

CONTRACT FOR THE PROVISION OF SECURITY MANPOWER SERVICES

THIS CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Philippines, with principal office located at Mabini Hall, Malacanang, Manila, represented herein by **SEC. FLORENCIO B. ABAD** (hereinafter called the "DBM");

- and -

COMMANDER SECURITY SERVICES, INC., a corporation duly organized and existing under the laws of the Philippines, with principal office located at No. 133 Commander Bldg., 15th Avenue, Cubao, Quezon City, represented herein by **MR. CARMELO T. AYSON** (hereinafter called the "Contractor");

WITNESSETH:

WHEREAS, the DBM conducted public bidding for the provision for security manpower services for FYs 2013 and 2014 (hereinafter called "Services") and the bid of the Contractor in the total amount of Eight Million Eight Hundred Seventy Eight Thousand Seven Hundred Eighty Two Pesos and Seventy Seven Centavos Centavos (P8,878,782.77) per annum for a period of one (1) year, (hereinafter called the "Contract Price") was determined to be the single calculated and responsive bid;

WHEREAS, the Notice of Award was issued to the Contractor last February 22, 2013, and Supplier posted its performance security last February 27, 2013.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to in Annexes D and E, respectively.
2. The following documents shall form and be read and construed as part of this Contract:

Annex	A	-	Bid Form / Offer and Price Schedule;
	B	-	Schedule of Requirements;
	C	-	Technical Specifications;
	D	-	General Conditions of Contract;
	E	-	Special Conditions of Contract;
	F	-	Notice of Award; and
	G	-	Performance Security

Other documents referred to in Section 37.2.3 of the Implementing Rules of Republic Act No. 9184 shall likewise form part of this Contract.

3. In consideration of the payments to be made by the DBM to the Contractor, the Contractor hereby covenants with the DBM to provide the Goods and Services and to remedy defects therein in conformity with the provisions of the Contract

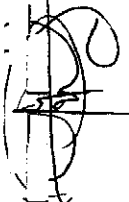
The following are the additional offers of the Contractor and therefore bound to fulfill and deliver:

- a) Four (4) units of CCTV Surveillance Camera and its preventive maintenance, free of charge, subject to Administrative Service (AS) instructions and guidelines;
 - b) Conduct of Trainings/Seminars for the guards and DBM-AS personnel, free of charge. For this purpose, the AS will determine the schedule of trainings.
 - c) K9 dog with handler for bi-monthly rotations and during special events/occasions.
4. The DBM hereby covenants to pay the Contractor, in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this day of **MAR 11 2013**, 2013 at Manila, Philippines.


DEPARTMENT OF BUDGET
AND MANAGEMENT

By:


FLORENCIO B. ABAD
Secretary

COMMANDER SECURITY
SERVICES, INC.

By:


CARMELO T. AYSON
President

SIGNED IN THE PRESENCE OF


SOFIA C. YANTO
Director, Administrative Service


PATRICIO A. TANTAN, JR.
Operations Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF QUEZON) S.S.

BEFORE ME, a Notary Public for and in the City of **QUEZON CITY**, Philippines,
personally appeared the following:

Name	CommunityTax Certificate/ Government ID No.	Date and Place Issued
FLORENCIO B. ABAD	CTC No. 30043118 DBM ID No. 3706	Jan. 23, 2013 ; Basco, Batanes Manila
CARMELO T. AYSON	CTC No. 13792051 SSS # 03-3074138-5	Jan. 11, 2013; Quezon City Quezon City

known to me to be the same persons who executed the foregoing Contract and who
acknowledged to me that the same is their free and voluntary act and deed and of
the entities they respectively represent.

This Contract for the Provision of Security Manpower Services was signed by the
parties, and signed/initialed by their material witnesses on each and every page
thereof.

WITNESS MY HAND AND SEAL this MAR 11 2013 day of , 2013.

Doc. No. 61
Page No. 9
Book No. 11
Series of 2013

ATTY. BENJAMIN B. BULALACAO
NOTARY PUBLIC
Until December 31, 2013
PTR No. 6031769, 1/2/12 Q.C.
IBP No. 877224 1/2/12 Cam. Sur

Annex D

Financial Proposal Submission Sheet

Date: January 23, 2013

The Chairperson

Bids and Awards Committee
Department of Budget and Management
Malacañang, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Invitation for Negotiations, hereunder is our bid for the Provision of Security Manpower Services for FYs 2013 to 2014:

- a. Monthly charge for thirty five (35) security guards including the Chief Security/Detachment Commander (detailed computation attached).....P 739,898.56
Amount in words: Seven hundred thirty nine thousand eight hundred ninety eight pesos + 56/100 Only
- b. Total Annual Contract Cost (Inclusive of VAT)P 8,878,782.77
Amount in words: Eight million eight hundred seventy eight thousand seven hundred eighty two pesos and 77/100 Only
- c. Overtime rate per hour, pursuant to Presidential Decree 442 dated May 1, 1974, as amended and the latest Wage Orders.
- | | | | |
|-------------------|-----------------|-----------------|--|
| Regular day/s | P <u>66.56</u> | Amount in words | <u>Sixty six pesos and 56/100 Only</u> |
| Regular holiday/s | P <u>138.45</u> | Amount in words | <u>One hundred thirty eight pesos and 45/100</u> |
| Special holiday/s | P <u>89.99</u> | Amount in words | <u>Eighty nine pesos and 99/100 Only</u> |

Very truly yours,

Commander, Security Services, Inc.

Name of Company

Germelo T. Ayson/President/CEO

Name/Signature

January 23, 2013

Date

[Handwritten signatures and initials]

Annex E

COMPUTATION OF RATE FOR SECURITY GUARDS

Based on PADPAO Cost Distribution Per Month-Wage Order No. NCR-17 Effective November 1, 2012

Particulars	8 HOURS		12 HOURS			Total
	7 days (NS)	7 days (DS)	7 days	6 days	5 days	
	393.5	393.5	393.5	313	261	
Amount Directly to Guard	16,747.18	16,281.54	25,012.32	19,639.96	16,356.38	-
Daily Wage (DW) P426 per day						
Average Pay DW x no. of days per yr/12	13,969.25 426*393.5/12	13,969.25 426*393.5/12	13,969.25 426*393.5/12	11,111.50 426*313/12	9,265.50 426*261/12	
Night Differential Ave. Pay/mo. X 10% X 1/3	465.64					
13th Month Pay DW*365/12/12	1,079.79 426*365/12/12	1,079.79 426*365/12/12	1,079.79 426*365/12/12	881.58 426*298/12/12	727.75 426*246/12/12	
5 Days Incentive Leave DW+cola*5/12	190.00	190.00	190.00	190.00	190.00	
Uniform Allowance P1,200 per year	100.00	100.00	100.00	100.00	100.00	
COLA P30 per day	942.50 30*377/12	942.50 30*377/12	942.50 30*377/12	745.00 30*298/12	615.00 30*246/12	
Overtime P426/2*1.25%*393.5da ys/ 12mos.			8,730.78 (426/8)*1.25*4*393.5/12	6,611.88 (426/8*1.25*4*298)/12	5,458.13 (426/8*1.25*4*246)/12	
Amount to Gov't in Favor of Guard	2,163.75	2,151.25	2,151.25	2,126.25	2,101.25	-
Retirement Benefit	798.75	798.75	798.75	798.75	798.75	
Social Security Premium	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	
total remuneration less 13th month	15,667.39	15,201.75	23,932.53	18,758.38	15,628.63	
Philhealth	175.00	162.50	162.50	137.50	112.50	
basic compensation + night differential	14,434.89	13,969.25	13,969.25	11,111.50	9,265.50	
State Insurance P10 per month	30.00	30.00	30.00	30.00	30.00	
Pag-IBIG P100 per month	100.00	100.00	100.00	100.00	100.00	
A. TOTAL AMOUNT TO GUARD AND GOV'T.	18,910.93	18,432.79	27,163.57	21,766.21	18,457.63	
B. AGENCY FEE INCLUSIVE OF VAT	2,118.02	2,064.47	3,042.32	2,437.82	2,067.25	
Agency Fee = Total Amount to Guard & Gov't X 10%	1,891.09	1,843.28	2,716.36	2,176.62	1,845.76	
VAT on Agency Fee 12%	226.93	221.19	325.96	261.19	221.49	
MONTHLY BILLING RATES/GUARD	21,028.96	20,497.26	30,205.89	24,204.02	20,524.88	
Number of Guards	10	20	1	2	2	35
Monthly Charges	210,289.58	409,945.29	30,205.89	48,408.05	41,049.76	739,898.56
Total Contract Cost	2,523,474.94	4,919,343.44	362,470.72	580,896.57	492,597.10	8,878,782.77

I hereby certify and confirm the above computation.

Commander Security Services, Inc. *Garnelo T. Ayson*/President/CEO

Name of Company/Bidder

Signature Over Printed Name of Representative

Date Jan. 23, 2013

[Handwritten signatures]




COMMANDER SECURITY SERVICES, INC.

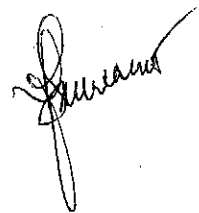
No. 133, 15th Avenue, Cubao, Quezon City
Tel. Nos.: 912-2487 • 912-1558 • 421-2741 • 437-9102 • 912-2512
Company Mobile #: 0917-5728677 E-mail add: csi7@yahoo.com
Website: commander-scty.com

ADD-ONS TO THE CONTRACT RATE IF AWARDED

1. Over and above the Schedule of Requirements/Terms of Reference (TOR)
Commander Security Services shall provide additional four (4) Units of
CCTV Surveillance Camera (FREE OF CHARGE)
2. FREE Preventive Maintenance of CCTV Cameras
3. Quarterly Trainings/Seminars for the guards. (FREE OF CHARGE)
4. K9 Dog with Handler for Special Events/Occassions.

APPROVED BY:


CARMELO T. AYSON
President/CEO



Commander Training Center, Inc.: No. 133, 15th Avenue, Cubao, Quezon City
Telephone Numbers: 709-4261 • 709-3388

Philippine Economic Zone Authority Accreditation: No. 05-38-5, Ecozone Service Enterprise





Annex A

Item	Description/Model	Quantity	Total
	The Contractor shall provide the following tools and equipment, subject to random inspection of authorized DBM official/representative:		
1	Portable Walk-through Metal Detector	1 unit	1 unit
2	Service Firearms a) Thirteen (13) units of licensed cal. 38 with twelve (12) live ammunitions each b) Five (5) units of licensed 12 GA shotgun with nine (9) live ammunitions each	13 units 5 units	18 units
3	VHF portable handheld radio, 200-3 00 MHz with extra battery pack and battery charger	18 units	18 units
4	Traffic vest and gloves	4 units	4 units
5	Handheld Metal Detector	4 units	4 units
6	Under vehicle search mirror	2 units	2 units
7	Megaphone	2 units	2 units
8	Camera	3 units	3 units
9	Flashlights with batteries	18 units	18 units
10	Tear Gas	18 units	18 units
11	Night Stick	18 units	18 units
12	Riot Shield/Truncheon and helmet	18 units	18 units
13	Handcuffs	18 units	18 units
14	Medical kit	18 sets	18 sets
15	Raincoat	18 sets	18 sets
16	Rain boots	18 pairs	18 pairs
17	Umbrella	18 units	18 units
18	Whistle	18 pcs	18 pcs
19	Padlocks	3 pcs	3 pcs

Attached is the Deployment of DBM Security Guards for FY 2013.

I hereby certify to comply and deliver Items 1 to 19 requirements upon commencement of the contract.

Commander Security Services, Inc.



Name of Company/Bidder


Carmelo T. Ayson/President

Signature Over Printed Name of
Representative

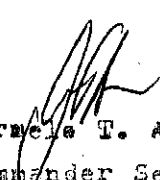
Jan. 23. 2013



Date

DEPLOYMENT OF DBM SECURITY GUARDS FOR CY 2013			
Location/Station	No. of Hours	Tour of Duty	No. of Guards for 2013
AREA 1 Area 1.A Area 1.B Area 1.C	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	12 hrs	12 hours duty (6am to 6pm) Mon. to Fri.	1
	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
AREA 2 Area 2.A Area 2.B	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	6
	12 hrs	12 hours duty (6am to 6pm) Mon. to Fri.	1
AREA 3 Area 3.A Area 3.B Area 3.C	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	12 hrs	12 hours duty (6am to 6pm) Mon. to Fri.	1
	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
AREA 4 Area 4.A Area 4.B Area 4.C Area 4.D	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	12 hrs	12 hours (6am to 6pm) daily	1
AREA 5 Area 5.A Area 5.B	24 hrs.	8 hrs/shift/daily (6am-2pm; 2pm-10pm; 10pm-6am)	3
	12 hrs.	12 hours duty (6am to 6pm) Mon. to Fri.	1
Total			35

Conforme:

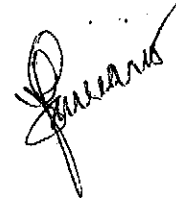
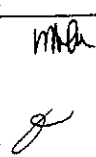


Carmelo T. Aysen/President/CEO
Commander Security Services, Inc.

Technical Specifications

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specifications	BIDDER STATEMENT COMPLIANCE
I	PERFORMANCE CRITERIA	Comply
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> a) Quality of service delivered; b) Time management; c) Management and suitability of personnel; d) Contract administration and management; e) Provision of regular progress report; f) Attentiveness and presence of mind of guards on duty; and g) Compliance with DBM instructions and policies. <p>The criteria above shall be used to assess quarterly the level of performance of the Security Agency and its Security Personnel as basis of continuity of the Contract.</p>	Comply
II	TECHNICAL EVALUATION PARAMETERS	Comply
	<p>1) Stability</p> <ul style="list-style-type: none"> a) Years of experience – At least 6 years in the business b) Liquidity of the Contractor – At least 5 Million (Current Assets minus stocks minus current liabilities based on Balance Sheet as of December 31, 2011) c) Organizational Set-up – with good office set-up, personnel and office tools and equipment 	Comply
	<p>2) Resources</p> <ul style="list-style-type: none"> a) Number and Kind of Equipment and Supplies – with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of Requirements b) Number of Guards – with at least 50 Security Guards c) Number of Supervisors – with at least 5 Supervisors 	Comply




	3) Security Plan – Tailored fit for DBM in accordance with the minimum requirements below. Statements/enumerate the specific methodology to execute the Plan.	Comply
	4) Other Factors a) Recruitment and Selection Criteria – Training conducted for the Security Guards before deployment, educational and age requirements and others b) Completeness of Uniforms and other Paraphernalia – as prescribed under R.A. No. 5487 and its IRR.	Comply
III	BRIEF SCOPE OF WORK The Contractor shall provide security services by deploying adequately trained and well disciplined security personnel to safeguard the DBM building and other properties from theft, pilferage or damage and ensure safety and security of the employees, visitors, guests or any persons within the DBM premises.	Comply
IV	SECURITY PLAN	Comply
A	GENERAL SECURITY PROTOCOLS	Comply
A.1	Provide complete continuous security measures on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays, in accordance with the deployment schedule. Security personnel shall not be allowed to leave the place of duty under any circumstance until and unless properly relieved. The security posts shall not be left unmanned at any time.	Comply
A.2	Maintain records of security-related activities and relevant inward and outward movements of personnel, visitors and property. These records shall be made available for inspection of the DBM authorized representatives.	Comply
A.3	The security personnel shall, at all times, be polite, courteous, respectful and responsive to officers, employees, guests and VIPs. He/she shall follow the order/directives of DBM officials and DBM authorized representatives for day-to-day performance of job and ensure implementation of adequate security measures.	Comply
A.4	Perform inspection, detection and investigation of all security-related incidents and report the same to appropriate authorities and designated DBM officials/representative.	Comply
A.5	Refrain from doing, causing or permitting any nuisance at the DBM premises or anything which will cause unnecessary disturbances or inconvenience to the occupants/visitors of the DBM.	Comply

[Handwritten signatures and initials]

A.6	Prevent entry /access to restricted areas unless duly authorized by the DBM Management. Maintain logbook of entry and exit movements of authorized personnel in the restricted areas.	Comply
A.8	Strictly implement the "No ID, No Entry" policy among all DBM employees.	Comply
A.9	Prevent entry after office hours and non-working days, including Saturdays, Sundays and holidays, unless duly authorized by DBM Management.	Comply
A.10	Prevent employees from staying overnight within the DBM office and premises, unless duly authorized by the Management.	Comply
A.11	Issuance of visitor's pass (for individuals) and gate pass (for non DBM vehicles) after appropriate verification of purpose of visit and to collect passes when visitors leave the premises, to ensure that only authorized persons/vehicles enter the premises.	Comply
A.12	Monitor and frisk employees and visitors for firearms, deadly weapons, explosives, toxic chemicals, prohibited drugs, contraband items and other similar items. Firearms and other deadly weapons must be deposited to the security guard at the entrance lobby in exchange for a firearm report/receipt.	Comply
A.13	Deployment of security personnel with appropriate training on the operation of CCTV surveillance cameras.	Comply
A.14	Ensure that CCTV cameras are not obstructed.	Comply
A.15	Assist in the analysis of recorded CCTV footage involving security-related issues.	Comply
A.16	Switch off the lights, computers, air conditioners, etc. and ensure that windows and doors are closed after office hours. Politely call the attention of employees who have left their offices without ensuring that the lights and other electronic items are switched off, to instill shared responsibility among all DBM employees in an effort to conserve energy/resources.	Comply
	VEHICLE CONTROL	Comply
A.17	Plain view inspection of all vehicles entering the DBM premises.	Comply
A.18	Maintain logbook of incoming and outgoing vehicles in the DBM premises.	Comply
A.19	Ensure orderly marshalling and parking of staff/ visitors' vehicle at the parking area in the DBM premises and keeping watch over them. Overnight parking of non-DBM vehicles shall be prohibited, unless duly authorized by the DBM Management.	Comply

[Handwritten signatures and initials]

A.20	Ensure that outgoing DBM motor vehicles have duly signed/approved trip tickets.	Comply
A.21	Control the flow of traffic and direct drivers to park their vehicles in properly designated areas, to ensure the driveways are clear and unimpeded, at all times.	Comply
	BOMB THREATS	Comply
A.22	Immediately report the incident to appropriate authorities (PNP Bomb Squad) and the DBM Management or designee.	Comply
A.23	In conjunction with the appropriate authorities and DBM Management or designee, conduct a search of the area and recommend evaluation in accordance with the guidelines formulated by the Safety Committee, if warranted. If no suspicious item is found, the decision to evacuate will rest with the DBM Management.	Comply
	HOSTAGE TAKING INCIDENTS	Comply
A.24	Immediately notify PNP and DBM management or designee and alert all security guards.	Comply
A.25	Cordon the area and prevent agitation and prohibit any unauthorized personnel from negotiating with the hostage taker.	Comply
	STRIKES AND PICKETING PROTOCOL	Comply
A.26	Inform the DBM Management of the impending or ongoing demonstration activity and closely coordinate with the appropriate law enforcement authorities (PNP and PSG).	Comply
A.27	Obstructive demonstrations shall be terminated in coordination with the authorized DBM representative, PNP and PSG. Non obstructive demonstrations should not be interrupted. However, it must be ensured that it will not adversely affect the regular discharge of functions of DBM employees.	Comply
A.28	Ensure that designated open gates remain unimpeded.	Comply
A.29	Provide close-in security to any DBM official and employees authorized to speak /negotiate with the demonstrators.	Comply
A.30	Secure all DBM employees, officials and guests from any assaults whatsoever.	Comply

	ANTI THEFT PROTOCOLS	Comply
A.31	Secure all entry and exit points.	Comply
A.32	Introduce and implement anti-theft measures to prevent pilferage. In case of theft, loss or pilferage, the Contractor shall investigate and submit a report to the DBM authorized representative and liaise with the police authorities.	Comply
A.33	Safeguard properties of DBM, its employees, officials and visitors against theft, damage, misuse. Tools, properties and equipments of the DBM shall not be permitted to be taken out of the premises without valid gate pass.	Comply
A.34	Immediately report to appropriate police authorities incidents of theft to facilitate the immediate apprehension of the culprit. Conduct investigation and submit written report within twenty four (24) hours to the Management.	Comply
	EMERGENCY PROTOCOLS	Comply
A.35	Closely collaborate with the <i>DBM Safety Committee and/or the AS-General Service Division to effectively implement disaster management arrangements, plans and guidelines</i> to be observed during emergencies and calamities.	Comply
A.36	Serve as marshals during actual emergencies and conduct of periodic emergency drills within the DBM premises, along with the <i>designated DBM personnel from the Safety Committee and/or the AS-General Service Division</i> .	Comply
A.37	Respond promptly and appropriately to all emergencies and report to appropriate authorities and DBM official concerned. In case of fire, the security guard shall forthwith inform the nearest fire station and alert all DBM staff to facilitate evacuation in accordance with the <i>disaster management plan</i> .	Comply
A.38	Keep close watch over the DBM property and premises, against attempts of arson or accidental fire, and take suitable action in case of emergency. The security personnel should know how to appropriately use the fire fighting equipment.	Comply
	REPORTS	Comply
A.39	Report to the DBM Management or its authorized representative, if any abnormal or suspicious activities are noticed in the premises.	Comply
A.40	Monitor and report breach/breakage in fencing, encroachment, trespassing, incidents of crime, defacement of wall, etc.	Comply

