

# I. INTRODUCTION

## 1.1 Overview

The Business Continuity Plan's (BCP's) main purpose is to be able to identify the impacts and implications of unforeseen or disastrous events towards the operation of DABIREMCO, and to continuously develop contingency plans that ensure timely recovery and resumption of Cooperative's critical business functions.

True to its commitment, DABIREMCO adheres to protect the stability of business operations as well as the safety of its employees, members, and clients. Thus, the promulgation of BCP was realized with adoptive plans as anticipation for any myriad of incidents coming from natural and even humanmade disasters.

Reoccurrence of earthquakes caused significant damages on DABIREMCO's office and canteen. The Coop together with one photocopying service was relocated at the Ground Floor, Document Processing (DPD) Bldg, while the operation of canteen and at the 2nd floor, BIR Regional Bldg. was at halt and the display of goods are in stalls located at the taxpayer lounge of RDO 113-West, Davao City and RDO 132- East, Davao City.

DABIREMCO has nine (9) numbers of employee (2 male, 9 female), thirty-two (32) officers (7male, 25 female) and with four hundred forty-four (444) total members (142 male, 302 female)

## 1.2 Objectives

The DABIREMCO Business Continuity Plan objective is to ensure the safety and well-being of employees, members, and clients, as well as the viability and stability of business operation, and to facilitate the immediate resumption of the Cooperative's services.

The primary objectives of the plan are to:

- Maintain Critical Business Operation
- Ensure employees can access an alternate and safe facility.
- Protect Vital Records and ensure accessibility at all conditions.
- Maintain open line communication with internal and external stakeholders.

### 1.3 Scope

The scope of this plan covers DABIREMCO. The plan is applicable once the life, safety of employees, members, customers, and guest have been verified and in the event that a facility is or will become inaccessible. It can be active during normal business hours and after hours, with and without warning.

## II. RISK ASSESSMENT

The following table reflects hazard probability assumptions of this organization and the applicable warning based on the City Government of Davao Disaster Risk Reduction Management Office Alert Signals. (Attached under as Annex A.1)

### 2.1 Natural Disaster

| Hazard                                      | Probability   | Magnitude  | Warning                                                                     | Duration | Risk Priority |
|---------------------------------------------|---------------|------------|-----------------------------------------------------------------------------|----------|---------------|
| Flooding                                    | Possible      | Limited    | City Government of Davao DRMO Alert Signals<br><br>(See attached Annex A.1) | 1 day    | Medium        |
| Coastal Hazard (Sea Level Rise and Tsunami) | Likely        | Limited    |                                                                             | 1 day    | Medium        |
| Earthquake                                  | Highly Likely | Critical   |                                                                             | 1 day    | High          |
| Strong Wind                                 | Unlikely      | Negligible |                                                                             | 1 day    | Low           |
| Fire                                        | Likely        | Limited    |                                                                             | 1 day    | Medium        |

Where: Order of Probabilities may be:

- 4.) Highly Likely
- 3.) Likely
- 2.) Possible
- 1.) Unlikely

Intense of Magnitude may be:

- 4.). Catastrophic
- 3.). Critical
- 2.). Limited
- 1.). Negligible

Risk Priority May Be

- 3.). High
- 2.). Medium
- 1.) Low

## 2.2 Human-Made Disasters

### a. Acts of Terrorism

Terrorist groups continued to operate in Mindanao. Acts of terrorism are high likely to occur at or near high-profile sites or places where large numbers of people gather- like government buildings. Considering that the cooperatives' office is located within a government facility, acts of terrorism are highly likely.

Terrorism is intended to cause mass casualties, panic, or the loss of critical resources to disrupt vital services or the economy. It may include violence or cyber-attacks.

### b. Theft, Embezzlement & Fraud

Theft refers to the wrongful taking of money, goods, or property, while embezzlement occurs when a person takes money or property that has been entrusted to his or her care and a breach of trust happens. These may be in various forms such as;

- Larceny (outright theft)
- Skimming (diverting business funds)
- Fraudulent disbursements (billing schemes, inflated expense reports, check tampering)
- Embezzlement of raw materials or inventory
- Stealing business opportunities (misappropriation of customer lists or other trade secrets).

Fraud is a deliberate misrepresentation to gain an advantage over another party. Fraud comes in many different forms, including fraud in financial statements, the misappropriation of assets (theft) and subsequent cover-up, and disclosure fraud.

These mischiefs can be highly present in all organization and the Coop is not an exemption. Honesty and trust are the primary foundation of any Cooperative. Also, along with these factors DABIREMCO has established a trustworthy and reliable reputation through implementing strong internal control on its recruitment process, business operations, services, and employee.

DABIREMCO is guided by existing guidelines, among are the Credit Policies, Internal Audit Policies, Savings and Time Deposit Policies, Election Guidelines etc.

**c. Power Outage**

Power outages can occur from a variety of situations, such as overwhelmed power systems or intentional power disruption by power companies.

DABIREMCO had experienced the same incident during the BIR power shortage that lasted almost two weeks. This probability is likely to happen because the DABIREMCO has indirect control over the main electrical source.

The Coop maintains variety of inventory of goods for the canteen operation. The photocopying services may also be disrupted in such incidents as well as the comfort of office employees.

**d. Data Loss/System Crash**

Occurrence of data loss and system crash can be serious problem and inconvenience for the Coop. Loosing files means losing time and money to restore or recover essential information. Data loss occurs when data is accidentally deleted or something causes data to become corrupted. Viruses, physical damage or formatting errors can render data unreadable by both humans and software.

These are the probable causes of data loss that DABIREMCO are highly susceptible to such as human error, viruses and malware, hard drive damage, power outages, computer or laptop theft, liquid damage, disasters, software corruption, hard drive formatting and hackers and insiders.

**2.3 COVID 19**

Organizations in the world are greatly affected by this unprecedented global virus. It threatens not just public safety but also economic and social disruption that will impact the long-term livelihoods and wellbeing of billions of people. The government, employers and workers have crucial role in combating the surge to ensure the safety of individuals and the sustainability of enterprises and employment.

The pandemic will affect the 4Ps - people, processes, profits, partnerships. Based on a self-assessment tool formulated by the International Labor Organization the DABIREMCO's risk score is presented as follows:

| People | Processes | Profits | Partnerships | Total Score |
|--------|-----------|---------|--------------|-------------|
| 11/19  | 4/8       | 10/16   | 14/17        | 39/60       |

*\*See attached Annex B.1 for COVID-19 Risk Profile Assessment of DABIREMCO*

#### Interpretation of your score:

- 40-60 Your enterprise is highly vulnerable to the negative impacts of the COVID-19 crisis. Your enterprise is quite likely to be severely impacted, which may cause long-term disruption in the event of a deterioration of the situation. Your next plan of action should be to identify whether you are most vulnerable to internal or external threats and take measures to reduce risk and vulnerability to COVID-19.
- 20-40 Despite having taken some action to increase preparedness, your enterprise remains vulnerable. Understand whether your threats are internal or external and make sure to prioritize your elements of vulnerability when establishing your business continuity plan.
- 0-20 You are on the right path towards becoming more resilient, but there are still some areas where you could reduce your vulnerability. Make sure to establish your business continuity plan in a way to manage risk of your internal and external threats.

