 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW – QP – 06
	REVISION NO: 01
	DATE EFFECTIVE: 01-01-11
	PAGE NO: 1 OF 5
	SUBJECT: TRANSPORT STRIKE

PURPOSE

To ensure the least disruption of work in the event of a transport strike

DEFINITION

TRANSPORT STRIKE 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 a severe interruptions in transportation routines that may gravely affect industrial peace.

LEVEL

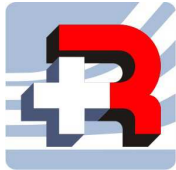
All medical and non-medical personnel of RMCI.

POLICY

The delivery of quality health services is, and will always be, DPOTMH's primary goal. This mission should never be impeded even in the event of a transport strike. Employees shall endeavor to exhaust all possible means to report to their respective assignments.

PROCEDURE

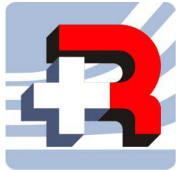
1. Upon notification of an impending transport strike by the proper authorities, the Corporate Strategic Support Officer (CSSO), or his designated Officer-In-Charge, assembles the Department Heads and other key DPOTMH personnel to formulate a contingency plan.

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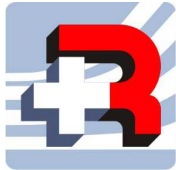
2. All participants in the assemblage report their areas' concerns that may arise, especially on manpower complement, during the transport strike.
3. All those present are to come up with strategies to address the concerns that have already been identified.
4. The CSSO thru Environment and Safety Officer collates all data gathered during the discussion and implements the action/s to be taken which is beneficial to everyone.

CONTINGENCY PLAN

1. The Corporate Strategic Support Officer instructs the Fleet Management Head of the Engineering and Maintenance Department to mobilize the buses and other passenger vehicles in the fleet to pick up RMCI employees at the following designated pick-up points:
 - for those residing on the Northern part of Negros Occ. - Victorias City Health Office;
 - for those residing on the Southern part of Negros Occ. And those in the Southern part of Bacolod City - Old Bridge, Sum-ag; and,
 - for those residing on the eastern part of Bacolod City -Brgy. Granada Gymnasium.
2. Employees seeking to avail of the free transport services on this day 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.
3. Employees may report to work in civilian clothes.


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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.
5. In the event that an employee cannot come to work, he shall make it up by rendering duty on his rest day. The department head/section head must then be ready to call in a reliever in lieu of the absent employee.
6. Employees on regular duty may be asked to render overtime work should relievers are not available.
7. Any concerns arising from the event are clearly communicated by the staff to their supervisors and vice-versa.
8. Should exigencies warrant, hospital rooms may be reserved as temporary sleeping quarters for staffs who cannot go home in the evening.
9. Food provisions may also be served to those who cannot go home in the evening after written notices have been submitted to, and approved by, the Department/Section Heads.

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RESPONSIBILITY

<u><i>Person/s</i></u>	<u><i>Assigned Tasks</i></u>	<u><i>Contact Numbers</i></u>
President EVP - Treasurer	Upholds Policy Provides leadership	(6334) 4337331 or 7050000 local 3000
SVP Operations	Assesses readiness of every committee and oversees their operations	(6334) 4337331 or 7050000 local 3161
VP Medical Affairs	Meets in advance with department / section heads for emergency session.	(6334) 4337331 or 7050000 local 5135 or 3000
VP Administration	Coordinates with trouble- shooting crew and back-up system Takes care of critical facilities and personnel; assigns crew members for emergency operations	(6334) 4337331 or 7050000 local 3020
Maintenance and Engineering Officer	Verifies status of all vehicles ready for any eventuality	(6334) 4337331 or 7050000 local 5111
Department / Section Heads	Puts all stations, units and personnel on alert, prepares relievers / coverage and advises staffs for possible extended duty hours.	Call 3100 information
All Personnel	Awareness of the event and communicate concerns and difficulty with department / section heads. By all means, find resources to report for duty without endangering oneself.	Provide contact numbers to your supervisor.

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DOCUMENTATION

1. Contingency Plan
2. Department / Section Heads Reports
3. Employee's Attendance

Prepared by:

Verified by:

EARL AURIC G. FERNANDEZ
Special Project Analyst

BERNADETTE O. MATERUM
Internal Quality Auditor

Recommending Approval:

Approved:

MARL L. TORRE
Corporate Strategic Support Officer

ARLENE P. LEDESMA
President and CEO