Facilities
  - Transportation
  - Communications
  - Supplies
  - Equipment Maintenance and Fuel
  - Medical Services

**Finance/Administration Section Chief**

- a. Monitors incident costs
- b. Maintains financial records
- c. Administer procurement
- d. Perform time recordings

**II. Risk Reduction and Management Council**

Provides the following to the Incident Commander, through Responsibilities Officials:

- Making policy decisions
- Establishing priorities
- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing and disseminating information

**III. OPERATIONS**

**A. PRE-DISASTER**

1. Communication and Warning

- Chairperson** : DANIEL Q. FRUELDA, LDRRM Officer II
- Co-chairperson** : GINA D. ESCAREZ, Radio Operator
- Members** : ALL PUNONG BARANGAYS,  
MDRRMO


Purpose: To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

**Basic Functions**

- a. To relay 24-hour weather bulletin and advisory from PAG-ASA
- b. To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- c. To assist in the activation of warning system devices
- d. To furnish information on updates to responsible persons/agencies;
- e. Establish linkage with other agencies.
- f. Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc.

2. Pre-emptive Evacuation and Transportation

- Chairperson** : ENGR. MANOLITO E. MASCULINO, Zoning Officer
- Co-chairperson** : CRESENCIANO C. ABEL, Permits & Licenses Officer
- Members** : ALL PUNONG BARANGAYS,  
MDRRMO

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

Purpose: To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

**Basic Functions**

- a. Transport the evacuees to the designated evacuation center.
- b. Transport relief goods
- c. Provide assistance in the proper and order distribution of supplies and materials
- d. Responsible for providing vehicles to the teams
- e. Responsible for checking if the evacuation areas have the basic necessities and report to the barangay what is lacking in the center

**B. DURING DISASTER**

1. Search and Rescue Team

**Chairperson** : ROLANDO S. LABAY JR., LDRRM Assistant  
**Co-chairperson** : PO1 EMILIO G. QUIMORA, PCG  
**Members** : PERVA, PFCC PERSONNEL,  
PPSC POLICE SUPERINTENDENT EFRAEM A. CAMARA

Purpose: To save lives and minimize damage to property.

**Basic Functions**

- a. To have capable rescue personnel assigned in search and rescue operations
- b. To minimize further injury to people and damage to property

2. Evacuation and Relief Operation

**Chairperson** : PURA P. MENDOZA, MSWDO  
**Co-chairperson** : CHIT P. LACDANG , MCRO  
**Members** : MDRRM PERSONNEL

Purpose: To assist in the evacuation of affected families to prevent casualties

**Basic Functions:**

- a. Identify beneficiaries in coordination with barangay secretary
- b. Distribution of relief goods
- c. Frontline in the event of disaster and calamities
- d. Lead in the relocation of victims to safe place
- e. Monitor the evacuation center
- f. Conduct of stress debriefing of victims(DSWD)
- g. To coordinate with the other teams h. Link with civic groups for continuous provision of basic necessities

3. Emergency Medical Services

**Chairperson** : DR. ADELAIDO A. MALALUAN, OIC MHO  
**Co-chairperson** : DR. GUILLERMO A. GONZALES, CEO OMCDH  
**Members** : BARANGAY HEALTH WORKERS

**Basic Functions:**

- a. Conduct rapid health assessment of affected areas
- b. Disposal of dead bodies if the need arises
- c. EVS/ health education/ water supply, garbage disposal etc.
- d. Provision of essential medicines/ medical supplies
- e. Update the incident commander on status of the health services especially the victims
- f. Health advices, information
- g. Refer to higher authority (TBGDH) for serious cases of medical treatment
- h. Recommend and suggest medical actions.
- i. Establish protocol of command

4. Fire Suppression/ Prevention

**Chairperson** : SFO3 BENJAMIN H. NAVARRO, BFP  
**Co-chairperson** : BFP PERSONNEL, FIRE BRIGADE, PFCC

Purpose: To minimize effects of the occurrence of disastrous fire


**Basic Functions**

- a. Conduct of fire suppression operating during conflagration
- b. Pre and post assessment of cost of damage
- c. Prepare reports and submit to MDRRMC Office.