## III. BUSINESS IMPACT ANALYSIS

### IMPACT ON CRITICAL BUSINESS OPERATIONS

| Critical Business Operation | Dependency | Internal | External/<br>Customer Impact | MTPD<br>Minimum<br>Tolerable<br>Period of<br>Disruption | RTO<br>Recovery<br>Time<br>Objective | Financial<br>Impact |
|-----------------------------|------------|----------|------------------------------|---------------------------------------------------------|--------------------------------------|---------------------|
| Lending                     | Database   | High     | Medium                       | 2 days                                                  | 1 day                                | P4,643.44           |
| Canteen Operation           | Database   | High     | Medium                       | 2 days                                                  | 1 day                                | P38,338.49          |
| Photocopying                | Database   | High     | Medium                       | 2 days                                                  | 1 day                                | P16,466.90          |

*\*based on 2019 Normal Operation of the Cooperative*

#### • Unexpected External Monetary Policy Moves

Bayanihan to Heal as One Act I & II - Loan Term Extension for a total of four (4) months for the two acts without interest.

There was a significant increase in overdue accounts from P2.02M in 2019 to P6.34M in 2020 or 214%. The huge increase in past due accounts is due to the Bayanihan To Heal Us One Act in 2020 that suspends the collection of all indebtedness during pandemic making the loans receivable uncollected during the period pandemic already past due for collection in Cooperative's accounting system.

GSIS Financial Assistance Program (GFAL) – Lower Interest Rate to buy-out loan from private entities.

Approved loan applications for the year decreased from 528 applicants in 2019 to only 250 applicants this year or lower by 278 applicants or a decrease by 52.7%. Significant decrease of loan application may come from avilment of GFAL through membership from other National Cooperatives.

#### **IMPACT ON FINANCIAL, INFRASTRUCTURE, RESOURCES, SAFETY AND QUALITY**

| <b>Categories</b>             | <b>Worst Scenario</b>                           | <b>Level of Impact</b> |
|-------------------------------|-------------------------------------------------|------------------------|
| 1. Financial Impacts          | Increased Expenses                              | High                   |
|                               | Loss on Sales / Income                          | High                   |
| 2. Infrastructure Impacts     | Kitchen/Equipments damages                      | High                   |
|                               | Restricted access to facilities                 | High                   |
| 3. Resource Impacts           | Employees Absenteeism                           | High                   |
|                               | Data Loss / System Crash                        | High                   |
|                               | Suppliers unable to deliver                     | High                   |
|                               | Power Interruption                              | High                   |
|                               | Internet/Communication Interruption             | High                   |
| 4. Quality and Safety Impacts | Inability to maintain product/service standards | High                   |
|                               | Compromised employee safety                     | High                   |

## IV. Incident Response Team Roles & Responsibilities

### **Board of Directors**

- Be available for emergency meetings, conference calls, approvals, etc.

### **Manager/Incident Commander – IC**

- Declare disaster to activate plan and command center.
- Manage the overall response.
- Establish appropriate staffing for the recovery and monitor effectiveness.
- Exercise overall responsibility for coordination between Disaster Risk Reduction Management Team of BIR RR19-Davao City.
- Act as the Cooperative's "public face" to the community.
- Move Cooperative toward stated recovery objectives.
- 

### **Administration and Human Resource**

- Ensure that the Cooperative's office is returned to normal operations as quickly as possible and is responsible for the "human" aspects of the disaster including next-of-kin notification; answer questions related to compensation and benefits.
- Assist in the development of an alternate site as necessary.
- Assist staff with any aspect of travel including transportation.
- Oversee the investigation of property and equipment damage claims arising out of the event.
- Notify insurers and third-party administrators as needed.
- Coordinate paperwork required by insurers to initiate claims process.
- Provide current roster of personnel, track, record, and report all on-duty time for personnel working during the event.
- Ensure that personnel time records and other related information are prepared and submitted to payroll.
- Maintain a file of injuries and illnesses that includes results of investigations associated with the event.
- Oversee the investigation of injury claims arising out of the event.

### **IT/Telecom Support In-Charge**

- Assign in the recovery of computers and telephone technology (hardware and software).

### **Finance Management**

- Maintain daily cash funding of all essential business processes.
- Prepare and maintain a cumulative cost report for the event.
- Ensure easy access to necessary capital.
- Coordinate vendor contracts not included in the current approved vendor/supplier lists.
- Coordinate with IC on all matters involving the need to exceed established purchase order limits.
- Establish and manage disaster accounts.
- Notify insurers and third party administrators as needed.
- Collect and maintain documentation on all disaster information for reimbursement from private insurance carriers.
- Coordinate all fiscal recovery with disaster assistance agencies.



**Incident Response Team (IRT)**

| Role in Disaster                        | Name                               | Title                  | Responsibility    | Contact Information                                                                         |
|-----------------------------------------|------------------------------------|------------------------|-------------------|---------------------------------------------------------------------------------------------|
| <b>Board of Directors</b>               | 1. Babilyn R. Amodia               | Chairperson            | Activation of BCP | <a href="mailto:Babilyn.amodia@yahoo.com">Babilyn.amodia@yahoo.com</a><br>0917-530-9634     |
|                                         | 2. Christine Diwata T. Camiña      | Vice-Chairperson       | Activation of BCP | <a href="mailto:cdiwatacamina@yahoo.com">cdiwatacamina@yahoo.com</a><br>0917-718-8295       |
|                                         | 3. Susan D. Tusoy                  | BOD Member             | Activation of BCP | <a href="mailto:Susan.tusoy@gmail.com">Susan.tusoy@gmail.com</a><br>0917-637-0001           |
|                                         | 4. Beverly C. Montebon             | BOD Member             | Activation of BCP | <a href="mailto:Everlie.m@yahoo.com">Everlie.m@yahoo.com</a><br>0920-923-5813               |
|                                         | 5. Anecito L. Calonia, Jr.         | BOD Member             | Activation of BCP | <a href="mailto:acecaloniapa@gmail.com">acecaloniapa@gmail.com</a><br>0917-717-0930         |
|                                         | 6. Karlo A. Pabatao                | BOD Member             | Activation of BCP | <a href="mailto:donkaloyapabatao@gmail.com">donkaloyapabatao@gmail.com</a><br>0933-825-6889 |
|                                         | 7. Rex Vincent O. Perido           | BOD Member             | Activation of BCP | <a href="mailto:rexvinceperido@yahoo.com">rexvinceperido@yahoo.com</a><br>0998-971-6903     |
| <b>Manager/ Incident Commander – IC</b> | 1. Maria Alma P. Orenio            | Manager                | See Annex C.1     | <a href="mailto:mariaoreniogmail.com">mariaoreniogmail.com</a><br>0927-448-2432             |
|                                         | 2. April Mae Maganito              | Canteen Supervisor     |                   | <a href="mailto:aprilmags04@gmail.com">aprilmags04@gmail.com</a><br>0956-465-6466           |
| <b>Administration / Human Resources</b> | 1. Jennifer Ethel Eliab            | Administrative Officer | See Annex C.2     | <a href="mailto:jennifereliab@gmail.com">jennifereliab@gmail.com</a><br>0945-320-5900       |
| Role in Disaster                        | Name                               | Title                  | Responsibility    | Contact Information                                                                         |
|                                         | 2. Sharon Saupi & Ethics Committee | Head-Ethics Committee  |                   | <a href="mailto:shakhein@gmail.com">shakhein@gmail.com</a><br>0915-655-                     |

