

# AGUSAN DEL NORTE PUBLIC SERVICE CONTINUITY PLAN



PLAN





Republic of the Philippines  
Province of Agusan del Norte  
SP Building, Capitol Compound, Butuan City

## Office of the Sangguniang Panlalawigan

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**RESOLUTION ADOPTED BY THE 19<sup>TH</sup> SANGGUNIANG PANLALAWIGAN OF AGUSAN DEL NORTE, IN ITS 21<sup>ST</sup> REGULAR SESSION HELD AT THE SP SESSION HALL, CAPITOL COMPOUND, BUTUAN CITY ON DECEMBER 13, 2022.**

**PRESENT:**

Hon. Enrico R. Corvera

Hon. Nieva C. Famador

Hon. Ryan Jade D. Lim

Hon. Rodolfo A. Pitogo

Hon. Erwin L. Dano

Hon. James T. Reserva

Hon. Dick Victor B. Carmona

Hon. Francisco Y. Chan, Jr.

Hon. Larry F. Bautista

Hon. Benjamin D. Lim, Jr.

Hon. Keefe Blue R. Leonar

Hon. Randy P. Catarman

Provincial Vice-Governor,

Presiding Officer

Provincial Board Member,

Plenary Floor Leader

Provincial Board Member

Provincial Board Member

Provincial Board Member

Provincial Board Member

Provincial Board Member

Provincial Board Member

Provincial Board Member

Provincial Board Member, FABC

Provincial Board Member, FSK

Provincial Board Member, IP representative



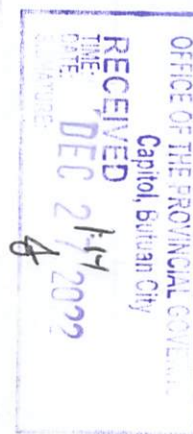
PPDO-AGUSAN DEL NORTE  
RECEIVED  
DATE: 12-27-2022  
TIME: 12:57

**ON OFFICIAL BUSINESS:**

Hon. Inez Rosario A. Amante

Provincial Board Member, PCL

(Attended the Pahalapay sa Kabataan 2022 conducted by the City of Cabadbaran)



DEC 27 2022

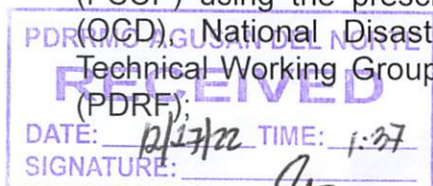
### PROVINCIAL RESOLUTION NO. 263 - 2022

**RESOLUTION ADOPTING AND APPROVING THE PUBLIC SERVICE CONTINUITY PLAN OF THE PROVINCIAL GOVERNMENT OF AGUSAN DEL NORTE AS CONTAINED IN PDRRMC RESOLUTION NO. 21-22, SERIES OF 2022**

**WHEREAS**, forwarded to the Sangguniang Panlalawigan of Agusan del Norte through the Provincial Vice-Governor and Presiding Officer, Honorable Enrico R. Corvera for appropriate legislative action is a letter, dated December 13, 2022 from the Provincial Governor, Hon. Ma. Angelica Rosedell M. Amante, requesting for the passage of a resolution adopting and approving the Provincial Disaster Risk Reduction and Management Council (PDRRMC) Resolution No. 21-22, Series of 2022, resolution approving the Public Service Continuity Plan (PSCP) of the Provincial Government of Agusan del Norte;

**WHEREAS**, the said letter, with the attached PDRRMC Resolution No. 21-22, Series of 2022 was certified urgent by the Provincial Governor, thus the Body lifted the matter for second Reading for its immediate action;

**WHEREAS**, under the National Disaster Risk Reduction and Management Council (NDRRMC) Memo No. 33, Series of 2018 issued on April 10, 2018, enjoins all government agencies to formulate their respective Public Service Continuity Plan (PSCP) using the prescribed template developed by the Office of the Civil Defense (OCD), National Disaster Risk Reduction and Management Council (NDRRMC) Technical Working Group Members and the Philippine Disaster Resilience Foundation (PDRF);



Bm PDRF  
12/27/2022

**WHEREAS**, the PSCP consists of a Public Service Continuity Management as a holistic management process which helps every Local Government Unit identifies potential threats to a public sector organization and the impacts to operations those threats, realized, might cause, and which provides a framework for building organizational resilience;

**WHEREAS**, the said plan contains strategies and mechanisms of a government organization to ensure continuous delivery of services to the public amidst any disruptions or calamities;

**WHEREAS**, in line with this, the Provincial Disaster Preparedness Committee (PDPC) thru the PDPC Resolution No. 12-22, has endorsed to the PDRRMC the approval of said plan during its 4<sup>th</sup> Quarter Full Council Meeting held last December 5, 2022 at Balanghai Hotel and Convention, Butuan City;

**WHEREAS**, considering its significance, the Body recommends for the approval of the said plan as contained in PDRRMC Resolution No. 21-22, Series of 2022.

**NOW THEREFORE –**

**BE IT RESOLVED**, by the Sangguniang Panlalawigan of Agusan del Norte, in session assembled, resolution adopting and approving the Public Service Continuity Plan of the Provincial Government of Agusan del Norte as contained in the PDRRMC Resolution No. 21-22, Series of 2022;

**RESOLVED FURTHER:** To furnish a copy of this resolution to the Provincial Disaster Risk Reduction and Management Council Chairperson, Provincial Governor, Honorable Ma. Angelica Rosedell M. Amante, the Provincial Disaster Risk Reduction Management Officer, the Provincial Planning and Development Coordinator, the Provincial General Services Officer and to the Provincial Human Resource Officer, all this province, for their information and appropriate action.

AUTHOR	:	Hon. Rodolfo A. Pitogo
CO-AUTHORS	:	Hon. Keefe Blue R. Leonar
	:	Hon. Dick Victor B. Carmona
MOVANT	:	Hon. Rodolfo A. Pitogo
SECONDER	:	Hon. Nieva C. Famador
	:	Hon. Ryan Jade D. Lim
	:	Hon. Erwin L. Dano
	:	Hon. James T. Reserva
	:	Hon. Dick Victor B. Carmona
	:	Hon. Francisco Y. Chan, Jr.
	:	Hon. Larry F. Bautista
	:	Hon. Benjamin D. Lim, Jr.
	:	Hon. Keefe Blue R. Leonar
	:	Hon. Randy P. Catarman

PROVINCIAL RESOLUTION NO. 263- 2022  
December 13, 2022  
Page three-

ATTESTED:



**LYDIA C. MANULAT**  
Secretary to the Sanggunian


CERTIFIED CORRECT:



**ENRICO R. CORVERA**  
Provincial Vice-Governor  
Presiding Officer

DEC 20 2022

APPROVED:  
SUBMITTED TO THE GOVERNOR  
DATE: 20 DEC 2022



**MA. ANGELICA ROSEDELL M. AMANTE**  
Provincial Governor  
DEC 21, 2022  
Date Approved

CMS/ETN/21<sup>st</sup> RS'22





Republika ng Pilipinas  
Lalawigan ng Agusan del Norte  
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**PDRRMC RESOLUTION NO. 21-22**  
**Series of 2022**

**RESOLUTION APPROVING THE PUBLIC SERVICE CONTINUITY PLAN OF  
PROVINCIAL GOVERNMENT OF AGUSAN DEL NORTE**

**WHEREAS**, in reference to National Disaster Risk Reduction and Management Council (NDRRMC) Memo No. 33, s 2018 issued on 10 April 2018, enjoins all government agencies to formulate the Public Service Continuity Plan (PSCP) using the prescribed template developed by the Office of Civil Defense (OCD), NDRRMC Technical Working Group members, and Philippine Disaster Resilience Foundation (PDRF);

**WHEREAS**, said memorandum provides a brief description of each component of the PSC Plan that will serve as a reference guide for the planners, or for the continuity core team developing the PSC Plan;

**WHEREAS**, the PSCP entails Public Service Continuity Management as a holistic management process which helps the Local Government Units identifies potential threats to a public sector organization and the impacts to operations those threats, realized, might cause, and which provides a framework for building organizational resilience;

**WHEREAS**, the PSCP as a document contains strategies and mechanisms of a government agency/organization to ensure continuous delivery of services to the public amidst any disruption;

**WHEREAS**, ensuring the continuity of Provincial Government of Agusan del Norte essential functions, the Provincial Disaster Preparedness Committee (PDPC) thru the PDPC Resolution No. 12-22, endorsed to the full council meeting the approval of the said plan during its 4<sup>th</sup> Quarter Full Council Meeting dated December 5, 2022 at Balanghai Hotel and Convention Center, Butuan City;

**NOW, THEREFORE**, upon motion of Rev. Maximo P. Tiguman of UBC-BC, Agusan del Norte and unanimously seconded the rest of the august body, it was-

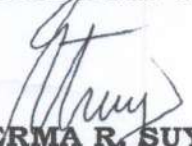
**RESOLVED, AS IT HEREBY RESOLVE,** to approve the Public Service Continuity Plan of Provincial Government of Agusan del Norte;

**RESOLVED FURTHER,** to furnish copy of this resolution to Sangguniang Panlalawigan Office for appropriate legislative action.

Adopted this 5<sup>th</sup> day of December 2022 at Balanghai Hotel and Convention, Butuan City.

---


CERTIFIED TRUE AND CORRECT:



**ERMA R. SUYONG**  
PGDH, PDRRMO

Head of the Secretariat, PDRRMC

APPROVED:



**MA. ANGELICA ROSEDELL M. AMANTE**  
Provincial Governor  
Chairperson, PDRRMC

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## **PUBLIC SERVICE CONTINUITY PLAN**

Prepared and Published by:

### **Provincial Disaster Risk Reduction and Management Council**

Provincial Disaster Risk Reduction and Management Office

Brgy. JP Rizal, Capitol Compound, Butuan City, 8600

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## EXECUTIVE SUMMARY

The Public Service Continuity Plan (PSCP) of the Provincial Government of Agusan del Norte (PGAN) is an internal holistic mechanism to maintain internal and external systems covering all aspects of the organization from functions, operations, and processes. Hence, said plan spells put the capability of PGAN to continue the delivery of services at acceptable predefined levels following a disruptive incident.

In 2022, the Provincial Disaster Risk Reduction and Management Council (PDRRMC) through Provincial Disaster Risk Reduction and Management Office (PDRRMO) commenced the development of the plan. The PDRRMC made it sure that the plan will be finalized and approved through a series of workshops during the second semester of 2022.

The plan contains the following:

- 1) Purpose, Policy Statements, and Scope;
- 2) Organization of Continuity Core Team and Disaster Control Group;
- 3) Assumptions;
- 4) Alternate Transfer Site;
- 5) Succession Leadership;
- 6) Risk Assessment;
- 7) Mission Essential Functions (MEFs);
- 8) Activation, Criteria, Procedures, and Authority;
- 9) Delegation of Authority;
- 10) Continuity Strategies;
- 11) Impact Analysis;
- 12) Exercise and Testing; and
- 13) References

With these, PGAN aspires for continuity of performance of essential functions, resumption of delivery of vital services to public, protection of essential facilities and resources, guarantee of succession leadership, and improvement of capabilities through test, training, and exercise program.

# **I. PRELIMINARIES**

**INTRODUCTION:**

Agusan del Norte is not among the top ten provinces prone to devastating disasters like earthquakes, volcano eruptions, typhoon and other natural and man-made calamities. Typhoon seldom occur in the province but when it strikes Northern Mindanao or the neighboring provinces, the lower areas of the province is greatly affected by heavy rains that overflow the banks of the Agusan River and the other 9 rivers within the province where floodwaters inundate wide contiguous areas that spread rapidly to lower elevations. Flooding is considered as the most frequent hazard event that affected the province of Agusan del Norte. Accessible, adequate, timely, equitable and orchestrated multi-sectoral response is deemed necessary to intervene rapidly and effectively to save lives, limbs and property.

The duty to ensure continuous delivery of public service especially in times of disaster lies in the Government.

**PURPOSE:**

This document provides guidance and/or operational actions that will be undertaken by the PGAN in response to the various forms of disruptive incidents for it to continue operations through the restoration of mission essential functions, resumption of delivery of vital public services, protection of essential facilities and resources and improvement of capabilities through continuous testing, training, exercise, and monitoring programs.

**CONTINUITY POLICY STATEMENT:**

We, Provincial Government of Agusan del Norte (PGAN) guided by our mandate, vision, mission, and core values, commits to deliver Mission Essential Functions (MEFs) amidst disruptive circumstances that affect the continuity of operations of the organization.

We shall establish, implement, and sustain an effective, efficient, and responsive public service continuity management system to ensure organizational resilience.

We shall achieve prompt recovery and resumption of services keeping in mind the welfare of all employees, protection of resources, and the needs of the stakeholders.

**SCOPE:**

This PGAN PSCP shall apply to the following:

- Human resource (permanent, temporary, contract of service, job order, wages, co-terminous, and elected officials);
- Clients and partner stakeholders;
- Critical assets (machinery, equipment, data center, infrastructure, etc.);
- Critical data (personal and sensitive information of client and personnel, and transactional data);



## DEFINITION OF TERMS:

**Alternate Site** – a location where the organization can relocate following a disaster and/or disruptive event. A back-up or alternate site can be another data center location operated by the organization or contracted via a company that specializes in disaster recovery services. In the OCD's PSCP, the alternate site is considered as the Emergency Operation Center;

**Assembly Area** – identified and known area where personnel should immediately proceed to in case of a disruptive event or disaster for purposes of accounting and safety;

**Call Tree** – a structured cascade process that enables a list of persons, roles and/or organization to be contacted as a part of information exchange or plan invocation procedure;

**Continuity of Operations** – the capability to continue essential program functions and preserve essential facilities, equipment, and records across a broad range of potential emergencies;

**Continuity of Government** – the coordinated effort within each branch of government to ensure that national essential functions continue to be implemented;

**Core Working Hours** – the period of time wherein personnel are required to render services at the office;

**Critical Data** – is data that organizations deem essential for success, or data that must be retained for regulatory purposes

**Critical Personnel** – those who are performing the identified Mission Essential Function (MEFs);

**Disaster** – a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of exposure to hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with potential negative consequences;

**Disruptive Event** – also referred to as a disruption, an event that interrupts normal business, functions, operations, or process, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g., a blackout, terrorist attack, technology failure or earthquake);

**Evacuation Site** – an identified site where OCD personnel proceed after accounting / headcount from the assembly area, and which also provides the basic sustainability need such as food, water and temporary shelter;

**Mission Essential Functions (MEFs)** – the limited set or organization-level government functions that must be continued throughout or resumed rapidly after, a disruption of normal activities;

**Non-Essential Activities** – activities of the office or agency which are incidental to primary mandate under the law and these are also activities under non-Mission Essential Functions;

**Recovery Time Objectives** – the period of time following an incident within which product or service and activities must be resumed and resources must be recovered;