Signature
mm
J
JK

A.41	Prepare other reports and make appropriate recommendations on all security related issues.	Comply
V	OTHER TERMS AND CONDITIONS:	Comply
A	RECRUITMENT AND SELECTION CRITERIA	Comply
A.1	The Contractor shall ensure that the character and conduct of the security guards to be deployed have been appropriately verified. The security guards provided by the Contractor shall possess the following qualification:	Comply
A.1.1	Must be not less than 18 years of age and not more than 50 years;	Comply
A.1.2	Must be able to read and write;	Comply
A.1.3	Must have at least two years of experience as a guard or an ex-serviceman;	Comply
A.1.4	Must be polite but firm, disciplined, physically fit and alert to perform the duties of a guard;	Comply
A.2	Must have first-aid training, first safety training and adequate security duty training and firing of arms training, prior to deployment for work. The Contractor shall likewise ensure that regular periodic refresher training course is provided to its personnel. Documents and records of the same may be asked for by the DBM Management periodically, to verify and ensure compliance.	Comply
A.3	The Contractor shall submit the list of its personnel to be deployed, along with their personal details (like name, age, date of birth, permanent address, photograph, etc.) for approval. Deployment of a new security personnel as replacement is subject to the approval of the DBM Management and/or its authorized representative. The DBM has the right to order/direct the Contractor to replace any of the personnel engaged by him who are found unsuitable; the Contractor shall immediately replace such personnel.	Comply
A.4	The number of security guards indicated in the deployment schedule may be increased or decreased, at the sole discretion of the DBM Management.	Comply

[Handwritten signatures and initials]

B	COMPLETENESS OF UNIFORMS AND PARAPHERNALIA:	Comply
B.1	The security personnel deployed should be in proper uniforms with name badges. The incidentals such as belt, shoes, socks, caps shall be borne by the Contractor at its cost. His/her polo must be tucked in neatly and buttoned (except the collar button).	Comply
B.2	The security guard deployed by the Contractor must wear at all times, an identification card, which shall have to be issued to him for said purpose.	Comply
B.3	The Contractor shall provide each security personnel on duty with whistle, umbrella, raincoat, rainboots, torch, medical kits, handcuffs, tear gas, nightsticks, riot shield/truncheon and helmets.	Comply
B.4	The Contractor shall provide one (1) unit of portable walk-through metal detector to be placed at the entrance of the DBM Boncodin Hall during the duration of the contract. The ownership of the equipment shall remain with the Contractor. The maintenance cost shall be for the account of the Contractor.	Comply
C	OTHER DUTIES OF CONTRACTOR:	Comply
C.1	The Contractor shall be at all times use all reasonable efforts to maintain discipline and good order among its personnel. The Contractor shall be responsible for all acts done by the personnel engaged by it. Any act of indiscipline, misconduct, theft, pilferage on the part of any personnel engaged by the Contractor resulting in any loss to the DBM, will be viewed seriously. The DBM has the right to take appropriate action, including the termination of the contract.	Comply
C.2	The Contractor shall comply with the provisions of the Labor Code and shall be solely responsible for liabilities arising out of non-compliance. Insurance and accident risks for the security personnel shall be the responsibility of the Contractor.	Comply
C.3	The Contractor shall make the payment to personnel engaged by it in accordance with the approved PADPAO rates. The Contractor shall satisfy DBM showing adequate recorded proof that the minimum wages and SSS, Philhealth and Pag-ibig contributions are being paid to its personnel.	Comply

Signature *mlm* *2* *db*

C.3.1	The Contractor shall submit the monthly bills not later than the second week of the following month along with proof of all monthly statutory remittances, viz SSS, Philhealth, Pag-ibig, withholding tax and a copy of its payroll register for the previous month or a certificate stating that the Contractor has paid to their employees' the wages for the previous month in accordance with the latest government laws /regulations and remitted the contributions accordingly, in lieu of.	Comply
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I hereby certify to comply with all the above Technical Specifications.

Commander Security Services, Inc.

Name of Company/Bidder

Garnelo T. Ayson/President

Signature Over Printed Name of
Representative

Jan. 23, 2015

Jan. 23, 2015

Date

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<p align="center">SECURITY OPERATIONAL PLAN (Execution of Technical Specifications) DEPARTMENT OF BUDGET AND MANAGEMENT-DBM By: COMMANDER SECURITY SERVICES, INC.</p>
--

We undertake, if our security service proposal is accepted, to provide the above project with the following security service facilities, procedures, planning, training, and requirement, including its maintenance, the required number of qualified regular security personnel and other related miscellaneous services;

I PRE-POSTING PREPARATION

Phase 1 - Coordination, Orientation and Training

(Fifteen days prior to the renewal of the contract)

Coordination and discussion regarding pertinent matters with the client's management, local and government agencies which has rightful jurisdiction of the designated area of responsibility.

Survey of the installation, as initial step in formulating Comprehensive Security Management Plan for the Client, particularly the area prescribe under the Contract provision

Pre-Deployment Re-Orientation for security guards and officers intended for the client security project. All or some of the following:

- a. Mission and Function of Security guard Operations
- b. Purpose and duties of Security Guards
- c. Post Orders
- d. Thorough understanding of General and Special Orders and other provision of the Service Contract
- e. Safeguarding Classified Material
- f. The Protection and transmittal of classified material
- g. Security Guard Authority
- h. Power to Apprehend, detain and Search
- i. Fire Protection
- j. Use of Fire alarm system, fire extinguishers, fire hoses, and fire barriers and sprinkle system
- k. Standard First Aid and CPR
- l. Revolver Qualification (Safe handling, condition of use and record firing with small arms. 80% passing score
- m. Report Writing (Writing clear and concise reports, military time)

Additional Trainings shall be completed in the following areas within the first 3 months of the contract. This training is only the minimum and shall be certified in writing by the AGENCY.

- a. Radio Procedure
- b. Standard security clear speech system
- c. Traffic Control
- d. Methods of Pilferage, Sabotage, Espionage and other Criminal acts
- e. Bomb Threats
- f. Search methods, plans and evacuation of buildings
- g. Disaster Preparedness
- h. Standards of Conduct
- i. Performance Standards which promote high duty performance
- j. Fire and Earthquake Drill
- k. Contingency Plans
- l. Hostage negotiation techniques and tactical response to terrorist activity
- m. Discipline
- n. Public Relations.

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 Admin Assistant

Training for the use of Force Continuum and Use of less than lethal weapons. The use of Personal "Bridge" defense will be integrated in this training such as the use of baton.

Audit and procurement of the logistic requirements of the project, if there is a needed to substantiate the existing requirement.

On-the-Job Training (24 hrs before posting)

Phase II – Mobilization and Organization

(Immediately upon effectivity of the contract-1 month)

- AGENCY Shall submit to the Client the individual 201-Files (including current/valid National agency clearance, LGU clearance and Court Clearances) of all personnel who shall pass the standard Quality assurance test of this Agency.
- Mobilization of personnel, equipment and other logistics requirement. (2 days prior posting)
- Organization (immediately upon take-over)
- Familiarization, for New Security Personnel
- Integration of the security force with existing system(CCTV monitoring, alarm system report if there is any)

II POSTING

Phase III – Operation and Administration

(Through out the duration of the service contract)

WEEKLY

- Security Inspection of the prescribed uniform of the guard to ensure compliance of wearing prescribed uniform of Security guard as mandated by RA 5487
- Inspection of Service Firearm to ensure serviceability.
- Monitoring inspection of the Security Inspector of COMMANDER SECURITY SERVICES, INC. per post of security guards (to be done in every time interval) to ensure visibility of security.
- Roving Patrol of Security Inspector of AGENCY in all facility of each AOR giving emphasis to highly vulnerable areas or facilities (weekly)
- Log book inspection of each area every shift to ensure proper turn over of duty
- Review of Security Records, incidents and reports of guards by the admin
- Schedule of Day-off of each security personnel
- Shifting of schedules and post of each guard to ensure that all of is familiar in their area of responsibility.

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MONTHLY

- The Monthly Rank Inspection - To maintain the highest quality of standard regarding guard's personality and bearing. The Monthly rank inspection shall be conducted by the admin officer or operations officer of COMMANDER SECURITY SERVICES INC..
- Troop Information and Education (TI and E) Program - The TI and E shall be programmed on a monthly basis with the end purpose of up-dating the guards knowledge regarding current policies, procedures and events. This will encompasses dialogue among the guards, Agency and the Client authorized representative to address operational and/or administrative problems. This will also include a "bull session" wherein individual or personal opinions, comments and/or recommendations shall be discussed to further maximize camaraderie, sprit d' corps towards effective cooperation and working relationships among the personnel of the Client.

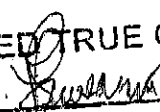
QUARTERLY ACTIVITIES

- **The Semi annual Firearms Re-qualifying Course**

To maintain proficiency in handling of firearms, the semi annual firearms re-qualification course shall be conducted by CSSI Training Department in coordination with PNP National Firing Range, Camp Crame Quezon City (while CSSI Firing Range is still under construction). This will includes lectures about firearm safety and handling and to be consummated by actual firing exercises wherein each participant shall fire at least 10 rounds of ammunition for different types of firearms being utilized by the Security Guard Force. Those who fail to pass a standard rating shall be automatically terminated from their duties.

- **Refresher Course for Emergency Evacuation case such as Hold-up, Hostage crisis, Bomb threat, Fire and Disaster Evacuation Plan.**
- **Meeting with the Clients Representative to keep them abreast with the updates of the Security Situation in the Country**

Phase IV – Critique and Evaluation/Performance Evaluation of Guards
(Semi-Annual)

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Admin Assistant

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PROVISION FOR QUALIFIED SECURITY PERSONNEL

2.1 COMMANDER SECURITY SERVICES, INC. (CSSI) shall ensure that all security personnel will undergo the necessary screening and their assignment/deployment shall first be approved by the Client before implementation. The AGENCY shall provide at its own expense, the uniforms and identification cards of all its personnel to be assigned at the CLIENT.

2.2 The Client shall have the right to select, refuse or change any security personnel prior to his assignment or during his tour of duty.

2.3 The Client shall have the right to inspect the safety and security personnel that may be assigned to the Project anytime in order for the CLIENT to determine the quality and acceptability of the services being performed by them in the proper safeguarding and protection of the CLIENT.

2.4 The CLIENT shall have the right to effect the immediate replacement of any security personnel that may be assigned to the project to whom in their judgment may be found wanting in qualification, competence, honesty or integrity, or whose continued presence or services may prejudice the interest of the CLIENT.

2.5 The discipline and administration of the AGENCY personnel shall conform on the rules and regulations of the CLIENT, as well as pertinent laws, rules and regulations. The Agency shall not pull-out any personnel that may be assigned to the above Project without written notification and approval of the CLIENT.

2.6 And finally, the AGENCY shall ensure that all security personnel who will be assigned to the above project are all REGULAR EMPLOYEE-GUARDS of the Agency and possess the requisite qualifications, training and experiences set forth hereunder.

2.7 SECURITY GUARDS MINIMUM REQUIREMENTS (General Personnel Core Competencies)

- 2.7.1 Citizenship: Filipino
- 2.7.2 Age: Not less than 25 years old but not more than 45 years old.
- 2.7.3 Education: At least high Client graduate supported by verifiable transcript of records and/or diploma. (DEPENDENT ON CLIENTS REQUIREMENT)
- 2.7.4 Height and Weight: Height: Minimum of 5'6 (male) and 5'3 (female) with weight proportional to build (at least 120 lbs.) (DEPENDENT ON CLIENTS REQUIREMENT)
- 2.7.5 Experience: Minimum of Two (2) years security experience in a detachment with no less than thirty (30) personnel.
- 2.7.6 Health: physically and mentally fit to perform the work and must pass standard pre-employment test for general health and standard neuro-psychological screening test from a Government accredited testing center, And capable of standing or walking for at least 12 hours.
- 2.7.7 Vision in both eyes must be correctable to 20/20 and able to distinguish colors and have good depth perception.
- 2.7.8 Hearing: Able to hear normal conversation within 15 feet without hearing aid
- 2.7.9 Language Proficiency: Able to read and write English
Handwriting must be eligible
- 2.7.10 Criminal Record: No criminal conviction record or any pending court cases as confirmed by the submission of the following clearances: NBI, PNP, Barangay and RTC Clearances.

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Admin Assistant

- 2.7.11 Drug Testing: Have undergone the required drug screening clearance test conducted by nationally recognized drug testing agency.
- 2.7.12 Firearms Qualification Program: A holder of a current/valid firearms safety course certificate issued by the Agency Accredited Marksmanship Client. Must pass the semi-annual firearms proficiency test for .38 caliber revolver and 12 gauge shotgun.
- 2.7.13 Special Skills: Have undergone training in fire-fighting, rescue operations and evacuation, crowd dispersal (CDC) and basic training in first aid, must be proficient in radio/telephone communication procedures using the 10-codes signal operating instruction.
- 2.7.14 Licenses: Holder of current/valid PNP-SAGSD private security guard license.

IV PROVISION FOR SECURITY EQUIPMENT AND FACILITIES

- 4.1 CSSI will provide the above Project, at its own expense, and undertake that the following equipment, if and when awarded the contract, will be presented and positioned in the CLIENT on the date of official assumption of duties.
- 4.2 Likewise, the Agency will provide regular and preventive maintenance to all assigned equipment to ensure that the same are in safe operating condition at all times.
- 4.3 CSSI will ensure that all equipment deployed in the above Project shall remain at the CLIENT during the entire duration of the Contract.
- 4.4 CSSI will provide replacement immediately for any of the following equipment not being available due to unscheduled or scheduled preventive maintenance, accident or damage, viz

VI PROVISION FOR RELIEF OF PERSONNEL

COMMANDER SECURITY SERVICES, INC. will provide the above project with 10 qualified security relief personnel who will take over the post of its regular personnel in case of unscheduled absences and/or tardiness.

VII PROVISION FOR TRAINING AND OTHER ADMINISTRATIVE PLAN

CSSI. holds the view that training is of paramount importance to any security force engagement. Hence, in coordination with its training Client - COMMANDER TRAINING CENTER INC. (Sister Company of CSSI), located at 133 15th Avenue, Cubao, Quezon City, we designed training modules tailored to the specific requirements of each particular undertaking purposely to activate professionalism and instill job orientation to its personnel FREE OF CHARGE.

- a.) To upgrade the discipline, competence and efficiency of Security Guards, Supervisors and Security Officers;
- b.) To educate the Security Personnel on the importance of the Clients security needs, requirements and the preventions of losses; and
- c.) To enhance a highly professionalized service to its clients.

7.1 Pre Deployment Training - All personnel shall undergo the Pre-Deployment Training to be conducted and supervised by the Training Department and this will be equivalent to 24 hrs. Those who fail the training shall be disqualified.

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 Admin Assistant

7.2 On-The-Job-Training - Personnel who passed the Pre Deployment Training shall be required to undergo a 24-hr ON JOB TRAINING within the prospective AOR of the CLIENT.

7.3 Troop Information and Education (TI and E) Program - The TI and E shall be programmed on a monthly basis with the end purpose of updating the guard's knowledge regarding current policies, procedures and events.


This will encompass dialogue among the guards, CSSI and Client officers, Security Officers, Operations Officer and representative from the Client to address operational and/or administrative problems.

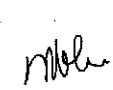

This will also include "bull session" wherein individual or personal opinions, comments and/or recommendations shall be discussed to further maximize camaraderie, esprit d' corps towards effective cooperation and working relationships among the employees.

7.4 The Monthly Rank Inspection - To maintain the highest quality of standard regarding guard's personality and bearing, the Monthly rank inspection shall be conducted.

7.5 The Semi-Annual Firearms Re-qualifying Course - To maintain proficiency in handling of firearms, the semi-annual firearms re-qualifying course shall be conducted by CSSI Training Department in coordination with PNP National Firing Range, Camp Crame, Quezon City. This includes lectures about firearm safety and handling and to be consummated by actual firing exercises wherein each participant shall fire at least 50 rounds of ammunition for different types of firearms being utilized by the client Security Guard Force. Those who fail to pass a standard rating shall be automatically terminated from their duties.

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Admin Assistant

PAYROLL PROGRAM

COMMANDER SECURITY SERVICES, INC. adheres to the principle that effective payroll system is vital in labor-intensive organization. This is the reason behind the arduous effort by the management in the development of an effective payroll system.

1. Pay schedules of the semi-monthly wages shall be established as follows:

- a. Payday for 1-15 pay period shall be on the 25th of the month. In the event that the 25th falls on Saturday, payday shall be Friday. When the 25th falls on a Sunday, payday shall be on the next day which is Monday.
- b. Payday for 16th to 30/31 pay period shall be on the 10th of the preceding month. In the event that the 10th falls on a Saturday, payday shall be Friday. When the 10th falls on a Sunday, payday shall be the next day which is Monday.
- c. Daily Time Records shall be consolidated by the officer in-charge at the end of every pay period and shall reach CSSI headquarters not later than two (2) days thereafter.
- d. Payment of salaries shall be catered by the CSSI payroll Master of the CSSI Headquarters. Salaries of those assigned to provinces shall be catered through the ATM.
- e. Individual and computerized pay-slips shall be dispatched to all individuals on the same pay date.
- f. The accounting/Finance Department shall maintain individual records of every personnel.
- g. SSS, PAGIBIG Fund, Withholding Tax, Philhealth and other pertinent obligations shall be remitted quarterly and shall be included in the standard opening procedures of the CSSI payroll system.

REPORTS

Daily Time Record – This will be the basis for actual deployment of guards on a daily basis. Consolidated Daily Time Record shall be submitted to Headquarters not later than 1700 hrs of the 17th and/or 2nd day of the month as basis for the computation of the individual salaries of guards/personnel (See Annex, Templates and Formats).

Inspection Reports – This will reflect the summary of random on-site /on the job inspection of the Officer-In-Charge and/or the inspectorate staff. A consolidated copy of these reports shall be submitted to CSSI Security Operations Officer every end of the month for reference purposes.

Spot/Incidents Report – this shall be accomplished by the guards in the event of any unusual incident and shall reach the CSSI Headquarters immediately and the same must reach Security Operations Officer within 24 Hours thereafter.

Investigation Report – complaints and/or unusual incidents shall be immediately and properly investigated by the CSSI investigation and Inspectorate Department upon request or instruction of CLIENT.

Leave of Absence – shall be programmed by the OIC, CLIENT Security Guard force and shall be reported to CSSI headquarters every close payroll. Application for leave of absence must be filed at least two (2) days before its effectivity.

Inventory of Firearms and Equipment – shall be done on a monthly basis to be submitted to CSSI administrative department not later than 5th of every month. A copy shall be furnished to Client Management.

Monthly Roster of Troops – The Officer-In-Charge shall render this report to the CSSI Headquarters at least two (2) days before the end of the month copy to be furnished to Client Management.

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FATIMA G. LOURANO
Assistant

VIII

The Agency will assume full responsibility for any and all loss or damage due to theft, robbery, pilferage and trespass which the CLIENT, its official and personnel, or third person, may suffer, during duty of hours of detailed security guards provided that it has been established after due investigation that said loss or damage was due to negligence, fault or misbehavior of the guards.

IX

The Agency shall, within fifteen (15) days of the receipt of Notice of Award (NOA), post a Performance Security in a form and amount Prescribed by the Client

DEPLOYMENT SYSTEM & PROCEDURES

For the purposes of this contract, CSSI. proposes to establish a Detachment Office. This Detachment Office shall process stand by reliever and/or make up personnel to ensure the right number of roster guards are available for each shift of duty posting required by the Contract. A factor of 20% excess number of personnel for each shift posting assignment shall be maintained, to be re-assigned only after the complete guard change has been affected. This factor ensures the 24-hour continuous rest provision per week of Client Security Detachment.

One hour before shift, personnel for the next shift shall be assembled in a suitable location, mustered and inspected for the following:

- a.) Grooming
- b.) Equipment
- c.) Physical and mental condition
- d.) Fitness for specific assignment/posting

Thus:

- a.) Succeeding shift duty personnel arrival (one hour before shift)
- b.) In incomplete, or replacements needed, inform the CLIENT about replacements and secure approval.
- c.) In the Meantime, call HQ for proper replacement..
- d.) First Head count and inspections.
- e.) Complete roll call, inform the client of changes affected.
- f.) Muster of Inspection and duty assignments before change of shift
- g.) Movement to specific post, turn-over, acceptances and relief of previous shift in the presence of supervisors
- h.) Muster outgoing shift for inspection and confirmation relief (name of reliever. Time of change)
- i.) Change to civilian clothes
- j.) Muster of head count, inspection/search
- k.) March out of CLIENT premises, record and inform the CLIENT shift change indicating details of personnel, time and posting assignment.

In case of emergencies where security personnel has to be moved out of post, the Detachment office shall immediately provide a replacement as approved by the CLIENT (medical, family, police matters, etc.)