|                                     |                                                |                                             |               |                                                                                                                                                            |
|-------------------------------------|------------------------------------------------|---------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                |                                             |               | 4176                                                                                                                                                       |
| <b>IT/Telecom Support In-Charge</b> | 1.Noli De Castro and Data Management Committee | Head – Election & Data Management Committee | See Annex C.3 | <a href="mailto:nolitoh1205@gmail.com">nolitoh1205@gmail.com</a> 0998-886-2747                                                                             |
|                                     | 2. Sharon Saupi/ RDC Personnel                 | BCP Member & RDC Personnel                  |               | <a href="mailto:shakhein@gmail.com">shakhein@gmail.com</a> 0915-655-4176                                                                                   |
| <b>Finance Management</b>           | 1. Dayanarra N. Torres & Audit Committee       | Head, Audit Committee                       | See Annex C.4 | <a href="mailto:dayanarra14@gmail.com">dayanarra14@gmail.com</a> 0942-048-1483                                                                             |
|                                     | 2. Tahan Ranalan & Credit Committee            | Head, Credit Committee                      |               | <a href="mailto:tahantiarah@yahoo.com">tahantiarah@yahoo.com</a> 0906-558-4484                                                                             |
|                                     | 3. Recel Camarote & Charrie Mae Dela Cruz      | Accounting Staff                            |               | <a href="mailto:recel038eb@gmail.com">recel038eb@gmail.com</a> 0928-973-1621<br><a href="mailto:chrmdlcrz@gmail.com">chrmdlcrz@gmail.com</a> 0998-346-1176 |

## V. Plan Activation Procedure

The Board of Directors with the BCP Committee will initiate the implementation/activation of the Business Continuity Plan.

### **Plan Activation during Normal Business Hours**

If it is determined that the facility cannot be re-inhabited, the Board of Directors, through the Manager, will inform personnel on next steps. Employees may be instructed to go home to await further instructions or to activate the Business Continuity Plan and move to the alternate site.

### **Plan Activation outside Normal Business Hours**

If an event occurs outside normal business hour that renders a facility uninhabitable the Board of Directors, through the Manager, will activate the Business Continuity Plan.

### **Actions upon Activation**

Upon activation of the Business Continuity Plan, the Board of Directors, through the Manager, will be responsible for notifying the alternate site, if appropriate, of their impending arrival.

## VI. Internal Communication Procedure

### Staff Accountability

Once employees, customers, and guests have evacuated personnel should remain at the primary assembly point and await further instructions.

Once at the assembly point accountability must be performed:

- Initiate headcount and make note of missing and/or injured employees, clients and guests; and
- Report missing and/or injured employees to the Manager.

This information should be shared with emergency first responders on scene. The Manager should determine the best methods for disseminating communications to staff. (See Annex D.1 for Employee Contact List)

## VII. Alternate Facilities

An alternate continuity facility provides a fallback location for a business to safely transfer operations should the main facility become inoperable due to loss of access to parts of the facility or the entire facility. The use of alternate facilities enhances organizational resilience during Coop incidents.

On the onset of the incident and the activation of BCP, the BODs together with the management will conduct a forum (by any possible means), to decide for the nearest probable and feasible location. Options are:

- a. To relocate to the nearest BIR office.
- b. To conform to City Disaster's given or identified relocation site.
- c. To rent a safe place for office and other Coop operation.

Actions to be taken and location consideration will vary depending on the type and severity of calamity or incident affecting the Coop.

VIII. RECOVERY PLAN

MINIMAL DISRUPTIONS

| Disasters/<br>Interruptions           | Affected<br>Services                                                                                                                       | Continuity/Recovery Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Loss of Power/<br/>Electricity</b> | <ul style="list-style-type: none"> <li>Canteen Operation</li> <li>Loan Services</li> <li>Photocopying</li> <li>Office Operation</li> </ul> | <ul style="list-style-type: none"> <li>Determine the processes and equipment that was affected by a power outage: electrical equipment such as computers, security, or alarm systems, as well as lighting and ventilation.</li> <li>Determine the impact of service disruption.</li> <li>Refer to an inventory of all equipment used by your business. Prepare a list of equipment that will need to be turned off during an outage and then reset when power is restored.</li> <li>Make sure computers and other electronics are plugged into surge protectors.</li> <li>Check for backup battery systems, emergency lighting, phone, security, and fire protection systems.</li> <li>Stay informed. Listen to any available means of communication for the situation updates or developments.</li> </ul> |
| <b>Loss of Data</b>                   | <ul style="list-style-type: none"> <li>Canteen Operation</li> <li>Loan Services</li> <li>Photocopying</li> <li>Office Operation</li> </ul> | <ul style="list-style-type: none"> <li>Call for Information Technology (IT) Assistance for proper restoration of lost files/data.</li> </ul> <p><i>*Use of anti-virus software which is essential to prevent viruses and malware from infecting computers. Making sure also that the anti-virus software is updated so it will run properly and effectively.</i></p> <p><i>*Keep computer clean and dry: Dust or moisture collecting in a computer can cause the hard drive to crash or computer to overheat. To store all computers and laptops in dry ventilated areas.</i></p> <p><i>*Keep computers in a safe location: Computers should be kept stationary and in a location where they are not likely to be jostled or damaged, or stolen.</i></p>                                                   |

|                                   |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                                                                                           | <ul style="list-style-type: none"> <li>• Check for the available data saved from external backup drives.</li> </ul> <p><i>*Partition your hard drive:<br/>Partitioning a hard drive means creating separate program and data zones. This means that if the program portion of a hard drive crashes, the Coop may still be able to recover the data because it is stored in a separate location.</i></p> <ul style="list-style-type: none"> <li>• Utilize printed data back-ups.</li> </ul> <p><i>*There should be a proper safekeeping of vital documents.</i></p> <p><i>*Control employee access: All employees working with the Cooperative's data should be properly trained about confidentiality or how data can be shared. It is in the best interest of DABIREMCO to control who can access different levels of data to protect from accidental or intentional data loss.</i></p> |
| <b>Inventory Loss</b>             | <ul style="list-style-type: none"> <li>• Canteen Operation</li> <li>• Photocopying</li> </ul>                             | <ul style="list-style-type: none"> <li>• If loss is identified and is due to someone, do refer to existing policy/guideline.</li> <li>• Use the contingency fund/general fund allocation to cover the substantial loss of inventory. (Subject for deliberation and approval)</li> </ul> <p><i>*Regular Inventory Audit / Inspection should be done.</i></p> <p><i>*Conspicuous surveillance and signage. Surveillance cameras and signage enables you to monitor, catch and intimidate any inappropriate behavior.</i></p> <p><i>*Reliable storage or inventory keepers to prevent easy Supply damages/loss.</i></p> <p><i>*To allocate a reserved fund as back up when there is a substantial loss on inventory. This paved way to immediate resumption on operation without affecting or using other funds.</i></p>                                                                    |
| <b>Cash on Hand Shortage/Loss</b> | <ul style="list-style-type: none"> <li>• Canteen Operation</li> <li>• Photocopying</li> <li>• Office Operation</li> </ul> | <ul style="list-style-type: none"> <li>• Check the accountability of cashiers as soon as possible after any disaster/hazard.</li> <li>• If shortage/loss is identified and is due to someone, do refer to existing policy/guideline.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p><i>* The cashier should never leave the cash box unattended.</i></p> <p><i>*Access to cash handling and storage areas should be physically restricted to authorized personnel only. Where possible, cash deposit preparation areas should be both physically and visually restricted to authorize personnel alone.</i></p> <p><i>*When not in use, all cash and related items must be stored in a fire-proof safe that is located in a secure area. Safes must be kept locked at all times except when access by authorized personnel is needed. Never leave an unlocked safe unattended, even during business hours.</i></p> <p><i>*The amount of funds secured in a safe or vault overnight, over a weekend, or over a long holiday, must be kept to a reasonable minimum amount. Excess funds must be deposited in the designated depository bank.</i></p> |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

