



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resources Division		POLICY NUMBER: DPOTMH-APP-HRD-P023-(01)	
TITLE/DESCRIPTION: BUSINESS CONTINUITY PLAN (BCP) IN CASES OF TRANSPORT STRIKE AND NATURAL CALAMITIES			
EFFECTIVE DATE: September 30, 2022	REVISION DUE: September 29, 2025	REPLACES NUMBER: DPOTMH-HW-P23	NO. OF PAGES: 1 of 7
APPLIES TO: All employees		POLICY TYPE: Administrative	

PURPOSE:

To ensure continuous business operations in the event of a transport strike or natural calamity.

DEFINITIONS:

Transport Strike- it is a temporary cessation of operations by all public utility vehicles (PUVs) to compel authorities to agree to private transport operators' and/or PUV drivers' demands for fare hikes, against fuel price increases, for fuel price rollbacks, etc. This can cause severe interruptions in transportation routines that may gravely affect industrial peace.

Natural Calamity-it is a negative impact caused by a natural hazard that significantly harms a community. Examples of natural calamities would be typhoons, forest fire, earthquake, and, etc.

RESPONSIBILITY:

Head of Engineering and General Services or his/her designated Officer-in-Charge, Safety and Pollution Control Officer, General Services Department Head and/or Buildings and Grounds Supervisor, Managers and Supervisors

POLICY:

1. The delivery of quality healthcare services is, and will always be, DPOTMH's primary goal. This mission shall not be impeded even in the event of a transport strike or occurrence of any natural calamity. Employees shall endeavour to exhaust all possible means to report to their respective assignments.
2. The Head of Engineering and General Services Division shall activate and implement the transportation contingency plan upon the recommendation of the Head of Human Resources Division.
3. In case when PAG-ASA declares the typhoon signal warning number 3, administration office operation shall implement manpower contingency plan with by: (1) work suspension for administrative offices, (2) skeletal workforce, (3) work from home set up, and (4) other means that may be identified and approved by the management.
4. The policy on tardiness may be relaxed during this time. Anyone who comes in late is asked to render an extended duty to cover the number of minutes missed in reporting for work. In the event that an employee cannot come to work, he shall make it up by rendering duty on his rest day. The Section Head/ Department Head must then be ready to call in a reliever in lieu of the

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absent employee.

- Employees on regular duty may be asked to render overtime work should relievers are not available.
- Any concerns arising from the event shall be clearly communicated by the staff to their supervisors and vice-versa.
- Should exigencies warrant, hospital rooms may be reserved as temporary sleeping quarters for staff that cannot go home in the evening. Food provisions may also be served after written notices have been submitted to, and approved by, the Department/Section Heads.
- For instances where the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) declares the typhoon as having signal warning number 3 based on intensity, size of circulation, and forecast direction, work in the administrative office operations may be suspended upon approval by the RMCi Management. Official declaration of Work Suspension shall be released by the Human Resources Division.
- For cases where the government mandates the suspension of work, RMCi employees shall adhere to this, and information shall be disseminated by the Division Head to its constituents.
- Employees may opt to report to work in civilian clothes during transport strike.





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PROCEDURE (SOP):

1. Upon notification of an impending transport strike by the proper authorities, the Head of Engineering and General Services or his/her designated Officer-in-Charge, shall assemble the Department Heads and other key DPOTMH personnel to formulate a contingency plan.
2. All participants of the assemblage shall gather all concerns of their respective areas that may arise, especially matters on manpower complement, during the transport strike or natural calamity. All those present shall come up with strategies to address the concerns that have already been identified.
3. The Head of Engineering and General Services Division and the Safety and Pollution Control Officer shall collate all data gathered during the discussion and implement the action/s to be taken which shall be beneficial to everyone.
4. The HR-ER/LR Supervisor shall assign the time and places of pick-up of employees.
5. The Head of Engineering and General Services Division then instructs the General Services Department Head and/or Buildings and Grounds Supervisor to mobilize the company vehicles in the fleet to pick up RMCI employees at the designated pick-up points.
6. Employees seeking to avail of the free transport services on this day shall present their company issued identification cards to the conductor or driver on-duty. This is to ensure that only *bona fide* employees of DPOTMH are availing of this service.
7. To ensure business continuity, managers and supervisors shall have the responsibility to do an assessment and headcount of the reporting employees in the midst of calamities and transport strike, and be able to come up with interventions and actions plans in order to fill in gaps and make sure that operations will not be hampered.