5. Security and Safety

**Chairperson** : PC1 RYAN IQUIN CABAUTAN, PNP Chief of Police  
**Members** : PNP, RESERVIST, BARANGAY TANODS

Purpose: ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.

 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

**Basic Functions:**

- a. Police visibility at the site
- b. Monitor peace and order situation
- c. Coordinate with barangay tanod/ barangay official at the site
- d. Report incident to the commander on post for any unusual peace or order situation
- e. Crowd control during relief distribution

**C. POST DISASTER**

1. Damage Assessment/ Needs Analysis

- Chairperson** : DANNY S. VILLACRUSIS, MAO  
**Co-chairperson** : ENGR. ROY C. LUCBAN, Infrastructure Enforcement Officer  
**Members** : MAO, MSWDO, MHO, PNP, MDRRMO

Purpose:

- a. To list down number of casualties ( male, female, age)
- b. To account/list down number of affected families/household (rescued/missing family members)
- c. List down injured persons that need immediate attention and medical services
- d. Feedback/reporting to public information
- e. Submit list of injured persons to emergency medical services
- f. To analyze immediate needs at evacuation center

**Basic Functions:**

- a. Manage the listing affected families rescued and brought to the evacuation center- List of injured –List of casualties- List of missing persons
- b. Assess the immediate needs of the affected families in the evacuation center
- c. Manage the listing of damaged to property
- d. Submit to report to headquarters/ Mayor
- e. Update the headquarters every 3 hours

2. Rehabilitation and Recovery Team

- Chairperson** : ENGR. TEODORA M. FORTU, MEO  
**Co-chairperson** : ENGR. MANOLITO E. MASCULINO, ZONING Officer  
**Members** : MEO, MAO, MSWDO, MPDO, MDRRMO

Purpose: To rehabilitate/ recover/ repair damage properties after the occurrence of the calamity/ disaster.

**Basic Functions:**

- a. Investigation/ survey extent of damage
- b. Assessment as to properties, infrastructure and etc. (inventory)
- c. Submit report to incident commander
- d. If all request granted implementation will follow

3. Retrieval Operation

- Chairperson** : PC1 RYAN IQUIN CABAUTAN, PNP Chief of Police  
**Co-Chairperson** : DR. ADELAIDO A. MALALUAN, OIC MHO  
**Member** : BFP, MEO, OMCDH, PNP

Purpose:

- a. To find or retrieve any missing persons or bodies as reported
- b. To find important things or properties as reported missing

**Basic Functions:**

- a. After the search and rescue operation, retrieval operation will commence.
- b. To find missing bodies and or property
- c. Coordinate with all teams


4. PLANNING

- Chairperson** : ROSENIO A. TORIANO, MPDO  
**Co-chairperson** : NEMIA B. MONSANTO, HRMO  
**Members** : MDRRMO Personnel

Basic Functions:

- a. Maintains resource status
- b. Maintains situation status
- c. Prepares Incident Action Plan
- d. Provide documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist



 <b>Municipal Government of PINAMALAYAN</b>	<b>Classification</b>	
	<b>Document Title</b>	Pinamalayan Public Service Continuity Plan
	<b>Document No.</b>	MGOP-PSCP-001
	<b>Revision no.</b>	0
	<b>Effective Date</b>	

5. LOGISTICS

**Chairperson** : PURA P. MENDOZA  
**Co-Chairperson** : ARIEL L. CUDIAMAT, Radio Operator/Supply & Logistic Officer  
**Members** : MEO, MHO, MSWDO, MDRRMO, MAO

Basic Functions: Provides services and support to the Incident Commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

6. FINANCE ADMINISTRATION


**Chairperson** : ZAIDA D. MICIANO, MBO  
**Co-chairperson** : JUDY DG. MORENTE, MAcO  
**Members** : PLARIDEL CUPIADO, MTO  
ACCOUNTING OFFICE, TREASURER OFFICE, BUDGET OFFICE