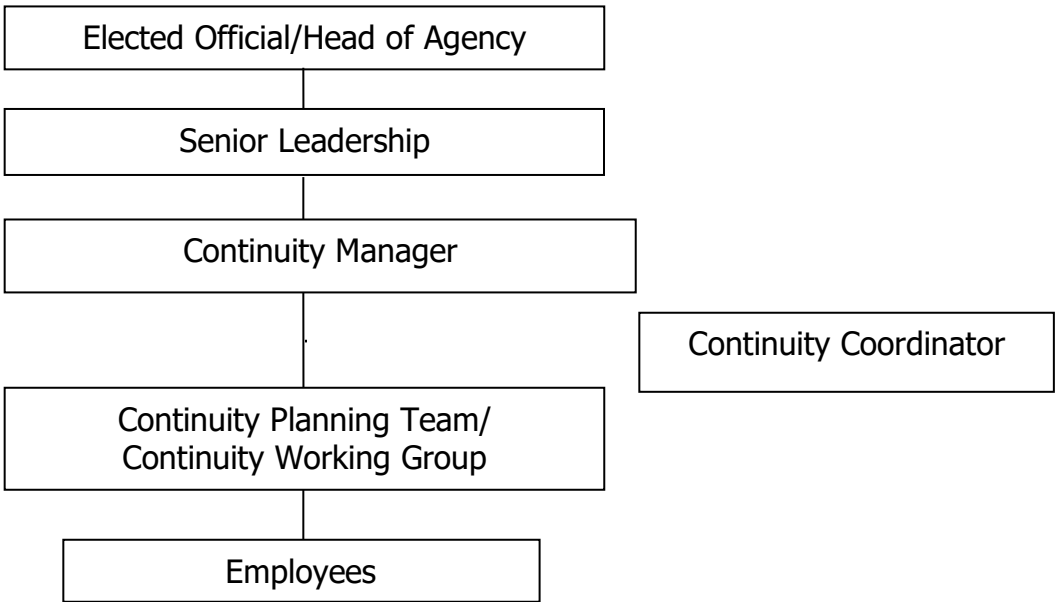
**Situational Report** – a progressive report of a specific hazard, disaster or incident consisting of current situation, effects of the disaster/incidents, and the actions taken by national, regional, and local offices/agencies;

# **II. CONTINUITY CORE TEAM**



**PGAN Public Service Continuity Core Team**

The Continuity Core Team (CTT) for the Provincial Government of Agusan del Norte Public Service Continuity Plan (PSCP) is hereby created through PDRRMC Resolution No. 21-22, as follows:



- |                                 |  |
|---------------------------------|--|
| Elected Official/Head of Agency | - Provincial Governor  |
| Senior Leader                   | - Provincial Administrator                                       |
| Continuity Manager Office       | - PGADH, Provincial Governor’s Office                            |
| Continuity Coordinator          | - PGDH, Provincial Disaster Risk Reduction and Management Office |

Continuity Planning Team

- |             |  |
|-------------|--|
| Team Leader | - Provincial Planning and Development Office   |
| Members     | - Designated Planning Officers of -<br>PGO-Admin<br>PGO-MIS<br>PGO-ENRD<br>PGO-CAD<br>PGO-Tourism<br>Provincial Legal Office<br>PSWDO<br>PTO<br>PDRRMO<br>PHRMO<br>PIASO<br>PBO<br>PACCO<br>PGSO<br>PVO<br>PEO |

	PEEDMO PAO PASSO SPO PHO Planning officers of District/Municipal Hospitals
<u>Members of Continuity Working Group</u>	All Department Heads/OIC All Administrative Officers
<u>Secretariat</u>	Research and Planning Division- PDRMO

The members Continuity Core Team shall perform the following functions, roles and responsibilities:

Continuity Core Team Members	Roles and Responsibilities
Elected Officials/Head of Agencies	<ul style="list-style-type: none"> <li>Ensures continuity of essential services during an emergency;</li> <li>Ensures continuity programs are appropriately resourced;</li> <li>Ensures development of strategic continuity vision and overarching policy;</li> <li>Ensures appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment and training; and</li> <li>Signs off on the final plans and policies developed.</li> </ul>
Senior Leadership	<ul style="list-style-type: none"> <li>Approves all required continuity plans and programs;</li> <li>Notifies appropriate offices upon execution of continuity plans; and</li> <li>Supports the work of the continuity manager and continuity coordinator for their organization, budgetary needs, and other resources.</li> </ul>
Continuity Manager	<ul style="list-style-type: none"> <li>Coordinates the overall activities of the Continuity Planning Team to the Continuity Coordinator; and</li> <li>Provides an annual summary of planning activities to the Head of Agency or Senior Leadership.</li> </ul>
Continuity Coordinator	<ul style="list-style-type: none"> <li>Coordinates continuity planning activities of the Continuity Planning Team;</li> <li>Develops and administer a continuity program budget and submitting funding requirements to the agency head;</li> </ul>

Continuity Core Team Members	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Directs and participates in periodic cross-jurisdictional continuity exercises; and</li> <li>• Serves as an advocate for the continuity plan and program.</li> </ul>
Continuity Planning Team	<ul style="list-style-type: none"> <li>• Develop and update the continuity plan of the province; and</li> <li>• Provides guidance and support to the Continuity Working Group in executing the program.</li> </ul>
Continuity Working Group	<ul style="list-style-type: none"> <li>• Allocated funds for the implementation and activation of the PSCP process;</li> <li>• Serves as an actor and ensures implementation of PSCP once activated;</li> <li>• Resolves issues in the procurement for the PSCP activation; and</li> <li>• Continues improvement of the PSCP.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Understand their continuity roles and responsibility;</li> <li>• Perform their functions in continuity situations;</li> <li>• Know and commit their duties; and</li> <li>• Ensures their family members are prepared for and taken care of during emergency situation.</li> </ul>



# **III. ASSUMPTIONS AND SUCCESSION LEADERSHIP**

On Assumptions

- 1. A major earthquake in Agusan del Norte will render the PGAN Capitol Offices inaccessible or not operational and critical function holders could not report to work.
- 2. A tropical cyclone hit Agusan del Norte and rendered the PGAN Capitol Offices non-operational due to damages to facilities and equipment.
- 3. A fire incident in PGAN Capitol offices will render the building inaccessible or not operational and will result in damaged government properties and loss of important government records.
- 4. An infectious disease outbreak in PGAN Capitol Offices will result in temporary building lockdown and/or skeleton workforce, affecting the implementation or delivery of services.
- 5. A cyber-attack which may cause security breach and inaccessibility to PGAN system that will hamper daily transactions and threaten critical data.
- 6. Other disruptive events that will render the PGAN Capitol Offices inaccessible or not operational, but an alternate site can be established at any safe government or commercial facility.

The assembly area of PGAN personnel, upon evacuation from the capitol building, shall be as follows:

Assembly Area	Offices	Specific Location
Primary Assembly Area	Capitol Offices	Capitol Park in front of the Capitol building.
Alternate Assembly Area	Capitol Offices	Capitol Business Park along Capitol Drive.

As a general rule, every personnel shall follow the attached final evacuation plan for safety purposes (see appendices). Maps for evacuation routes should be placed in conspicuous areas inside the PGAN offices.

PGAN has identified assembly point area locations as follows:

No.	Assumption	PGAN Office	Assembly Point Area Location	Evacuation Site	Alternate Evacuation Site
1	Earthquake	Capitol Offices	Capitol Park	Capitol Park	Capitol Business Park
		ADN-PH/PHO	Vacant space in front of the building	Vacant space in front of the building	<ul style="list-style-type: none"><li>• Provincial Covered Court</li><li>• NDH</li><li>• CDH</li></ul>
		NDH	Vacant space in front of the building	MACES ground	<ul style="list-style-type: none"><li>• TTMF</li><li>• RHU vacant space</li></ul>
		LNMH	Vacant space in front of the building	Municipal gym	<ul style="list-style-type: none"><li>• Municipal building vacant lot</li></ul>
		CDH	Vacant space in front of the building	Tennis court	<ul style="list-style-type: none"><li>• CSU ground</li><li>• New Capitol Site, Sanghan, Cabadbaran City</li></ul>

No.	Assumption	PGAN Office	Assembly Point Area Location	Evacuation Site	Alternate Evacuation Site
		JMH	Vacant space in front of the building	JACES ground	JNHS ground
		KDH	Vacant space in front of the building	KCES ground	RHU
		PDRRMO Sanghan	Vacant space in front of the building	Capitol Butuan City	GOCC-OCD, Bancasi, Butuan City
		<u>Provincial Jail</u>	Vacant space in front of the Provincial Jail		
2	Tropical Cyclone	Capitol Offices	Capitol Park	Inside the Provincial Capitol Offices undamaged areas	<ul style="list-style-type: none"> <li>• Capitol Covered Court (if not damaged)</li> <li>• Motorpool</li> <li>• Capitol Tennis Court</li> <li>• New Capitol Building, Sanghan, Cabadbaran City</li> </ul>
		ADN-PH/PHO	Vacant space in front of the building	Vacant space in front of the building	<ul style="list-style-type: none"> <li>• Provincial Covered Court</li> <li>• NDH</li> <li>• CDH</li> </ul>
		NDH	Vacant space in front of the building	MACES	<ul style="list-style-type: none"> <li>• TTMF</li> <li>• RHU vacant space</li> </ul>
		LNMH	Vacant space in front of the building	Municipal gym	<ul style="list-style-type: none"> <li>• RHU</li> <li>• Municipal building vacant lot</li> </ul>
		CDH	Vacant space in front of the building	Tennis court	<ul style="list-style-type: none"> <li>• New Capitol Site, Sanghan, Cabadbaran City</li> </ul>
		JMH	Vacant space in front of the building	Municipal Gym	<ul style="list-style-type: none"> <li>• RHU</li> </ul>
		KDH	Vacant space in front of the building	KCES ground	<ul style="list-style-type: none"> <li>• RHU</li> </ul>
		PDRRMO Sanghan	Vacant space in front of the building	Capitol Butuan City	<ul style="list-style-type: none"> <li>• GOCC-OCD, Bancasi, Butuan City</li> </ul>
3	Fire	Capitol Offices	Capitol Park	Capitol Covered Court	<ul style="list-style-type: none"> <li>• Provincial Training Center</li> <li>• Capitol Tennis Court</li> <li>• New Capitol Building, Sanghan,</li> </ul>

No.	Assumption	PGAN Office	Assembly Point Area Location	Evacuation Site	Alternate Evacuation Site
					Cabadbaran City
		ADN-PH/PHO	Vacant space in front of the building	Vacant space in front of the building	<ul style="list-style-type: none"> <li>• Provincial Covered Court</li> <li>• NDH</li> <li>• CDH</li> </ul>
		NDH	Vacant space in front of the building	MACES	<ul style="list-style-type: none"> <li>• TTMF</li> <li>• RHU vacant space</li> </ul>
		LNMH	Vacant space in front of the building	Municipal gym	<ul style="list-style-type: none"> <li>• RHU</li> <li>• Municipal building vacant lot</li> </ul>
		CDH	Vacant space in front of the building	Tennis court	<ul style="list-style-type: none"> <li>• New Capitol Site, Sanghan, Cabadbaran City</li> </ul>
		JMH	Vacant space in front of the building	Municipal Gym	<ul style="list-style-type: none"> <li>• RHU</li> </ul>
		KDH	Vacant space in front of the building	KCES ground	<ul style="list-style-type: none"> <li>• RHU</li> </ul>
		PDRRMO Sanghan	Vacant space in front of the building	Capitol Butuan City	<ul style="list-style-type: none"> <li>• GOCC-OCD, Bancasi, Butuan City</li> </ul>
		<u>Provincial Jail</u>	<u>Vacant space in front of the building</u>		<ul style="list-style-type: none"> <li>•</li> </ul>
4	Emerging and Re-emerging Infectious Disease	Provincial Capitol	N/A	Capitol Covered Court	<ul style="list-style-type: none"> <li>• Tennis court</li> <li>• Capitol Business Park</li> <li>• Motorpool</li> <li>• PHO vacant lot</li> <li>• Brgy. Imadejas Gym</li> <li>• Provincial Training Center</li> <li>• Commercial space (Robinsons Atrium, SM)</li> </ul>
		ADN-PH/PHO	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>• Provincial Covered Court</li> <li>• NDH</li> <li>• CDH</li> </ul>
		NDH	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>• TTMF</li> <li>• RHU vacant space</li> </ul>

No.	Assumption	PGAN Office	Assembly Point Area Location	Evacuation Site	Alternate Evacuation Site
		LNMH	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>● RHU</li> <li>● Municipal building vacant lot</li> </ul>
		CDH	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>● New Capitol Site, Sanghan, Cabadbaran City</li> </ul>
		JMH	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>● RHU</li> </ul>
		KDH	N/A	Unaffected area of the building (OPD)	<ul style="list-style-type: none"> <li>● RHU</li> </ul>
		PDRRMO Sanghan	N/A	Capitol Butuan City	<ul style="list-style-type: none"> <li>● GOCC-OCD, Bancasi, Butuan City</li> </ul>
5	Other Disruptive Event	Capitol Offices	Unaffected areas or offices within the Capitol compound	Commercial Facility	New Capitol Building, Sanghan, Cabadbaran City
		ADN-PH/PHO	Vacant space in front of the building	Provincial Covered Court	<ul style="list-style-type: none"> <li>● NDH</li> <li>● CDH</li> </ul>
		NDH	Vacant space in front of the building	Kinabjangan Gym	<ul style="list-style-type: none"> <li>● TTMF</li> <li>● RHU vacant space</li> </ul>
		LNMH	Vacant space in front of the building	Municipal gym	<ul style="list-style-type: none"> <li>● RHU</li> <li>● Municipal building vacant lot</li> </ul>
		CDH	Vacant space in front of the building	Tennis court	New Capitol Site, Sanghan, Cabadbaran City
		JMH	Vacant space in front of the building	Municipal Gym	RHU
		KDH	Vacant space in front of the building	Kitcharao gym	RHU
		PDRRMO Sanghan	Unaffected area within Capitol compound	Capitol Butuan City	GOCC-OCD, Bancasi, Butuan City

**Succession Leadership:**

In the event that the PGAN leadership is affected such that the Provincial Governor is incapacitated, absent, on-leave or her location nor current status can be ascertained, and upon activation of the Call Tree, the succession of leadership shall be as follows:

- 1. The Vice-Governor
- 2. The Highest Sequential Rank Sangguniang Panlalawigan Member
- 3. The Provincial Administrator
- 4. The PGADH of Provincial Governor’s Office
- 5. The PGDH of Provincial Disaster Risk Reduction and Management Office
- 6. The PGDH of Provincial Human Resource and Management Office
- 7. The PGDH of Provincial Planning and Development Office
- 8. The PGDH of Provincial Treasurer Office
- 9. The PGDH of Provincial Budget Office
- 10. The PGDH of Provincial Accounting Office
- 11. The PGDH of Provincial Social Welfare and Development Office
- 12. The PGDH of Provincial General Services Office
- 13. The PGDH of Provincial Engineering Office
- 14. The PGDH of Provincial Health Office
- 15. The PGDH of Provincial Agriculture Office
- 16. The PGDH of Provincial Veterinary Office
- 17. The PGDH of Provincial Assessor’s Office
- 18. The PGDH of Provincial Internal Audit Services Office
- 19. The PGADH of Provincial Legal Office
- 20. The PGDH of Provincial Economic Enterprises Development and Management Office



# **IV. RISK ASSESSMENT**

# Risk Assessment for Continuity of Operations

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
Natural, Human-Induced, Technological, Biological, External, Internal	Risks can be categorized as affecting the following:  1. People 2. Facility 3. Public 4. Process 5. Supply Chain 6. ICT	Assess likelihood in terms of FREQUENCY and PROBABILITY 5 - Frequent/Almost Certain 4 - Likely 3 - Possible 2 - Unlikely 1 - Rare		Assess the impact as: 5 - Extreme 4 - Major 3 - Moderate 2 - Minor 1 - Incidental		Assess the risk as: Very High High Moderate Low Very Low		Indicate current control measures in place (consider both infra and non-infra interventions)	Assess effectiveness of current controls: 5 - With controls in place which are working and controls in place are industry leading practice. 4 - With highly effective controls in place, with little room for improvement. 3 - With fairly effective controls in place but needs improvement 2 - With Controls in place but are ineffective 1 - No Controls in Place	Action plan to further reduce or mitigate risks if current controls are not sufficient
Earthquake (ground shaking)	People: Employees safety and wellbeing are affected. Workforce is disrupted affecting operations.	4	Likely	3	Moderate	12	Moderate	Non-infra: Conducts earthquake drills and earthquake preparedness training. Permanent employees are enrolled in insurance (GSIS, PECCAN).  Infra: Availability of first aid kit, and fire extinguisher per office.	3 - With fairly effective controls in place but needs improvement	1. Building Emergency Evacuation Plan (BEEP) posted. 2. IEC conducted. 3. Conduct quarterly earthquake drill. 4. Establishment/creation of an emergency call tree and communication procedures; 5. Development/formulation of earthquake evacuation plan incorporating the creation of disaster control groups; 6. Maintenance through regular building inspection; 7. Enrollment of new buildings, and ICT equipment insurance;
	Facility: All PGAN Offices and other structures will be damaged and rendered inaccessible.	4	Likely	4	Major	16	High	Infra: Alternate site identified. Identified safety routes and safe evacuation site (directional signs, assembly point area); Ensure the functionality of Generator;		