TOTAL LOCKDOWN GUIDELINE AND PROCEDURE

DABIREMCO implemented clustering schedule effective last November 16, 2020 through an issued Unnumbered Memorandum dated October 26, 2020. However, the normal staffing resumed February, 2021 which would generally implies a total lockdown during disaster.

For photocopying staff situated at RDO 112-Tagum City with different set-up, she may still be able to perform her duty depending on the current condition relative to her location.

COVID-19/Pandemic

1. The Manager, upon discussion and approval of the Board of Directors with the corresponding Cooperative Officers such as the BCP Committee, shall activate the business continuity plan.
2. DABIREMCO shall make an announcement or release a statement for clients/customers for the details of stoppage or resumption of specific affected business operation/s. This may be posted to conspicuous places,

the website, Facebook page or the like, where the clients can easily access information.

3. Identify office personnel who can attend queries from clients, communicate the suppliers and other stakeholders, and monitor affected or able employees.
4. To staff/personnel who happened to be infected, a Memorandum was issued dated April 14, 2021 Re: Guideline in the Conduct of COVID-19 Testing with the specific instructions as to the quarantine and resumption of duty. (See Annex E.1)

### **Natural Disaster**

1. DABIREMCO shall coordinate to BIR's Disaster Action Team (DAT) for the result of conduct of post-fire/earthquake/typhoon investigation.
2. DABIREMCO shall make an announcement or release a statement for clients/customers for the details of stoppage or resumption of specific affected business operation/s. This may be posted to conspicuous places, the website, Facebook page or the like, where the clients can easily access information.
3. Identify office personnel who can attend queries from clients, communicate the suppliers and other stakeholders, and monitor affected or able employees.
4. Contact Information Technology (IT) Assistance that would restore the office networks, servers, desktop and laptop computers and wireless devices. The operation of critical office activities shall immediately resume once the IT infrastructure is restored.
5. If there be a need to relocate, the Incident Response Team should assume their responsibilities following the corresponding checklist. (See attached Annexes C.1-C.5)



Vital Records Evacuation Checklist

This information is necessary to recreate the organization’s legal and financial status and to preserve the rights and obligations of stakeholders, including employees, and others being served. Records may be required to be in their original form to meet or fulfil evidential requirements.

| Vital Records                         | Activity                 | Physical Location                                 |
|---------------------------------------|--------------------------|---------------------------------------------------|
| Hard Drive (External)                 | Back up for Records/Data | Vault 1                                           |
| Loan Records                          | Basis for collection     | Cabinet 2 (red) (with soft copy as back up files) |
| Server (Computer 1)                   | All accounting files     | Room 1 (with soft copy as back up files)          |
| Investments Certificates, PDC Checks, | For safe keeping         | Vault 2                                           |
| Members record                        | Basis of tracing         | Cabinet 2 (data also are encoded to system)       |

IX. Order of Succession and Delegation of Authority

A delegation of authority provides successors with the legal authorization to act on behalf of critical positions within the organization for specific purposes and duties.

These orders of succession are a formal and sequential list of senior leadership positions, written by position and not name, to identify who is authorized to assume the role of a position, should the incumbent be unavailable.

The term unavailable means the incumbent of a position is not able, because of absence, disability, incapacity, or other causes, to exercise the powers and duties of an office. Pre-identifying orders of succession is critical to ensuring the continuation of effective leadership during an incident that disrupts operations.

**TABLE OF SUCCESSION**

| Position to be Succeeded | Order of Successors |                        | Delegated Authorities                           | Activation and Termination Triggers                                                           |
|--------------------------|---------------------|------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Chairperson</b>       | 1 <sup>st</sup>     | Vice Chair Person      | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Chair     |
|                          | 2 <sup>nd</sup>     | Board Member           | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Chair     |
|                          | 3 <sup>rd</sup>     | Board Member           | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Chair     |
| Position to be Succeeded | Order of Successors |                        | Delegated Authorities                           | Activation and Termination Triggers                                                           |
| <b>Manager</b>           | 1 <sup>st</sup>     | Manager                | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Bus. Mgr. |
|                          | 2 <sup>nd</sup>     | Administrative Officer | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Bus. Mgr. |
|                          | 3 <sup>rd</sup>     | Administrative Officer | Delegated authorities or all duties as assigned | Activate: Incapacitated, unavailable, or selective decision<br>Terminate: Return of Bus. Mgr. |

## X. Employees' Emergency Plan

### EMPLOYEES' EMERGENCY PLAN

When a disaster occurs,

- 1.) Quickly assess the situation to determine whether to immediately evacuate the building or not, depending upon the nature of disaster, the extent of damage, and the potential for additional danger.
- 2.) Quickly assess whether any personnel in your surrounding area are injured and need medical attention.
- 3.) If appropriate evacuate the building in accordance with the BIR emergency evacuation procedures. Use the nearest stairwells.
- 4.) Outside the building meet at Bolton Extension Street. Do not wander around or leave the area until instructed to do so.
- 5.) Check in your manager for roll call. This is important to ensure that all employees are accounted for.
- 6.) The DABIREMCO Disaster Action Team should coordinate with the actions of the BIR Regional Office Disaster Action Teams.

### Earthquake

In case of strong intensity earthquake, employees of DABIREMCO are advised to duck, cover and hold. Stay away from glass windows, shelves, cabinets and beware of falling objects. Switch off electrical connections to prevent fire after the quake. The lesser injured/casualty, the faster the recovery process.

Going inside the building after a strong intensity earthquake needs the advice from the local building officials and/or building experts after thorough building inspection.

## Fire

The following are the tips on what to do during fire:

When you are in a building:

- Use a fire extinguisher to put out small fires. Do not use water if the fire cause is electrical or chemical.
- If the fire is too big to put out, leave the place immediately.
- If there's smoke, stay low to the ground as to make your way to the exit.
- Grab a piece of clothing or a towel, wet if possible, place it over your mouth to keep from breathing in the smoke.
- If your clothes catch fire do not run, remember to "STOP, DROP & ROLL."
- Yell for help.