**Basic Functions**

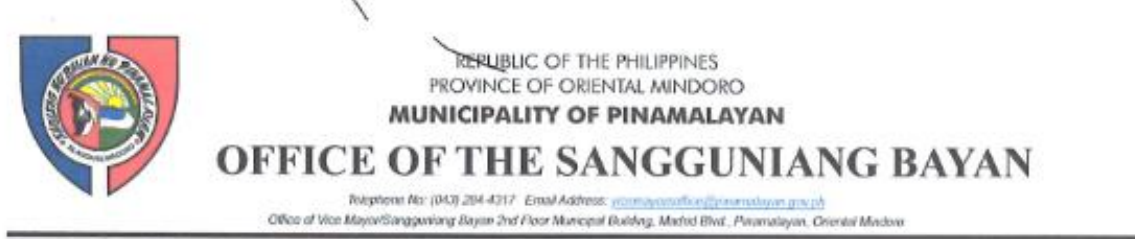
- a. Monitors incident costs
  - b. Maintains financial records
  - c. Administers procurement contracts
  - d. Perform time recording
- This Executive Order shall take effect immediately.

Done this 25<sup>th</sup> day of May, 2017 at Pinamalayan, Oriental Mindoro

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor

 <b>Municipal Government of PINAMALAYAN</b>	Classification	
	Document Title	Pinamalayan Public Service Continuity Plan
	Document No.	MGOP-PSCP-001
	Revision no.	0
	Effective Date	

15. Approval and Monitoring



**RESOLUTION NO. 226-2021**

**A RESOLUTION APPROVING PUBLIC SERVICE CONTINUITY PLAN (PSCP) OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO.**

**WHEREAS**, every local government unit is mandated to exercise the powers expressly granted, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare as provided by law pursuant to Sec. 16 of R.A. 7160 (Local Government Code of 1991);

**WHEREAS**, the Civil Service Commission (CSC) issued Memorandum Circular No. 2, s. 2021 enjoining all government entities to formulate their respective Public Service Continuity Plan (PSCP) pursuant to National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 s. 2018;


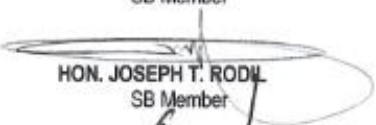
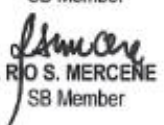
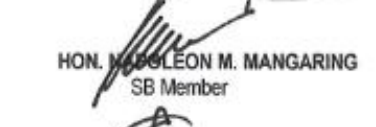





**WHEREAS**, the Sangguniang Bayan recognizes the necessity and urgency of the proposed PSCP, hence a resolution of its approval is hereby executed;

**NOW THEREFORE:**


On motion of Hon. Arnolfo M. Madrid seconded by all Sangguniang Bayan members present-

**RESOLVED** as it is **HEREBY RESOLVED** to approve Public Service Continuity Plan (PSCP) of the Municipal Government of Pinamalayan, Oriental Mindoro.

**APPROVED UNANIMOUSLY** this 25<sup>th</sup> day of October 2021.

 <b>HON. ARNOLDO M. MADRID</b> SB Member	 <b>HON. DUNHILL MARCELO M. DELMO V</b> SB Member
 <b>HON. RIO S. MERCENE</b> SB Member	 <b>HON. JOSEPH T. RODIL</b> SB Member
 <b>HON. SEVERINO J. NARITO</b> SB Member	 <b>HON. NAPOLEON M. MANGARING</b> SB Member
 <b>HON. ANJUNE A. ZAMORA</b> SB Member	 <b>HON. LEONARDO L. PEDRAZA</b> SB Member
 <b>HON. JOVEN S. VELASCO</b> SKMF President/SB Member	

Attested:  
  
**ARNEL G. ABRENICA**  
 Secretary to the Sanggunian

Certified Correct:  
  
**HON. RODOLFO M. MAGINO**  
 Municipal Vice Mayor, Presiding Officer

Approved:  
  
**HON. ARISTEO APASAN-BALDOS, JR.**  
 Municipal Mayor