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
										8. Provision of off-site data center and virtualization; 9. Consider mapping of employee's residence for proximity planning; 10. Regular mitigation of identified hazards within the perimeters of the building; 11. Consider installation of industrial fire suppression system in the main server room (oxygen depletion gas); 12. Require all offices to import or save all important data or files in the cloud/google drive to access data/files remotely even during disaster; 13. Issuance of Memorandum Order requiring PGAN personnel to bring whistle; 14. Preparation of family food packs to all affected employees;
	<b>Public:</b> Clients and patients' wellbeing and safety will be put at risk.	4	Likely	4	Major	16		<b>Non-infra:</b> Clients participated in earthquake drill.		
	<b>ICT:</b> Failure of IT dependent systems and application. Loss of access to these systems which support vital operations.	4	Likely	4	Major	16	High	<b>Infra:</b> Regular conduct of back-up storage through external/hard drive.		
<b>Tropical Cyclone/Heavy Rainfall</b>	<b>People:</b> Employees safety and well-being are affected. Workforce is disrupted affecting operations.	4	Likely	2	Minor	8	Low	<b>Non-infra:</b> Issuance of memo re: suspension of work. PDRMO personnel trained on hydrometeorology related capacity building; provision of Vehicle	3 - With fairly effective controls in place but needs improvement	1. Establishment of alternate working mechanism (e.i. WFH) for a percentage of personnel; 2. Procurement of laptops instead of desktops per

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
								Services for Employees with difficulty accessing office for work.		office for work from home scheme;
	<b>Facility:</b> All PGAN offices will be affected and rendered inaccessible.	3	Possible	3	Moderate	9	Low	<b>Infra:</b> Identification of safety routes and safe evacuation site (directional signs, assembly point area); ensure the functionality of generator; PGAN offices retrofitting;		3. Maintenance of the identified alternate building facility;
	<b>Process:</b> IT dependent transactions are hampered.	3	Possible	3	Moderate	9	Low	None		4. Consider mapping of employee's residence for proximity planning;
	<b>ICT:</b> Failure of IT dependent systems and application. Loss of access to these systems which support vital operations.	3	Possible	4	Major	12	Moderate	<b>Infra:</b> Regular conduct of back-up storage through external/hard drive. Availability of generator set and UPS.		5. Conduct family preparedness plan, and flood IEC to all employees;
<b>Fire</b>	<b>People:</b> Employees safety and well-being are affected. Workforce is disrupted affecting operations.	4	Likely	4	Major	16	High	<b>Non-infra:</b> Conduct fire drill.	3 - With fairly effective controls in place but needs improvement	6. Develop IT disaster recovery plan;
										7. Preparation of family food packs to all affected employees;
										8. Identification of alternate facilities on reciprocal agreement by forging a memorandum of understanding as the need arises.
										9. Improvement of drainage system and regular declogging activity.

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
	<b>Facility:</b> Identified fire prone PGAN offices will be affected and rendered inaccessible.	5	Frequent or Almost Certain	5	Extreme	25	Very High	<b>Infra:</b> Alternate site identified (Capitol Covered Court and Sanghan New Capitol Building). Functional fire extinguisher. Manual alarm system. Established of fire escape/evacuation plan;		2. Installation of fire alarms, and sprinklers inside the building, fire escape ladder; 3. Annual building inspection; 4. Archive vital documents and store in cloud storage; 5. Identification of fire exit in all PGAN offices; 6. Provision of fire emergency safety kits and equipment in every office, and hospitals;
	<b>Process:</b> Critical operational activities within the organization are disrupted. Transactions are hampered due to evacuation from the main building/suspension of work/loss of critical documents.	5	Frequent or Almost Certain	5	Extreme	25	Very High	None		
	<b>ICT:</b> Failure of IT dependent system and application. Loss of access to these systems which support vital operations.	5	Frequent or Almost Certain	5	Extreme	25	Very High	<b>Infra:</b> Smoke detector and fire extinguisher (HCFC) at the Data Center.		
	<b>Public:</b> Risk of client's health.	4	Likely	4	Major	16	High	None		

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
<b>Emerging and Re-emerging Infectious Disease (EREID)</b>	<b>People:</b> Employees safety and well-being are affected. Risk for cross-infection. Workforce is disrupted affecting operations.	5	Frequent or Almost Certain	5	Extreme	25	Very High	<b>Non-infra:</b> Issuance of memo strengthening minimum health protocol and office policy re: EREID management. Monthly facility disinfection. Majority of employees were vaccinated. Implement a personnel wellness program, namely: zumba.	3 - With fairly effective controls in place but needs improvement	<ol style="list-style-type: none"> <li>1. Issuance of memorandum order encouraging PGAN personnel for vaccination.</li> <li>2. Implement Occupational Safety and Health (OSH) and upgrading/rehabilitation of fitness centers.</li> <li>3. IEC on health and wellness.</li> <li>4. Procurement of laptops instead of desktops per office for work from home scheme;</li> <li>5. Development of an application for online screening symptoms.</li> </ol>
	Process: Critical operational activities within the organization are disrupted.	4	Likely	3	Moderate	12	Moderate	<b>Non-infra:</b> Issuance of memo re: alternative working arrangement and shifting of duty personnel.		
	Public: Risk for cross-infection.	3	Possible	3	Moderate	9	Low	<b>Non-infra:</b> Minimum health protocol.  <b>Infra:</b> Establish triage.		
<b>Cyber Attack</b>	ICT: Failure of IT dependent systems and application. Loss of access to these systems which support vital operations. Software vulnerable to cyber-attack/virus	4	Likely	4	Major	16	High	<b>Non-infra:</b> Regular back-up of data. Updating security patches. Monitoring of security intrusion.  <b>Infra:</b> Upgrading network appliance.	3 - With fairly effective controls in place but needs improvement	<ol style="list-style-type: none"> <li>1. Develop IT disaster recovery plan.</li> <li>2. Provision of off-site data center and virtualization;</li> <li>3. Formulation of centralized file/data saving system;</li> <li>4. Internet-based file saving system/install/manage files thru server-system;</li> <li>5. ICT redundancy for possible work from home strategies;</li> <li>6. Firewall device;</li> </ol>
	Process: IT dependent transactions within	4	Likely	4	Major	16	High	<b>Infra:</b> Regular conduct of back-up storage		



HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
	the organization are hampered.							through external/hard drive.		7. Limit users who can login via mobile app;
	People: Data privacy affected.	3	Possible	3	Moderate	9	Low	<b>Non-infra:</b> Participation in seminar on data privacy act, and cyber security.		8. Change Password every 3-6 months;
<b>Bombing/ Terrorist Attack</b>	People: Employees safety is compromised.	1	Rare	5	Extreme	5	Very Low	<b>Non-infra:</b> Tight security measures.  Infra: Functional and operational CCTV.	3 - With fairly effective controls in place but needs improvement	9. Assign hardware or computer for data storage;
	Process: Office lockdown affecting operations.	1	Rare	5	Extreme	5	Very Low	None		10. Upload backup on a safe cloud storage; and
	Facility: PGAN Capitol offices will be affected and rendered inaccessible	1	Rare	5	Extreme	5	Very Low	<b>Non-infra:</b> Coordinate with response agencies (security and safety); Ensure provision of CCTV in the internal and external premises of the building; Availability of security door locking		11. Ensure relevant training of IT personnel on data security and protection.
										1. Procure security device such as vehicle inspection mirror, infrared sensor, and etc.
										2. Work from home strategies for employees affected by office lockdown (for security purposes);
										3. ICT redundancy for possible work from home strategies;
										4. Procurement of additional CCTV;
										5. 24/7 CCTV monitoring;
										6. Training on basic terrorism Acts and early detection and management to security personnel;
										7. Identification of alternate facility on reciprocal agreement by forging a memorandum of

HAZARD AND RISK IDENTIFICATION		RISK ANALYSIS						RISK EVALUATION AND CONTROL		
THREAT	RISK	LIKELIHOOD		IMPACT		RISK SCORE		CURRENT CONTROL MEASURES IN PLACE	EFFECTIVENESS	RISK MITIGATING MEASURES
								system in the critical ICT rooms		understanding as the need arises.
	Public: Clients will not be able to access services. Client's safety is compromised.	1	Rare	5	Extreme	5	Very Low	<b>Non-infra:</b> Tight security measures. Coordinate with response agencies (security and safety);  <b>Infra:</b> Functional and operational CCTV.		

# **V. MISSION      ESSENTIAL FUNCTIONS**

# Mission Essential Functions

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Emergency/crisis and disaster response operations	<ul style="list-style-type: none"> <li>Physical Requirement: <ul style="list-style-type: none"> <li>monitoring tools and equipment</li> <li>computer systems</li> <li>data server</li> <li>back-up power source, and internet provider</li> <li>communication tools and equipment</li> <li>resting area</li> <li>response equipment</li> </ul> </li> <li>vehicle</li> <li>database (i.e. maps, directories, inventories, situational report, risk profile, household demographics)</li> <li>forms (i.e. ICS forms, resource tracker, reporting templates, RDANA forms, PDNA forms</li> <li>manuals (i.e. MOO, CP, Operation Listo)</li> <li>manpower</li> <li>budget</li> <li>food</li> </ul>	Mission	Essential	Q1
Secretariat support to PDRPMC	<ul style="list-style-type: none"> <li>supplies</li> <li>food</li> <li>manpower</li> <li>IT equipment</li> <li>copy of minutes of the previous meeting, agenda, resolutions</li> <li>alternative work space</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Data center management: <ul style="list-style-type: none"> <li>• ensure all server and active components are operational;</li> <li>• monitor cooling system;</li> <li>• ensure the power back-up is available;</li> <li>• ensure the preventive maintenance conducted regularly;</li> <li>• ensure the safety and protection of data;</li> <li>• ensure compliance with the guidelines and government regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Continual Training to adapt new landscape of IT technology</li> <li>• ICT hardware and software</li> <li>• Remote site for data redundancy, flexibility, quick data recovery</li> <li>• Off-site Data Center</li> <li>• Hiring of manpower</li> <li>• Generator and UPS regular maintenance</li> <li>• Funds</li> </ul>	Mission	Essential	Q1
Network administration and maintenance: <ul style="list-style-type: none"> <li>• apply zero trust model;</li> <li>• securing all endpoints.</li> </ul>	<ul style="list-style-type: none"> <li>• Training</li> <li>• ICT hardware and equipment</li> <li>• Hiring of Personnel</li> <li>• Funds</li> </ul>	Mission	Essential	Q1
Management of integrated systems for IT services: <ul style="list-style-type: none"> <li>• Government Application Software Management;</li> <li>• Database Server Administration;</li> <li>• Active Directory Management;</li> </ul>	<ul style="list-style-type: none"> <li>• Training</li> <li>• ICT hardware and software</li> <li>• Personnel</li> <li>• Funds</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>• Light Weight Directory Access Protocol (LDAP) Management;</li> <li>• Domain Controller Security Policy.</li> </ul>				
System development	<ul style="list-style-type: none"> <li>• Training</li> <li>• Personnel</li> <li>• ICT equipment</li> <li>• Funds</li> </ul>	Mission	Non-Essential	Q2
System deployment, enhancement, and maintenance	<ul style="list-style-type: none"> <li>• Training</li> <li>• Personnel</li> <li>• ICT equipment</li> <li>• Funds</li> </ul>	Mission	Essential	Q1
ICT hardware maintenance and services: <ul style="list-style-type: none"> <li>• Repair and preventive maintenance of IT equipment;</li> <li>• Desktop support;</li> <li>• ICT assets inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Personnel</li> <li>• ICT Tools</li> <li>• Funds</li> </ul>	Non-Mission	Essential	Q3
Enhancement and Improvement of ICT projects	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Funds</li> </ul>	Non-Mission	Non-Essential	Q4
Jail management	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Funds</li> </ul>	Mission	Non-Essential	Q2
Enactment of appropriate measures	<ul style="list-style-type: none"> <li>• People (Employees)</li> <li>• Computer</li> <li>• Photocopier</li> </ul>	Mission	Essential	Q1
Provision of plenary affairs, and legislative services	<ul style="list-style-type: none"> <li>• People (Employees)</li> <li>• Computer</li> </ul>	Mission	Essential	Q1



Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
	<ul style="list-style-type: none"> <li>• Photocopier</li> </ul>			
Recruitment, selection, and placement services: <ul style="list-style-type: none"> <li>• Hiring of qualified and competent applicants</li> <li>• Review and updating of Merit Selection Plan (MSP)</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• computer system</li> <li>• reference materials</li> <li>• foods</li> <li>• venue</li> <li>• budget</li> <li>• internet connection</li> </ul>	Mission	Non-Essential	Q2
Performance management services: <ul style="list-style-type: none"> <li>• 100% attendance to the PMT deliberations;</li> <li>• Supervision of the submission of approved OPCR and IPCR of PGAN offices;</li> <li>• Checked different performance – based incentive payrolls</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• computer system</li> <li>• reference materials</li> <li>• food</li> <li>• venue</li> <li>• budget</li> <li>• internet connection</li> </ul>	Mission	Non-Essential	Q2
Human resource development services: <ul style="list-style-type: none"> <li>• Facilitated the Human Resource Development Committee's quarterly meetings.</li> <li>• Implementation of Scholarship Program</li> <li>• Conduct of trainings</li> </ul>	<ul style="list-style-type: none"> <li>• manpower</li> <li>• reference materials</li> <li>• food</li> <li>• venue</li> <li>• internet connection</li> <li>• computer systems</li> <li>• supplies</li> <li>• communication tools and equipment</li> <li>• speaker</li> <li>• vehicle</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>• Monitor and act on complaint/violation of reasonable office rules and regulations;</li> <li>• Monitor and facilitate NOSI/NOSA and other regularly given fringe benefits;</li> <li>• Facilitate documents for the medical assistance program;</li> <li>• Updating of 201 files and other employees" record</li> </ul>				
Rewards and recognition services: <ul style="list-style-type: none"> <li>• Evaluation of possible awards for different award programs</li> <li>• Conduct of awarding ceremony</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• computer systems</li> <li>• reference materials</li> <li>• supplies</li> <li>• communication tools and equipment</li> <li>• speaker</li> <li>• venue</li> <li>• food</li> <li>• budget</li> </ul>	Mission	Non-Essential	Q2
Personnel compensation, and benefits administration	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• computer systems</li> <li>• supplies</li> <li>• IT equipment</li> <li>• internet connection</li> </ul>	Mission	Essential	Q1
Administrative support services: <ul style="list-style-type: none"> <li>• procurement process;</li> <li>• property and supply management;</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• IT equipment</li> <li>• supplies</li> </ul>	Non-Mission	Essential	Q3