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FATIMA G. LAUREANO
Admin Assistant
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COORDINATION

CSSI relies on the following for efficient coordination:

Information Transmission - Various means of passing on relevant information to the right persons/officers are employed. These are:

- a.) An extensive radio network linking all posts to Main operations Headquarters
- b.) A choice of radio for the officers of Client and Security Officer of COMMANDER SECURITY SERVICES, INC.

Information Flow and Processing - In over eighteen (18) years of operation serving a large geographical area and various clients with various needs, CSSI has evolved a system for determining the relevant information that needs to be passed on to the right person/s officers for decision and action. In matters requiring control as in the expenditure of funds and materials, the number of decision points are necessary. On Operational and Incident related matters, the information is passed on immediately to a predetermined officer who can take unilateral action on his decision level. In the meantime, central communications, desk manned on 24-hour basis keeps tract of all requirements to reach the right departments, group, contact persons, offices, organization which may be needed for immediate action on incidents. CSSI President will talk directly to the Security Guard, officer or Supervisor, Inspector directly related to the Incident or vice versa;

List of Agencies where contacts are maintained:

- a. PNP
- b. PNP-FEO
- c. PNP-SAGSD
- d. CIDG
- e. TMG

National Agencies:

- a. NBI
- b. ISAFP

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SECURITY MEASURES



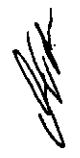
THE FOLLOWING GUARD DUTIES AND RESPONSIBILITIES SHALL BE STRICTLY ENFORCED IN ORDER TO PREVENT UNAUTHORIZED ACCESS AND TO PROTECT CLIENT AGAINST LOSS/DAMAGE TO LIFE AND PROPERTIES.

1. **ENTRY CONTROL** - Guard on duty shall defer and/or report all unauthorized actual or attempted personnel of vehicular entries into guarded areas (control areas) i.e. Client Compound, parking, installations or facilities covered herein. The guard on duty shall furnish the Client a physical description and/or license number of persons or vehicle involved.
2. **CONTROL VEHICULAR ENTRY AND ACCESS.** The guard on duty shall examine all vehicles of the government and all commercial and visitor's vehicle entering a secured office building premises or installations. Guards must check vehicle passengers for proper identification and the vehicle for suspected bombs and suspected packages, in accordance with instructions and procedures laid down by the CLIENT. Guards shall admit only those authorized vehicle. Logs shall be kept on vehicles permitted access to secure premises. To generate income for the Client, the Agency may issue a parking fee. However, adaptable procedure to secure this vehicle must undergo thorough study to measure liability of the guard and CLIENT.
3. **ENTRY CONTROL AT BUILDINGS, OFFICES AND INSTALLATIONS.** The guard on duty shall intercept and identify visitors outside the secure premises. Guard shall screen visitor's identification. At some building/installations, guards shall request specified identification cards and shall permit only persons holding them to enter the premises. At the directions of the Security Officer and/or Clients/representative, guards shall physically examine visitors and their effects or possessions to detect the presence of firearms, other weapons and contrabands. If anyone refuses to identify himself and attempt to enter the office, the guard shall use necessary force to detain the individual and shall notify the Security Officer and/or Client/representative.
4. **ENTRY CONTROL AT OFFICIAL OFFICES/CONTROLLED AREAS.** The guard on duty shall intercept and identify visitors outside the office/control areas. Guards shall screen visitor's identification and maintain log visitors. Guards shall retain visitors whose arrival is not expected of the entrance/holding areas until cleared by authorized personnel. Guards shall ensure that such visitor stay outside the office/controlled areas until properly identified, to anyone refuses to identify himself, and attempts to enter the office/controlled areas, the guard shall use necessary force to detain the individual and shall notify the police and the supervisor on duty.
5. **PATROL PERIMETER** - Guards assigned to positions requiring foot-patrol duties shall make rounds of their assigned areas regularly (or at least twice each hour). Guards shall change their course and place while patrolling the premises to avoid establishing a set time and pattern of perimeter rounds.
6. **PROVIDE ESCORT** - Guards on duty shall render escort duties to personnel when carrying/transporting large amount of money/valuables from one office to another or when making deposits or withdrawals from banks, likewise, guards shall provide escort detail to high government officials, visitors or dignitaries upon clients instruction or if their duly orders state so.

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FATIMA G. LAUREANO
Admin Assistant
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7. **INSPECTION AND SURVEILLANCE** - The guard on duty shall physically examine all deliveries made by delivery vehicles and packages and mails carried by a person who seeks access to the CLIENT premises or who seeks to leave or deliver such to installations and perimeters. Guards shall endeavor to detect and present the occurrence of fire to any CLIENT officers shall summon the fire supervisors on duty shall report any suspicious vehicles or persons within the guarded premises.

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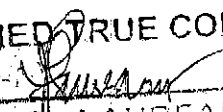


DEPARTMENT OF BUDGET AND MANAGEMENT

CONTINGENCY PLAN

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 - PREPAREDNESS ACTION CHECKLIST

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I

INTRODUCTION

This Department of Budget and Management Emergency Response Manual is designed for use by the staff and employees of DBM who should become familiar with its contents. In the event of an emergency, it will serve as a quick reference. It should be kept in an easily accessible location at all times, preferably beside your telephone.

Questions or comments concerning this manual should be directed to the appointed DBM Emergency Coordinator.

II

ACTION PLAN

- A. This action plan is designed to provide basic emergency response guidelines for all DBM personnel in the event that an emergency occurs on or near DBM facilities until appropriate response personnel arrive. This action plan does not detail the response procedures to be followed by trained personnel after the initial response to an emergency nor the removal of the DBM personnel and property from immediate danger. Designated DBM emergency response personnel are trained to follow up with secondary emergency disaster response procedures once the first response has stabilized the emergency.
- B. The scope of the emergency response action plan applies to all DBM employees, staff, visitors, and buildings and grounds owned and operated, or supervised by DBM.
- C. The **Emergency Coordinator** is authorized by the Security Office Chief of DBM to oversee the emergency response action plan. Any of these DBM authorities or their designees may declare the scope of the emergency and direct its response.
- D. The types of emergencies are as follows:
 - 1. **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall operation of the DBM. Report immediately to General Services Department. Some examples of a minor emergency are: **brownout, water leak, false fire alarm, or maintenance problem, etc.**
 - 2. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, or which disrupts the overall operation of the DBM. Outside emergency services will probably be required, as well as a major response from outside support services. Major policy considerations may be required from the DBM administration during these conditions. Report to the DBM Emergency Coordinator.

Some examples of a major emergency are: **power outage, fire, major vehicle accident, personal emergency, bomb threat, HAZMAT spill, etc.**

- 3. **DISASTER:** Any event or occurrence that seriously impairs or halts the operations of the DBM. In some cases, mass personnel casualties and severe property damage may occur. A coordinated effort of all DBM resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Center will be established, and the appropriate support and operational plans will be executed. Some examples of a disaster are: **hurricane/tornado, flood, serious fire, total blackout, etc.**



4. In addition, any incident, which has a potential for adverse publicity concerning the DBM, should be promptly reported to the designated Emergency Coordinator (24 hours per day, 7 days per week). Some examples of such incidents are: **sexual assaults, crimes on facilities, false rumors, etc.**

CONTINGENCY PLAN				
Emergency Type	Nature	Event Occurrence	Call Report to/at	Person, Position and Contact Numbers
Disaster	Any event or occurrence that seriously impairs or halts the operations of the DBM. In some cases, mass personnel casualties and severe property damage may occur.	Black out (Total) Earthquake Flood Major Fire Nuclear Disaster Storm (Signal #4) Tornado	Emergency Command Center All Heads of Offices Outside Emergency Services	
Major Emergencies	Any incident, potential or actual, which affects an entire building or facility, or which disrupts the overall operation of DBM	Bomb Threat Fire Hazardous Material Spills Gas Leak Civil Disturbance (Violent) Coup Vehicular Accidents Hostage Situation Illness Serious Injuries Sabotage Storm (Signal #3)	Emergency Coordinator	
Incidents which have potential for adverse publicity	Occurrences which have potential for adverse publicity concerning the DBM	Sexual Assault Workplace Violence Stalking Harassment Intimidation Theft Pilferage Burglary False Rumors	Designated DBM Official Security Personnel	
Minor Emergencies	Any incident, potential or actual, which will not seriously affect the overall operation of the DBM	Brownout False Fire Alarm Maintenance Problem Trespassing Water Leakage	Designated DBM Official Security Personnel	

III

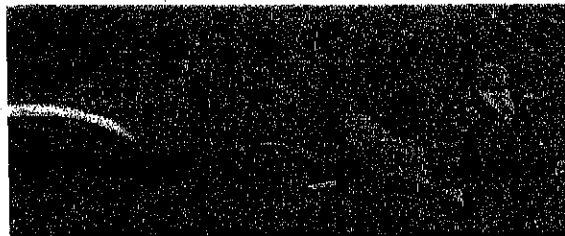
DECLARING A STATE OF EMERGENCY

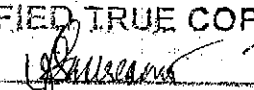
- A. The authority to declare a state of emergency rests with the Administrator of the DBM or, in his/her absence, the Emergency Coordinator.
- During a state of emergency, the Emergency Coordinator, with the Manager's authorization, shall place into immediate effect the appropriate procedures necessary to meet the emergency and to safeguard persons and property. The Emergency Coordinator or his/her designee shall immediately consult with the Commissioner regarding the emergency and the possible need for a declaration of a state of emergency. The appointed Emergency Coordinator is the official person for all release of information outside the DBM.
 - When this declaration is made, only registered employees and staff are authorized to be present on DBM facilities. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on DBM facilities will be asked to leave the facilities. Unauthorized persons remaining on facilities may be subject to arrest under the Revised Penal Code.



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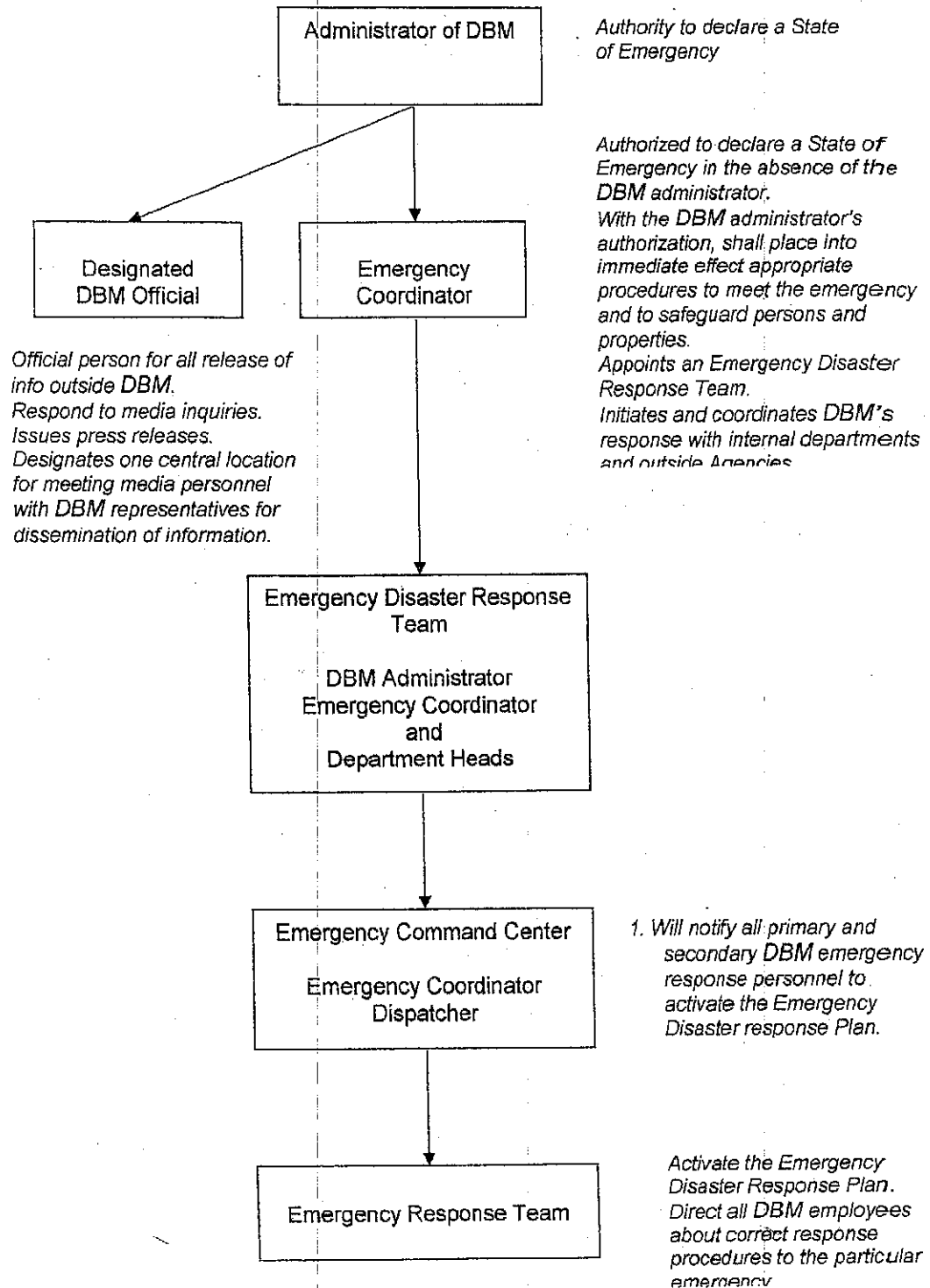
3. In addition, only those employees and staff members who have been assigned emergency response team duties by the Emergency Coordinator will be allowed to enter the designated emergency areas.
 4. In the event of earthquakes, aftershocks, fires, storms, or a major disaster occurring on or about the facilities, or ~~one that~~ involves DBM property; the Emergency Coordinator will be dispatched to determine the extent of any damage to the DBM property.
- B. The **Emergency Coordinator**, or his/her designee, will appoint an **Emergency Disaster Response Team** and will coordinate the DBM's response with internal departments and outside agencies.
- C. The Emergency Disaster Response Personnel and Notification Procedures are contained herein. The **Emergency Coordinator** will initiate the notification process and the response procedures for the primary response to DBM emergencies. The Emergency Coordinator will be notified of any condition requiring non-DBM intervention or assistance. Also listed are the step-by-step emergency response procedures for the emergencies listed in the index. These procedures are to be followed by all DBM personnel as indicated in the individual instructions.
- D. An **EMERGENCY COMMAND CENTER** will be established at the DBM facility where the coordination of all communications will occur through the Emergency Coordinator dispatcher at a designated telephone hot line. The Emergency Coordinator will designate an unlisted telephone number or numbers for communications between key emergency response personnel. The Emergency Coordinator has cellular telephones for emergency use in the event of a communications problem.
- E. The Emergency Coordinator dispatcher (command center) will notify all primary and secondary DBM emergency response personnel to activate the Emergency Disaster Response Plan. The emergency response personnel will then direct all DBM employees and staff about the correct response procedures to the particular emergency, which may include the designation of a meeting location for emergency personnel. Unless designed otherwise, the **DBM Emergency Response Team** will meet at the lobby of a designated place to receive their instructions.
- F. The appointed Emergency Coordinator or his/her designee will respond to media inquiries, issue press releases, and designate one central location for the meeting of media personnel with DBM representatives for the dissemination of information.



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Assistant



Declaring a State of Emergency Flow Chart



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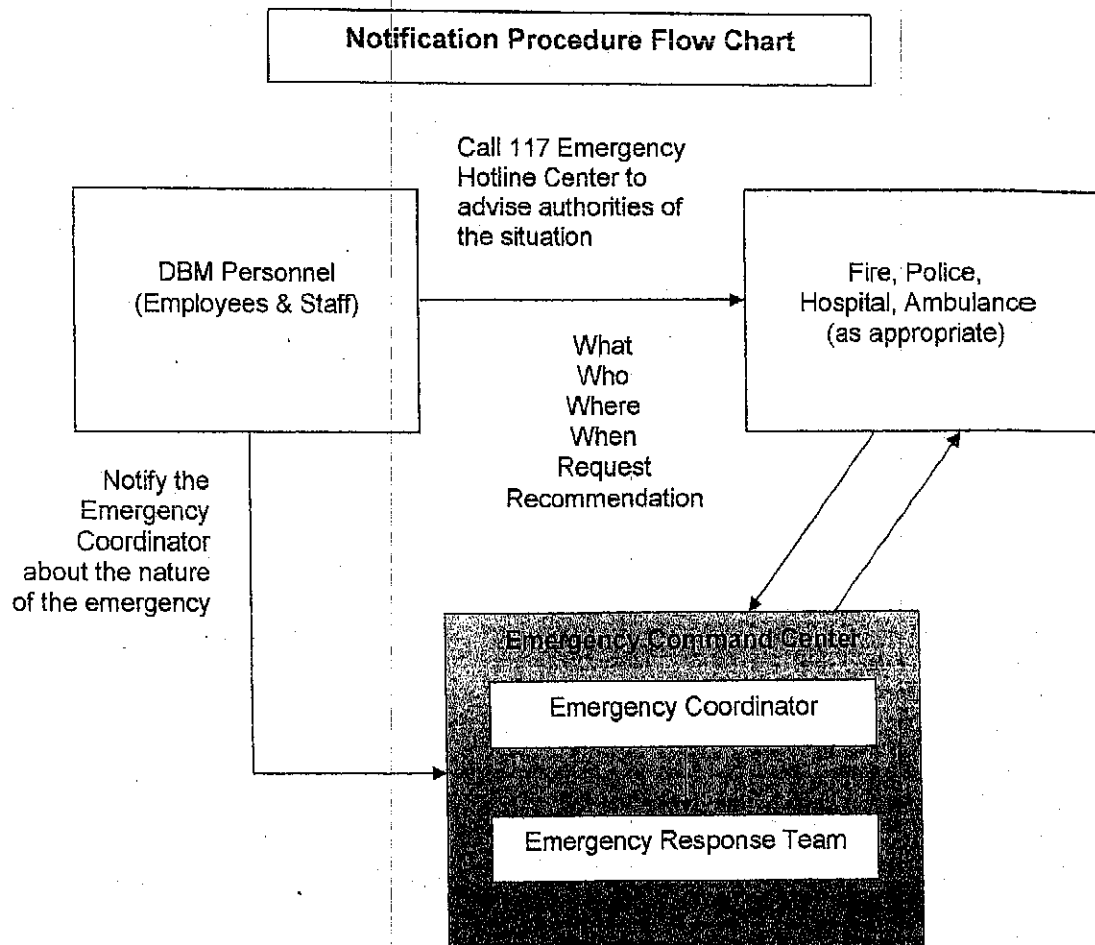
FATIMA G. LAUREANO
Assistant



IV

NOTIFICATION PROCEDURES

- A. DBM personnel (employees, staff, visitors) should follow the step-by-step Emergency Response Procedures listed herein to initially notify the Emergency Command Center of the nature of the emergency. You may do this by dialing a designated telephone hotline. In the event of a condition, which requires immediate police, fire company, or ambulance response, DBM personnel should dial **117 (Emergency Hot Line Center)** to advise the authorities of a situation requiring immediate response and then contact the Emergency Coordinator advising the Emergency Coordinator dispatcher of the same.
- B. The emergency number **117** is to report emergencies only and to receive instructions from the Emergency Coordinator dispatcher. **Do not remain on this line** for any longer than required to describe the emergency and to receive instructions.
- C. All non-emergency communications should be directed to a designated telephone number. This number will also serve as the information/rumor hot line through which DBM personnel may acquire up-to-date information on the emergency and response without utilizing emergency telephone lines.
- D. Refer to the Emergency Response Personnel and/or the emergency number listed herein for specific personnel and numbers if contact is required.
- E. The Emergency Coordinator dispatchers (Command Center) will notify all DBM Emergency Response Personnel to begin the Emergency Disaster Response Plan.
- F. In the event of a major emergency or disaster, the Emergency Coordinator will coordinate a timely notification procedure for all members of the DBM and surrounding communities with the members of the Emergency Response Team through the local radio station or TV station, and local media communications networks or through the Emergency Coordinator dispatch.
- G. Do not discuss any details concerning a DBM emergency with any news media personnel. All questions, communications or requests for information by news media for DBM personnel should be directed to the designated Emergency Coordinator who will coordinate all dissemination of information at the DBM. DBM will designate a central information area for media inquiries (with a sign posted indicating such) or at the scene of the emergency.



V

**EMERGENCY RESPONSE PERSONNEL TO BE USED
ONLY IN THE EVENT OF AN EMERGENCY**

In the event of an emergency, the Emergency Coordinator will immediately contact the emergency disaster response team personnel to meet at the Command Center, or a designated site, to effect the Action Plan. The team should consist of, but not be limited to the Manager of the DBM, the Emergency Coordinator, and the Department Heads or their appointed representatives.

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VI

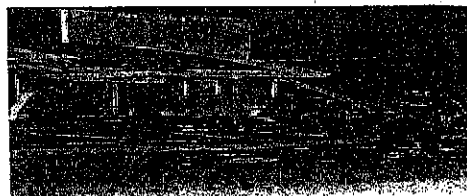
EMERGENCY RESPONSE PROCEDURES

NOTE: DEPENDING UPON YOUR AREA OF RESPONSIBILITIES, REPLACE ALL EMERGENCY NUMBERS WITH THE CURRENT EMERGENCY NUMBERS IN YOUR AREA. THE PRESENTED EMERGENCY NUMBERS ARE CURRENT ONLY FOR THE METRO MANILA AREA.