Fire Prevention tips are:

- Avoid electrical overloading.
- Unplug all electrical appliances after use.
- Check gas stoves and LPG tanks for leaks.
- Keep children away from flammable liquids, lighters and matches.
- Always take extra precautions while cooking.
- Never leave lighted candles unattended.
- Strictly obey the no smoking signs.

## Flood

The location of the DABIREMCO office is less likely to be flooded however due to the presence of river in the vicinity and future other buildings/improvement.

## Terrorism Attack

RUN/ESCAPE, HIDE & TELL by dialing 911.

## Bomb Threat

If you receive a bomb threat, stay calm and try to get as much information as possible. Although this might be difficult, try to note any unique features about a voice and any background sounds you hear over the telephone. Keep the caller on the line if possible and take detailed notes about what is said.

Try to note the following:

- If the speaker is male or female.
- If the speaker has a distinctive accent.
- If the voice is disguised, muffled or strange sounding.
- If the voice is shrill or deep.

Any background noises (e.g. traffic, bus passing, bell ringing, fax or printer sounds) any indoor vs. outdoor sounds:

- Call the police and BIR security personnel immediately after you hang up.
- If you have been notified of a bomb threat, do not touch any suspicious package. If a suspicious package is found, leave the area and notify the police immediately.
- If you have been evacuated from a building, avoid standing in front of windows or other potentially hazardous areas. Do not block the sidewalk or street. It will need to be kept clear for emergency officials.
- In case of an explosion, get out of the building as quickly and calmly as possible. If items are falling off bookshelves or from ceiling, get under a sturdy table or desk until the situation has stabilized enough for your safe passage. Ensure for your own safety before you help others.
- Making a bomb threat is a criminal offense. Do not try to guess whether the threat is real or a hoax. Call the police immediately.

## Covid 19

The following are a must for every employee to do to prevent the spread of COVID-19 pandemic:

- 1.) Hand washing for everyone who enters the building;
- 2.) No face shield, No masks, No entry policy;
- 3.) Implementation of policies and practices for social distancing;

- 4.) Conducting daily health checks & body temperatures (BIR guard).
- 5.) Conducting hazard assessment for COVID-19 of the workplace.
- 6.) Cleaning with soap the aircon filter every week.

Employees showing signs of COVID 19 will be mandatorily advised to stay home and do quarantine to prevent contaminating co-employees, DABIREMCO members and clients. Same is true with employees who are exposed to COVID 19 positive. Mandatory swabbing for F1, F2 & F3 pursuant to Executive Order No. 20 series of 2021 of the City Government of Davao. (See attached Annex D.1)

After the quarantine period, affected employees are advised to secure Barangay Certification that the quarantine has been complied before admitting him in the office premises and an additional medical clearance for those who suffered and healed from Covid-19.

DABIREMCO issued a Memorandum dated April 14, 2021, to all Cooperative Officials and Employee, regarding Detailed Guidelines in the Conduct of COVID-19 Testing. (See Annex E.1)

EMERGENCY COMMUNICATION HOTLINES

DAVAO CITY

|                                                             |                                 |
|-------------------------------------------------------------|---------------------------------|
| Fire Station                                                | 110                             |
| Filipino Chinese Fire Fighters, JP Laurel Ave. D.C.         | 227-2112                        |
| San Pedro Police Station, Davao City                        | 226-4835                        |
| NDRRMC                                                      | 285-8984                        |
| Davao City Communications and Response Center               | 911                             |
| City Disaster Risk Reduction Management Coordinating Office | (082) 295-2387 / (082) 296-9626 |

COVID-19 HOTLINES

|                                |                 |                |  |
|--------------------------------|-----------------|----------------|--|
| <b>Davao City</b>              |                 |                |  |
| Globe                          | For Calls Only: | 0917-508-6548  |  |
|                                | For Texts Only: | 0906-367-4671  |  |
| Smart                          | For Calls Only: | 0919-071-111   |  |
|                                | For Texts Only: | 0939-340-5675  |  |
| PLDT Hotline                   |                 | (082) 244-0181 |  |
| <b>Tagum City</b>              |                 |                |  |
| Provincial Health Office-Tagum |                 | 0995-990-3957  |  |
|                                |                 | 0951-164-6965  |  |
|                                |                 | 0951-795-3257  |  |

## XI. Plan Deactivation

Plan deactivation is the process of demobilizing the alternate facility and restoring critical business functions to the primary facility or a new facility that will permanently replace the damaged facility. Plan deactivation may not consist of an exact replacement of lost facilities, equipment, or processes. The goal of plan deactivation is to reestablish full capability in the most efficient manner.

The Board of Director with the manager will determine, based on the input from given Checklists when it is safe and when the organization is prepared to restore or transfer critical business functions, either at the alternate site or the same business location.



“Annex A.1”



**CITY GOVERNMENT OF DAVAO**  
**DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**



# KNOW THE EMERGENCY

## ALERT SIGNALS OF DAVAO CITY

| SIGNAL                                                                                                                                                                                             | MEANING                                                                          | ACTION                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| ((  <b>ELECTRONIC SIREN</b>  )) |                                                                                  |                                                                                                                          |
| Wavering tone for 3 mins                                                                                                                                                                           | Imminent possible disaster such as Tsunami, Storm Surge, Strong Wind or Flooding | Orderly EVACUATE to your designated Safe Evacuation Area and listen to Radio Stations/ Alert Text Blast for Instructions |
| Steady tone for 3 mins                                                                                                                                                                             | All danger, drill or exercise is <b>CLEAR</b>                                    | Return to normal activities or if evacuated, safely return to your houses                                                |
| Steady tone for 30 secs                                                                                                                                                                            | Testing Sound                                                                    | Testing every Tuesday at 12 noon                                                                                         |
| (  <b>MANUAL BELL</b>  )    |                                                                                  |                                                                                                                          |
| Continuous dings for 3 mins                                                                                                                                                                        | Imminent possible disaster such as Tsunami, Storm Surge, Strong Wind or Flooding | Orderly EVACUATE to your designated Safe Evacuation Area and listen to Radio Stations/ Alert Text Blast for Instructions |
| 2 repeating dings for 3 mins                                                                                                                                                                       | All danger, drill or exercise is <b>CLEAR</b>                                    | Return to normal activities or if evacuated, safely return to your houses                                                |

**For more information**  
Call Disaster Risk Reduction and Management Office  
Tel No.: 295-2387 or 296-9626 local 211

## “Annex B.1”

### Part 1: Establish your risk profile - Self-assessment

Indicate your answers to the yes/no questions below with an **X**. There are four sections composed of a total of 60 questions structured around the “4Ps” ‘People, Processes, Profits and Partnerships’. You can estimate your vulnerability level by adding up the number of times your answer was “yes” in each questionnaire.

Answer YES if you are not sure or don’t know.