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>financial management.</li> </ul>				
Capacity building and training services	<ul style="list-style-type: none"> <li>Manpower (technical personnel)</li> <li>ICT equipment</li> <li>Training facility</li> <li>Training supplies</li> <li>Communication</li> <li>Meals</li> <li>Budget</li> </ul>	Mission	Non-Essential	Q2
Risk assessment, analysis, and spatial digital data information	<ul style="list-style-type: none"> <li>4 technical staff from the Monitoring, Evaluation, Research, and Statistics Division</li> <li>ICT Equipment</li> <li>Vehicle</li> <li>Supplies</li> <li>GPS/ other instruments</li> <li>Mapping application/ software</li> </ul>	Mission	Non-Essential	Q2
Secretariat support to local special bodies	<ul style="list-style-type: none"> <li>supplies</li> <li>food</li> <li>manpower</li> <li>IT equipment</li> <li>Copy of minutes of the previous meeting, agenda, resolutions</li> </ul>	Mission	Non-Essential	Q2
Administrative support services: <ul style="list-style-type: none"> <li>payroll;</li> <li>leave;</li> <li>filing of documents;</li> <li>general services</li> </ul>	<ul style="list-style-type: none"> <li>manpower</li> <li>IT equipment</li> </ul>	Non-Mission	Non-Essential	Q4

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Community development	<ul style="list-style-type: none"> <li>• 5 Manpower (staff of Planning Division)</li> <li>• Working space</li> <li>• IT equipment</li> <li>• Supplies</li> <li>• Budget</li> </ul>	Mission	Non-Essential	Q2
Internal audit services: <ul style="list-style-type: none"> <li>• Pre-Audit               <ul style="list-style-type: none"> <li>- processing of disbursement vouchers and payrolls;</li> <li>- maintaining of individual ledgers claimants;</li> <li>- posting of payroll deductions;</li> <li>- preparation of consolidated remittances pertaining to LGUs;</li> <li>- preparation of advice of local check disbursement.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Manpower:14 personnel</li> <li>• Workspace</li> <li>• IT Equipment</li> <li>• Supplies</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<p>Accounting services</p> <ul style="list-style-type: none"> <li>• Bookkeeping</li> <li>• Prepare and submit financial statements/reports monthly, quarterly annually and its supporting documents</li> <li>• Maintain the Books of Accounts of the Province</li> <li>• Submission of DV's, Payrolls and its supporting documents</li> <li>• Preparation of liquidation reports under Trust Fund</li> <li>• Reconciliation of Book and Bank Balances</li> <li>• Reconciliation of Cash Balances of PACCO Book against PTO cash book</li> </ul>		Mission	Non-Essential	Q2
<p>Appraisal and assessment process of real properties:</p> <ul style="list-style-type: none"> <li>• appraise &amp; assess (gas station, machineries, Telco, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Forms</li> <li>• Assessment tools</li> <li>• Camera</li> <li>• Manpower</li> <li>• Vehicle</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Appraisal & assessment process of real properties:  <ul style="list-style-type: none"> <li>conduct building assessment;</li> <li>evaluate &amp; assess real properties.</li> </ul>	<ul style="list-style-type: none"> <li>Computer</li> <li>Forms</li> <li>Assessment Tools</li> <li>Manpower</li> <li>Vehicle</li> </ul>	Mission	Non- ESSENTIAL	Q2
Tax mapping operation services:  <ul style="list-style-type: none"> <li>supply property index number;</li> <li>provide sketch plan/vicinity map;</li> <li>conduct ocular inspection/survey.</li> </ul>	<ul style="list-style-type: none"> <li>Computer</li> <li>Surveying Equipment</li> <li>Manpower</li> <li>Vehicle</li> </ul>	Mission	Non- ESSENTIAL	Q2
Real property assessment records management:  <ul style="list-style-type: none"> <li>supply and update data of tax declarations into the RPOC;</li> <li>provide certification of total landholdings, history &amp; true copy.</li> </ul>	<ul style="list-style-type: none"> <li>Data from ASERD</li> <li>RPOC</li> <li>Manpower</li> </ul>	Mission	Non- ESSENTIAL	Q2
Food security enhancement:  <ul style="list-style-type: none"> <li>vegetable production;</li> <li>rice production;</li> <li>corn production;</li> <li>banana production.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>Fuel</li> <li>Vehicle</li> <li>AEWs</li> </ul>	Mission	Essential	Q1



Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Livestock and poultry production: <ul style="list-style-type: none"> <li>• swine;</li> <li>• goat;</li> <li>• chicken.</li> </ul>	<ul style="list-style-type: none"> <li>• Semen (Small Ruminants)</li> <li>• Semen Tank</li> <li>• Liquid Nitrogen</li> <li>• Drugs and Biologics</li> <li>• Manpower/AEWs</li> <li>• Breeder</li> </ul>	Mission	Essential	Q1
Tilapia production	<ul style="list-style-type: none"> <li>• Breeder (Tilapia)</li> <li>• Ponds (breeder ponds, production, nursery)</li> <li>• Manpower</li> <li>• AEWs</li> </ul>	Mission	Essential	Q1
Preliminary engineering data, plan, program of works, and detailed estimates; <ul style="list-style-type: none"> <li>• preliminary engineering survey/investigation, preparation of program of works, and detailed estimates;</li> <li>• preparation of plans, and design.</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• Data</li> <li>• Service vehicle</li> <li>• Survey Equipment</li> <li>• Laptop</li> <li>• Drone</li> <li>• funds</li> </ul>	Mission	Non-Essential	Q2
Materials testing, quality control, and quality assurance monitoring/inspection reports: <ul style="list-style-type: none"> <li>• materials testing activities;</li> <li>• quality control of construction materials utilized;</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• Data</li> <li>• Service vehicle</li> <li>• Laptop/Tablet</li> <li>• Funds</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>quality assurance inspection/monitoring activity.</li> </ul>				
Construction of infrastructure facilities, and utilities	<ul style="list-style-type: none"> <li>Manpower</li> <li>Service vehicle</li> <li>Laptop/Tablet</li> </ul>	Mission	Non-Essential	Q2
Maintenance of provincial roads, bridges, and other infrastructure facilities and utilities	<ul style="list-style-type: none"> <li>Manpower (skilled &amp; unskilled)</li> <li>Heavy Equipment</li> <li>Service vehicle</li> </ul>	Mission	Essential	Q1
Provisions of logistical support services to disaster affected LGUs (i.e. heavy equipment, manpower, etc.)	<ul style="list-style-type: none"> <li>Manpower</li> <li>service vehicle</li> </ul>	Mission	Essential	Q1
Maintenance of heavy equipment, heavy and light vehicles	<ul style="list-style-type: none"> <li>Manpower (skilled &amp; unskilled)</li> <li>Service vehicle</li> </ul>	Mission	Essential	Q1
Executive Services: <ul style="list-style-type: none"> <li>supervision and control of all approved programs, projects and services;</li> </ul>	<ul style="list-style-type: none"> <li>Manpower: 3 staff,</li> <li>IT equipment</li> <li>office supplies</li> <li>vehicle</li> <li>communications equipment</li> <li>facility</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>ensure the delivery of basic services and the provision of adequate facilities: <ul style="list-style-type: none"> <li>➤ Represent the province in all its business transactions and sign in its behalf all bonds, contracts, and such other documents upon authority of the Sangguniang Panlalawigan</li> <li>➤ Call conventions, conferences, seminars or meetings of elective and appointive officials of the province</li> </ul> </li> </ul>				
Issuance of Executive Orders for the faithful and appropriate enforcement and executions of laws and ordinances	<ul style="list-style-type: none"> <li>Laptop</li> <li>Printer</li> <li>Manpower</li> </ul>	Mission	Essential	Q1
Barangay development	<ul style="list-style-type: none"> <li>Manpower: 2 staff</li> <li>IT equipment</li> <li>Communications equipment</li> </ul>	Mission	Non-Essential	Q2
Frontline services:	<ul style="list-style-type: none"> <li>Manpower: 2 staff</li> <li>IT equipment</li> <li>Communications equipment</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>• facilitation of visitor, guest, and constituency support</li> </ul>				
Conduct management and operations audit of the province functions, programs, projects, activities and outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/ processes and contractual obligations.	<ul style="list-style-type: none"> <li>• Manpower: 4 personnel</li> <li>• Workspace</li> <li>• IT equipment</li> <li>• Supplies</li> <li>• Office to be audited</li> </ul>	Mission	Non-Essential	Q2
Review and appraise systems and procedures, organizational structures, asset management practices financial and management records, reports and performance standards of the province	<ul style="list-style-type: none"> <li>• Manpower: 4 personnel</li> <li>• Workspace</li> <li>• IT equipment</li> <li>• Supplies</li> <li>• Documents to be reviewed</li> </ul>	Mission	Non-Essential	Q2
Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action	<ul style="list-style-type: none"> <li>• Manpower: 4 personnel</li> <li>• Workspace</li> <li>• IT equipment</li> <li>• Supplies</li> </ul>	Mission	Non-Essential	Q2
Legal functions such as: <ul style="list-style-type: none"> <li>• formulating measures, plans, strategies for the consideration of the</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> </ul>	Non-Mission	Non-Essential	Q4

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<p>Sanggunian and the governor, as appropriate;</p> <ul style="list-style-type: none"> <li>• represent the local government in civil actions and special proceedings;</li> <li>• draft ordinances, contracts, bonds, leases and other instruments, involving any interest of the local government unit, when required by the Governor;</li> <li>• initiate and prosecute any civil action on bond, lease, or contract when directed by the Governor or Sanggunian, as appropriate.</li> </ul>				
Formulate, prepare, update, and review development plans, budgets, and other related documents	<ul style="list-style-type: none"> <li>• 5 technical staff from the Planning Division</li> <li>• IT Equipment</li> <li>• Supplies</li> <li>• Facilities (e.g. workspace)</li> <li>• Resources &amp; budget requirement</li> </ul>	Mission	Essential	Q1
Provision of technical assistance and Facilitation and coordination of various programs and projects	<ul style="list-style-type: none"> <li>• 50 staff from the PPDO</li> <li>• IT Equipment</li> <li>• Supplies</li> <li>• Facilities (e.g. workspace)</li> <li>• Resources &amp; budget requirement</li> <li>• Vehicle</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Monitoring and evaluation of various programs/ projects in conformity with specific guidelines (pre-implementation/ on-going/ completed)	<ul style="list-style-type: none"> <li>• 4 technical staff from the Monitoring, Evaluation, Research, and Statistics Division</li> <li>• IT Equipment</li> <li>• Supplies</li> <li>• Facilities (e.g. workspace)</li> <li>• Vehicle</li> <li>• Resources &amp; budget requirement</li> </ul>	Mission	Non-Essential	Q2
Preparation of viable feasibility studies/ project proposals	<ul style="list-style-type: none"> <li>• 7 technical staff from the Project Development and Planning Divisions</li> <li>• IT Equipment</li> <li>• Facilities (e.g. workspace)</li> <li>• Resources &amp; budget requirement</li> <li>• Vehicle</li> </ul>	Mission	Non-Essential	Q2
Fund utilization and status report	<ul style="list-style-type: none"> <li>• 3 staff from the PPDO</li> <li>• IT equipment</li> <li>• Facilities (e.g. workspace)</li> </ul>	Mission	Essential	Q2
Revenue generation: <ul style="list-style-type: none"> <li>• collections of provincial impositions &amp; receipts from local sources (Tax &amp; Fees &amp; charges).</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Vehicle</li> <li>• Accountable Forms</li> </ul>	Mission	Essential	Q1
Fund management and accountability: <ul style="list-style-type: none"> <li>• take custody &amp; exercise proper management of fund.</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Vehicle</li> <li>• Accountable Forms</li> </ul>	Mission	Essential	Q1
Institutional of judicial remedies:	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> </ul>	Non-Mission	Non-Essential	Q4

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"> <li>take charge in the institution of judicial &amp; administrative remedies.</li> </ul>				
Reportorial submission: <ul style="list-style-type: none"> <li>posting of charts &amp; graphs for quarterly report;</li> <li>submit RPTAS to BLGF through ESRE (quarterly report), LGSF, and other FDP reports.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>ICT equipment</li> <li>Internet connection</li> <li>Work space</li> </ul>	Mission	Essential	Q1
Procurement of goods and services: <ul style="list-style-type: none"> <li>preparation and approval of Purchase Order (PO);</li> <li>preparation and approval of inspection and acceptance report.</li> </ul>	<ul style="list-style-type: none"> <li>Physical Requirement:               <ul style="list-style-type: none"> <li>computer systems (i.e. laptop, printer,)</li> <li>communication tools, and equipment</li> <li>Manpower</li> <li>Funds</li> </ul> </li> </ul>	Mission	Essential	Q1
Supply and property management: <ul style="list-style-type: none"> <li>inventory of PPE;</li> <li>appraisal and disposal of waste materials;</li> <li>processing and renewal of insurance, registration and licenses</li> </ul>	<ul style="list-style-type: none"> <li>Physical Requirement:               <ul style="list-style-type: none"> <li>computer systems (i.e. laptop, printer, LCD projector, LCD screen)</li> <li>communication tools, and equipment</li> <li>Manpower</li> <li>Vehicle</li> </ul> </li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Supervision and maintenance of security and janitorial services: <ul style="list-style-type: none"> <li>capitol utilities (light and water) functional;</li> <li>maintenance and cleanliness of capitol building and premises;</li> <li>technical assistance on carpentry, plumbing and electrical works and repair.</li> </ul>	<ul style="list-style-type: none"> <li>Physical Requirement: <ul style="list-style-type: none"> <li>Carpentry, Plumbing and Electrical tools and equipment</li> <li>Computer system</li> <li>vehicle</li> <li>Manpower</li> </ul> </li> <li>Cleaning and Garden Tools</li> </ul>	Mission	Essential	Q1
Animal health services: <ul style="list-style-type: none"> <li>provision of medicines and biologics;</li> <li>vaccination;</li> <li>deworming;</li> <li>vitamins and supplementation;</li> <li>surveillance;</li> <li>surgery;</li> <li>treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>Drugs &amp; Biologics</li> <li>Fuel</li> <li>Vehicle</li> <li>AEWs</li> </ul>	Mission	Essential	Q1
Animal production services: <ul style="list-style-type: none"> <li>genetic improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Semen (large and small ruminants)</li> <li>Semen Tank</li> <li>Liquid Nitrogen</li> </ul>	Mission	Non-Essential	Q2
Veterinary regulatory services: <ul style="list-style-type: none"> <li>veterinary quarantine station.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>Disinfectants</li> <li>Electricity &amp; Water</li> <li>IEC Materials</li> </ul>	Mission	Essential	Q1



Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Implement income generating projects: <ul style="list-style-type: none"> <li>project development (from crafting of project proposals, terms of reference, business plans);</li> <li>project implementation (contract preparation, facilitation, approval);</li> <li>project monitoring (collection of rent for lease of real properties and facilities, amortization for loans, issuance of notices and demand letters, initiate appropriate legal actions);</li> <li>crafting of legislative measures and executive policies;</li> <li>submission of plans, reports and remittances;</li> <li>technical and administrative support to other development projects of other departments.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>ICT equipment</li> <li>Work space</li> <li>Funds</li> <li>Communication tools</li> </ul>	Mission	Non-Essential	Q2
Delivery of basic social welfare services: <ul style="list-style-type: none"> <li>financial assistance;</li> <li>provision of anti-rabies vaccine.</li> </ul>	<ul style="list-style-type: none"> <li>Manpower</li> <li>IT equipment</li> <li>Transportation</li> <li>Goods/Logistics</li> <li>Funds</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Provision of health services: <ul style="list-style-type: none"> <li>• medical services               <ul style="list-style-type: none"> <li>- out and in-patient</li> <li>- emergency response operation</li> </ul> </li> <li>• nursing services;</li> <li>• ancillary services.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Requirement:               <ul style="list-style-type: none"> <li>- Computer systems (i.e. laptop, printer)</li> <li>- monitoring tools and equipment</li> <li>- back-up power source, and internet provider</li> <li>- Alternate work space</li> <li>- Medical supplies and Equipment</li> <li>- Medicines</li> </ul> </li> <li>• Facilities               <ul style="list-style-type: none"> <li>- Laboratory</li> <li>- Pharmacy</li> <li>- Radiology</li> <li>- Dietary</li> </ul> </li> <li>• Manpower               <ul style="list-style-type: none"> <li>- Doctors</li> <li>- Nurses</li> <li>- NAW</li> <li>- Security Guard</li> </ul> </li> <li>• Vehicle</li> <li>• Budget</li> <li>• Accountable Forms</li> <li>• Food</li> </ul>	Mission	Essential	Q1
Hospital administrative, and support services: <ul style="list-style-type: none"> <li>• procurement process;</li> <li>• property, supply, and financial management.</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• IT Equipment (i.e. Computer, laptop, printer)</li> <li>• Budget</li> <li>• Accountable Forms</li> </ul>	Mission	Essential	Q1