1. ACCIDENT / PHYSICAL DISASTER, ETC.

- A. In the event that an accident occurs on or near DBM facilities, notify the duly designated Emergency Coordinator immediately.
- B. Give your name, location and telephone number, if possible, and describe the nature of the accident for the officer. Remain at this location until the Emergency Coordinator arrives.
- C. Advise the dispatcher if the nature of the accident requires an ambulance, fire truck or police. (Refer to Section VI, for further instructions on specific emergencies).
- D. If there are possible injuries associated with the accident, follow the procedures described in Section VI, Number 3 for responding to serious injury / illness.
- E. The Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel when an accident occurs on or near DBM facilities.
- F. The Emergency Coordinator will respond with the appropriate authorities to evaluate the situation.

DBM Emergency Hotline - (To be announced)
Police, Fire Company, Ambulance - 117
EMERGENCY POLICE ASSISTANCE - 166
MMDA RESCUE - 882-0925



2. BOMB THREATS

Anyone can make a telephone call to disrupt the operations of business, government, schools or any other facility. The use of explosives or the threat to use explosives is becoming more prevalent.

Bomb threats are delivered in a variety of forms, but the most common threat is delivered by telephone in a direct call or left on voice mail or a fax machine. Basically, there are two types of calls, each with a different purpose:

SPECIFIC THREAT

This occurs when the caller has definite knowledge or states that an explosive or incendiary device has been placed at the target area and wants to minimize personal injury; the caller may be the person who made the device, placed the device or became aware of specific details. In addition, the caller may be providing this information as a result of a device that has failed to function as intended.

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Admin Assistant



Example:

"There is a bomb in locker #2 at the maintenance room; it is set to go off at 2:30 p.m. Get everybody out! I am serious! Call the police and have them shut down the traffic on Apolinario St. in front of the building. There's a suitcase full of dynamite in the locker and I don't want anybody to get hurt."

NON-SPECIFIC THREAT

The caller wants to create an atmosphere of anxiety and panic, which will possibly result in the disruption of normal activities at the location to which the threat is directed. Generally, the caller provides no specific information other than the threat itself.

Example: "There's a bomb in the building!"

In either case, there is a responsibility to react effectively to these threats.

There are three factors that must be addressed in order to respond safely and efficiently to any critical incident, namely: policy, procedures and physical security. Police are tasked with investigating the bomb threat and responding to any suspicious packages or explosive devices, as these results directly from criminal activity.

Searching a building as a result of a bomb threat is a "victim" responsibility; only trained personnel should carry out searching.

In every corporation, educational facility, health care center, government office or business facility, there should be someone tasked with the responsibility of preparing plans for every emergency condition including bomb threats. The following elements should be considered for responding to bomb threats:

- Develop a policy with clear levels of authority and responsibility.
- Develop procedures in responding to these incidents.
- Select and train personnel to perform specific tasks such as searching and evacuating people.
- Establish evacuation centers.
- Provide annual exercises to test the policy and procedures.
- Set guidelines in handling media attention.

RESPONDING TO BOMB THREATS

In the event a bomb threat is received, there are basically three alternatives:

- Ignore the threat,
- Search the premises, or
- Evacuate the premises only after the evacuation route has been searched and secured.

WHAT TO DO IN CASE OF BOMB THREATS

When an anonymous caller reports that a bomb has been placed in any establishment, the procedure outlined below should be followed:

1. The person receiving the call should:
 - a. As much as practicable, have the conversation recorded at the very start on audio tapes or any other means.
 - b. Attempt to keep the caller on the line and record the conversation, noting down or remembering the exact words of the person making the threat.
 - c. Try to know when the bomb is set to explode, where it is, what it looks like, who placed the bomb and the reason for the bomb.
 - d. Note the time and duration of the call.
 - e. Note the background noises and voice characteristics, male or female, young, middle-aged or old, tone and accent.
2. The switchboard operator, should there be one, should be instructed to turn on the tape recorder (if available, to record the caller's voice print.)



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3. Upon receipt of the bomb threat, the person receiving the call will immediately notify the chief administrator of the establishment, who in turn will direct all occupants/public stay outside in a safe holding area at least 300 feet away from the building. The DBM security personnel shall assist in the evacuation of all DBM staff, employees and unit owners to a designated area. The DBM security personnel shall also likewise secure the DBM facilities and buildings from entry to unauthorized persons.
4. The administrator must also notify the PNP (in case in Metro Manila, NCRPO should be contacted through 117 while in the provinces, contact the Office of the Police Regional Director or the Chief of Police Station or the Bureau of Fire Protection).
5. In the meantime that the PNP elements are being awaited; security officer/guards should secure all entrances of the building to prevent any person from entering the building.
6. If more than one threat is made in a month, the administrator should make arrangement with the telephone company to monitor and trace the telephone calls for a period of time.
7. The administrator should be made available, if requested by the PNP elements, personnel to assist in the search for the bomb.
8. Never allow anybody or any person to get inside of the building unless declared safe by the bomb disposal team.

SEARCHING PROCEDURES

The most efficient method of searching is to have people familiar with the area undertake a search of that area for any suspicious or unusual items. Areas of public access such as reception areas, washrooms, entrances, exits, etc. should be searched first. Remember, these are usually the evacuation routes also; never evacuate without searching first.

The team search is the safest and most thorough technique for bomb searches. Team members must be familiar with search techniques, descriptions of explosives and improvised explosive devices. A well-trained search team should be able to search any premise in less than one hour; any longer search usually becomes ineffective. The critical issue to an effective search centers around good "housekeeping" practices and a secure premise.

If a caller provides specific details as to the location of the explosive device, then the initial search should entail a cursory examination of the target area, with an evacuation plan initiated as soon as a package is located. Police should be notified immediately utilizing the 117 emergency number or the PNP Explosive and Ordnance Detection Unit (EODU) at 721-8544. If the threat is not specific, police should be notified, but the search procedures should be enacted immediately using the team approach. In most jurisdictions the police response will be in the investigative mode.

PREVENTIVE MEASURES

Protective security measures should be designed to prevent bombing incidents. Experience has shown that not only will such measures mitigate the effects of bombing incidents, but will also reduce the frequency of bomb threats. In conclusion, three issues must always be considered in your contingency plan:

- Building Security
- Personnel Security
- Preventive Education

DBM Emergency Hotline - (To be Announced)
Police, Fire Company, Ambulance - 117
EMERGENCY POLICE ASSISTANCE - 166
PNP EODU CAMP CRAME - 721-8544
PNP PUBLIC INFORMATION CENTER - 724-6766

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Admin Assistant



3. BUILDING EVACUATION

- A. In the event that the evacuation of a building or area on DBM facilities is required, the duly designated Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel to advise them of the nature of the evacuation.
- B. The Emergency Coordinator will initiate and supervise the evacuation with the cooperation of the individual building managers, resident directors or resident assistants for the particular building or area on DBM facilities.
- C. When an evacuation alarm sounds, do not use the elevator. It may become inoperative.
- D. Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell or elevator where they will remain. Notify Emergency Coordinators on the scene where these persons are. They will assist in the evacuation of disabled persons. Quickly evacuate the building calmly and quietly. **Walk**; do not run to the nearest exit or stairwell.
- E. Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by the Emergency Coordinators.
- F. The Emergency Coordinator has a written procedure for DBM facilities evacuations.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
MMDA Rescue – 882-0925

4. CIVIL DISTURBANCE

Most DBM facilities demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. Maximum tolerance must be observed and maintained at all times. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the DBM.
- Prevention of access to an office, building or other DBM facility.
- Threat of physical harm to persons or damage to DBM facilities.
- Disorderly conduct which disturbs the DBM facilities or community.

If any of these conditions exist, the DBM security personnel or duly designated Emergency Coordinator should be notified and he/she will be responsible for contacting and informing the appropriate PNP authorities and DBM authorities, who shall include the Administrator of the DBM and the Emergency Coordinator.

The DBM security personnel shall ensure that designated open gates are not blocked or obstructed by the demonstrators. Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct DBM businesses as normally as possible. Maximum tolerance must be observed and maintained at all times.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

A. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS



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1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed and efforts should be made to conduct DBM business as normally as possible.
2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Emergency Coordinator to monitor the situation during non-business hours, or
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section C.).

B. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS


In the event that a demonstration blocks access to DBM facilities or interferes with the operation of the DBM:

- a. Demonstrators will be asked to terminate the disruptive activity by the Emergency Coordinator or his designee.
- b. Key DBM personnel will be asked by the Emergency Coordinator to go to the area and encourage the demonstrators to desist.
- c. The appointed Emergency Coordinator or his designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion from the DBM or possible intervention by outside authorities. Except in extreme emergencies, the Administrator will be consulted before such disciplinary actions are taken.
- e. Efforts should be made to secure positive identification of demonstrators violating a specific DBM, local or national regulation, to facilitate later testimony, including photographs, if deemed advisable.
- f. After consultation with the Administrator or his designees, the Emergency Coordinator will determine the need for an injunction and the intervention of outside authorities.
- g. If determination is made to seek the intervention of outside authorities, the demonstrators should be so informed. Upon arrival of the police department, the remaining demonstrators will be warned of the intention to arrest.

C. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration, in which injury to persons or property occurs or appears imminent, the Administrator and the Emergency Coordinator will be notified.

- a. In coordination with the Emergency Coordinator, the duly designated Emergency Coordinator will contact the appropriate DBM personnel.
- b. The Administrator, in consultation with the Emergency Coordinator, will determine a strategy for responding to the incident, which may range from methods used for non-violent demonstrations to the requesting of outside authorities.

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Admin Assistant



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- c. The contracted security agency will provide an officer with a radio for communication between the DBM response personnel on the scene and the administration.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
EMERGENCY POLICE ASSISTANCE – 166

5. COUP

PLANS IN CASE OF COUP

- A. Secure the area by locking the entrance and exit with strict screening of personnel entry into the premises. Identify possible unknown exit for trapped persons and the back door exit be properly guarded and secured (the key to be entrusted to a person who would be readily available) so that escape would be undertaken smoothly within the confines of the laws.
- B. Contact immediately the Emergency Coordinator.
- C. Any group involved in the coup should never use facilities and buildings.
- D. All guards are constantly reminded to be alert and the security personnel should always be roving to ensure alertness of all.
- E. Entrance and Exit Gate Guards should be temporarily disarmed in order to avoid provocation that may ignite the unruly crowds or mob. Instead they should be issued truncheons only. Entrances/exit/parking guards should not make themselves visible to avoid stray bullets in case of shooting or shelling.
- F. There should be ample supply of first aid medicines, food and water for the guards and any trapped employees or visitors. Ample supply of batteries for flashlights and radio should also be made available.
- G. Observe maximum tolerance.
- H. If the situation worsens secure/call the assistance of the nearest PNP station, law enforcement agency and Commanders Security Services Inc. emergency number.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
EMERGENCY POLICE ASSISTANCE – 166
PNP PUBLIC INFORMATION CENTER – 724-8766

6. CRIME ON THEFT, PILFERAGE AND BURGLARY

- A. In the event that you observe a crime in progress, believe a crime may be in progress, or the victim of a crime; contact the detailed security personnel immediately. Report suspicious persons or activities. **581** calls are kept confidential. Security personnel are trained to handle all situations and persons in a diplomatic and sensitive manner. When in doubt, report it.



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- B. Security personnel are to secure all entry and exit access points; and limit the entry to premises to as few as possible.
- C. Do not attempt to apprehend or interfere with the criminal except in cases of self-protection. The security personnel shall assist in controlling and apprehending the criminal.
- D. If safe to do so, take time to record a mental description of the suspect. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and the person's name, if known. All this takes only a few seconds, and is of significant help to investigating officers. If the suspect is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
- E. Conduct a search and apprehend culprit if within the premises.
- F. Call the police at **920-1378** or **921-6146**. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
- G. Protect the crime scene; items, which may have been handled by the perpetrator, may bear fingerprints and should not be touched. Do not clean or disturb the area. In case of a serious crime, the room or area where the crime occurred should be sealed off immediately. Do not allow anyone to enter the area until Public Safety or the police have secured and examined the area.
- H. In the event of civil disturbance, continue with your normal routine, if possible. If the disturbance is outside, stay away from doors and windows.
- I. Do not interfere with those persons creating the disturbance, or with law enforcement or security authorities on the scene.
- J. The security personnel will initiate the proper notification procedure for contacting appropriate personnel when a crime occurs on or near DBM facilities. The Officer in Charge shall conduct an initial investigation and submit a written report to the DBM Security Manager within 48 hours.
- K. A security officer will respond with the appropriate authorities to evaluate the situation.

**DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117**

7. EARTHQUAKE

During an earthquake

If you are inside:

- 1. Stay inside, remain calm and prevent panic.
- 2. Watch for falling objects.
- 3. Crawl under a table or desk, or stand in a doorway.
- 4. Stay away from windows, mirrors, overhead fixtures, bookcases and electrical equipment.
- 5. Prevent the use of elevator and direct escape from other means of exit.

If you are outside:

- 1. Move to an open area away from buildings, trees and power lines.
- 2. If forced to stand near a building, watch for falling objects.



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FATIMA G. LAUREANO
Admin Assistant



After an earthquake

1. Stay calm.
2. Be prepared for aftershocks.
3. Move to designated evacuation area
4. Do not move seriously persons, unless they are in obvious, immediate danger (of fire, building collapse, etc.)
5. Open doors carefully. Watch for falling objects.
 - (a) Earthquakes give little or no warning before they strike. If located indoors do not attempt to go outside. Find refuge under a desk or table or under a strong beam or a strong masonry corner of the building.
 - (b) Remain in this location until the tremors have stopped.
 - (c) Evacuate the building as quickly as possible following the first tremor.
 - (d) All staff members must keep together in the designated area of the yard away from falling debris or collapsing masonry, and a head count taken.

POST DISASTER ACTIVITIES

For all disaster events the Emergency Coordinator is required to ascertain the well being of the staff. Consequently he/she will:

- (a) Account for all staff members present in the office when the disaster occurs.
- (b) Know the location of staff not located in the office and ascertain their well-being.
- (c) Staff members must report to the office as soon as possible after the passage of an earthquake.
- (d) The Emergency Coordinator will provide the Head/Coordinator/Director/Manager/etc. with a report on the well-being of the staff.
- (e) Where a staff member becomes ill or injured during an emergency the Head/Coordinator/Director/Manager/etc. will arrange for such staff members to receive attention.

DBM Emergency Hotline – (To be announced)

Police, Fire Company, Ambulance – 117

CIVIL DEFENSE OPERATION CENTER – 911-5061

8. HAZARDOUS MATERIALS / GAS LEAK (*flammable, toxic, corrosive, oxygen, cryogenic*)

If any type of potentially hazardous gas or liquid appears to be leaking or posing a danger to persons, in the judgment of the person or persons responsible for such materials, the following steps should be taken.

- A. Confine the fumes or fire by shutting the room door.
- B. If possible, extinguish all flames and ignition sources. Refer to the proposed **DBM Chemical Hygiene Plan Manual** for appropriate emergency response.
- C. Sound the building fire alarm so evacuation can begin. Evacuate immediately following the established evacuation plan in the proposed **DBM Chemical Hygiene Plan Manual**.
- D. Call the Fire Department at **924-1857** or **924-1922**, giving your name, department, location, and nature of the emergency. If possible, try to identify the type of material for the dispatcher.
- E. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by duly designated Emergency Coordinator or the appropriate authority.
- F. The Emergency Coordinator will respond with the appropriate authorities to evaluate the situation.



Commander Security Services, Inc.

The Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel in coordination with direction from the Administrator or his/her designee.

NOTE: The DBM Emergency Coordinator will assume responsibility for notifying the appropriate local and national authorities of all hazardous materials emergencies that require such notification.

**DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
NATIONAL POISON CONTROL – 524-1078**

9. HOSTAGE SITUATION



Government employees get abducted for a variety of reasons, grievances over the organizational program, politics, terrorism, ransom, and sometimes for a combination of these reasons.

Sometimes the motives will change. For example, hostage situations may start out as politically motivated, but during the course of the situation, it may turn into a ransom kidnapping. Regardless of the abduction cause, most hostages stand a good chance of surviving the ordeal.

A. In the event an DBM staff member is abducted:

1. Immediately notify the local police authorities and the Emergency Coordinator or his/her designee.
2. Establish a 24-hour communication watch at the office.
3. Choose one employee to act as a negotiator in the event the hostage taker(s) call the office. Choose someone known as a good conversationalist and fluent in the local dialect. In some instances this may require having more than one person available because of multiple languages in the area. If this person is contacted by the Hostage taker(s):

- Advise the caller that you are manning the phones and that you have no authority to make any offers.
- Also advise the caller that you are trying to contact the person who has authority, but have not yet been able to do so. Or, tell the caller you are in contact with the person of authority and can relay messages.
- In other words, STALL for time.
- Be sympathetic with the hostage taker(s), but do not make them feel they did the right thing.
- Listen carefully to everything the hostage taker(s) has to say. If possible, record the conversation.
- Determine:

- Who is being held hostage.
- Why they are being held.
- What the hostage taker(s) are demanding.
- The health and safety of the hostage(s). Ask to speak with them.
- If you are allowed to speak with them, tell them they will do everything possible to help.



Commander Security Services, Inc.

anything you do not want the hostage takers to know because they will be listening in on the conversation. Suggest the release of all hostages as a humanitarian offer.

Ask for the release of any women and children.
STALL FOR TIME!

4. Make arrangements for meals and breaks as necessary for the negotiator(s).
5. Choose one person to deal with the media.

B. The Emergency Coordinator or his/her designee will:

1. Contact the Manager of DBM to notify him of the situation and make arrangements for the immediate dispatch of the Security Specialists, if desired.
2. Contact the appropriate PNP to determine if a trained, experienced negotiator is locally available or if one can be dispatched from the nearest point.
3. Contact the family of the hostage(s), if the family(s) lives locally. Contact must be made in person. If the Emergency Coordinator or his/her designee is not available, contact may be done by a person designated to do so. During contact:
 - Advise them a member of their family has been taken hostage.
 - Advise them their family member is safe and unharmed, if known.
 - Advise them that DBM is doing everything possible to secure their loved one's release.
 - DO NOT REVEAL ANY STRATEGIES THAT ARE BEING DEVELOPED OR DEPLOYED.
4. Arrange for someone to make daily contact with family to provide them with updates and support.

C. The DBM Security Team will:

1. Immediately proceed to the site of negotiations.
2. Upon arrival, the team will:
 - Act as the primary negotiators for DBM
 - Act as the DBM Representatives in situations where other negotiators are already engaged with the hostage taker(s).
 - Act as advisors and liaison with DBM Executive Management Team.
 - Gather information pertinent to the situation, which may assist in the release of hostage(s).

Policy and Strategy

- A. The policy of Philippine government is not to give in to the demands of hostage takers. In other words, **DBM WILL NOT** pay ransom for the release of staff members.
- B. Neither the DBM, government authorities, nor the hostage negotiators will reveal the exact strategies that will be employed during the negotiation process.
- C. DBM will not give up on any hostages. DBM will expend every effort to achieve your safe release.
- D. Post incident procedures will include an organizational debriefing, Post Traumatic Stress Debriefing by a professional and assistance in assimilation into the society. The former hostage will also have the choice of repatriation.

FATIMA G. LAUREANO
Admin Asst
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DBM Emergency Hotline - (To be announced)
Police, Fire Company, Ambulance - 117



10. FIRE

- A. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm by pulling the red alarm pull box.
- B. If possible, call the Fire Department at **924-1857** or **924-1922**. Give your name, department, and the location and nature of the fire.
- C. Know the conditions, locations and status of fire extinguishers, fire hydrants, water supplies, hoses, fire exits, electrical control switches and alarm systems. Be familiar with the operation of fire extinguishers and water hoses.
- D. Report any fire hazard to the Emergency Coordinator and report inadequate water supply, fire fighting equipment and defective fire exits to the Emergency Coordinator.
- E. If the fire is small, you may wish to extinguish it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire. If you are not sure, read the instructions on the extinguisher. When in doubt, **evacuate**.
- F. If the fire is large, very smoky, or rapid-spreading, **evacuate the building immediately**, using the nearest fire exit door or stairwell. If possible, sound the building fire alarm by pulling the red alarm pull box. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- G. Take purses, and close office doors upon leaving. **Walk**; do not run to the nearest stairway exit. If you are disabled, proceed to the nearest stairwell and remain there until help arrives. Notify evacuating personnel of your situation.
- H. When a fire alarm sounds, do not use the elevator. It may become inoperative due to the fire.
- I. Assist all employees and disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the duly designated Emergency Coordinators on the scene where these persons are located.
- J. Assist in clearing the driveways of blocked vehicles and equipment; and assist in the evacuation of records, documents and equipment.
- K. Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. **Do not return to the building** until instructed to do so by the duly designated Emergency Coordinators or authorized personnel.
- L. Notify either police personnel or firefighters on the scene if you suspect someone may be trapped inside. Identify yourself as the person who reported the fire.
- M. In residential hall facilities, the resident assistants or resident directors should assist the duly designated Emergency Coordinators in evacuating all residents and in checking rooms, lounges, bathrooms, etc. They will meet with all residents at a predetermined location outside the building to take roll, assess injuries and receive

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approval from the duly designated Public Safety or the fire company to reenter the building.