#### I. People: Risk Matrix

| Safe working environment                                                                                                                        |                                         |                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 1. There are current personal safety risks such as a high number of COVID-19 cases in the geographical area of your operations.                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 2. It is physically unsafe for workers to come and go from the workplace (e.g. using shared public transport etc).                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 3. There has been an increase in sick leave/absenteeism.                                                                                        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 4. Due to the nature of my business, it is not possible to re-arrange work so workers can work from home (telework).                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 5. You are experiencing difficulties sourcing sufficient sanitation facilities (washing facilities, sanitizers, hand gels, gloves, masks etc).  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 6. Vehicles used for your business (e.g. delivery, staff movement) have not yet been fitted with sanitizers and processes for regular cleaning. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 7. Workers have increased care/family responsibilities due to school closure or sick family members.                                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 8. There have been cases of internal transmission of COVID-19 by staff members or their immediate family members.                               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 9. Workers are less motivated due to a stressful working environment resulting from measures taken to address COVID-19.                         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 10. Workers are leaving their jobs because of potential or actual safety concerns and/or incidents.                                             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 11. Discriminatory/stigmatization behaviour among workers have led to threats and intimidation of fellow workers.                               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 12. Close physical contact with customers/suppliers is necessary.                                                                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

- |                                                                                                                                                                                  |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 13. Workers have experienced personal trauma such as death or sickness of family members as a result of COVID-19.                                                                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 14. Close proximity in the workplace is necessary for production/service delivery purposes                                                                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 15. There is no staff member responsible for daily review of official advice on risks and recommendations in relations to COVID-19.                                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 16. There are no or few procedures to conduct self-inspections to identify hazards that could result in COVID-19 spreading (e.g. regular health and safety check-ups conducted). | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 17. There are no or few regular audits in your premises to identify current or emerging hazards (e.g., areas requiring frequent physical touch).                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 18. Workers are currently not provided with direct training (or access to training) on COVID-19 preparedness and basic measures to protect themselves and others.                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 19. My business does not have a process for reporting to public health authorities any known or suspected instances of workers or the public confirmed with                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

#### Society

- |                                                                                                                                                           |                                         |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| 38. There has been a rise in "societal" intolerance and prejudice as evidenced in the media, street demonstrations and political discourse, among others. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 39. The current media environment has negatively influenced the working environment.                                                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

#### Economic environment

- |                                                                                                                                                                           |                                         |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 40. COVID-19 is impacting on economic activity that directly impacts your business or the markets you operate in or you expect it to.                                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 41. Unemployment rates are rising in the markets you operate in.                                                                                                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 42. There has been an increase in actual criminal activity or increased risk of criminal activity directed at your enterprise as a result of depressed economic activity. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 43. There has been a sudden increase in the price of inputs and other goods required to conduct your business operations.                                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

Total 10 / 16

### IV. Partnerships: Risk Matrix

#### Public utilities (water, electricity, health, sanitation)

- |                                                                                                                                                                                                                     |                                         |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| 44. There has been significant or ongoing disruptions of key public utilities (water, electricity, telecoms, health and sanitation) that has negatively impacted your business or the markets you operate in.       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 45. There has been significant or ongoing disruptions of key public utilities (water, electricity, telecoms, health and sanitation) that has negatively impacted your workers (i.e. sanitation facilities at home). | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 46. There has been negative or sudden change of the costs related to public utilities.                                                                                                                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 47. There has been an increase in corruptive practices for access to public utilities or public infrastructure (such as health care).                                                                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

#### Third parties (costumers, competitors and financial providers)

### Society

38. There has been a rise in "societal" intolerance and prejudice as evidenced in the media, street demonstrations and political discourse, among others. ☒ Yes ☐ No
39. The current media environment has negatively influenced the working environment. ☒ Yes ☐ No

### Economic environment

40. COVID-19 is impacting on economic activity that directly impacts your business or the markets you operate in or you expect it to. ☒ Yes ☐ No
41. Unemployment rates are rising in the markets you operate in. ☐ Yes ☒ No
42. There has been an increase in actual criminal activity or increased risk of criminal activity directed at your enterprise as a result of depressed economic activity. ☐ Yes ☒ No
43. There has been a sudden increase in the price of inputs and other goods required to conduct your business operations. ☒ Yes ☐ No

Total 10 / 16

## IV. Partnerships: Risk Matrix

### Public utilities (water, electricity, health, sanitation)

44. There has been significant or ongoing disruptions of key public utilities (water, electricity, telecoms, health and sanitation) that has negatively impacted your business or the markets you operate in. ☒ Yes ☐ No
45. There has been significant or ongoing disruptions of key public utilities (water, electricity, telecoms, health and sanitation) that has negatively impacted your workers (i.e. sanitation facilities at home). ☒ Yes ☐ No
46. There has been negative or sudden change of the costs related to public utilities. ☒ Yes ☐ No
47. There has been an increase in corruptive practices for access to public utilities or public infrastructure (such as health care). ☒ Yes ☐ No

### Third parties (customers, competitors and financial providers)

|                                                                                                                                                                                                                      |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| 48. COVID-19 disruptions are negatively impacting your competitors and their ability to remain competitive.                                                                                                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 49. There is limited or no scope to collaborate with competitors – to share health and safety practices/equipment.                                                                                                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 50. There is limited or no scope to collaborate with competitors –to share stock.                                                                                                                                    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 51. There is limited or no scope to collaborate with competitors –to share equipment.                                                                                                                                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 52. It is more difficult to access finance or the behaviour of financial services providers (e.g. increased lending obligations, less choice of providers, etc.) is negatively impacting your enterprise operations. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>Public infrastructure (telecommunications, roads, ports)</b>                                                                                                                                                      |                                         |                                        |
| 53. Restrictions to accessing public infrastructure have been put in place that negatively impacts your enterprise or the markets you operate in or your workers.                                                    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 54. There is increased costs of using key public infrastructure that negatively impacts your enterprise or the markets you operate in.                                                                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>Political and regulatory environment</b>                                                                                                                                                                          |                                         |                                        |
| 55. There has been any negative or sudden change of regulations (i.e. laws and regulations) that negatively impacts your enterprise or the markets you operate in.                                                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 56. There is an increased uncertainty in policy/regulatory environment that could negatively impact your enterprise or the markets you operate in.                                                                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 57. Has there been any negative or sudden change of regulations (i.e. laws and regulations) that negatively impacts on your workers?                                                                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 58. The government has not yet introduced subsidies (e.g. rent or wage subsidies) that could help my business and workers during the COVID-19 outbreak.                                                              | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Overall health</b>                                                                                                                                                                                                |                                         |                                        |
| 59. Measures such as 'State of Emergency' or major restrictions on freedom of movement have been put in place or threatened to be put in place?                                                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 60. My business does not have a contingency plan for situations of crises.                                                                                                                                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Total <u>14</u> / 17                                                                                                                                                                                                 |                                         |                                        |

From this exercise, you will have identified which of the 4P's (people, processes, profits and partnerships) your enterprise is most vulnerable too (and which aspects or variables in particular). To calculate your total vulnerability, add up the times you answered "yes" in the four vulnerability self-assessments. Insert this sum in the cell below.

### Risk score

| People  | Processes | Profits | Partnerships | Total score |
|---------|-----------|---------|--------------|-------------|
| 11 / 19 | 4 / 8     | 10 / 16 | 14 / 17      | 39 / 60     |

### Interpretation of your score: your risk profile

This score does not rate whether your enterprise is good or bad. It is simply a benchmark of your enterprise and its vulnerability to COVID-19 that helps in the identification of areas where your enterprises' overall resilience to the COVID-19 crisis could improve. Most importantly it will tell you where you are most at risk – your workers, your supply chains, your reliance on third parties.