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Hospital administrative, and support services: <ul style="list-style-type: none"><li>• licensing and accreditation.</li></ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• IT Equipment (i.e. Computer, laptop, printer)</li> <li>• Budget</li> <li>• Accountable Forms</li> </ul>	Mission	Non-Essential	Q2
Dental Services	<ul style="list-style-type: none"> <li>• Human Resource: Dentist, Dental Assistants</li> <li>• Workspace: alternative workspace</li> <li>• Dental equipment</li> <li>• Office supplies</li> </ul>	Mission	Non-Essential	Q2
Field health services: <ul style="list-style-type: none"><li>• provision of Maternal and Child Care Support Health Services (advocacy);</li><li>• provides technical support on communicable and non-communicable diseases;</li><li>• promotes clean and safe environment.</li></ul>	<ul style="list-style-type: none"> <li>• Human Resource: PHO I, MCHN Nurse Coordinator</li> <li>• Workspace: alternative workspace</li> <li>• ICT</li> <li>• Office supplies</li> </ul>	Mission	Non-Essential	Q2
Tourism damage assessment	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Non-Mission	Essential	Q3
Promotion and events on history, culture, and arts	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Non-Mission	Non-Essential	Q4

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Research, information, and publication services	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Non-Mission	Non-Essential	Q4
General public services: implementation of Agusan UP programs and Aguserbisyo caravan	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Mission	Non-Essential	Q2
Public information	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> </ul>	Mission	Essential	Q1
Sports development	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Mission	Non-Essential	Q2
Supervision and implementation of Forest Management Project	<ul style="list-style-type: none"> <li>• Budget/Funds</li> <li>• Manpower</li> <li>• Nursery Supplies</li> <li>• Vehicle</li> <li>• Seeds</li> <li>• Seedlings &amp; infrastructure materials (for rooting chamber)</li> <li>• Attendance/Participation</li> </ul>	Mission	Non-Essential	Q2
Mineral Resources project	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• Vehicle</li> <li>• Budget/ Funds</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
Implementation of Environment Program	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• Nursery equipment (shredder, shovel, &amp; etc.)</li> <li>• Supplies (sacks, IEC materials, office supplies)</li> <li>• Budget/funds</li> <li>• Attendance/Participation,</li> </ul>	Mission	Non-Essential	Q2
Tourism development	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Vehicle</li> <li>• Fuel</li> </ul>	Mission	Non-Essential	Q2
Resource allocation and utilization: <ul style="list-style-type: none"> <li>• budget preparation;</li> <li>• budget execution</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> </ul>	Mission	Essential	Q1
Resource allocation and utilization: budget accountability.	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> </ul>	Mission	Non-Essential	Q2
Local social governance-strengthening the functionality of local special bodies: <ul style="list-style-type: none"> <li>• Provincial Health Board</li> <li>• Provincial School Board</li> <li>• Provincial Housing Board</li> <li>• Provincial Peace and Order Council</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower</li> <li>• ICT equipment</li> <li>• Internet connection</li> <li>• Funds</li> <li>• Work space</li> <li>• Communication tools</li> </ul>	Mission	Non-Essential	Q2

Organizational Function(s)	Functional Requirement(s)	Mission or Non-Mission	Essential or Non-Essential	Function Category
Identify important functions the organization performs.	Identify the requirements to perform each function.	Identify Mission versus Non-Mission criteria.	Identify Essential versus Non-Essential criteria (during a disruption).	Overall Category of Organizational Function
<ul style="list-style-type: none"><li>Provincial Development Council</li></ul>				

### **Mission Essential Functions**

1. Emergency/ crisis and disaster response operations;
2. Secretariat support to PDRPMC;
3. Data center management;
4. Network administration and maintenance;
5. Management of integrated systems for IT services;
6. System deployment, enhancement, and maintenance;
7. Enactment of appropriate measures;
8. Provision of plenary affairs, and legislative services;
9. Personnel compensation, and benefits administration;
10. Internal audit services;
11. Appraisal and assessment process of real properties (appraise and assess: gas station, machineries, Telco, etc.);
12. Food security enhancement;
13. Livestock and poultry production;
14. Tilapia production;
15. Maintenance of provincial roads, bridges, and other infrastructure facilities and utilities;
16. Provisions of logistical support services to disaster affected LGUs (i.e. heavy equipment, manpower, etc.);
17. Maintenance of heavy equipment, heavy, and light vehicles;
18. Issuance of Executive Orders for the faithful and appropriate enforcement and executions of laws and ordinances;
19. Formulate, prepare, update, and review development plans, budgets, and other related documents;
20. Revenue generation;
21. Fund management, and accountability;
22. Reportorial submission;
23. Procurement of goods, and services;
24. Supervision and maintenance of security and janitorial services;
25. Animal health services;
26. Veterinary regulatory services;
27. Delivery of basic social welfare services;
28. Provision of health services;
29. Hospital administrative, and support services (procurement process, property, supply, and financial management);
30. Public information;
31. Resource allocation and utilization: budget preparation, and execution.

### **Mission Non-Essential Functions**

1. System development;
2. Recruitment, selection, and placement services;
3. Performance management services;
4. Human resource development services;
5. Rewards and recognition services;
6. Capacity building, and training services;
7. Risk assessment, analysis, and spatial digital data information;
8. Secretariat support to local special bodies;
9. Community development;
10. Accounting services;

11. Appraisal & assessment process of real properties (conduct building assessment; evaluate & assess real properties);
12. Tax mapping operation services;
13. Real property assessment records management;
14. Preliminary engineering data, plan, program of works, and detailed estimates;
15. Materials testing, quality control, and quality assurance monitoring/inspection reports;
16. Construction of infrastructure facilities, and utilities;
17. Executive services;
18. Barangay development;
19. Frontline services;
20. Conduct management and operations audit of the province functions, programs, projects, activities and outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/ processes and contractual obligations;
21. Review and appraise systems and procedures, organizational structures, asset management practices financial and management records, reports and performance standards of the province;
22. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action;
23. Provision of technical assistance and facilitation and coordination of various programs and projects;
24. Monitoring and evaluation of various programs/ projects in conformity with specific guidelines (pre-implementation/ on-going/ completed);
25. Preparation of viable feasibility studies/ project proposals;
26. Fund utilization and status report;
27. Supply and property management;
28. Animal production services;
29. Implement income generating projects;
30. Hospital administrative support services (hospital licensing and accreditation);
31. Dental services;
32. Field health services;
33. Sports development;
34. Supervision, and implementation of Forest Management Project;
35. Implementation of Mineral Resources project;
36. Implementation of Environment Program;
37. Tourism development;
38. Jail management;
39. Resource allocation and utilization: budget accountability;
40. Local Social Governance- Strengthening the functionality of Local Special Bodies.

### **Non-mission Essential Functions**

1. ICT hardware maintenance and services;
2. Administrative support services (procurement process, property and supply management, financial management);
3. Tourism damage assessment;



### **Non-mission Non-essential Functions**

1. ICT hardware maintenance and services;
2. Administrative support services (procurement process, property and supply management, financial management);
3. Tourism damage assessment;

Activation Criteria, Procedures, and Delegation of Authority

A. Activation

The following are triggers in the activation of PGAN PSCP:

- a. There is a disaster declared in the Province of Agusan del Norte;
- b. Disruption of Mission Essential Functions (MEFs) and other critical functions based on identified recovery time objective;
- c. Absence of Local Chief Executive and/or critical function holder;
- d. Damage or inaccessibility of the PGAN offices, as well as damage of critical facilities and equipment;
- e. Result of damage assessment of PGAN Offices.

Triggers of Activation per Hazard

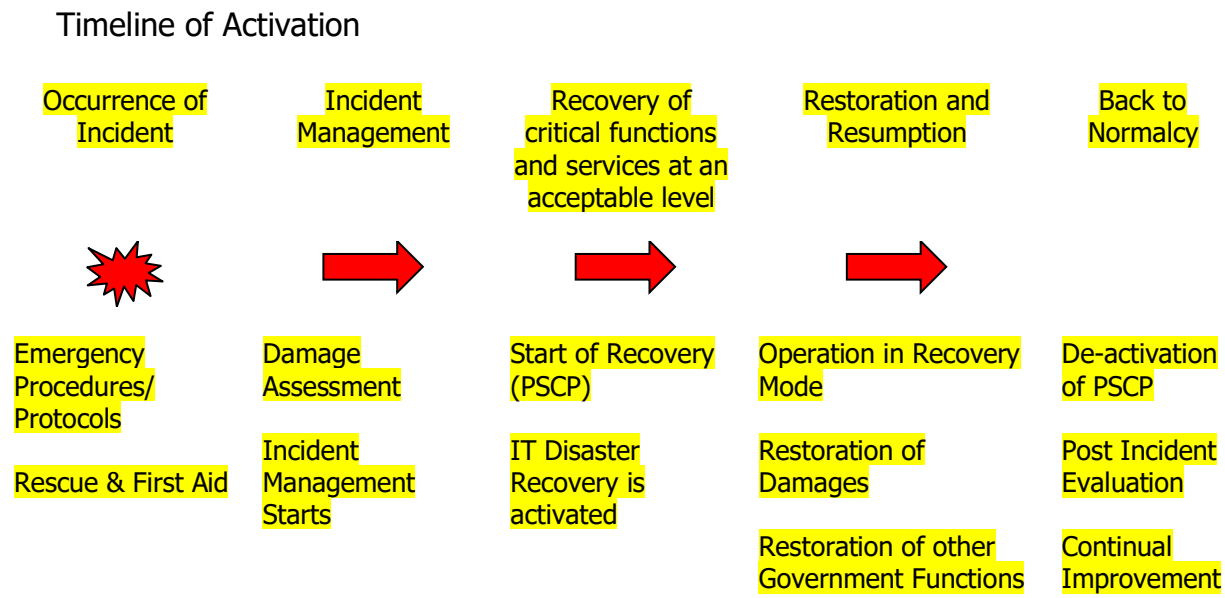
Hazard	Triggers for Activation
Earthquake	Sudden movement of fault along Surigao-Esperanza segment
Tropical Cyclone	As per advisory from PDRRMC Emergency Operations Center
Fire	Upon the onset of the incident
Emerging and Re-Emerging Infectious Diseases (EREID)	Absence of personnel holding vital functions (at least 1 week); and/or Memorandum Order for PGAN offices lockdown
Cyber Attack	Online services of PGAN are inaccessible due to denial of service and computer file systems may be encrypted due to ransomware; defacement of the official website of PGAN. Compromise critical data in sheer volume.
Bombing	Upon the declaration of the PNP Explosive Ordnance Disposal and Canine Group (EOD-K9)

Activation Criteria

The following are triggers in the activation of PGAN PSCP:

1. Disruption of Mission Essential Functions (MEFs) relevant to preparedness and response to disaster and other critical functions based on identified recovery time objective;
2. Absence of Head of Agency and/or critical function holder;
3. Result of damage assessment of the Provincial Office

B. Procedures



The diagram shows the incident or disaster event timeline. The progression along the incident or disaster timeline illustrates how an event requires specific incident management measures. The timeline also shows how continuity activation differs from the immediate life-saving measures required for emergency events. Upon the impact of any event (e.g., fire occurrence in the building, earthquake event affecting the facility), assessment occurs to determine the gravity of the situation. As life safety is a priority, emergency procedures or protocols are normally activated first as part of the organization’s effort to respond to life-saving needs. Once emergency response measures have been implemented and once the Agusan del Norte Emergency Response Team (ADNERT) have accounted for the safety status of employees and guests within the office or facility, incident management starts where impact on facility and vital processes are assessed through damage assessment.

Upon determination of the extent of impact and vital processes have been affected or when the facility has been deemed inaccessible (therefore affecting the delivery of services), then a declaration of a continuity event is done by the Local Chief Executive. Upon declaration of the continuity event, the Provincial Government of Agusan del Norte activates the Public Service Continuity Plan (PSCP).

If critical IT applications and systems have been affected, then PGAN will need to activate its IT-disaster recovery (IT-DR) plan. The start of the activation of the PSCP or IT-DR also reflects the period during which mission essential functions (MEFs) are restored based on the agreed recovery time objective (RTO). Further progression along the incident or disaster timeline illustrates the PGAN’s measures to move toward recovery of identified mission essential functions according to the level of prioritization (e.g., Tier 1 MEF, Tier 2 MEF, Tier 3 MEF) until complete restoration of operations have been achieved. Once operations have been stabilized, the LCE, upon the recommendation of the Continuity Core Team, can already declare the reconstitution of operations or the deactivation of the PSCP and resumption of normal operations. A post-incident evaluation is done to ensure that measures are assessed for continual improvement.

Notification Procedures

Individuals to be Notified	To be Notified By
Provincial Governor /Local Chief Executive	Provincial Administrator
Vice-Governor and Sangguniang Panlalawigan Members	Secretary to the Sanggunian
Provincial Administrator	PGADH, Provincial Governor’s Office
Department Heads	PGADH, Provincial Governor’s Office
Administrative Officers	PGDH, Provincial HRMO
Staff of each PGAN Office	Administrative Officers of each PGAN Office

### C. Delegation of Authority

Mission Essential Function	Designated Responsible Personnel	Alternate 1	Alternate 2	Alternate 3
Emergency/ crisis and disaster response operations.	Ms. Erma R. Suyo	Ms. Lorna C. Bayer	Mr. Rodiel Tagupa	Ms. Hannah Ruth Baluarte
Secretariat support to PDRRMC.	Ms. Erma R. Suyo	Ms. Merry Chris M. Cabonce	Ms. Darlettee B Ouano	Ms. Alma B. Luayon
Data center management: <ul style="list-style-type: none"> <li>• ensure all server and active components are operational;</li> <li>• monitor cooling system;</li> <li>• ensure the power back-up is available;</li> <li>• ensure the preventive maintenance conducted regularly;</li> <li>• ensure the safety and protection of data;</li> <li>• ensure compliance with the guidelines and government regulations.</li> </ul>	Mr. Jessem O. Cardona	Mr. Paul B. Cupay	Mr. Mark Novem Grisola	Mr. Calvin A. Caalim
Network administration and maintenance: <ul style="list-style-type: none"> <li>• apply zero trust model;</li> <li>• securing all endpoints.</li> </ul>	Mr. Jessem O. Cardona	Mr. Paul B. Cupay	Mr. Mark Novem Grisola	Mr. Calvin A. Caalim
Management of integrated systems for IT services:	Mr. Jessem O. Cardona	Mr. Paul B. Cupay	Mr. Mark Novem Grisola	Mr. Calvin A. Caalim

Mission Essential Function	Designated Responsible Personnel	Alternate 1	Alternate 2	Alternate 3
<ul style="list-style-type: none"> <li>• Government Application Software Management;</li> <li>• Database Server Administration;</li> <li>• Active Directory Management;</li> <li>• Light Weight Directory Access Protocol (LDAP) Management;</li> <li>• Domain Controller Security Policy.</li> </ul>				
System deployment, enhancement, and maintenance.	Mr. Jessem Cardona	Mr. Mark Novem Grisola	Mr. RJ Vincent Lope P. Lopez	Mr. Michael Jay Arizala
Enactment of appropriate measures.	Hon. Enrico R. Corvera	Hon. Nieva C. Famador	Hon. Ryan Jade D. Lim	Hon. Rodulfo A. Pitogo
Provision of plenary affairs, and legislative services.	Ms. Lydia C. Manulat	Ms. Susan T. Gatchalian	Ms. Myrna A. Dacoseo	Ms. Marietta A. Balbarona
Personnel compensation, and benefits administration	Ms. Jo-anne E. Cenas	Ms. Eva L. Gonzales	Ms. Monatao D. Papaladun	Ms. Glizza Mae Bergado-Felias
Internal audit services: <ul style="list-style-type: none"> <li>• Pre-Audit               <ul style="list-style-type: none"> <li>– processing of disbursement vouchers and payrolls;</li> <li>– maintaining of individual ledgers claimants;</li> </ul> </li> </ul>	Mr. Daniel A. Valido	Mr. Senecio V. Cinco	Ms. Jocelyn D. Itim-Jupiter	Ms. Sheila Faith G. Antiga