- N. **Whenever a fire alarm sounds**, unless directed otherwise by the duly designated Emergency Coordinators or the fire company, **all staff and employees must evacuate the building** until the cause of the alarm has been determined. The Emergency Coordinator will respond with the appropriate authorities to evaluate the situation.
- O. The duly designated Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel when a fire occurs on or near DBM facilities.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
MANILA FIRE DEPARTMENT – 924-1857/924-1922



11. ILLNESS OR SERIOUS INJURY

- A. Do not move a seriously injured person unless it is a life-threatening situation.
- B. Call the MMDA Rescue at **882-0925**, giving your name, location, building and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. Advise the dispatcher of the injury, if possible, and if the person requires an ambulance. You have the option of calling an ambulance directly by dialing **117** if you believe the injury is life threatening. You should notify the duly designated Emergency Coordinator immediately afterwards.
- C. Return to the victim and attempt to keep him/her as calm and comfortable as possible. Do not move the victim unless necessary to prevent further injury. A trained person should only give first aid to the victim.
- D. Remain with the victim until the Emergency Coordinator or an ambulance arrives. Advise the officials on the scene of the nature of the illness or injury.
- E. Persons with serious illnesses or serious injuries are transported to the nearest General Hospital by MMDA or an ambulance, depending on the seriousness of the illness or injury. The Emergency Coordinator at the scene will make this determination.
- F. Persons with minor illnesses or minor injuries are transported to the Barangay Health Center for treatment during its hours of operation. When the Barangay Health Center is not open, these persons are advised to make private arrangements to see a physician or to visit the hospital.
- G. The duly designated Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel when an employee or visitor is injured on or near DBM facilities.
- H. In the event of a serious injury in which the victim requires an ambulance, call the ambulance directly by dialing **117**. Advise the dispatcher of your name, the nature of the call, the location of the victim, and any other information pertinent to the situation. Immediately after calling **117**, notify the duly designated Emergency Coordinator of your actions.

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Admin Assistant



DBM Emergency Hotline - (To be announced)
Police, Fire Company, Ambulance - 117
EMERGENCY POLICE ASSISTANCE - 166

12. POWER FAILURE

- A. In the event of a minor or major power failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify **MERALCO at 16210; 16211; 16212** and the **NAPOCOR at 921-3379; 924-5405**. After business hours, notify the duly designated Emergency Coordinator. They will instruct you as to what you are to do during the power failure.
- B. If there is potential danger to building occupants, or if the power failure occurs after hours, weekends or holidays, notify **MERALCO at 16210; 16211; 16212** and the **NAPOCOR at 921-3379; 924-5405**.
- C. If a blackout occurs without warning:
1. Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
 2. Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
 3. Take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.
 4. Extinguish all flames in kitchens.
 5. Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
 6. To prevent the Power Company service desk from being overwhelmed with calls, only building administrators should report power outages. The power company may be able to estimate the duration of the power failure. If the failure is to be lengthy, administrators will decide on continued operations in their building.
 7. Report all persons trapped in elevators to the duly designated Emergency Coordinator.
 8. If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.
- D. During periods of very heavy power usage, the utility company may have to reduce voltage. This is commonly called a **"BROWNOUT"** and may occur during periods of high air conditioner usage. In the event of a brownout, the following steps should be taken.
1. Turn off all lights and equipment not necessary for safe operation.
 2. Turn off all window air conditioners. Central air conditioning may have to be shut down. However, general ventilation will be maintained in centrally air-conditioned buildings at diminished levels.
 3. Identify equipment, which may be sensitive to low voltage, and take positive steps to prevent its damage.
 4. Full cooperation during a brownout is extremely important. Such cooperation may possibly prevent the loss of all electrical power.
- E. If an emergency exists, activate the building alarm and report the emergency by phone to the duly designated Emergency Coordinator.

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- F. All building evacuations or localized evacuations will occur when an alarm sounds continuously and/or when an emergency occurs.
- G. Take purses, and lock office doors upon leaving. **Walk**; do not run to the nearest stairway exit. If you are disabled, yell for help to go down stairs.
- H. When there is a power failure, do not use the elevator. It may become inoperative and a trap.
- I. Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify the Emergency Coordinators on the scene where these persons are. They will assist them in evacuating the building.
- J. Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Emergency Coordinators.
- K. The Emergency Coordinator will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action.
- L. The Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs on or near DBM facilities.
- M. At present, DBM facilities building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
NAPOCOR – 921-3379; 924-5405

13. SABOTAGE

The following procedures should be taken when sabotage occurs at a facility:

For sabotage without casualties

- Maintain the cordon. Allow only authorized personnel into the affected area.
- Fight any fires threatening undamaged buildings without risking personnel.
- Report the sabotage to the security forces, or local fire and police if they are not on the scene.
- Report the sabotage to the installation operations center even if a Bomb Squad team is on its way. Provide as much detail as possible, such as the time of the explosion, the number of explosions, the color of smoke, and the speed and spread of fire.
- Ensure that a clear passage for emergency vehicles (fire trucks, ambulances, and so forth) and corresponding personnel is maintained.
- Refer media inquiries to the designated Emergency Coordinator
- Establish a separate information center to handle inquiries from concerned friends and relatives

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For sabotage with casualties

- Select a small number of personnel to help search for casualties.
- Assign additional personnel the responsibility for maintaining the cordon to keep additional volunteers searching for casualties. Maintain the cordon until the Bomb Squad team verifies no further presence of bombs/IEDs at the site and the fire marshal determines that risk of additional injury to searchers from falling debris is acceptable.
- Assist in the evacuation of casualties and all DBM employees and staff to safer area.
- Prepare a casualty list for notification of next of kin; delay publication of the list until its accuracy is determined.
- Arrange for unaffected personnel to contact their next of kin immediately.

Security personnel shall perform the following procedures when reporting sabotage:

- Pass available information to the operations center or to police authorities.
- Avoid delaying reports due to lack of information; report what is known. Do not take risks to obtain information.
- Include the following information in the report:
 - Any warning received and if so, how it was received.
 - The identity of the person who discovered the device.
 - How the device was discovered (casual discovery or organized search).
 - The location of the device (give as much detail as possible).
 - The time of discovery.
 - The estimated length of time the device has been in its location.
 - A description of the device (give as much detail as possible).
 - Safety measures taken.
 - Suggested routes to the scene.
 - Any other pertinent information.

Perform the following procedures when providing emergency assistance to authorities:

- Ensure that the security officer, security forces, and other emergency-response units from local police, fire and rescue, and Bomb Squad teams are not impeded from reaching the affected area. Help maintain crowd control and emergency services' access to the site.
- Evacuate through the doors and windows of buildings.
- Assist the on-scene commander by obtaining a building diagram showing detailed plans of the public-service conduits (gas, electricity, central heating, and so forth), if possible. If unavailable, a sketch can be drawn by someone with detailed knowledge of the building.
- Locate, identify, and make witnesses available to investigative agency representatives when they arrive on the scene. Witnesses include the person who discovered the device, witnessed the explosion, or possesses detailed knowledge of the building or area.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117
EMERGENCY POLICE ASSISTANCE – 166
PNP PUBLIC INFORMATION CENTER – 724-8766

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14. TRESPASSING

- A. Encourage staff to approach unknown visitors. Thieves often gain entry to buildings by 'tailgating' a legitimate staff member. Security and other relevant staff should question people who are not wearing identification and establish if they have authority for being on the premises.
- B. If you have an individual whom you **DO NOT** want on the property call the security personnel. Security personnel will be dispatched to your location.
- C. The security personnel will initiate the proper notification procedure for contacting appropriate police authority when a crime occurs on or near DBM facilities.
- D. When the security personnel arrive at the location, an immediate arrest for Criminal Trespass should be initiated.
- E. The security personnel shall turnover the trespasser to the nearest PNP police sub-station. The Detachment Commander shall conduct an initial investigation and submit a written report to the DBM Security Director within 48 hours.

DBM Emergency Hotline – (To be announced)
Police, Fire Company, Ambulance – 117



15. TYPHOON, FLOOD AND SEVERE WEATHER EMERGENCY

- A. In the event of a flood emergency warning or actual flood emergency on or near DBM facilities, the duly designated Emergency Coordinator will receive advance notification from the Civil Defense Operation Center or PAGASA as to the extent and nature of the impending flood or weather emergency. The instructions and preparations for the DBM and surrounding communities will be relayed from the PAGASA to the DBM through the Director of Training and Information Service.
- B. The Administrator of the DBM or the Emergency Coordinator, or their designee, will initiate the appropriate announcements concerning the emergency flood warning and the instructions for preparation and/or evacuation when and if necessary. The procedures outlined in Sections III and IV, "Declaring a DBM facilities State of Emergency" and "Notification Procedures," will apply, including the establishment of an Emergency Command Center and the dissemination of information to the DBM community.
- C. In the event of a major weather emergency or disaster, the Emergency Coordinator will coordinate a timely notification procedure for all members of the DBM and surrounding communities with the members of the Emergency Response Team through the radio stations, the TV station, local media communications networks or through the Emergency Coordinator and the DBM telephone switchboard.
- D. Any member of the DBM community, who discovers a flood problem or potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:
 - 1. Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.

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2. Call the MERALCO at **16210; 16211; 16212** and the NAPOCOR at **921-3379; 924-5405**. Describe the nature of the problem.
 3. Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
 4. Building Maintenance personnel will be responsible for pumping water out of the area.
 5. Identify a temporary shelter to house water-soaked materials.
 6. Do not return to the building or work area until instructed to do so by duly designated Emergency Coordinator.
 7. The Emergency Coordinator will initiate the proper notification procedure for contacting appropriate personnel when a flood occurs on or near DBM facilities.
 8. The Emergency Coordinator will respond with the appropriate authorities to evaluate the situation.
- E. The DBM security personnel shall prevent DBM employees and staff from crossing flooded areas, exit facilities or buildings when there are strong winds and flying debris outside the building; and shall assist in the evacuation of personnel, supplies, materials and equipments to a designated area.
- F. In the event of extremely **adverse weather conditions** (severe weather emergency, typhoon, etc.), **the decision to close the DBM**, evacuate the DBM facilities or to disseminate appropriate instructions to the DBM facilities, it will be the responsibility of the Emergency Coordinator or his/her designee, who will communicate this information to the duly designated Emergency Coordinator and the DBM telephone switchboard operators. The Emergency Coordinator will further authorize the communication of instructions to the local radio and television media for public announcement in consultation with the Administrator of DBM. In the event of the declaration of a **PRESIDENTIAL STATE OF EMERGENCY**, the Emergency Coordinator will issue the appropriate instructions for closing the DBM.
- During normal business hours, the above DBM authorities will contact all members of the DBM on DBM facilities to advise them of the appropriate actions to be taken. The duly designated Emergency Coordinator and the DBM telephone switchboard will serve as the contact source for all DBM members. After business hours and on weekends, the sources of information will be the Emergency Coordinator and the local radio and television stations.
- G. In all flood and emergency weather situations, the Emergency Coordinator will serve as the central coordinating center for all information and instructions within and outside the DBM.
- H. Other severe weather conditions - closing the DBM. The following is the DBM's policy on other severe weather or weather-related conditions:

DELAYED OPENING OR EARLY CLOSING - When a severe storm occurs at night or in the early morning hours, and it becomes necessary to delay or the opening of offices or services, an announcement will be made over the local radio/TV stations by PAGASA or MMDA.

Occasionally, when conditions warrant, the DBM may also have an early closing. Early closings are communicated through a telephone call to all DBM administrative offices.

When the majority of employees are in residence, delayed openings and early closings occur for only the most severe conditions, and DBM's decisions may be necessarily different from those made by local school districts or local industries.

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FLOOD DAY CLOSING – When the majority of employees are in residence, flood day closings for an entire day (or closing for other severe weather or weather-related conditions) will only be designated when rain and other conditions make travel to the DBM facilities extremely difficult. When this occurs, an announcement will be made over the same radio and TV stations noted above.

When the majority of employees are in residence, it is the policy of the DBM to remain open, however, and flood day closings (or other weather-related closings) will not occur on a regular basis irrespective of what is done by local school districts and local industries.

Scheduled Workdays – When rain or other weather-related conditions warrant delaying the opening of the DBM, closing the DBM early, or closing the DBM for the entire day during workdays, offices will not be held.

Essential Services – Several departments or services have been designated to provide essential services during rainstorms or emergencies when a majority of the employees are in residence. These departments or services are expected to provide DBM facilities services in the case of delays, early dismissals, or rain day closings.

These departments are GSPD, Health Service, Communications, and Security Services. Within each of these departments, several positions have been designated as essential. Staff members in such positions are expected to stay on the job during rain or other emergencies, and the DBM will provide food and sleeping quarters if necessary. Staffs in essential positions are also expected to get to the DBM facilities to assume job responsibilities unless doing so places them or their families in an unreasonably dangerous situation. The Finance Office and Computer and Communications Services staff may also be designated as essential when support is required for payroll processing, or other time-critical needs.

- I. **Other Related Information.** When the DBM is open, all staff members whose positions have not been designated as essential are expected to maintain normal schedules or resume a normal schedule by reporting to work as soon as it is possible to do so. The DBM will not compensate employees for hours not worked. However, individuals in non-essential positions are not required to report to work, or remain at work, if they believe their safety is threatened by weather conditions.

When a rain day closing is declared, those individuals (in both essential and non-essential positions) who report to work will be entitled to take equivalent time off at some later date with approval of the supervisor.

PAGASA PUBLIC STORM WARNING PRECAUTIONARY MEASURES

PUBLIC STORM SIGNAL NO. 1



METEOROLOGICAL CONDITIONS:

Tropical cyclones will affect the locality and winds of 30 - 60 kph may be expected in at least 36 hours.

IMPACT OF THE WINDS:

- Twigs and branches of small trees may be broken.
- Some banana plants may tilt or fall flat on the ground.
- Some houses of very light material (nipa and cogon) may be partially unroofed.
- The exposed community at all may sustain very light or no damage.
- Rice flowering stage may suffer significant damage.

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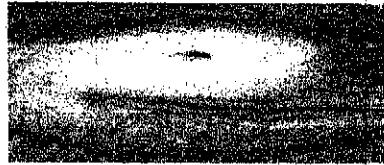


PRECAUTIONARY MEASURES

- People are advised to listen to the latest Severe Weather Bulletin issued by PAGASA every six hours 5:00 a.m., 11:00 a.m., 5:00 p.m., and 11:00 p.m.

GENERAL NOTE:

- Business may be carried out as usual. When the tropical cyclone is strong, intensifying or is moving closer, this signal may be gradually increased. Disaster preparedness is activated to alert status.



PUBLIC STORM SIGNAL NO. 2

METEOROLOGICAL CONDITIONS:

Moderate tropical cyclones will affect the locality and winds of greater than 60 kph to 100 kph may be expected in at least 24 hours.

IMPACT OF THE WINDS:

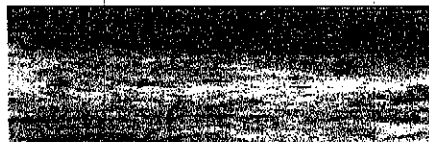
- Some coconut trees may be tilted with the few others broken.
- Few big trees may be uprooted.
- Many banana plants may be destroyed.
- Rice and corn may be adversely affected.
- Large nipa and cogon houses maybe partially or totally unroofed.
- Some old galvanized iron roofing may roll off.
- Light to moderate damage to palay in flowering stage.

PRECAUTIONARY MEASURES

- The sea and coastal waters are dangerous to smaller sea crafts. Fishermen are advised not to go to the sea.
- Avoid necessary risks. Traveling by sea or air is risky.
- Stay indoors.
- Secure properties.

GENERAL NOTE:

- Special attention should be given to the latest position, direction and speed of movement and intensity of the tropical cyclone as it may intensify and move towards the locality.
- Disaster preparedness agencies and other organization are alerted.



PUBLIC STORM SIGNAL NO. 3

METEOROLOGICAL CONDITIONS:

Strong tropical cyclones will affect the locality and winds of greater than 100 kph to 185 kph may be expected in at least 18 hours.

IMPACT OF THE WINDS:

- Almost all banana plant may be destroyed and a large number of trees may be uprooted.
- Rice and corn crops may suffer heavy damage.
- Majority nipa and cogon houses may be uprooted or destroyed and there may be considerable damage to structures of light to medium construction.
- There may be widespread disruption of electrical power and communication services.
- In general, moderate to heavy damage may be expected in both the agricultural and industrial sectors.
- Travel by sea and by air is very risky.

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- Sea and coastal waters will be dangerous to all sea crafts.

PRECAUTIONARY MEASURES:

- People are advised to evacuate and stay in strong buildings.
- Stay away from coasts and riverbanks.
- Watch out for the passage of the "eye", do not venture away from the shelter.
- Suspend classes in all level and make sure the children stay in the safety of strong buildings.

GENERAL NOTE:

- The disturbance is dangerous to threatened or affected communities.
- The passage of the "eye" of the typhoon is indicated by a sudden change from bad to fair weather. Fair weather may last for one or two hours after which the worst weather will resume with very strong winds generally coming from the opposite direction.
- Disaster preparedness and response agencies/organization are activated to respond appropriately.



PUBLIC STORM SIGNAL NO. 4

METEOROLOGICAL CONDITIONS:

A very intense typhoon will affect the locality and very strong winds of more than 185 kph may be expected in at least 12 hours.

IMPACT OF THE WINDS:

- Coconut plantation may suffer extensive damage.
- Many large trees may be uprooted.
- Rice and corn plantation may suffer severe damage.
* most residential and institutional buildings of mixed construction may be severely damaged.
- Electric power distribution and communication service may be disrupted.
- Damage to affected communities can be very heavy.

PRECAUTIONARY MEASURES:

- Cancel all travel and other outdoor activities.
- Stay in safety of houses or evacuation centers.

GENERAL NOTE:

- The situation is potentially very destructive to the community.
- Disaster coordinating councils concerned and other disaster response organizations must respond to emergencies.

TROPICAL CYCLONE WARNING PRECAUTIONARY MEASURES

Before the storm comes...

- Reinforce your home to withstand wind and flooding.
- Learn about typhoon and other disturbances, their signs and warning, effects and dangers, and how to protect your family, yourself and your property.
- Educate the members of your family on preparedness and protection from tropical cyclones.
- Re-check your roof for leaks and loose roofing materials. Ensure that the main structural elements of your roof are secured to the top beams of your house.

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- Install guy wires or buttresses to the main structural columns of your house to reinforce its anchorage to the ground.
- Store adequate supply of food and drinking water.
- Prepare flashlights, batteries, matches, kerosene lamps or candles in anticipation of power failure.

During the emergency...

- Keep your radio on and listen to the latest report and PAGASA bulletin and announcement.
- When a typhoon, tropical depression or tropical storm strikes, stay indoors and do not go near windows.
- Check on everything that may be blown away or turned loose. Flying objects become dangerous during typhoons.
- If the "eye" of the storm passes over your place, there may be a lull lasting for a few minutes to half an hour. Stay in safe place. Make emergency repairs if necessary, but remember the wind will blow suddenly from the opposite direction, frequently with even greater violence.
- Cut off loose tree branches and excessive foliage or leaves.
- Severe flooding may follow typhoon. Stay away from riverbanks and streams.
- If your house is not safe, move to a designated evacuation center and stay there until the storm has completely subsided.
- Slightly open a window or door at the side of the house opposite from where the wind comes from to avoid pressure build up.
- Be calm. Your ability to meet the emergency will inspire and help others.

DBM Emergency Hotline - (To be announced)

Police, Fire Company, Ambulance - 117

PAGASA Weather Bulletin - 927-1541; 926-4258

16. USE OF DBM FACILITIES BY NON-NLP AGENCIES

In the event of an actual disaster emergency declared by the Emergency Coordinator, and upon request by Emergency Coordinator, DBM will determine whether it will be possible or feasible to make the DBM complex available as a mass care center. Such a determination will be dependent on the nature and scope of the disaster emergency, whether DBM employees are in residence at the time of the emergency, and whether facilities are available elsewhere sufficient to meet emergency service needs. If an affirmative determination is made by DBM, the DBM will use the following guidelines instituted by the Emergency Coordinator for mass care center use.

During a declared local or regional disaster emergency, DBM wishes to continue to meet its voluntary community responsibilities to the extent possible by helping to support the activities of the Emergency Coordinator and the Philippine Red Cross. However, such assistance by DBM must be controlled by its primary obligation to maintain and limit DBM's exposure to potential damage or liability claims. With this in mind, DBM is willing to assist in providing disaster emergency services to the community, subject to the conditions outlined below.