Below is overall view of your score. If you score yes to:

**40-60** Your enterprise is highly vulnerable to the negative impacts of the COVID-19 crisis. Your enterprise is quite likely to be severely impacted, which may cause long-term disruption in the event of a deterioration of the situation. Your next plan of action should be to identify whether you are most vulnerable to internal or external threats and take measures to reduce risk and vulnerability to COVID-19.

**20-40** Despite having taken some action to increase preparedness, your enterprise remains vulnerable. Understand whether your threats are internal or external and make sure to prioritize your elements of vulnerability when establishing your business continuity plan.

**0-20** You are on the right path towards becoming more resilient, but there are still some areas where you could reduce your vulnerability. Make sure to establish your business continuity plan in a way to manage risk of your internal and external threats.

## **Incident Commander (IC) Checklist**

Read completely through checklist before taking action.

### **Declare disaster to activate plan.**

1. Respond immediately and review situation.
2. Review the appropriate level of activation based on the situation as known. Determine the probable length of business interruption. See page 7 (*Business Impact Analysis*)
3. Determine the Level of business impact, (i.e., High, Medium or Low Level) See page 7 (*Impact on Financial, Infrastructure, Resources, Safety and Quality*)
4. Obtain the most current briefing from whatever sources are available.
5. Activate plan at the appropriate level.

### **Establish appropriate staffing for the recovery and monitor effectiveness.**

1. Mobilize appropriate personnel for the initial activation.
2. Assign all the recovery checklists to other personnel.
  - Incident Commander (IC) Checklist
  - Finance Checklist
  - Administration Checklist
  - IT and Telecommunications Checklist
  - Human Resources Checklist
  - Public Relations & Communications Checklist
  - Program Checklist

### **Act as the Cooperative “public face” to the community.**

1. Review all external communications for accuracy.



**Administration & Human Resources Coordination Checklist**

Read completely through checklist before taking action.

**Ensure the Foundation’s offices are returned to normal operations as quickly as possible.**

1. Assess disaster site immediately.
2. Identify key issues affecting facility.
3. Contact vendors/suppliers for assessment as necessary. (See annex F.1)
4. Place and recovery/restoration vendors/suppliers on notice.
5. Provide oversight and monitoring of response and operation activities.
6. Coordinate and manage restoration vendors/suppliers to restore site.
7. If a long-term outage is suspected, immediately assess damage to region regarding space issues.
8. Determine space and technology requirements.
9. Search for appropriate leased space as necessary.

**Account for personnel at the assembly area in the event of an evacuation and account for personnel after an after-hours disaster.**

**Be responsible for the “human” aspects of the disaster including post-event counseling, next of kin notification; answer questions related to compensation, benefits, and travel policy.**

1. Determine what “human” issues need attention.
2. Determine whether the psychological needs of affected staff are being addressed.
3. Recommend other activities that may be needed (employee hospitalization, memorial services, etc.) to the Incident Commander.
4. Assist in creating updates to the Emergency Hotline.
5. Partner with communications in creating employee communications.
6. Determine what psychological support is necessary.

**Track, record and report all on-duty time for personnel who are working during the event.**

1. Establish and maintain documentation of all payroll activities.
2. Ensure records are accurate and complete.
3. Provide instructions to all employees to ensure time sheets and travel expense claims are completed properly.



4. Ensure that time records, travel expense claims, and other related information are prepared and submitted to payroll.
5. Maintain a file of injuries and illnesses associated with the event that includes results of investigations.

**IT & Telecom Coordination Checklist**

Read completely through checklist before taking action.

**Recovery of the computer and telephone technology (hardware and software)****Task List**

1. Contact the prelisted Information Technology (IT) Support Services.
2. Contact <insert Hot Site Vendor/Alternative Site> to declare a disaster and reserve the space and equipment. If space is unavailable, have equipment shipped to alternate recovery location or enlist the mobile recovery unit.
3. Contact <insert Vital Records Recovery/Backup Tape Vendor> and dispatch disaster recovery kit (includes backup media and specific systems recovery procedures) to the recovery location.
4. Go to the recovery location.
5. Ensure the setting up of workspace and stage equipment for recovery of systems.
6. Ensure recover of data server.
7. Ensure the setting up of shared, network printer.
8. Ensure the recovery of Internet connectivity and communication line.

**“Annex C.4”****Finance Coordination Checklist****Maintain daily cash funding of all essential business processes.**

1. Ensure adequate funds are available to meet operating and recovery needs.
2. Project additional cash needs in relation to expected claims reimbursements.
3. Prepare and maintain an expense report for the Incident Commander. Report should include cumulative analyses and total expenditure for the event.
4. Organize and prepare records for audit.
5. Establish and maintain documentation of all purchasing activities.

**Ensure easy access to necessary capital.**

1. Monitor liquidity of assets based on projected expenses during the recovery.
2. Work with Finance and/or Investment committee to determine allocation of resources during recovery.

**Establish and manage disaster funds and general ledger accounts.**

1. Establish and maintain all necessary documentation for recovery process.
2. Track costs for use of equipment owned and leased.

**Oversee the investigation of injuries and property and equipment damage claims arising out of the event.**

1. Track the total inventory of equipment, supplies and other items that have been lost, impacted or damaged.
2. Maintain a chronological log of property damage reported during the event.
3. Coordinate the investigation of all damage claims as soon as possible.

**Notify insurers and third-party administrators as needed.**

1. Prepare required documentation (insurance carriers and government agencies) as necessary to recover all allowable disaster response and recovery costs.
2. Provide information regarding insurance coverage as necessary.

**“Annex D.1”**
**Employee Contact List**

| Name of Employees          | Designation                      | Telephone Number |
|----------------------------|----------------------------------|------------------|
| 1. Maria Alma P. Orenio    | Acting Manager                   | 0927-4482432     |
| 2. Jennifer Ethel L. Eliab | Admin.Officer                    | 0945-3205900     |
| 3.April Mae C. Maganito    | Canteen Supervisor               | 0956-4656466     |
| 4.Charie Mae P. dela Cruz  | Accounting Staff                 | 0998-3461176     |
| 5.Recel C. Camarote        | Accounting Staff                 | 0928-9731621     |
| 6.Genesis P. Penafiel      | Canteen Chef                     | 0938-3818329     |
| 7.Ramer P. Ramillano       | Canteen Crew                     | 0910-9859807     |
| 8.May Ann M. Frial         | Photocopying Operator<br>- Davao | 0935-3055942     |
| 9.Lita P. Pena             | Photocopying Operator<br>– Davao | 0923-3945014     |
| 10.Mellyn A Gabitoya       | Photocopying Operator<br>– Tagum | 0947-4794888     |

**DAVAO B.I.R. EMPLOYEES MULTIPURPOSE COOPERATIVE**

B.I.R. Bldg., Bolton Ext., Davao City

Contact Number: 224-1526

**MEMORANDUM**

Date: **April 14, 2021**  
To: All DABIREMCO Officials and Employees  
Subject: **Guidelines in the Conduct of COVID-19 Testing**

---

To address the threat of Coronavirus Disease 2019 (COVID-19), DABIREMCO hereby adopts, allows and recognizes the Real-time Reverse Transcription-Polymerase Chain Reaction (rRT-PCR) testing conducted by the Department of Health (DOH) accredited laboratories:

1. Nasopharyngeal / Oropharyngeal Swab RT-PCR
2. Saliva RT-PCR

In compliance with DOH Department Memorandum No. 2020-0439 dated October 6, 2020: re: Omnibus Guidelines on Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19, any personnel falling under the following condition, shall:

1. **Confirmed COVID-19 case:** Shall be isolated in the proper facility depending on the severity of symptoms and identify close contacts for proper management.