<b>Mission Essential Function</b>	<b>Designated Responsible Personnel</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>
<ul style="list-style-type: none"> <li>– posting of payroll deductions;</li> <li>– preparation of consolidated remittances pertaining to LGUs;</li> <li>– preparation of advice of local check disbursement.</li> </ul>				
<p>Appraisal, and assessment process of real properties:</p> <ul style="list-style-type: none"> <li>• appraise &amp; assess (gas station, machineries, Telco, etc.)</li> </ul>	Mr. Junie P. Vinatero	Ms. Amor O. Castaños	Mr. Diosdado B. Nakila	Ms. Erlyn A. Gonzal
<p>Food security enhancement:</p> <ul style="list-style-type: none"> <li>• vegetable production;</li> <li>• rice production;</li> <li>• corn production;</li> <li>• banana production.</li> </ul>	Jim A. Razonabe Benjie M. Villaruben Miguelito Velasco Donato A. Alegado	Donato A. Alegado Rodolfo Nalla Myra Laga Julius Cesar Lomarda	Engr. May Ann G. Rabuya Engr. Maribeth Napuli Jessa Mindajao Jim A. Razonabe	Benjie Duque Ronald Filipinas Engr. May Ann G. Rabuya Rodolfo Nalla
<p>Livestock and poultry production:</p> <ul style="list-style-type: none"> <li>• swine;</li> <li>• goat;</li> <li>• chicken.</li> </ul>	Mr. Donato A. Alegado	Mr. Franklin Milan	Mr. Peter Ampoloquio	Mr. Justine L. Plender
Tilapia production	Mr. Alvin P. Aclan	Mr. Jeffrey E. Nayve	Mr. Donato A. Alegado	Ms. Grace Ruiz

<b>Mission Essential Function</b>	<b>Designated Responsible Personnel</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>
Maintenance of provincial roads, bridges, and other infrastructure facilities and utilities.	Engr. Renato M. Corvera	Engr. Nivard S. Gonzales	Engr. Rowel V. Cabresos	Ms. Mila O. Lopez
Provisions of logistical support services to disaster affected LGUs (i.e. heavy equipment, manpower, etc.).	Engr. Renato M. Corvera	Engr. Nivard S. Gonzales	Engr. Rowel V. Cabresos	Ms. Mila O. Lopez
Maintenance of heavy equipment, heavy and light vehicles.	Engr. Renato M. Corvera	Engr. Nivard S. Gonzales	Ms. Mila O. Lopez	Engr. Edgar Pagaran
Issuance of Executive Orders for the faithful and appropriate enforcement and executions of laws and ordinances.	Atty. Rosalita Vestil	Hon. Enrico R. Corvera	Hon. Nieva C. Famador	Ms. Elizabeth Marie Calo
Formulate, prepare, update, and review development plans, budgets, and other related documents.	Mr. Tomas O. Tener, Jr.	Engr. Charyll D. Rosario	Ms. Frances Isabel D. Pitogo	Ms. Madelene Severa V. Santos
Revenue generation: <ul style="list-style-type: none"> <li>collections of provincial impositions &amp; receipts from local sources (Tax &amp; Fees &amp; charges).</li> </ul>	Mr. Wilelmo C. Furia	Ms. Ma. Cecile A. Okut	Ms. Paulina R. Batucan	Ms. Christine Crystal Ms. Anjanette P. Claro
Fund management and accountability:	Mr. Wilelmo C. Furia	Ms. Ma. Cecile A. Okut	Ms. Apipa P. Aliponto	Ms. Leizyl B. Racho



<b>Mission Essential Function</b>	<b>Designated Responsible Personnel</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>
<ul style="list-style-type: none"> <li>take custody &amp; exercise proper management of fund.</li> </ul>				
Reportorial submission: <ul style="list-style-type: none"> <li>posting of charts &amp; graphs for quarterly report;</li> <li>submit RPTAS to BLGF through ESRE (quarterly report), LGSF, and other FDP reports.</li> </ul>	Mr. Junie P. Vinatero	Ms. Jaysah Mae Campos	Mr. Rollie L. Cuevas	Ms. Mahwe Leop
Procurement of goods and services: <ul style="list-style-type: none"> <li>preparation and approval of Purchase Order (PO);</li> <li>preparation and approval of inspection and acceptance report.</li> </ul>	Engr. Luisito P. Azura	Mr. Jacob Racho	Ms. Rofeniza C. Bacalso	Ms. Ingrid Lim
Supervision and maintenance of security and janitorial services: <ul style="list-style-type: none"> <li>capitol utilities (light and water) functional;</li> <li>maintenance and cleanliness of capitol building and premises;</li> </ul>	Engr. Luisito P. Azura	Mr. Jacob Racho	Mr. Ruel H. Mijares	Mr. Junmar Ondoy

<b>Mission Essential Function</b>	<b>Designated Responsible Personnel</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>
<ul style="list-style-type: none"> <li>technical assistance on carpentry, plumbing and electrical works and repair.</li> </ul>				
Animal health services: <ul style="list-style-type: none"> <li>provision of medicines and biologics;</li> <li>vaccination;</li> <li>deworming;</li> <li>vitamins and supplementation;</li> <li>surveillance;</li> <li>surgery;</li> <li>treatment.</li> </ul>	Dra. Belen M. Aruelo, DVM	Dr. Joseph P. Dargantes, DVM	Dra. Marichu P. Chiong, DVM	Ms. Khendra Jane C. Pabayan
Veterinary regulatory services: <ul style="list-style-type: none"> <li>veterinary quarantine station.</li> </ul>	Dra. Belen M. Aruelo, DVM	Dra. Marichu P. Chiong, DVM	Ms. Khendra Jane C. Pabayan	Mr. Renato M. Daluz
Delivery of basic social welfare services: <ul style="list-style-type: none"> <li>financial assistance;</li> <li>provision of anti-rabies vaccine.</li> </ul>	Ms. Silver Joy Tejano	Ms. Alfie Semonette Pabillore	Ms. Jeanette Paredes	Mr. Abril Romano
Provision of health services: <ul style="list-style-type: none"> <li>medical services               <ul style="list-style-type: none"> <li>– out and in-patient</li> </ul> </li> </ul>	Dr. Odelio Y. Ferrer	Dr. Marilou O. Talan	Dr. Beverly B. Tero	Dr. Gina R. Bacol

<b>Mission Essential Function</b>	<b>Designated Responsible Personnel</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Alternate 3</b>
<ul style="list-style-type: none"> <li>• emergency response operation <ul style="list-style-type: none"> <li>– nursing services;</li> <li>– ancillary services.</li> </ul> </li> </ul>				
Hospital administrative, and support services: <ul style="list-style-type: none"> <li>• procurement process;</li> <li>• property, supply, and financial management.</li> </ul>	Roque Lexter P. Dolotina	Napoleon Ashley Lopez	Dr. Cristita C. Bonono	Mr. Dave P. Luison
Public information.	Mr. Edgar M. Palarca, Jr.	Mr. Raymond Maglanoc	Ms. Karen Decamotan	
Resource allocation and utilization: budget preparation.	Ms. Ruby R. Furia	Mr. Esteban M. Dagani	Ms. Anabelle V. Sumayod	Ms. Keah G. Brier
Resource allocation and utilization: budget execution.	Mr. Esteban M. Dagani	Ms. Ruby R. Furia	Ms. Germa M. Puyo	Ms. Gina T. Managa

# **VI. CONTINUITY STRATEGIES**

## Continuity Strategies

MISSION ESSENTIAL FUNCTION	CONTINUITY STRATEGIES			
	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
Emergency/ crisis and disaster response operations.	<ul style="list-style-type: none"> <li>Establish Vital Records Protection Guide.</li> <li>Secure Network Attached Storage (NAS) server</li> <li>Proper back-up storage of all documents by PGO-MIS data center</li> <li>Ensure accurate Risk Assessment Reports and PDRA results are disseminated to all LGUs</li> <li>Forging of MOA/MOU with commercial records storage companies/suppliers</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of a Pool of Response Teams.</li> <li>Establish order of succession (Team Deployment) through Memorandums</li> <li>Training on ICS, RDNA, WASAR, SRR, EOC management, RETT.</li> <li>Pre-determined EOC organizational structure.</li> <li>Strengthened coordination and partnership with PDRRMC members to ensure full participation and commitment during PDRA meetings and augmentation of resources</li> <li>Provision of employee assistance benefits (e.g. hazard pay) to boost the morale and welfare of personnel</li> <li>Identification of safe alternate workspaces</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of back-up rescue equipment in the alternate EOC;</li> <li>Stockpiling of rescue equipment in the alternate EOC;</li> <li>Establishment of Protocols/Guidelines on generator set;</li> <li>Utilization of identified alternate site/temporary work spaces while the original building is rebuilt.</li> </ul>	<ul style="list-style-type: none"> <li>Procure back-up ICT equipment.</li> <li>Establish Hierarchy of Communication and identify Primary and Alternate Communication System/Medium (e.g. Landline, VSAT)</li> <li>Maintenance of server and other ICP infrastructure.</li> <li>Maintain a directory for coordination and public communication</li> <li>Establish Emergency Communication Plan</li> </ul>
Secretariat support to PDRRMC.	<ul style="list-style-type: none"> <li>Establish Vital Records Protection Guide.</li> </ul>	<ul style="list-style-type: none"> <li>Training on secretariat role in PDRRMC meeting.</li> <li>Written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare back-up IT equipment in the alternative EOC, such as: generator</li> </ul>	<ul style="list-style-type: none"> <li>Establish internet connection and communication plan;</li> </ul>

MISSION ESSENTIAL FUNCTION	CONTINUITY STRATEGIES			
	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
	Secure Network Attached Storage (NAS) server <ul style="list-style-type: none"> <li>• Proper back-up storage of all documents by PGO-MIS data center</li> <li>• Ensure accurate Risk Assessment Reports and PDRA results are disseminated to all LGUs</li> <li>• Forging of MOA/MOU with commercial records storage companies/suppliers</li> </ul>		set, printer, laptop, and scanner. <ul style="list-style-type: none"> <li>• Utilization of identified alternate sites for the conduct of PDRMC meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non-secure telephones, two-way radios, internet, and facsimile).</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> </ul>
Data center management: <ul style="list-style-type: none"> <li>• ensure all server and active components are operational;</li> <li>• monitor cooling system;</li> <li>• ensure the power back-up is available;</li> <li>• ensure the preventive maintenance conducted regularly;</li> <li>• ensure the safety and protection of data;</li> <li>• ensure compliance with the guidelines and government regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety, protection and back-up storage of data (RPTAS, GAAMS, TOIMS, GSMS, BMMS, PMIPS, ERAMS, RABMIS, website, active directory) through subscription to cloud storage.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation/Composition of MIS Contingency Team</li> <li>• Skills Enhancement / Training to adapt the new landscape of technology</li> <li>• Established rapport with the stakeholders</li> <li>• Training on IT Disaster Recovery</li> <li>• Training on Data Center Management ISO standard</li> <li>• Training on Cybersecurity</li> <li>• Conversion of MIS Division to a fully pledge Department</li> <li>• Hiring of additional personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all server and active components are operational</li> <li>• Monitor the Cooling System</li> <li>• Ensure the compliance with the guidelines and government regulations on licensed software.</li> <li>• Establishment of remote-site data storage</li> <li>• Application of virtualization</li> <li>• Conduct regular data center maintenance;</li> <li>• Enhancement of power backup system and ensure power back-up availability;</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of communication plan</li> <li>• Budget inclusion of Free SMS load for MIS Contingency Team</li> <li>• Procurement of handheld radio</li> <li>• Procurement of back-up ICT equipment with insurance.</li> </ul>

MISSION ESSENTIAL FUNCTION	CONTINUITY STRATEGIES			
	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
<p>Network administration and maintenance:</p> <ul style="list-style-type: none"> <li>• apply zero trust model;</li> <li>• securing all endpoints.</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of Network IP Address, Network Asset Inventory.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation/Composition of MIS Contingency Team</li> <li>• Identification of Alternate/Succession</li> <li>• Apply knowledge transfer</li> <li>• Skills Enhancement / Training to the new landscape of technology</li> <li>• Established rapport with the stakeholders (network providers)</li> <li>• Training on Disaster Recovery</li> <li>• Training on Cybersecurity</li> <li>• Hiring of additional personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of back-up ICT equipment</li> <li>• Enhancement of network infra</li> <li>• Procurement of appliance used for network security</li> <li>• Provision of ICT equipment Insurance</li> <li>• Conduct regular maintenance of network infra</li> <li>• Securing all endpoints</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of communication plan</li> <li>• Budget inclusion of Free SMS load for MIS Contingency Team</li> <li>• Procurement of handheld radio</li> </ul>
<p>Management of integrated systems for IT services:</p> <ul style="list-style-type: none"> <li>• Government Application Software Management;</li> <li>• Database Server Administration;</li> <li>• Active Directory Management;</li> <li>• Light Weight Directory Access Protocol (LDAP) Management;</li> <li>• Domain Controller Security Policy</li> </ul>	<p>Maintenance of business-critical data of PGAN (Database, Active Directory, Lightweight Directory Access Protocol (LDAP), Security Policy of Domain Controller)</p>	<ul style="list-style-type: none"> <li>• Identification of Alternate/ Succession, apply knowledge transfer;</li> <li>• Skills Enhancement / Training to the new landscape of technology;</li> <li>• Established rapport with partner Expert and stakeholders;</li> <li>• Training on IT Disaster Recovery.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of servers, network-attached storages, and other ICT infrastructure;</li> <li>• Procurement of back-up ICT equipment;</li> <li>• Conduct regular back-up of database;</li> <li>• Subscription of cloud storage;</li> <li>• Subscription of Anti-virus end-point for servers.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Hierarchy of Communication and identify Primary and Alternate Communication System/Medium;</li> <li>• Establishing communication plan;</li> <li>• Budget inclusion of Free SMS load for MIS Contingency Team;</li> <li>• Procurement of handheld radio.</li> </ul>

MISSION ESSENTIAL FUNCTION	CONTINUITY STRATEGIES			
	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
System deployment, enhancement, and maintenance.	Maintenance business-critical applications and critical-data of PGAN; Source Code	<ul style="list-style-type: none"> <li>• Identification of Alternate/ Succession, apply knowledge transfer;</li> <li>• Established rapport with the stakeholders;</li> <li>• Skills Enhancement / Training to the new landscape of technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of ICT equipment and software;</li> <li>• Implementation of local/ remote repository of code of each developer using Git Server.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Hierarchy of Communication and identify Primary and Alternate Communication System / Medium;</li> <li>• Establishment of communication plan;</li> <li>• Budget inclusion for Free SMS load for MIS Contingency Team;</li> <li>• Procurement of Handheld radio.</li> </ul>
Enactment of appropriate measures.	Establish the following: <ul style="list-style-type: none"> <li>• Vital Records Protection Guide;</li> <li>• Automatic Back-up of all Response Operations Documentation;</li> <li>• Records Storage System;</li> <li>• Records Inventory and Classification;</li> <li>• Vital Records Program;</li> <li>• Records Disposition Program, Disaster Prevention and Recovery Program on Records.</li> </ul>	<ul style="list-style-type: none"> <li>• Hire IT Personnel;</li> <li>• Establish Order of Succession (Team Deployment) through Memorandums.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of Records Back-up Facilities (fireproof document compactor), IT Equipment;</li> <li>• Provide a Secured Storage Area (Based on Records Management Standard);</li> <li>• Identification of alternate site as temporary session hall;</li> <li>• Utilization of online platforms for the conduct of sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish immediate linkages for emergency situations;</li> <li>• Establish Communication Plan;</li> <li>• Conduct exercise/drills for IT personnel and communication line.</li> </ul>