- Emergency facility use will not commence until the primary responsibilities of employee welfare and safety have been resolved.
- The DBM Building site will be limited to 1,000 evacuees. All evacuees will be bused from an external location.
- The duration of use of the DBM building site will be determined prior to committing the facilities.
- DBM will maintain control of the facilities in coordination with the appropriate team manager from the Emergency Coordinator or Philippine Red Cross.

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- DBM will provide auxiliary support services (Public Safety staff, communications, equipment, food, etc.) to the extent possible and as needed.
- Facilities are to be used for sleeping and/or feeding purposes only.
- Facilities will not be used in conjunction with disaster emergency drills.

If it is determined that DBM cannot make the DBM Building site available in support of a declared disaster emergency, DBM will consider providing other emergency services to the community, including Public Safety and other personnel, communications and other emergency equipment, and other services that may be required and may be available at DBM. DBM stands ready to provide voluntary assistance to Emergency Coordinator in any way it can during a disaster emergency, subject to the condition that it must first provide for its employees and for the protection of its financial assets.

17. WORKPLACE VIOLENCE, HARASSMENT, INTIMIDATION AND STALKING POLICY

DBM is committed to providing staff and employees with an environment that is safe, secure, and free from threats, intimidation, and violence. The DBM recognizes that violence can manifest itself on DBM facilities in many ways. To promote an environment that supports the mission of the DBM and encourages productive employment, the DBM management has developed policies and response procedures to address stalking and harassment. The scope of these policies and procedures is all staff, employees and visitors to the DBM and applies to any and all acts of stalking, harassment or inappropriate aggression.

The DBM will not tolerate any acts of intimidation, threatening behavior, stalking, or harassment. The Security Office will respond immediately to any such activity, remove the danger or dangerous person(s) from DBM facilities immediately, and conduct an investigation, the results of which include, but are not limited to, banning from DBM property, termination of a business relationship, suspension or termination of employment, DBM judicial action and / or criminal prosecution.

All DBM staff is encouraged to notify their supervisor, one of the contact resources listed herein, or the Security Office of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to the DBM.

The DBM Security Office understands the personal nature associated with some problems that may occur on DBM facilities. It will investigate all complaints in a sensitive and confidential manner to protect the rights of the victim and the accused. All investigations and sensitive information will be treated confidentially. All supervisors on DBM facilities are informed as to the correct procedure for reporting stalking or harassment problems or activities. Refer to the contact information below. Copies of DBM's policies and response procedures for handling such problems are available upon request.

VII

DAMAGE SURVEY (RECOVERY) / EVACUATION / TRAINING

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The Emergency Coordinator will convene a meeting of the Emergency Disaster Response Team members who participated in the action plan within 24 hours of the resolution of the emergency. Affected DBM personnel will be contacted to begin the damage evaluation and recovery process. This may require coordination with internal departments and outside agencies. When and where possible, the team will use photographs and video cameras to record and assess damage.



The Administrator will convene a meeting with the Emergency Response Team members and the DBM's general counsel to assess damages and business interruptions to the DBM and to evaluate the DBM's insurance liability and coverage.

The Emergency Coordinator will convene a training session of Emergency Response Personnel once a year to review emergency disaster response procedures and to institute appropriate periodic training of key personnel and all new DBM personnel.

VIII

POST TRAUMA SYNDROME

The Emergency Coordinator will arrange for appropriate follow-up evaluations and recommend the appropriate counseling sessions for all DBM members involved in a DBM facilities emergency to include utilization of the Employee Assistance Program where applicable

IX

EMERGENCY NUMBERS

AGENCY	CONCERN	EMERGENCY
POLICE, FIRE COMPANY, AMBULANCE INFORMATION/RUMOR HOT LINE	ALL EMERGENCIES	117
CIVIL DEFENSE OPERATION CENTER	All Extreme Emergencies	911-5061 to 64
BARANGAY EMERGENCY COMMAND CENTER	All emergencies	TBA
BUREAU OF FIRE PROTECTION	Fire	911-9009 723-1642
ASSN OF PHILIPPINE VOLUNTEER FIRE BRIGADES	Fire	522-2222
ASSN OF VOLUNTEER FIRE CHIEFS AND FIRE FIGHTERS OF THE PHILS, INC.	Fire	160-16
QC FIRE DEPARTMENT	Fire	924-1857 924-1922
QC POLICE DEPARTMENT	All Crimes	920-1378 921-6146
PASIG FIRE DEPARTMENT	Fire	641-1939 641-2815
PASIG POLICE DEPARTMENT	All Crimes	641-0430 641-0436
EMERGENCY POLICE ASSISTANCE	All Crimes	166
PHILIPPINE NATIONAL RED CROSS	Relief Operations	527-8384 to 95
DPWH OPERATIONS CENTER	Flooding/	304-3298

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Admin. Page 60 of 85



Commander Security Services, Inc.

	Road Condition	304-3315 364-3280
DPWH FLOOD MONITORING	Flooding	527-2737 527-4111
DPWH PUMPING STATIONS	Flooding	527-7871 Local 312/348

AGENCY	CONCERN	EMERGENCY
DPWH ACTION CENTER	Flooding/Road Condition	527-2007 304-3280 304-3076
MAYNILAD – LA MESA	Dam Monitoring	939-6553
NAPOCOR	Dam Monitoring	921-3541 Local 497
NATIONAL POISON CONTROL	Poisoning	524-1078
MMDA METROBASE OPERATIONS	Traffic Information	882-0876 882-0877 HOTLINE NO. 882-0874 882-0889
PNP TRAFFIC MANAGEMENT GROUP	Vehicular Accidents	776-1133
DOTC OPCEN	Traffic Information	879-9112 879-9113
PHILIPPINE COAST GUARD OPCEN	Sea Mishap	527-8481 527-3880
PHILIPPINE NAVY N3	Sea Mishap	765-6333 524-4879
AIR TRANSPORTATION OFFICE	Air Mishap	832-2987 832-3308
PNP EXPLOSIVES AND ORDNANCE DIVISION	Bomb Threats Explosion	721-8544 723-0401
PACER OPERATIONS CENTER	Bomb Threats Explosion	721-7278
PNP EOD CAMP CRAME	Bomb Threats Explosion	721-8544 723-0401 Local 4514
PHILVOCS OPCEN	Earthquake Information	927-1095 426-1468
PHILVOCS OPCEN	Volcanic Activity	927-1095 426-1468
PAGASA WEATHER BULLETIN	Weather Update	927-1541 926-4258 928-2031
METRO MANILA DEVELOPMENT AUTHORITY	All Emergencies	



MMDA RESCUE	Search & Rescue	882-0925
MERALCO	Critical Infrastructures	16210 16211 / 16212
NAPOCOR	Critical Infrastructures	921-3379 924-5405
MANILA WATER COMPANY, INC.	Critical Infrastructures	1627

AGENCY	CONCERN	EMERGENCY
MAYNILAD WATER SERVICES, INC.	Critical Infrastructures	1626
PHILIPPINE GENERAL HOSPITAL	Medical Services	521-8450
CHINESE GENERAL HOSPITAL	Medical Services	711-4141
MEDICAL CENTER MANILA	Medical Services	523-8131 to 65
SAN LAZARO HOSPITAL	Medical Services	732-3776 to 78

DBM DIRECTORY NAMES POSITIONS/DESIGNATIONS CONTACT NUMBERS

NAME OF DEPARTMENT / NAME OF HEAD CONTACT NUMBERS

[illegible]

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FATIMA G. LAUREANO

Administrative Assistant



DBM BUILDING SERVICES DIRECTORY

SERVICE	CONTACT PERSON	TELEPHONE
Architect		
Insurer		
Plumber		
Electrician		
Legal Counsel		
Locksmith		
Carpenter		
Trucking		
Security		
Exterminator		
Equipment Rental		
Storage Space		
Warehouse		
Freezer		
Other		

LIST OF EMERGENCY FOOD SUPPLIES

Description	Quantity	Location
Canned Sardines	1 Doz	
Canned Tuna	1 Doz	
Luncheon Meat	1 Doz	
Crackers	1 Can	
Corned Beef	1 Doz	
Condensed Milk	6 Cans	
Evaporated Milk	1 Doz	
Tea (in bags)	1 Box	
Garbage Bag (pack of 100)	10 Packs	
Battery Size "AA"	2 Doz	
Candles	2 Doz	
Box Match	1 Doz	

These are to found in the cupboard labeled "Emergency Supplies".

**LIST OF EMERGENCY FIRST-AID SUPPLIES**

Description / Quantity	Location
Triangular Bandages1 Doz	
Assorted Band-Aid1 Box	
Gauze2 Rolls	
Gauze Swabs1 Pack	
Cotton1 Roll	
Bandages2 Rolls	
Adhesive Tape2 Rolls	
Rubbing Alcohol2 Bottles	
Tweezers1 Pc	
Scissor1 Pc	
Plastic Wash Bowl1 Pc	
Sanitary Cups1 Doz	
These are to be found in the cupboard labeled "Emergency Supplies".	

LOCATION OF CRITICAL DOCUMENTS

Description	Location
DISASTER MANAGEMENT PLAN	
MEMORANDA OF UNDERSTANDING	
INSURANCE POLICIES	
BACK UP FILES FOR COMPUTERS	

LIST OF EMERGENCY TOOL KIT

Description	Quantity	Location
Claw Hammer	1 Each	
Adjustable Wrench	1 Each	
Medium Philips Screwdriver	1 Each	
Small Philips Screwdriver	1 Each	
Medium Regular Screwdriver	1 Each	
Small Regular Screwdriver	1 Each	
Heavy Duty Jumper Cable	1 Each	
Regular Pliers	1 Each	
Halogen Flashlight with Batteries	1 Each	
Plastic Sheeting 100 ft x 10 ft	1 Roll	
1000W Portable Generator with Fuel	1 Each	
These are to be found in the cupboard labeled "Emergency Supplies".		

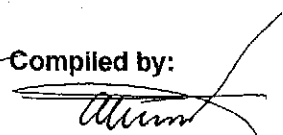



COLLECTION PRIORITIES		
Location	Collection/Item	Person to Remove Item
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

A list in order of importance of those collections or items that are to be removed, salvaged and conserved first.

PREPAREDNESS ACTION CHECKLIST		
ACTIONS	TIMES/YEAR	COMPLETED
Review and test plan with staff.		
Review and test evacuation procedures with staff.		
Revise Plan as necessary.		
Inventory supplies and equipment.		
Replace supplies as necessary.		
Inspect facilities and equipment using.		
Correct areas as necessary.		
Take photographs of buildings.		
Review and update inventories of furnishings.		
Annual inspection by Fire Department.		
Annual review and update of Insurance.		

Compiled by:


EDGAR G. SARMIENTO
Operations Officer

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FATIMA G. LAUREANO
Admin. Officer

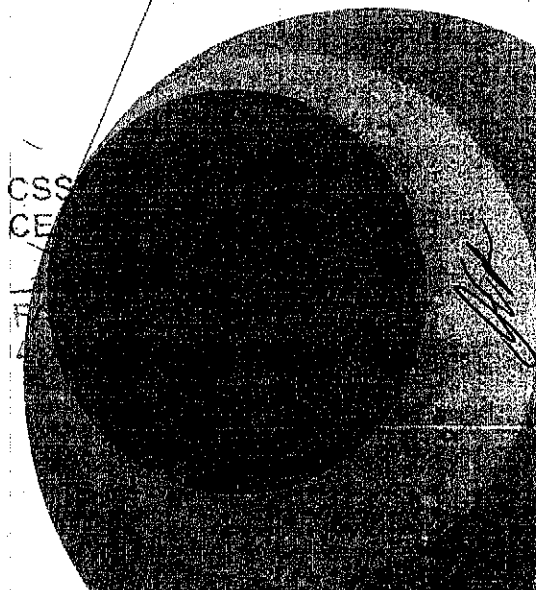
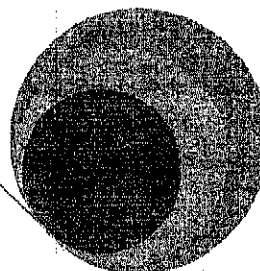
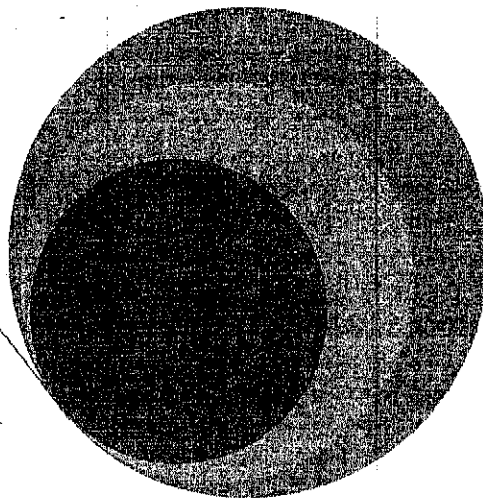


RECRUITMENT, SELECTION AND PLACEMENT

Rules and Procedures

COMMANDER GROUP OF COMPANIES

Sharon I. Espinocilla, csms
6/1/2011



Commander Group of Companies

RECRUITMENT, SELECTION AND PLACEMENT PROCEDURE
(rev.2011)

Objective Statement:

To set written procedure that will serve as "do-able" and "standard" guidelines in the recruitment, selection and placement of personnel.

To set direction in the investment of manpower capital

To minimize hiring/deployment/re-deployment of personnel with questionable character.

To monitor records of personnel base on performance quality

I. Authority in Charge

- 1) HR/Admin
- 2) Operations (Director, OM and AOM)
- 3) Training
- 4) Unit/Detachment Head

Monitoring Unit

- a) Accounting

II Definition of Term

- a. **Personnel** - Office Staff, technical support staff, maintenance, security guards and security officers.
- b. **In-Office Recruitment, Selection and Placement (I-RSP)**-procedure wherein the processing of employment is done usually inside the corporate office of Commander Group.
- c. **On site Recruitment Selection and Placement (O-RSP)**- procedure wherein the processing of employment is done on (client) site or field site by the authority in charge for reason of accessibility and urgency.
- d. **Absorb Employment (AE)** - procedure wherein guards/officers employment from the incumbent agency is terminated and assume by CS Group by reason of "**Client mandatory requirement**".
- e. **Special Request for Placement Form (SRP)** is a template to be accomplished by an authorized officers (with an exemption of the President and VP) who wish to exercise their privilege in appointing personnel whether newly applied or on floating status to a particular assignment. Approval of SRP shall be subject to the Client contract requirement and personnel's record of employment.
- f. **Special Request for Transfer Form (SRT)** is a template to be accomplished by an authorized officer/s (with an exemption of the President and VP) who wish to exercise their privilege in transferring active personnel currently assigned in a specific assignment to a new assignment, whether by reason of convenience or personal preference.

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JOSE C. LAUREANO
Admin Assistant

II. THE PROCESS FLOW

Recruitment

Selection

Orientation/Training

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Assistant

IV. RECRUITMENT CRITERIA (MINIMUM)

@ Security Guards/Lady Guards

CLASSIFICATION	A	B	C
SALARY RANGE	P18,000.00 ABOVE	P15,000 to P17,500	P14,000 below
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
AGE	SG/LG 25-40	SG/LG 25-40	SG/LG 20-35
EDUCATIONAL ATTN	College Level, 72 Units	High School Graduate	High School Graduate
EXPERIENCE	<ul style="list-style-type: none"> >Min 2 yrs >Experienced in a detachment with more than 30 security force, or in a unit that require extensive security work (report writing, lobby reception, etc) >With exposure in an assignment that require report writing, day to day interactions with customers and employees > Mature, responsible and hardworking 	<ul style="list-style-type: none"> >Min of 3 years experience >Experience in a detachment or unit >Responsible and open minded > Hardworking 	<ul style="list-style-type: none"> >PTC to 1 yr >Experience in a detachment or unit > Hardworking
HEIGHT/WEIGHT	5'8 above / 160lbs (SG) 5'4 above / 120lbs (LG)	5'6-5'7 / 160lbs (SG) 5'3 above / 120lbs (LG)	5'5 to 5'6 / 160lbs (SG) 5'2 to 5' only / 120 lbs (LG)
COMMUNICATION PROFICIENCY	<ul style="list-style-type: none"> >Fluent in Filipino Language, both in verbal and writing >Written Report in English is comprehensible and within the acceptable standard 2) Verbal communication English or Filipino is clear and comprehensible 3) Can easily grasp ideas 4) Can easily understand and answer open-ended questions 	<ul style="list-style-type: none"> >Fluent in Filipino Language, both in verbal and writing >Can write report in English > Can understand English >Willing to learn 	<ul style="list-style-type: none"> >Fluent in Filipino Language, at least in verbal communication > Can understand English
Mental and Physical Facility	<ul style="list-style-type: none"> *IQ average, verifiable *No physical defect (Head to foot) * No Bulging Stomach *Neat and Tidy in Physical appearance * Smart in wearing Uniform 	<ul style="list-style-type: none"> *IQ average, verifiable *No physical defect (Head to foot) * No Bulging Stomach *Neat and Tidy in Physical appearance * Smart in wearing Uniform 	<ul style="list-style-type: none"> *IQ average, verifiable *No physical defect (Head to foot) *Neat and Tidy in Physical appearance * Smart in wearing Uniform
TRAINING QUALIFICATION	<ul style="list-style-type: none"> >License is valid for the next 8 mos >Re-training Course >Extensive Training in Customer relations Firing proficiency Emergency response Work value enhancement or anything related 	<ul style="list-style-type: none"> License is valid for the next 8 mos >Re-training Course 	<ul style="list-style-type: none"> License is valid for the next 12mos >Attended Training with verifiable records of training and GKE result.

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FATHER OF LAUREANO
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²COMMANDER GRP OF COMPANIES, "Recruitment, Selection and Placement" 2011-06-17

@ Security Officers

CLASSIFICATION	A	B	C
SALARY RANGE	P20,000.00 ABOVE	P17,000 to P18,000	P16,000 below
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
AGE	(M)33-50 (F)30-40	(M)30-45 (F)25-35	(M)27-35 (F)27-35
EDUCATIONAL ATTN	Baccalaureate Degree (4yrs)	2yrs to 3yrs academic course	High School to Vocational
EXPERIENCE	3 Years	4Yrs	5yrs
HEIGHT/WEIGHT	5'6 above / average	5'6 above / average	5'6 above / average
COMMUNICATION PROFICIENCY	Fluent both in English and Filipino (written and Verbal)	Fluent both in English and Filipino (written at least in writing)	>Fluent In Filipino, both in writing and verbal communication > Can understand English
Mental and Physical Facility	>Average (OLMAT) >Passed the comprehensive "entry exam" >Passed the Neuro psychological exam (not more than 6 mos) >Result of medical exam show no sign of communicable disease >No sign of addiction (alcohol and drugs)	Average (OLMAT) >Passed at least the REPORT WRITING EXAM >Passed the Neuro psychological exam (not more than 6 mos) >Result of medical exam show no sign of communicable disease >No sign of addiction (alcohol and drugs)	>Average (SRA) > Know how to write Information report >Passed the Neuro psychological exam (not more than 6 mos) >Result of medical exam show no sign of communicable disease >No sign of addiction (alcohol and drugs)
CHARACTER	>No extra marital affair >No illegal vices such as gambling >With verifiable character reference >No record of abuse of authority as an officer > Amiable with commanding personality	>No extra marital affair >No illegal vices such as gambling >With verifiable character reference >No record of abuse of authority as an officer > Amiable with commanding personality	No extra marital affair >No illegal vices such as gambling >With verifiable character reference >No record of abuse of authority as an officer > Amiable with commanding personality
TRAINING QUALIFICATION	> With SO License >With developmental and leadership training > Know how to use computer (Word, excel and powerpoint)	>With SO License >With developmental > Know how to use computer (Word, excel)	>SO or SG License > A least know how to use typewriter

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² COMMANDER GRP OF COMPANIES, "Recruitment, Selection and Placement" 2011-06-17