Close contact is a person who has experience any one of the following exposures during the 2 days before and the 14days after the onset of symptoms of a probable or confirmed case:

- a. Face-to-face contact with a probable or confirmed case within 1 meter for at least 15minutes;
  - b. Direct physical contact with a probable or confirmed case;
  - c. Direct care for a patient with probable or confirmed COVID-19 disease without using recommended personal protective equipment or;
  - d. Other situations as indicated by the local risk assessments.
2. **First generation close contact** (close contact of the confirmed COVID-19 case):
    - a. Asymptomatic close contacts shall undergo immediate quarantine and be monitored whether or not symptoms will manifest during the 14-day period.

- i. If symptoms did not manifest, they shall be discharged after the 14-day quarantine starting from date of their last exposure to the probable or confirmed case.
    - ii. If symptoms develop, they shall be admitted to a Temporary Treatment and Monitoring Facility and be tested with rRT-PCR, or if not available, antigen test. If results are negative, they shall be discharged after the completion of 10-day isolation inclusive of at least three (3) days of being asymptomatic. If results are positive, they shall be isolated, managed and discharged.
  - b. Symptomatic close contacts shall be referred to an appropriate health facility for isolation, testing, and clinical management.
3. **Second generation close contact** (close contact of first generation close contact) **and third generation contact** (close contact of second generation close contact): Self-monitor, adhere to the minimum health standards, and report for appearance of signs and symptoms.

Repeat rRT-PCR testing for confirmed COVID-19 cases to document recovery is no longer required for patients with asymptomatic, mild or moderate cases.

1. Asymptomatic patients who have remain without symptoms can be discharged from the quarantine after 14 days from the original positive rRT-PCR test without the need for repeat testing.
2. Patients with mild to moderate COVID-19 can be release from isolation after 10days from the onset of symptoms, with at least three days without symptoms, whichever is longer, upon clearance of a physician.
3. Hospitalized COVID-19 cases with severe or critical disease and those with immunocompromising conditions may need to be isolated for longer periods of time, and may need repeat testing at the discretion of the attending physician.

Furthermore, any employee who has undergone quarantine/ treatment relative to COVID-19 shall submit to the office the following:

1. Application for leave of absence
2. Completion of Quarantine Certificate issued by the local quarantine / health official
3. Medical Certificate that he/she is cleared to report back to work.

For your strict compliance.

*(Originally Signed)*  
**SUSAN D. TUSOY**  
Chairperson, DABIREMCO

**“Annex F.1”**
**Vendor Contact List**

| Name of Supplier                  | Products                 | Telephone Number |
|-----------------------------------|--------------------------|------------------|
| 1. D'Paragon AA Corporation, Inc. | Nestle Products          | 0917 6267 7126   |
| 2. Southmin Consumers Inc.        | Kopiko Products          | 082 322 0263     |
| 3.Pengco Enterprises              | Rice Supplier            | 0917 719 4887    |
| 4.Daisy Franco                    | Rice Supplier            | 0317 707 9210    |
| 5.Davao Mark Enterprises, Inc.    | Office & School Supplies | 082 222 0123     |
| 6.Tapanan Enterprises             | Coca Cola Products       | 082 222 4938     |
| 7.Allan J. Latoza                 | Food Consignment         | 082 234 2571     |
| 8.Leah Cortez                     | Food Consignment         | 0965 180 9067    |
| 9.Perla M. Borja                  | Food Consignment         | 0905 541 1696    |
| 10.Fatima Malinao                 | Food Consignment         | 0946 003 2896    |

“Annex G.1”



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Davao

**EXECUTIVE ORDER NO. 20**  
Series of 2021

**AN ORDER PROVIDING FOR MANDATORY SWABBING OF ALL F1, F2, AND F3 CONTACTS OF AN RT-PCR CONFIRMED POSITIVE CASE OF COVID-19 IN DAVAO CITY**

**WHEREAS,** the World Health Organization (WHO) has declared a Coronavirus disease (COVID-19) pandemic;

**WHEREAS,** President Rodrigo Duterte issued Presidential Proclamation 1021 extending the State of Calamity in the country until September 12, 2021;

**WHEREAS,** there is a surge of cases in the National Capital Region and other areas in the country and the emergence of new COVID-19 variants;

**WHEREAS,** there is a need to recalibrate strategies to prevent and control COVID-19 transmission in Davao City;

**WHEREAS,** F1 contacts are those first generation contacts of an RT-PCR confirmed COVID-19 positive case;

**WHEREASE,** F2 contacts are those second generation contacts of an RT-PCR confirmed COVID-19 positive case (close contacts of F1);

**WHEREAS,** F3 contacts are those third generation contacts of an RT-PCR confirmed COVID-19 positive case (close contacts of F2);

**WHEREAS,** there is a need to expand the testing of contacts beyond the F1 category as an attempt to control transmission of the virus;

**NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE,** Acting Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. MANDATORY SWABBING.** All F1, F2 and F3 contacts of an RT-PCR confirmed positive case are mandated to be swabbed for testing. The date of swabbing shall be determined by the Contact Tracing team or the District Health Office.

**SECTION 2. PENALTIES.** All existing laws and ordinances shall be pursued against those who fail to follow the provisions of this Executive Order.

**SECTION 3. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Page 1 of 2

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(082) 224-3004 • (082) 241-1000 loc. 265 • davaocitymayor@gmail.com

  
LIFE IS HERE

**SECTION 4. REPEALING CLAUSE.** All Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 5. EFFECTIVITY.** This Order shall take effect immediately until December 31, 2021.

Done this 6<sup>th</sup> day of April 2021 in Davao City, Philippines.

Attested by:

  
Digitally signed by Sebastian Z. Duterte  
DN: cn=Sebastian Z. Duterte, o=Davao City, ou=City of Davao, email=sebastian.duterte@davao.gov.ph  
Date: 2021.04.07 12:28:10  
Reason: I am the author of this document

**SEBASTIAN Z. DUTERTE**  
Acting City Mayor



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**REFERENCES:**

<https://www.fema.gov> *FEMA Small Business Continuity Plan Template*  
*Davao City Disaster Risk Reduction FB Page*

<https://www.ilo.org> *The Six step COVID 19 Business Continuity Plan*

<http://www.prep4agthreats.org> *POWER OUTAGES AND YOUR BUSINESS*

<https://www.ethicssage.com> *Fraud in Organizations.*

<https://consoltech.com> *10 Common Causes of Data Loss*

<http://www.slcfinfo.com> *CASH HANDLING PROCEDURES*

<https://www.businessnewsdaily.com> *Rebuilding Your Business After a Natural Disaster*

<https://www.cof.org> *DisasterandRecoveryPlan.pdf*