MISSION ESSENTIAL FUNCTION	CONTINUITY STRATEGIES			
	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
Provision of plenary affairs, and legislative services.	Establish the following: <ul style="list-style-type: none"> <li>• Vital Records Protection Guide;</li> <li>• Automatic Back-up of all Response Operations Documentation;</li> <li>• Records Storage System;</li> <li>• Records Inventory and Classification;</li> <li>• Vital Records Program;</li> <li>• Records Disposition Program, Disaster Prevention and Recovery Program on Records.</li> </ul>	<ul style="list-style-type: none"> <li>• Hire IT Personnel;</li> <li>• Establish Order of succession (Team Deployment) through memorandums.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of Records Back-up Facilities (fireproof document compactor), IT Equipment;</li> <li>• Provide a Secured Storage Area (Based on Records Management Standard);</li> <li>• Identification of alternate site as temporary session hall;</li> <li>• Utilization of online platforms for the conduct of sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish immediate linkages for emergency situations;</li> <li>• Establish Communication Plan;</li> <li>• Provide exercise/drills for IT personnel and communication line;</li> <li>• Procurement of handheld radios.</li> </ul>
Personnel compensation, and benefits administration.	<ul style="list-style-type: none"> <li>• Digitalization of the vital records;</li> <li>• Duplication and storage of e-copy documents through MIS.</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation of alternate in charge on the process of preparing the necessary documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of ICT equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of communication plan;</li> <li>• Upgrade internet connection.</li> </ul>
Internal audit services: <ul style="list-style-type: none"> <li>• Pre-Audit               <ul style="list-style-type: none"> <li>- processing of disbursement vouchers and payrolls;</li> <li>- maintaining of individual ledgers claimants;</li> <li>- posting of payroll deductions;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Records Categorization:               <ul style="list-style-type: none"> <li>- Unimportant/ Unusable/ Obsolete Documents</li> <li>- Essential Documents</li> </ul> </li> <li>• Maintaining backup files (softcopy and online) / duplication and labeling;</li> <li>• Records protection (having a storage area/facility/custodian).</li> </ul>	<ul style="list-style-type: none"> <li>• Make emergency action plan for employees (before, during, and after):               <ul style="list-style-type: none"> <li>- Buddy System</li> <li>- Employee Schedule</li> <li>- Protocols/Procedures</li> <li>- Orientation for new employees</li> <li>- Trainings for a WFH setup</li> </ul> </li> <li>• Designate records protection and custodian.</li> </ul>	<ul style="list-style-type: none"> <li>• Backup ICT Equipment (Computer/Laptop, UPS, Printer);</li> <li>• Provision of the following:               <ul style="list-style-type: none"> <li>- Flash drive and External Hard Drive</li> <li>- Office Supplies</li> <li>- Emergency Food and Water</li> <li>- Emergency Light</li> <li>- First Aid Kits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Establish hierarchy of communication and identify primary and alternate communication system / medium (e.g. Landline, Mobile Phones);</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations.</li> </ul>

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	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
<ul style="list-style-type: none"> <li>- preparation of consolidated remittances pertaining to LGUs;</li> <li>- preparation of advice of local check disbursement.</li> </ul>			<ul style="list-style-type: none"> <li>- Sanitation Supplies</li> <li>- Establishment of storage area/facility</li> </ul>	
<p>Appraisal &amp; assessment process of real properties:</p> <ul style="list-style-type: none"> <li>• appraise and assess (gas station, machineries, Telco, etc.)</li> </ul>	Secure Network Attached Storage (NAS) server	Training on network system	Procurement of surveying materials	<ul style="list-style-type: none"> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> <li>• Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> </ul>
<p>Food security enhancement:</p> <ul style="list-style-type: none"> <li>• vegetable production;</li> <li>• rice production;</li> <li>• corn production;</li> <li>• banana production.</li> </ul>	<p>Secured the following:</p> <ul style="list-style-type: none"> <li>• acknowledgement receipts (signed by beneficiary/ies);</li> <li>• submitted project proposal;</li> <li>• letter request/intent;</li> <li>• transmittal/ endorsement;</li> <li>• commodity profile through storage backup.</li> </ul>	Hire additional Agriculturist, driver, and Agricultural Extension Workers that undergone training in crop production.	<p>Procurement of the following:</p> <ul style="list-style-type: none"> <li>• vegetable seeds;</li> <li>• rice seeds;</li> <li>• corn seeds;</li> <li>• empty glass bottle;</li> <li>• tissue culture media;</li> <li>• plantlets nursery.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations.</li> </ul>
<p>Livestock, and poultry production:</p> <ul style="list-style-type: none"> <li>• swine;</li> <li>• goat;</li> </ul>	<p>Secured the following:</p> <ul style="list-style-type: none"> <li>• acknowledgement receipts (signed by beneficiary/ies);</li> <li>• submitted project proposal;</li> </ul>	Hire additional Agriculturist, driver, and Agricultural Extension Workers that undergone training in basic animal treatment.	<p>Procurement of the following:</p> <ul style="list-style-type: none"> <li>• Artificial Insemination Equipment;</li> <li>• Biologics;</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> </ul>

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<ul style="list-style-type: none"> <li>chicken.</li> </ul>	<ul style="list-style-type: none"> <li>letter request/intent;</li> <li>transmittal/ endorsement;</li> <li>commodity profile through storage backup.</li> </ul>		<ul style="list-style-type: none"> <li>Vehicle;</li> <li>Chiller.</li> </ul>	<ul style="list-style-type: none"> <li>Establish connections and arrangement for backup power, IT, and communications and remote working stations.</li> </ul>
Tilapia Production.	<ul style="list-style-type: none"> <li>Commodity Profile stored in the computer database</li> <li>Database storage backup</li> <li>Submitted Project Proposal/ Letter Request/Intent</li> <li>Transmittal/endorsement</li> <li>Secured acknowledgement receipts (signed by beneficiary/ies)</li> </ul>	Hire additional Agriculturist, driver, and Agricultural Extension Workers that undergone training in fishery production.	<ul style="list-style-type: none"> <li>Procurement of generator set for fish hatchery, aerator/air pump, and oxygen tank.</li> <li>Purchase of plastic bag, and Fine mesh net</li> </ul>	<ul style="list-style-type: none"> <li>Procurement and licensing of handheld radio.</li> <li>Promotion and contact PAO FITS center: social media page.</li> </ul>
Maintenance of provincial roads, bridges, and other infrastructure facilities and utilities.	Duplication and storage of back-up of e-copy documents of the provincial roads, bridges, and other infrastructure facilities and utilities in the primary and alternate sites/temporary workspaces such as subscription to cloud storage, google drive, among others.	Orientation of the area assignment.	<ul style="list-style-type: none"> <li>Provision of road signages and precautionary measures;</li> <li>Provision of appropriate PPGs (i.e. reflectorized vest, hard hat, and etc.);</li> <li>Ensures that the equipment use for maintenance runs smoothly and reliably.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> <li>Establish connections and arrangement for backup power, IT, and communications.</li> </ul>
Provisions of logistical support services to disaster affected LGUs	Establish duplication and storage of back-up e-copy of heavy equipment and manpower directory in the	<ul style="list-style-type: none"> <li>Training on disaster recovery</li> <li>Orientation of the area assignment</li> </ul>	<ul style="list-style-type: none"> <li>Establish protocols on the usage of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a directory for coordination such as alternate</li> </ul>

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(i.e. heavy equipment, manpower, etc.)	primary and alternate sites /temporary workspaces such as subscription to cloud storage, google drive, among others.	<ul style="list-style-type: none"> <li>Enrollment of field workers to insurance.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare back-up rescue equipment.</li> <li>Enroll equipment to insurance.</li> </ul>	<ul style="list-style-type: none"> <li>radio frequency, satellite phone and mobile number;</li> <li>Establish connections and arrangements for backup power, IT, and communications.</li> </ul>
Maintenance of heavy equipment, heavy and light vehicles	Establish duplication and storage of back-up e-copy of logs of equipment condition and work performed and Equipment Operating Manual in the primary and alternate sites /temporary workspaces such as subscription to cloud storage, google drive, among others	<ul style="list-style-type: none"> <li>Conducts regular inspection;</li> <li>Orientation on safety procedures and health protocols;</li> <li>Troubleshoots issues to determine necessary repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Procure spare parts of back-up rescue equipment;</li> <li>Back-up rescue equipment;</li> <li>Working with a range of tools;</li> <li>Establish maintenance of machines and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> </ul>
Formulate, prepare, update, and review development plans, budgets, and other related documents.	<ul style="list-style-type: none"> <li>Establish Vital Records Protection Guide</li> <li>Formulation of Manual of Operations</li> <li>Duplication and storage of e-copy as back-up documents through MIS.</li> </ul>	Capacity building among alternate technical and administrative staff in the preparation of resolutions and PDIP & AIP Forms	<ul style="list-style-type: none"> <li>Utilize of online platform in conducting meetings</li> <li>Identify alternate area for the conduct of meetings</li> </ul>	<ul style="list-style-type: none"> <li>Establish Hierarchy of Communication and identify Primary and Alternate Communication System / Medium;</li> <li>Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number.</li> </ul>
Revenue generation: <ul style="list-style-type: none"> <li>collections of provincial impositions &amp; receipts from local sources (Tax &amp; Fees &amp; charges).</li> </ul>	Back-up storage of documents such as abstract collections.	<ul style="list-style-type: none"> <li>Training on the preparation of statement of receipt and expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>Determine alternative workspace.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a directory for coordination such as alternate radio frequency, satellite phone and mobile number;</li> <li>Establish connections and arrangement for backup power, IT, and communications.</li> </ul>

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	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
Fund management and accountability: <ul style="list-style-type: none"> <li>• take custody &amp; exercise proper management of fund.</li> </ul>	Back-up storage of documents such as reports of checks issued.	<ul style="list-style-type: none"> <li>• Training on the preparation of statement of receipt and expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine alternative workspace.</li> </ul>	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, twoway radios, internet, and facsimile);</li> </ul>
Reportorial submission: <ul style="list-style-type: none"> <li>• posting of charts &amp; graphs for quarterly report;</li> <li>• submit RPTAS to BLGF through ESRE (quarterly report), LGSF, and other FDP reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Vital Records Protection Guide</li> <li>• Duplication and storage of e-copy as back-up documents through MIS</li> </ul>	<ul style="list-style-type: none"> <li>• Identification and capacitation/ training of alternate technical personnel to prepare reports</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of servers, network-attached storages, and other ICT infrastructure.</li> <li>• Maintenance of related software (TOIMS, GAAMS, BMMS, and RPTAS)</li> <li>• Procurement of ICT hardware, software, and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Establish hierarchy of Communication and identify Primary and Alternate Communication System / Medium</li> </ul>
Procurement of goods and services: <ul style="list-style-type: none"> <li>• preparation and approval of Purchase Order (PO);</li> <li>• preparation and approval of inspection and acceptance report.</li> </ul>	<ul style="list-style-type: none"> <li>• Duplication and storage of back-up of e-copy documents (Purchase Request (PR), Purchase Order (PO), Acceptance and inspection report) in the primary and alternate sites/temporary workspaces such as subscription to cloud storage, google drive, among others;</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity development on updates on RA 9184 for PGDH, BAC Members, BAC Secretariat staff, end-user.</li> </ul>	<ul style="list-style-type: none"> <li>• Enhancement of General Services Management System (GSMS) and other procurement applications.</li> <li>• Procurement of additional IT equipment.</li> <li>• Identify alternative BAC offices.</li> </ul>	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, twoway radios, internet, and facsimile);</li> </ul>

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	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
Supervision and maintenance of security and janitorial services: <ul style="list-style-type: none"> <li>capitol utilities (light and water) functional;</li> <li>maintenance and cleanliness of capitol building and premises;</li> <li>technical assistance on carpentry, plumbing and electrical works and repair.</li> </ul>	<ul style="list-style-type: none"> <li>Duplication and storage of back-up of CCTV copy, job request, and monthly detailed order of the security guards in the primary and alternate sites/temporary workspaces such as subscription to cloud storage, google drive, among others.</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment of utility foreman, carpenter, electrician, plumber, utility workers to skills training (TESDA).</li> <li>Enroll of security guard to training on basic terrorism Acts and early detection and management.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of electrical, plumbing and carpentry equipment, gardening and park maintenance tools and service vehicles.</li> <li>Procurement of additional CCTV; security devices such as vehicle inspection mirror, infrared sensor, and etc.</li> </ul>	<ul style="list-style-type: none"> <li>Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, twoway radios, internet, and facsimile);</li> <li>Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> <li>Maintain a directory for coordination such as alternate radio frequency, and mobile number.</li> </ul>
Animal health services: <ul style="list-style-type: none"> <li>provision of medicines and biologics;</li> <li>vaccination;</li> <li>deworming;</li> <li>vitamins and supplementation;</li> <li>surveillance;</li> <li>surgery;</li> <li>treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Duplication and storage of back-up of e-copy of the following:               <ul style="list-style-type: none"> <li>routine form;</li> <li>surveillance and monitoring forms;</li> </ul> </li> <li>Transmittal in the primary and alternate sites/temporary workspaces such as subscription to cloud storage, google drive, among others;</li> </ul>	<ul style="list-style-type: none"> <li>Veterinarians</li> <li>Agriculturists</li> <li>Livestock Technicians</li> <li>Driver</li> <li>Training for Agricultural Extension Workers (AEWs) on basic animal treatment</li> </ul>	<ul style="list-style-type: none"> <li>Provision of the following:               <ul style="list-style-type: none"> <li>Vehicle</li> <li>Surgical tools</li> <li>AI Equipment</li> <li>Biologics</li> <li>Refrigerants</li> </ul> </li> <li>ICT ready</li> </ul>	<ul style="list-style-type: none"> <li>Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, two way radios, internet, and facsimile);</li> <li>Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> </ul>

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	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
				<ul style="list-style-type: none"> <li>• Maintain a directory for coordination such as alternate radio frequency, and mobile number.</li> </ul>
Veterinary regulatory services: <ul style="list-style-type: none"> <li>• veterinary quarantine station.</li> </ul>	<ul style="list-style-type: none"> <li>• Logbook/Inventory Form</li> <li>• Forms (Re-shipment, Violation forms, Extract Blotter from PNP)</li> <li>• Official Receipts</li> </ul>	<ul style="list-style-type: none"> <li>• Veterinarians</li> <li>• Quarantine/Livestock Inspectors</li> <li>• Driver</li> <li>• Uniform Personnel</li> <li>• Additional manpower</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of the following:               <ul style="list-style-type: none"> <li>- Generator</li> <li>- Warning Device</li> <li>- Flashlight</li> <li>- Vehicle</li> <li>- Vault</li> <li>- Alternate site for Animal Checkpoint</li> </ul> </li> <li>• ICT ready</li> </ul>	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, twoway radios, internet, and facsimile);</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> <li>• Maintain a directory for coordination such as alternate radio frequency, and mobile number.</li> </ul>
Delivery of basic social welfare services: <ul style="list-style-type: none"> <li>• financial assistance;</li> <li>• provision of anti-rabies vaccine.</li> </ul>	<ul style="list-style-type: none"> <li>• Duplication and storage of back-up of e-copy documents in the primary and alternate sites/temporary workspaces such as subscription to cloud storage, google drive, among others;</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Provision of hazard pay to social workers;</li> <li>• Additional manpower for relief operations</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of alternate site for goods and medicines storage;</li> <li>• Purchase of additional vehicles for operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement of ICT equipment such computer and printer and handheld radio;</li> <li>• Upgrading of internet connection;</li> <li>• Establish a communication plan.</li> </ul>