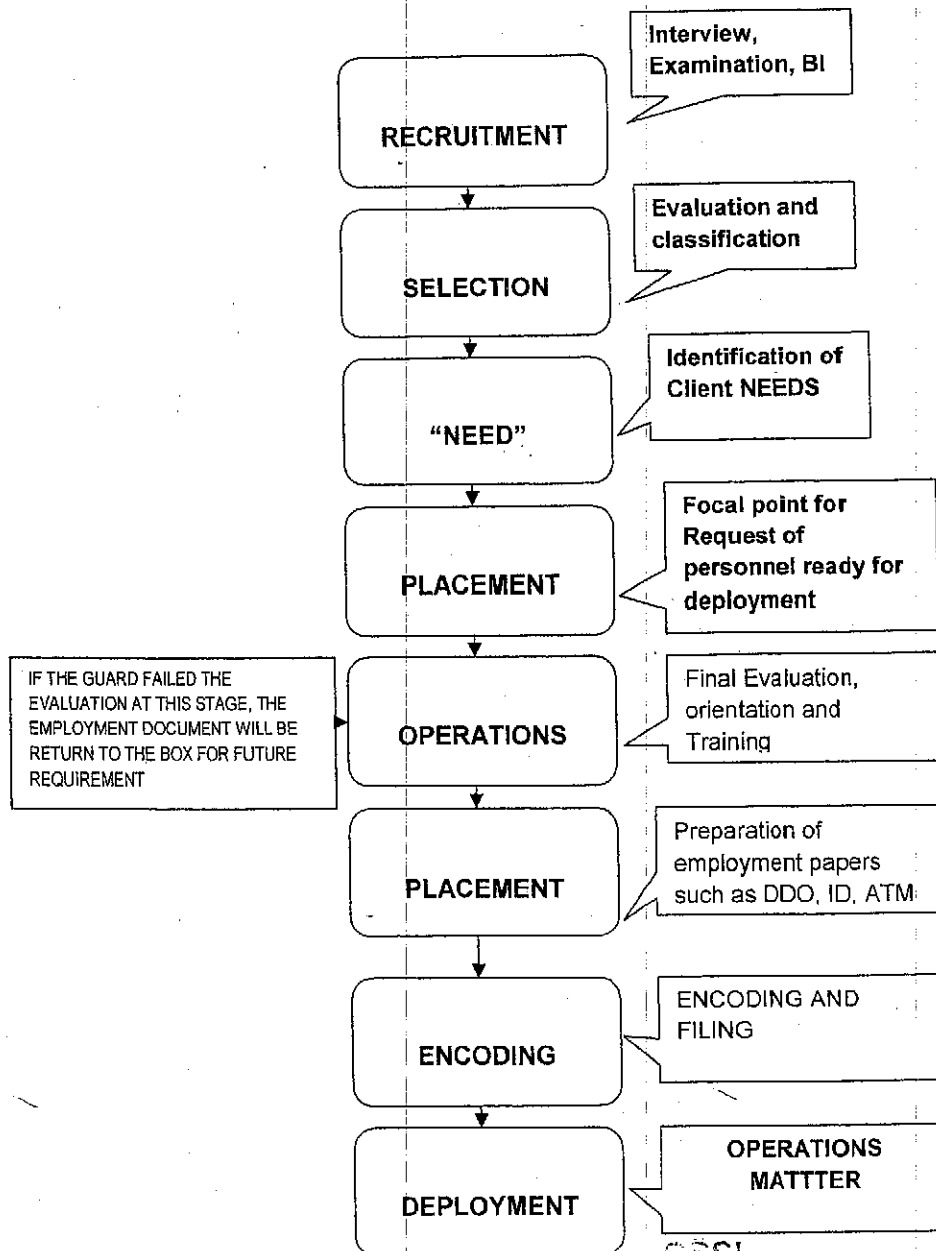
V. IN-OFFICE RECRUITMENT, SELECTION AND PLACEMENT (I- RSP)

Process Flow:

1. Interview of applicants shall start from **9:am to 3pm, MONDAY-FRIDAY**. 3pm to 5pm will be allotted for the review and classification of applicants. On **Saturdays**, applicants will be entertained until 12 noon only. The rest of the day will be use for paper works .(Reports and Data Base)
2. The recruitment officer will administer series of examination and interviews to all applicants, including audit of submitted documents. Applicants with expired documents may be accepted for evaluation but will not be given any assignment until submission of updated documents. List of pre-employment documents is listed in the evaluation form
3. After the evaluation, recruitment officer will evaluate the applicant base on the existing minimum classification (A,B and C) and the same will be written in the lower left corner of the application form, then all files will be filed in a box that correspond to the alphabet classification (**Box A for class A, Box B for class B and Box C for class C**), **THIS WILL NOW SERVE AS POOL OF APPLICANTS READY FOR TRAINING/ORIENTATION.**
4. In case of requisition of personnel, the operations will ask the assistance of the **Placement officer** in determining qualified personnel. The candidates will then be selected and forwarded to the Operations for Final Interview, Orientation and/or Training, if needed. **ONLY CANDIDATES** for officer will pass through the evaluation of the **ADMIN DIRECTOR** prior deployment.
5. Candidates who passed the Operation's evaluation and has gone through the Orientation and Training will then be forwarded to the **Placement Officer** for the issuance of employment documents such as ID, ATM Account Application, RLM, Insurance application, Coop Application and DDO. (For officer, the same will be first evaluated by the Admin prior deployment)
6. After which, the **Placement Officer** will forward the 201 File of the guard to the Admin Staff in charge of Records and Files for Electronic encoding filing and issuance of ID Number. The officer in charge of this procedure must ensure the reliability of data being encoded including the DDO number.
7. It is therefore the responsibility of the people in the RSP to monitor compliance to this procedure and of the Operations to **COMPLY**.
8. Everyday, at 4pm the **ADMIN DIRECTOR** will certify all newly hired personnel by signing the page of each application form. If in case, the admin found that such application didn't pass through the normal procedure as indicated herein, a memorandum of violation shall be issued to the person who authorized the deployment.
9. On **SUNDAYS/HOLIDAYS**, the Operations will have an authority to pick up applicants from the boxes. The Operations will then submit the file and the **DEPLOYMENT REPORT (DR)** to the **DEPLOYMENT OFFICER** immediately on the next working day.

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LAUREANO
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PROCESS FLOW FOR I-RSP



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[Signature]
WIA G. LAUREANO
Assistant


VI.

ON-SITE RECRUITMENT SELECTION AND PLACEMENT

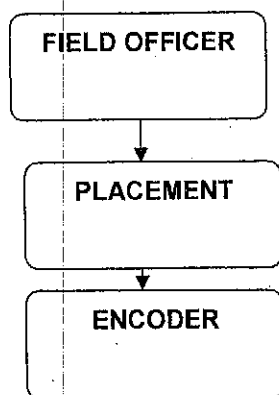
The need for *On-site Recruitment, selection and placement* (O-RSP) shall be a consolidated decision by the Admin Director and Operations Head with the Approval of the President. O-RSP is an option if the contract is a provincial deployment.

Process flow:

1. Operations or staff in charge of deployment shall ensure applicants credibility by evaluating the applicant's submitted documents (authenticity of license, NBI clearanem, Drug and Neuro psychological examination)
2. Operations or staff in charge shall require the applicant to fill up the necessary form such as application form, ATM application, ID application etc. All forms must be duly signed including the employment contract issuance.
3. Operations or staff in charge must ensure the applicant's submission of his most recent 2x2 picture, wearing uniform.
4. Issuance of CSSI copy of standard guidelines and Brief orientation of company and client policy.
5. All files will then be consolidated and submitted to the Placement officer. The officer in charge of O-RSP must secure a receive copy for future reference.
6. For lacking or expired documents, the Placement officer must write a corrective memo to the concern guard, giving him 30 days moratorium to comply. File the copy of the corrective memo at the personnel's file. Monitor compliance and report the same to the admin for reference.
7. Placement officer will then write at the bottom left corner the classification and the word O-RSP for reference.
8. Forward the same set of documents to the Officer in charge of electronic encoding and filing.

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FATIMA G. LAUREANO
Admin Assistant

PROCESS FLOW OF O-RSP



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FATIMA C. LAUREANO

³ COMMANDER GRP OF COMPANIES, "Recruitment, Selection and Placement", 2011-06-17

VII. ABSORB EMPLOYMENT (AE)

ABSORB EMPLOYMENT is a term use for **HIRING SECURITY PERSONNEL** from the incumbent/out going agency to be assign on the same **CLIENT**. This is the **OPTION** under the following conditions;

- a) Request of the **CLIENT** provided that the **PERSONNEL** voluntarily agreed subject to the **PRE-EMPLOYMENT** requirements of **CSGROUP**.
- b) Voluntary Application of the Guard to the Agency with a request to be assign again on the same Client. This will be subject to the approval/clearance of the client;
- c) The **SECURITY REQUIREMENT** necessitates extensive familiarity of the **CONTRACT** and yet the **PREPARATION** time for **PLANNING** and **TRAINING** is insufficient to ensure efficient operations.

Process Flow

- a) Authorize personnel shall Require all guards to show proof of separation from their agency prior application.
- b) Upon submission of proof of separation, Authorize personnel shall require the applicant to fill up CS Group Application form and to submit the pre-employment requirements. (2x2 ID picture, License, etc) enclosed in a long folder.
- c) Forward the pre-employment documents to the **PLACEMENT** officer for **RECORD** and **REPORT** purposes.
- d) The **PLACEMENT** officer will then submit report (**LIST OF ABSORBED GUARDS FROM _____ CLIENT**) to the **Director for Admin** and **Director for Operations**.
- e) The **ADMIN DIRECTOR** will then schedule medical evaluations to the absorb guard. All results will then be forwarded to the **ENCODER** for record of compliance. At the end of the prescribed date of compliance, the **ENCODER** will audit the list to identify who have complied and who have not yet. **REPORTS of NON COMPLIANCE** will be forwarded to the **ADMIN** for the issuance of **MEMORANDUM**.
- f) The **DIRECTOR for ADMIN** and the **DIRECTOR for OPERATIONS** will schedule **ADMINISTRATIVE ORIENTATION** either prior to or after the date of contract take over.
- g) After which, the same set of document should be forwarded to the **Encoder** for issuance of ID number, audit of compliance and filing.
- h) For those who submit incomplete documents, the **AGENCY** will issue memorandum order of compliance with moratorium of **P30** days. Failure of the guard to comply shall be a ground for dismissal. (see attached format)


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[Signature]
PATIMA C. LAUREANO
Director for Admin

PROCESS FLOW OF AE

1. Authorize
Personnel/Recruitment
Office
2. Placement
3. DIR ADM & OPNS
4. ENCODER

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FATIMA G. LAUREANO
Admin Assistant

VIII. DOCUMENTARY REQUIREMENTS

- A) The applicant should submit the following documents enclosed in a folder (white folder for SG and Green expanded folder for officers).
1. Application form with 2x2 ID (wearing uniform for guard and Barong for SO)
 2. Xerox Copy of Security License
 3. Xerox copy of training certificate
 4. Xerox copy of GKE Result
 5. Training Certificate of Special courses (if any)
 6. Xerox copy of Markmanship Training
 7. Xerox copy of NBI, Police and Barangay Clearances
 8. Original copy of Drug test result
 9. Original Copy of neuro psychological test result
 10. Original copy of medical test result
 11. Copy of Birth certificate and Marriage Contract
 12. Xerox copy of SSS, Philhealth and TIN Card
 13. Certificate of Employment from previous employer
- B) The Interviewer should attach to the applicants 201 file all the necessary forms and templates to be use in the interview and evaluation process.

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[Signature]
VICTA C. LAUREANO

- i. **Reportorial Requirement:** NOTHING in the reportorial requirement is NEGOTIABLE. Reports should be accomplished and submitted as prescribed.
- ii. **Penal Provision:** Any employer who refuses or fails to comply with any of the above procedure and order shall be subject to the ff; penalties
 - a) First Offense - WRITTEN REPRIMAND with order to RELIEVE the guard/officer who didn't passed any of the above PROCESS FLOW
 - b) 2nd Offense - WRITTEN WARNING with order to RELIEVE the guard/officer who didn't passed any of the above PROCESS FLOW + 50% of the subject guard salary will be charge to the erring officer.
 - c) 3rd offense - SUSPENSION of 5days with ORDER to RELIEVE the guard who didn't passed any of the above PROCESS FLOW + 100% OF THE SUBJECT' guard's salary will be charge to the erring officer.
- iii. **Repealing Clause:** All orders, issuances, rules and regulations or parts thereof inconsistent with the provisions of this Procedure are repealed, amended or modified accordingly.
- iv. **Separability:** If any part of this procedure is declared in conflict with the existing law, the other provisions or parts shall remain valid.
- v. **Effectivity:** This policy shall take effect On June 21, 2011.

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FATIMA C. LAUREANO
Admin. Sec. 1234

uniform and
regulations.

RULE VIII
UNIFORM, EQUIPMENT AND PARAPHERNALIA

PART 1
Uniform And Paraphernalia

SECTION 1. Uniform (male). The uniform of private security guard/either from the private security agency/company security force/ government security unit shall consist of headgear, service shirt, service trousers, service belt and footwear as herein prescribed.

The uniform shall be made of fast navy blue thick fabric for the trouser for daily security officers wear and for service shirts of field or perimeter guards while a choice of light blue and/or white service shirts for internal guards for a private security agency, light gray for company security force and white for government security unit.

a. Headgear

Pershing cap - Fast navy blue cap with gold strap, black visor, octagonal nylon net top and prescribed SAGSD metal cap device. It shall be the headgear for daily wear by security guards. It may be used by the security guard for ceremonial purposes with the black strap. (Fig.1).

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Admin Assistant

b. Service Bush Jacket

Service jacket shall be worn only by the Directorial and Staff Officers of agency, color of trousers and shirt shall conform with the color prescribed in Section 1 in the above rule.

1. Private Security Agency. - Trousers and shirt short sleeves with shoulder straps, two each breast and front pockets with cover flaps and fixed cloth belt fastened by brass metal buckle. (Fig. 2)

2. Company Security Force. - It shall be sewn in the same manner as in Para. b, Section 1, this rule.

3. Government Security Unit. - It shall be sewn in the same manner as prescribed in para. b (1) section 1 of this rule.

c. Service Shirt for Security Officer

1. Service uniform. -

a) Private Security Guard. - Fast navy blue, short sleeves, shoulder straps, two breast pockets with cover flaps and navy blue front buttons, tucked in (Fig. 3)

b) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the color is light gray and the fabric for shirt.

c) Government Security Unit. - It shall be sewn in the same manner as prescribed for private security agency except that the color is white and the shirt shall be fabric "white".

2. Field Uniform. - (Optional for cold weather areas only).

a) Private Security Agency. - Fast navy blue, long sleeves with buttoned cuffs, shoulder straps, two breast pockets with cover flaps, navy blue front buttons and shirt-jacket style with overlap waist strap. Detachable hoods shall be adopted for cold weather area use. (Fig. 4)

b) Company Security Force. - It shall be sewn in the same

b) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the color is light gray and the fabric materials for the shirt.

c) Government Security Unit. - It shall be sewn in the same manner as prescribed for private security agency except that the color is white and the shirting materials shall be fabric. (Note: A single strand yellow lanyard may be used to secure sidearm to the shoulder).

3. Gala Uniform. - It shall be worn for ceremonial purposes only and at the expense of the establishment conducting the ceremonies.

a) Pershing cap. - This shall be same specifications and distinctions as provided for under Sec. 1a of this Rule.

b) Blouse. - The material shall be of fabric with colors as prescribed for private/company/government security officers. It shall be tailored as an open coat, long sleeves with a center flap at the back of the unsewed part of which shall be the same level with the waistline. It shall have shoulder straps as the service Bush Jacket. Security guard officers shall wear shoulder boards with the authorized rank design. (Fig. 5)

c) Buttons. - There shall be four (4) big brass buttons to close dress and four (4) small buttons for the pockets. The buttons shall be plain brass.

d) Shirt. - The shirt shall be white long sleeves.

e) Necktie. - It shall conform to the color of the blouse five (5) centimeters wide.

f) Trousers. - It shall be of the same design, style and materials as the service trousers.

4. Service Trousers. - Fast Navy blue color, straight cut, slanted AS pockets and two back pockets without over flaps.

5. Service Belt. - Of leather material which shall be used as pistol belt measuring four and a half (4-1/2) centimeters in width.

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CERTIFIED

LAUREANO

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6. Footwear. -

- a) Service shoes. - Black leather shoes with rubber heels and soles, plain top low-cut and black shoelace to be worn with plain black socks. (Fig 6).
- b) Rubber rain boots. - Optional as the nature of the post requires. (Fig.7).

SECTION 2. Uniform (Female). - The uniform of the lady security guard shall be made of a thick fabric. It shall consist of a modified overseas cap two (2) ply similar to the women police service, service skirts (palda) and blouse, service belt and black leather shoes as herein described and/or illustrated.

- a. Headgear. - Fast navy blue (2 ply) cap without piping but with regulation cap device. (Fig. 8).

1. Service shirt -

- a) Private Security Agency. - Fast navy blue, light blue or white, thick fabric; short sleeves, shoulder straps, two breast pockets with cover flaps and navy blue front buttons, tucked in. (Fig. 3).
- b) Company Security Force. - It shall be sewn in the same manner as prescribed for private security agency except that the shirting materials shall be fabric "Light Gray" in color. -
- c) Government Security Unit. - It shall be sewn in the same manner as the private/company agency except that the shirting materials shall be white fabric.

2. Service trousers. - Fast navy blue thick fabric trousers, straight cut with slanted side pocket and two back pockets without cover flaps. It may be worn during night duty/inclement weather. (Fig.10).

3. Service skirt. - (Optional) Navy blue A-line skirt with two front slide pockets. It may be worn when posted indoors. (Fig. 9).

4. Service belt. - Of leather material which shall be used as pistol belt measuring four and one half (4-1/2) centimeters in width. (Fig. 11).

5. Footwear. -

- a) Service shoes - Plain black shoes, low-cut rubber soles and heel (maximum of five cms.) and black shoes laces. (Fig. 12)
- b) Rubber rain boots black - Optional as the nature of post so requires.

SECTION 3. Ornaments and patches. -

- a. National badge. - as approved by C, PNP. (Fig. 13).
- b. Cap device. - The brass cap device as approved by the Chief of Philippine National Police shall be attached on the Pershing cap of officers. (Fig. 14).
- c. Regulation Buckle - as approved by C, PNP without agency name. (Fig.15).

- d. Collar device - (Fig. 16).

- e. Name cloth - shall consist of embroidered navy blue black-lettered surname and initials of first and middle names on yellow background with blue borderline, his names on yellow background, with blue borderline, his name shall be preceded by the word "Security Guard" or "SG". The letter shall be one and one half (1-1/2) centimeters in height and the name cloth shall be sewn on the right top pocket. (Fig. 17).

- f. Agency/unit name cloth. - A similarly embroidered agency/unit cloth shall be sewn on the top of the left breast pocket, navy blue block-lettered on yellow background. (Fig. 18).

g. Equipment and paraphernalia. -

1. Security Director/Inspector

- a) Leather pistol belt with regulation buckle, and
- b) Holster, black leather.

2. Security Guard (male or female):

- a) Black leather belt for pistol and nightstick with regulation buckle. (Fig. 19).

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- b) Holster, black leather for pistol, night stick and handheld radio;
- c) Nightstick (Baton) with horizontal handle. (Fig. 20).
- d) Whistle with lanyard. (Fig. 21).
- e) Pocket notebook with writing pen. (Fig. 22).

SECTION 4. Design and Use of White Uniform. - A special set of security personnel uniform shall be prescribed for security personnel posted at hotels, resorts, cultural and entertainment areas and other sites noted as tourist-heavy areas.

A special set of security personnel uniform shall be prescribed for security personnel posted at department stores noted as tourist-heavy areas, banks and other foreign clientele.

- a. *Uniform (male)*: The special set of uniform for security agencies officer/guard and lady guard shall consist of pershing cap, ball cap, service bush jacket, service shirt, service trousers, service belt, necktie, lanyard and footwear.

- 1. *Pershing cap* - same as defined in Section 1 a (2), Rule VI. It shall be fast navy blue with gold strap, black visor, octagonal nylon net top and prescribed metal cap device. It shall be worn by security agency officers and guards while wearing a complete special type of uniform. (Fig. 1).

- 2. *Service Bush Jacket* - It shall be white ramie polyester fabric and shall be sewn short sleeves with shoulder straps, two each breast and front pockets with cover flaps and fixed cloth belt fastened with metal buckle. It shall be worn by security agency officer while on duty at indoor places with complete prescribed paraphernalia and agency/client patches. (Fig. 4).

- 3. *Service Shirt* - It shall be white cotton/cotton polyester fabric and shall be sewn short sleeves as the case maybe, shoulder straps, two breast pockets with cover flaps and white front buttons. It shall be worn by security guards while on duty as designated indoor places with complete prescribed paraphernalia and agency/client patches. Tuck-in. (Fig. 3).

- 4. *Service Trousers* - Fast navy blue color, straight cut, slanted pockets and two back pockets with cover flaps. It shall be worn by security agency officer and security guards. (Fig. 10).

- 5. *Service Belt* - It shall be black in color, leather, to be used as pistol belt measuring four and one-half centimeters in width. (Fig. 11). It shall be worn by both security officers and security guards while in complete special type of uniform.

- 6. *Necktie* - Plain fast navy blue and five centimeters wide. It shall be worn by security guards while in complete special type of uniform. (Fig. 23).

- 7. *Lanyard* - Navy blue in color, same style as used by AFP or PNP Personnel. It shall be worn by security agency officers and security guards while in complete special type of uniform. (Fig. 21).

- 8. *Footwear* - Black leather shoes with rubber heels and soles, plain top low-cut and black shoelace to be worn with plain black socks. (Fig. 6).

- 9. *Ball cap* - It shall be fast navy blue round nylon net top with visor and prescribed embroidered cloth cap device. It shall be optional in lieu of the pershing cap. (Fig. 24).

- b. *Uniform (Female)* - The uniform for a lady security guard shall consist of an oversea cap two (2) ply service bush jacket, service belt, lanyard and black leather shoes.

- 1. *Bush cap* - Fast navy blue (2 ply) without piping but with regulation cap device. (Fig. 25).

- 2. *Service Bush Jacket* - It shall be white in color and shall be sewn in same style as that of security agency officer. It shall be worn by security lady officer with complete prescribed paraphernalia, name cloths and agency/client patches. (Fig. 4).