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WORK INSTRUCTION:	
KEY TASKS	PERSON RESPONSIBLE
1. Assembles the Department Heads and other key DPOTMH personnel to formulate a contingency plan upon notification of an impending transport strike by the proper authorities.	Head of Engineering and General Services or his/her designated Officer-in-Charge
2. Gathers all concerns of their respective areas that may arise, especially matters on manpower complement, during the transport strike or natural calamity.	Managers and Supervisors
3. Collates all data gathered during the discussion and implement the action/s to be taken which shall be beneficial to everyone.	Head of Engineering and General Services Division and the Safety and Pollution Control Officer
4. Instructs the General Services Department Head and/or Buildings and Grounds Supervisor to mobilize the company vehicles in the fleet to pick up RMCI employees at the designated pick-up points.	Head of Engineering and General Services Division
5. Presents their company issued identification cards to the conductor or driver on-duty to avail of the free transport services.	All employees
6. Does an assessment and headcount of the reporting employees in the midst of calamities and transport strike, and be able to come up with interventions and actions plans in order to fill in gaps and make sure that operations will not be hampered.	Managers and Supervisors
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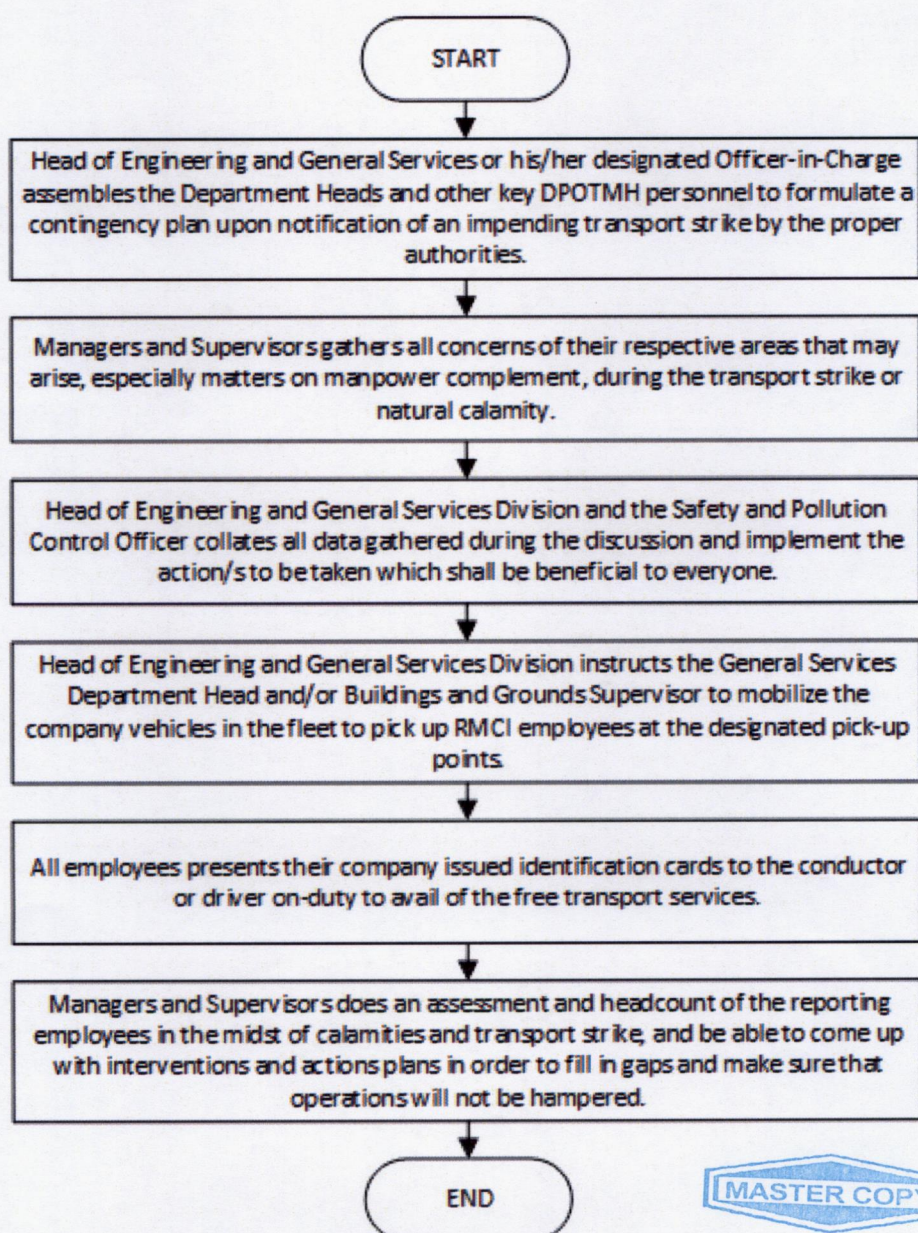
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WORK FLOW:



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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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APPROVAL:				
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