- 3. *Service Shirt* - White ramie polyester fabric and shall be sewn short sleeves or long sleeves as the case maybe, shoulder straps two breast pockets with cover flaps and navy blue. It shall be worn by private security lady guard with complete prescribed paraphernalia, name cloth agency/client patches, service belt, lanyard. Tuck in. This type of uniform shall be worn only at indoor places (Fig. 9).

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4. *Service Belt* - (Fig. 19).

5. *Lanyard* - (Fig. 21).

6. *Service Skirt* - A line skirt with two front slide pockets. It shall be worn when posted indoors. (Fig. 11).

7. *Footwear* - Plain black leather shoes, low-cut rubber sole and heel (maximum of five cm) and black shoelaces. (Fig. 12).

Paraphernalia - As prescribed under Sec.3 Rule VI, IRR, RA 5487, as amended. (Fig. 13, 14, 15, 16, 17).

SECTION 5. The special set of uniform in Section 4 above shall be prescribed/ authorized to be issued only on a case to case basis at the areas as herein authorized upon prior request of the clients concerned; provided that the request is predetermined on the need of the workplace for the use of the special set of uniform and NOT on the individual desire of the agency or client.

SECTION 6. Provision for uniform. - All employers/owners/ operators of private security agency/company security force shall provide at least one (1) set of the prescribed uniform free of charge to their respective security guard for every year of service with them. Likewise, all licensed security guard shall provide themselves with one (1) set of the prescribed uniform once a year unless their employers provide it for free.

SECTION 7. Manufacture/tailoring. - The heads/operators of the Private Security Agencies, Company Security Force and Government Security Unit shall be responsible for the manufacture and/or tailoring of the prescribed uniform for their respective security guard.

PART 2 BASIC EQUIPMENT

SECTION 8. Basic Equipment.

a. The following shall comprise of the Basic Equipment of a security guard which shall be made mandatory and ready for his/her use while performing post, conduction, armored service duties and the

1. Prescribed Basic Uniform
2. Nightstick/baton
3. Whistle
4. Timepiece (synchronized)
5. Writing pen
6. Notebook and duty checklist (electronic or not)
7. Flashlight
8. First Aid Kit
9. Service Firearms (as required)

b. The security agency shall have the responsibility of ensuring the availability and issuance of the basic equipment to its posted guards.

c. Security Guards shall be responsible for inspecting operability of basic equipment issued to him, and be responsible for keeping himself acquainted with the proper use of these.

SECTION 9. Other Equipment.

a. Apart from the mandatory basic equipment, other equipment may be issued to the security guard as determined necessary following client contract requirement, provided that the security guard shall have acquired the prior training/knowledge on the proper use of the same but not limited to the following:

1. Handcuffs
2. Metal detectors
3. Communications Radio
4. Stun devices
5. Armor vests
6. canine (k-9) units

b. Electronic and/or communication devices requiring registration under the jurisdiction of other government agencies shall be complied with prior to issuance for use of the security guard.

c. Live units such as canine (dogs), shall require prior training confirmation and registration with the PNP before utilization as security agency purposely to ensure truthful deployment versus client requirement or purpose of operation.

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PART 3 UNIFORM AND EQUIPMENT BOARD

SECTION 10. Modifications, Additions and Exemptions. Any changes or additions to the above described uniforms, paraphernalia and equipment, and/or exemptions to the prescribed uniforms, equipment and/or paraphernalia may be made through or through the initiation of SAGSD-CSG for the approval of a Private Security Personnel Uniform and Equipment Board organized by the Chief, SAGSD.

SECTION 11. Composition and Representation. The Board shall at least be composed of representatives from the PNP, PADPAO and/or concerned sector of the private security industry, Licensed Security Personnel Practitioners and if needed representative client/clients of distinguished reputation.

SECTION 12. Effectivity and Transition. Changes or modifications of basic uniform, paraphernalia or equipment shall be made effective only with ample transition to temper the cost of adoption. Provided that, approved exemptions for alternatives to operative provisions may be made effective on the date of approval.



Fig. 1

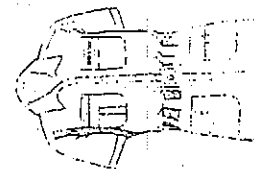


Fig. 2

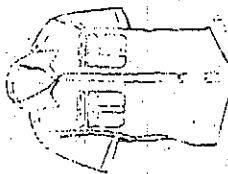


Fig. 3

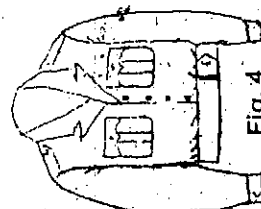


Fig. 4

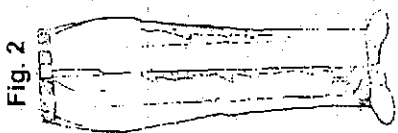


Fig. 5

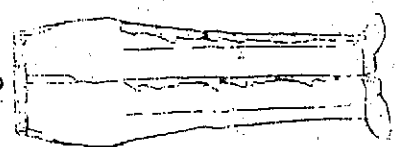


Fig. 6

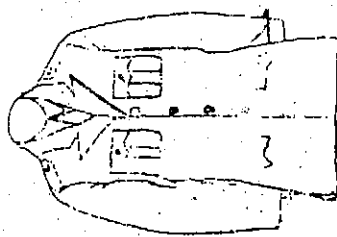


Fig. 7



Fig. 8

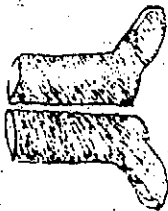


Fig. 9



Fig. 10

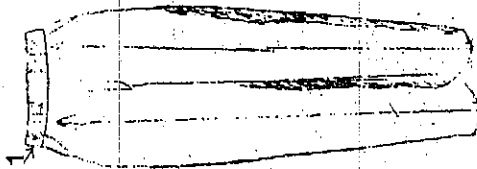


Fig. 11



Fig. 12



Fig. 13



Fig. 14

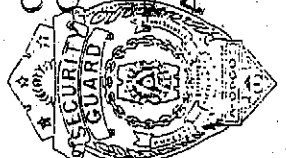


Fig. 15

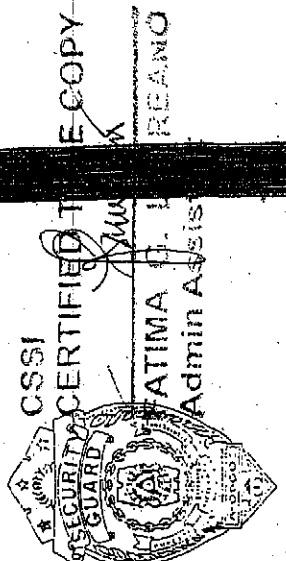


Fig. 16

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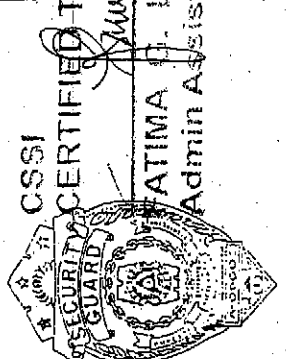


Fig. 17

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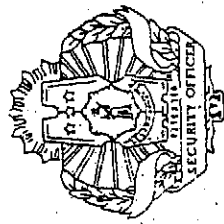


Fig. 14

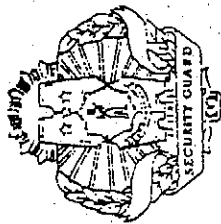


Fig. 15

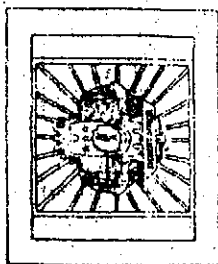


Fig. 16

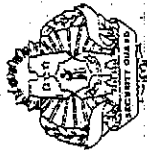


Fig. 17



Fig. 18

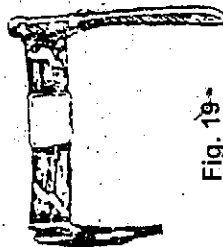


Fig. 19-

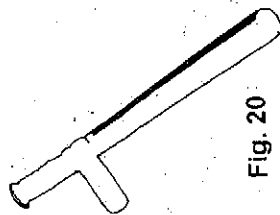


Fig. 20

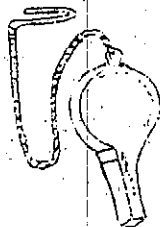


Fig. 21

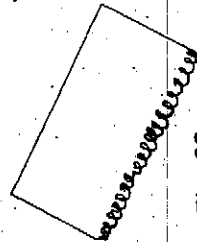


Fig. 22

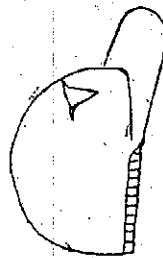


Fig. 23

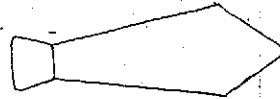


Fig. 24



Fig. 25

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Section IV. General Conditions of Contract

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
- (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

11. Advance Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:

1.1.2. (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

(b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.

(c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.

13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

1.1.2.1. (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

1.1.2.2. (b) The Supplier has no pending claims for labor and materials filed against it; and

1.1.2.3.(c) Other terms specified in the SCC.

13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery,

and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to **GCC** Clauses 18 and 21.1, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 22.1, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the

Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at anytime before receipt of the Supplier's verified position paper to withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);

- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is Department of Budget and Management (DBM).
1.1(i)	The Contractor is: COMMANDER SECURITY SERVICES, INC.
1.1(j)	The Funding Source is The Government of the Philippines (GOP) through the authorized appropriations under the General Appropriations Act in the amount of Ten Million Nine Hundred Thousand Pesos (P9,300,000.00).
1.1(k)	Department of Budget and Management Mabini Hall, Malacañang, Manila
5.1	<p><u>The Procuring Entity's address for Notices is:</u></p> <p>Department of Budget and Management Mabini Hall, Malacañang, Manila Tel Nos. (02)735-4902 Fax No. (02)735-4979</p> <p>Contact Person: Dir. Sofia C. Yanto, AS</p> <p><u>The Contractor's address for Notices is:</u></p> <p>No. 133, 15th Avenue, Cubao, Quezon City Contact Nos. 912-2487; 912-1558; 421-2741</p>
6.2	<p>The DBM has the option to effect changes in the assignments/deployment of security guards at anytime during the contract period through a written notice to the Contractor. Likewise, the DBM may increase or decrease the number of security guards as may be necessary provided that the ABC for the relevant year is not exceeded. However, the DBM reserves the right to increase, reduce or limit the scope of services for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the ABC.</p> <p>The contractor shall ensure that the Security Guards assigned/deployed to the DBM shall observe proper uniform at all times and strict compliance with Section VII. Technical Specifications.</p>

9	For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except (1) increase in minimum daily wage pursuant to law or new wage order issued after dated of bid opening; (2) increase in taxes; and (3) increase in premium contributions to SSS, Philhealth and Pag-IBIG.
10.1	<p>Payment shall be made within ten (10) working days upon complete submission by the Contractor of the following documents:</p> <p>(a) DTRs of all security guards duly signed by the AS Director or his duly authorized representative;</p> <p>(b) Proof of previous months' remittances to the SSS, Philhealth, and PAGIBIG, together with a transmittal sheet stamped received by the said agencies i.e. SSS, PhilHealth, Pag-IBIG, and other documents as may be required; and</p> <p>(c) Invoice of billing or statement of account for the period covered.</p> <p>Thereafter, payment shall be made only upon certification by the AS Director that the services were rendered by the Contractor in accordance with the terms and conditions of the contract.</p>
10.4	No further instructions.
13.1	No further instructions.
13.4(c)	No further instructions.
14.	No further instructions.
15.	<p>The Contractor shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria:</p> <p>(a) quality of work delivered;</p> <p>(b) time management;</p> <p>(c) management and suitability of personnel;</p> <p>(d) contract administration and management;</p> <p>(e) provision of regular progress report;</p> <p>(f) attentiveness to details; and</p> <p>(g) compliance with DBM instructions and policies.</p> <p>The AS shall conduct a quarterly review using the above-cited criteria and submit not earlier than October 2013 but not later than November 2013 the evaluation sheet for the purpose which shall be the basis for the recommendation to the Head of the Procuring Entity for the</p>

	continuation or termination of the Contract.
16.1	No further instructions.
17.4	No further instructions.
17.5	No further instructions.
19.1	<p>The applicable rate is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay.</p> <p>The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DBM shall rescind the contract, without prejudice to other courses of action and remedies open to it. It may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Contractor of any of its obligations under the contract.</p> <p>The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the DBM before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.</p>
20.4	In the case of a dispute between the Procuring Entity and the Contractor, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the DBM.



02/27/13

SU-G(13)-MK- 13- 0000043- 00

UGIC BOND No. G(13) 37273

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, COMMANDER SECURITY SERVICES, INC. of 133 15th Ave., Cubao, Quezon City, as PRINCIPAL, and UCPB GENERAL INSURANCE CO., INC., a corporation duly organized and existing under and by virtue of the laws of the Philippines, as SURETY, are held and firmly bound unto the DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) as the OBLIGEE in the sum of PESOS: TWO MILLION SIX HUNDRED SIXTY THREE THOUSAND SIX HUNDRED THIRTY FOUR AND 84/100 ONLY (P 2,663,634.84), Philippine Currency, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrator and assigns jointly and severally by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE AS FOLLOWS:

WHEREAS, the above bounden Principal, entered into a contract/agreement with the said OBLIGEE to fully and faithfully guarantee Principal's performance in connection with the Provision of Security Manpower Services for FY's 2013-2014 as per Notice of Award dated 2/22/2013, it being expressly understood that the liability of the Surety under this bond shall in no case exceed the amount of PESOS: TWO MILLION SIX HUNDRED SIXTY THREE THOUSAND SIX HUNDRED THIRTY FOUR AND 84/100 ONLY (P 2,663,634.84), Phil. Cy

WHEREAS, said contract/agreement requires said PRINCIPAL to give good and sufficient bond in the above stated sum to secure the full and faithful performance on his part of said contract/agreement.

NOW, THEREFORE, if the PRINCIPAL shall well and truly perform and fulfill all the undertakings covenants, terms and agreements stipulated in said contract/agreement, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

The liability of UCPB GENERAL INSURANCE CO., INC., under this bond shall expire on March 1, 2014 and any action against the Surety under this bond must be filed within TEN (10) days from said date. Failure to do so shall release the SURETY from all liability under this bond and shall be a bar to any action against it.

In WITNESS WHEREOF, we have set our hands and signed our names at Makati City, this 27th day of February 2013.

UCPB GENERAL INSURANCE CO., INC.
(Surety) TIN 000-432-798
BY:


ERICSON D. RAMOS
Authorized Signatory

COMMANDER SECURITY SERVICES, INC.
(Principal)


CARMELO T. AYSON
CEO/President

SIGNED IN THE PRESENCE OF:


RIZA BERTOS

At UCPB GEN every day starts with 

UCPB General Insurance Co., Inc. • 5th Floor UCPB Building, 7907 Makati Avenue, Makati City 1200 Philippines
NCPO Box No. 1009 • Tel No. (02) 811-1788 • Fax No. (02) 811-3333 • Website: www.ucpbgen.com • E-mail: ucpbgen@ucpbgen.com
Customer Service Center: (02) 811-8323



REPUBLIC OF THE PHILIPPINES)
MAKATI CITY)

G(13) 37273
S.S.

In the CITY OF MAKATI, Philippines this 27th day of February 2013; A.D., personally appeared before me

Name		Competent Evidence of Identity	
		Type of ID	ID Number & Expiry Date (if applicable)
CARMELO T. AYSON		SSS	03-3074138-5
ERICSON D. RAMOS		TIN	167-286-987
UCPB GEN. INS. CO.		SSS	03-7601500-4

to me known to be the same person who signed the foregoing instrument and acknowledge before me that the same is of their own voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and date first above written.

Doc. No. 30
Page No. 07
Book No. 25
Series of 2013

Handwritten signature of Atty. Robert N. Lluz
ATTY. ROBERT N. LLUZ
NOTARY PUBLIC
Until December 31, 2013
Appt. No. M-521, Makati City
IBP #599793, May 22, 2012-RSM
PTR #3685485, Jan. 16, 2013-Makati
S.C. Roll No. 59597
MCLE Compliance No. IV-0011330
Unit 6E Cityland Herrera Tower
888 Aurora Bl. cor. Vito Cruz St.
Salcedo Village, Makati City

Makati City, Philippines S.S.

ERICSON D. RAMOS, of UCPB GENERAL INSURANCE CO., INC., having been duly sworn, state and depose that UCPB GENERAL INSURANCE CO., INC., is actually worth the amount specified in the foregoing undertaking, to wit: PESOS : TWO MILLION SIX HUNDRED SIXTY THREE THOUSAND SIX HUNDRED THIRTY FOUR AND 84/100 ONLY (P 2,663,634.84) Phil. Cy. over and above all just debts, obligations and property exempt from execution.

UCPB GENERAL INSURANCE CO., INC.
By:

Handwritten signature of Ericson D. Ramos
ERICSON D. RAMOS
Authorized Signatory

SUBSCRIBED AND SWORN TO before me this 27th day of February 2013 at Makati City, Philippines.

Doc. No. 30 +
Page No. 07
Book No. 25
Series of 2013

Handwritten signature of Atty. Robert N. Lluz
ATTY. ROBERT N. LLUZ
NOTARY PUBLIC
Until December 31, 2013
Appt. No. M-521, Makati City
IBP #599793, May 22, 2012-RSM
PTR #3685485, Jan. 16, 2013-Makati
S.C. Roll No. 59597
MCLE Compliance No. IV-0011330
Unit 6E Cityland Herrera Tower
888 Aurora Bl. cor. Vito Cruz St.
Salcedo Village, Makati City

At UCPB GEN every day starts



UCPB GEN

TIN No: 000-432-798-000

DEBIT NOTE

Class : PERFORMANCE BOND

COMMANDER SECURITY SERVICES, INC.

113 15TH AVE.,
CUBAO,
QUEZON CITY

Date Issued: : 02/27/2013

Debit Note No: : MK - 000000011477

Agent Code : AN 5129 / 101721

Particulars

Policy No. : SU-G(13)-MK- 13- 0000043- 00
Bond No. : G(13) 37273
Contract Period : 03/01/2013 To 03/01/2014
Amount Guaranteed : 2,663,634.84

Currency : PHILIPPINE PESO

Gross Premium (VATABLE)	14,650.00
DOCUMENTARY STAMPS	1,831.50
LOCAL GOVERNMENT TAX	29.30
OTHER TAXES AND LICENSES	100.00
VAT	1,758.00
NOTARIAL FEE	300.00
I/A STAMPS	30.00
	18,698.80

Obligee :

DEPARTMENT OF BUDGET
AND MANAGEMENT (DBM)

Payment Should Be Made In Favour Of
UCPB GENERAL INSURANCE CO. INC.

Authorized Signature

BREGULTO - 02/27/2013

NOTE: Should the policy be cancelled or endorsed to a lower value, the insured is still liable to pay the full amount of the documentary stamps as stipulated in the policy prior to cancellation/endorsement.

At UCPB GEN every day starts with

UCPB General Insurance Co., Inc. • 5th Floor UCPB Building, 7907 Makati Avenue, Makati City 1200 Philippines
MCPO Box No. 1009 • Tel No. (02) 811-1788 • Fax No. (02) 811-3333 • Website: www.ucpbgen.com • E-mail: ucpbgen@ucpbgen.com
Customer Service Center: (02) 811 - 5329



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

NOTICE OF AWARD

February 22, 2013

MR. CARMELO T. AYSON
President and CEO
Commander Security Services, Inc.
No. 133, 15th Avenue, Cubao
Quezon City

Dear Mr. Ayson:

Based on Department of Budget and Management Bids and Awards Committee Resolution No. 2013-05, we are pleased to inform you that the Contract for the Project "**Provision of Security Manpower Services for FYs 2013-2014**" is hereby awarded to your company in the amount of **Eight Million Eight Hundred Seventy Eight Thousand Seven Hundred Eighty Two Pesos and Seventy Seven Centavos (P8,878,782.77)**.

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184 prior to signing of the contract.

Very truly yours,

FLORENCIO B. ABAD
Secretary

Acknowledged by:

2-23-13
CARMELO T. AYSON
PRESIDENT CEO



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

NOTICE TO PROCEED

March 15, 2013

MR. CARMELO T. AYSON

President and CEO
Commander Security Services, Inc.
No. 133, 15th Avenue, Cubao
Quezon City

ORIGINAL RECEIVED


By: *Alfredo Salcedo*
Designation: *Asst. Secretary*
Office: *CSC*
Date: *March 15, 2013*

Dear **Mr. Ayson**:

Please be notified that the attached **Contract for the Provision of Security Manpower Services for FYs 2013-2014** has been approved.

You may, therefore, commence work upon receipt of this Notice to Proceed. Pursuant to its terms, this Contract shall take effect upon receipt of this notice. We, therefore, request that you formally acknowledge receipt by signing in the space provided below.

Very truly yours,


FLORENCIO B. ABAD
Secretary

Received by:

Name & Signature : _____
Designation : _____
Date : _____