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Provision of health services: <ul style="list-style-type: none"> <li>• medical services               <ul style="list-style-type: none"> <li>- out and in-patient</li> <li>- emergency response operation</li> </ul> </li> <li>• nursing services;</li> <li>• ancillary services.</li> </ul>	Establish Vital Medical Records Protection Guide on: <ul style="list-style-type: none"> <li>• Records categorization;</li> <li>• Records duplication (e.g. online database or external storage device);</li> <li>• Records protection (e.g. Hazard-resistant storage or Off-sites);</li> <li>• Proper backup storage of all documents by PGO-MIS data Center;</li> <li>• Forging of MOA/MOU with commercial storage providers (cloud).</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of Alert Teams (Alpha to Charlie)</li> <li>• Training on disaster preparedness and response (ICS, SFAT, EMR, BLS, ACLS, Triaging);</li> <li>• Predetermination of medical-nursing staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilization of identified field tent hospital while the main hospital building is being rebuilt;</li> <li>• Establishment of Protocols on Patient Referral;</li> <li>• Establish MOU with Higher Level Hospitals;</li> <li>• Activation of Operating Rooms of CDH and NDH (upgrading of services);</li> <li>• Maintenance of alternative hospital site.</li> </ul>	Establish Hierarchy of Communication and identify Primary and Alternate Communication System / Medium (e.g. Landline, VSAT).
Hospital administrative, and support services: <ul style="list-style-type: none"> <li>• procurement process;</li> <li>• property, supply, and financial management.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish vital records protection guide;</li> <li>• Ensure proper backup storage of purchase requests and supply inventory reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Training on budget and plans formulation;</li> <li>• Identification of EOC assignment.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare back-up IT equipment in the alternate EOC;</li> <li>• Utilization of alternate EOC for the conduct of meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish internet connection and communication plan;</li> <li>• Procurement of back-up ICT equipment and communication equipment;</li> <li>• Establish hierarchy of communication and alternate communication system/medium (cellphone and landline)</li> </ul>



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Public information	<ul style="list-style-type: none"> <li>• Proper back-up storage of all documents by PGO-MIS data Center.</li> <li>• Collect vital data for information dissemination;</li> <li>• Document events that serve as evidence of the activities being done.</li> </ul>	<ul style="list-style-type: none"> <li>• Training on journalism and other correspondence;</li> <li>• Training on video and still camera handling.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of information equipment such as, video and still Camera, Drones, Computers, Printers, Tripods, Back-ups, etc.</li> <li>• Utilization of drones of PDRMO and PPDO and Agusan UP. Purchase of additional drones for CAD.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish an information and communication plan.</li> <li>• Organize the creation of Provincial Press Conference.</li> <li>• Operationalize PGAN Web Portal.</li> <li>• Contribute Articles to the Agnor Bulletin.</li> <li>• Issuance of Press Releases to the different Tri-Media Outfits.</li> <li>• Daily Radio Program to identify Radio Stations.</li> </ul>
Resource allocation and utilization: budget preparation.	Maintenance of external back-up files.	Issuance of memo for designated PBO staff to perform the work as immediate responder	Procurement of back-up ICT equipment. Identification of alternate workspace	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, two-way radios, internet, and facsimile);</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> <li>• Maintain a directory for coordination such as alternate radio frequency, and mobile number.</li> </ul>

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	VITAL RECORDS	PEOPLE	FACILITIES / EQUIPMENT	COMMUNICATION & TECHNOLOGY
	Essential documents utilized by the office/agency relative to critical processes.	Personnel, stakeholders that have a great role for ensuring operations of the office/agency's essential functions.	Place, amenity or structural services and necessary items, gears, apparatus where services or support to services are provided.	Equipment and programs that are used to process and communicate information.
Resource allocation and utilization: budget execution.	Establishment of records depot/bodega.	Issuance of memo for designated PBO staff to perform the work as immediate responder	Procurement of back-up ICT equipment. Identification of alternate workspace	<ul style="list-style-type: none"> <li>• Address the operability and interoperability of communication systems, including equipment with voice and/or text capability (i.e.: mobile telephones, satellite phones, pagers, non secure telephones, two way radios, internet, and facsimile);</li> <li>• Establish connections and arrangement for backup power, IT, and communications and remote working stations;</li> <li>• Maintain a directory for coordination such as alternate radio frequency, and mobile number.</li> </ul>

# VII. IMPACT ANALYSIS

### Impact Analysis

MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
Emergency/ crisis and disaster response operations	<ul style="list-style-type: none"> <li>• Advisories</li> <li>• Situational report</li> <li>• PDRA report</li> <li>• RDANA report</li> <li>• Relief distribution sheet</li> <li>• Incident Action Plan</li> <li>• Check-in manifest</li> <li>• Logistics report</li> <li>• Resource Tracking</li> <li>• 24/7 duty schedule</li> <li>• EOC action plan</li> <li>• Dispatch logbook</li> </ul>	<ul style="list-style-type: none"> <li>• Weather bulletin/ advisories from DOST-PAGASA, and PHIVOLCS</li> <li>• Memorandum/ Executive Order from PGO, OCD, and DILG</li> <li>• Incident reports from LGUs</li> <li>• Provincial Contingency Plans</li> <li>• Manual of Operations</li> <li>• MOA</li> <li>• MOU</li> </ul>	<b>Operational:</b> Validation and update of situation to affected area may be delayed or impeded. Additional workload for response operations due to possible casualties to uninformed end-users. Casualties in the affected area may increase which contradicts the main goal of the Office's mandate. The higher DRRMs have no knowledge/awareness on the situation at the ground. Decision makers will have difficulty of imposing measures and strategies to lessen the impact of threats and hazards to	Tier 1: Must be performed within 0 - 12 hours	<p><b>People:</b> EOC (minimum of 5 persons), IMT (minimum of 8 persons), at least 2 Rescue Team (minimum of 7 persons per team), RDANA team (minimum of 8 persons), RETT (minimum of 7 persons), 1 IT specialist, Disaster Response Clusters (1 representative each cluster)</p> <p><b>Facility / Equipment:</b> EOC (primary and alternate), Low to High Level of Response Equipment, Deployment Kit, desk, printer, scanner, vehicle,</p>

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			communities. No records and reports of incidents. Damages and losses will not be properly assessed.  <b>Reputational:</b> Decreased credibility and trust of public to PGAN in providing information on the nature and risk of the threat or hazard and its impact to populace as well as the necessary preparedness action. Non-provision of assistance to the disaster affected communities.  <b>Regulatory:</b> RA 10121		portable generator set, camera  <b>Communication / IT:</b> computer/laptop, internet connection, mobile/ telephone, base and handheld radio  <b>Others:</b> funds, forms

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Secretariat support to PDRRMC	<ul style="list-style-type: none"> <li>• PDRRMC resolution/s</li> <li>• Executive Order</li> <li>• Memo</li> <li>• Minutes of the previous meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum order from PDRRMC Chair</li> <li>• Provincial DRRM Plan</li> <li>• National and Regional Issuances/Circulars</li> <li>• Provincial Contingency Plans</li> <li>• Annual Investment Program</li> <li>• Annual Work Plan and Budget</li> </ul>	<b>Operational:</b> Delayed dissemination of issuances to the concerned offices for immediate action. Unclear direction as to role and responsibilities of DRR actors during response. No monitoring and evaluation of DRRM programs and initiatives.  <b>Reputational:</b> Poor decision making of top authorities.  <b>Regulatory:</b> RA 10121	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 2 secretariat  <b>Facility / Equipment:</b> EOC, printer, scanner, microphone, desks, portable generator  <b>Communication / IT:</b> computer/laptop with built-in camera, internet connection, mobile/ telephone  <b>Others:</b> funds, forms, resolutions, orders
Data center management:  <ul style="list-style-type: none"> <li>• ensure all server and active components are operational;</li> </ul>	<ul style="list-style-type: none"> <li>• Operational ICT Services</li> <li>• Government application system</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Notice of the Meetings</li> <li>• Incident Report</li> <li>• Advisories (e.g ANECO Power Interruption),</li> </ul>	<b>Operational:</b> Downtime of PGAN ICT services; disruption of PGAN financial transaction; critical data and infra at risk.	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> minimum of 6 MIS personnel  <b>Facility /Equipment:</b> temporary site, Automatic

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<ul style="list-style-type: none"> <li>monitor cooling system;</li> <li>ensure the power back-up is available;</li> <li>ensure the preventive maintenance conducted regularly;</li> <li>ensure the safety and protection of data;</li> <li>ensure compliance with the guidelines and government regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Servers and active component are operational</li> <li>Cooling system are monitored</li> <li>Preventive maintenance regularly conducted</li> <li>Critical data was protected</li> <li>Power backup system is always available</li> </ul>	Information Systems Strategic Plan (ISSP) <ul style="list-style-type: none"> <li>Data collection</li> </ul>	<b>Reputational:</b> Grave inconvenience. Negative public perceptions of the performance of public service.  <b>Regulatory:</b> Non-compliance of Republic Act 11032 (Promoting Ease of Doing Business and Efficient Delivery of Government Service or Anti-Red Tape); Non-compliance of Provincial Ordinance 192-2006 (Creation of MIS Division defining its function and for other purposes)		Transfer System (ATS), Generator Set, Uninterrupted Power Supply (UPS), entry level server  <b>Communication/IT:</b> ICT hardware, software and tools  <b>Others:</b> Budget, Partner Expert (vendor, supplier)
Network administration and maintenance:	<ul style="list-style-type: none"> <li>All host are connected</li> <li>Cyber threat report</li> <li>Firewall Log Files</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum</li> <li>Notice of the Meetings</li> <li>Incident Report</li> </ul>	<b>Operational:</b> Downtime of PGAN ICT services; disruption of	Tier 1: Must be performed within 0 – 12 hours	<b>People:</b> minimum of 3 MIS personnel from Hardware Section

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<ul style="list-style-type: none"> <li>• apply zero trust model;</li> <li>• securing all endpoints.</li> </ul>	<ul style="list-style-type: none"> <li>• Network Traffic</li> <li>• Network Inventory</li> <li>• All end points is secured</li> </ul>	<ul style="list-style-type: none"> <li>• Advisories (e.g ANECO Power Interruption), Information Systems Strategic Plan (ISSP)</li> <li>• Network IP inventory</li> </ul>	<p>PGAN financial transaction; critical data at risk.</p> <p><b>Reputational:</b> Grave inconvenience; Negative public perceptions of the performance of public service.</p> <p><b>Regulatory:</b> Republic Act 11032 (Promoting Ease of Doing Business and Efficient Delivery of Government Service or Anti-Red Tape); Non-compliance Provincial Ordinance 192-2006 (Creation of MIS Division defining its function and for other purposes; Non-compliance of Republic Act 10173 (Data Privacy Act)</p>		<p><b>IT Equipment:</b> ICT hardwares (network switches,routers), UTP cables, network tools</p> <p><b>Others:</b> Budget</p>



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Management of integrated systems for IT services:  <ul style="list-style-type: none"> <li>Government Application Software Management;</li> <li>Database Server Administration;</li> <li>Active Directory Management;</li> <li>LDAP Management;</li> <li>Domain Controller Security Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Government Application Software (GAS) are operational</li> <li>All needed reports are successfully generated</li> <li>PGAN Web Portal up and running;</li> <li>Server properly administered</li> <li>Databases are securely managed</li> <li>Active Directory are properly managed backed-up conducted</li> <li>Security policy in a Domain Controller properly managed</li> <li>Lightweight Directory Access Protocol (LDAP)</li> </ul>	<ul style="list-style-type: none"> <li>Job request</li> <li>Letter request from other LGU</li> <li>Memorandum, Notice of Meetings</li> <li>ISSP (Information Systems Strategic Plan)</li> <li>programming platforms</li> </ul>	<b>Operational:</b> Downtime of PGAN ICT services; disruption of PGAN office transaction; critical data at risk.  <b>Reputational:</b> Grave inconvenience. Negative public perceptions of the performance of public service.  <b>Regulatory:</b> Non-compliance of Republic Act 11032 (Promoting Ease of Doing Business and Efficient Delivery of Government Service or Anti-Red Tape); Non-compliance of Provincial Ordinance 192-2006 (Creation of MIS Division	Tier 1: Must be performed within 0 – 12 hours	<b>People:</b> 5 MIS personnel (GAS management)  <b>Communication / IT:</b> ICT Hardware and Software  <b>Others:</b> Budget

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	satisfactorily administered		defining its function and for other purposes		
System deployment, enhancement, and maintenance.	<ul style="list-style-type: none"> <li>Government Application System (GAS) properly maintained and deployed</li> <li>Git Server properly managed</li> </ul>	<ul style="list-style-type: none"> <li>Job request</li> <li>Letter request from other Offices Memorandum, Notice of Meetings</li> <li>ISSP (Information Systems Strategic Plan)</li> <li>programming platforms</li> </ul>	<p><b>Operational:</b> Downtime of PGAN ICT services; disruption of PGAN office transaction; critical data at risk.</p> <p><b>Reputational:</b> Negative public perceptions of the performance of public service.</p> <p><b>Regulatory:</b> Non-compliance of Provincial Ordinance 192-2006 (Creation of MIS Division defining its function and for other purposes; Non-compliance of Republic Act 11032 ARTA</p>	Tier 1: Must be performed within 0 – 12 hours	<p><b>People:</b> minimum of 3 personnel from MIS- Software and Development Section</p> <p><b>Facility / Equipment:</b></p> <p><b>Communication / IT:</b> ICT hardware and equipment, Software</p> <p><b>Others:</b> Budget</p>

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Enactment of appropriate measures.	Approved legislative measures	<ul style="list-style-type: none"> <li>Memorandum, legislative measures from component LGUs for review and approval, endorsements and requests from executive and other offices/agencies, agenda,</li> <li>Draft ordinances and resolutions, committee reports, recommendations based on research, bulletins, updates, incident/situational reports</li> </ul> Conduct of committee meetings/consultations,	<b>Operational:</b> Absence of policy or legal basis to declare the province in a state of calamity. Release of appropriations and implementation of projects, programs and activities will be affected.  <b>Reputational:</b> Loss of public trust to the government leaders.  <b>Regulatory:</b> Non-compliance to Local Government Code of 1991	Tier 1: Must be performed within 0 – 12 hours	<b>People:</b> 7 Sangguniang Panlalawigan members  <b>ICT Equipment:</b> Computer, Printers, Photocopy Machine, Digital Recorders, complete set of Sound System

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		public hearings, and regular/special sessions			
Provision of plenary affairs, and legislative services.	<ul style="list-style-type: none"> <li>Finalized journals and minutes of meetings, consultations, hearings, and regular/special sessions</li> <li>Finalized committee reports, resolutions and ordinances</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the conduct of meetings, consultations, hearings and regular/special sessions</li> <li>Prepare the Agenda and other documents needed for the conduct of meetings, consultations, hearings, and regular/special sessions.</li> <li></li> </ul>	<b>Operational:</b> The SP members will have no technical support and the orderly conduct of meetings, consultations, hearings, regular/special sessions will be affected.  <b>Regulatory:</b> Non-compliance to Local Government Code of 1991	Tier 1: Must be performed within 0 – 12 hours	<b>People:</b> Secretary to the Sanggunian (1); Section Head of Legislative Services (1); Section Head of Plenary Affairs Services (1); Stenographer (2); IT personnel (1)  <b>ICT Equipment:</b> computers with camera, photocopy machine, digital recorder, projector, projector screen, sound system,
Personnel compensation, and benefits administration.	<ul style="list-style-type: none"> <li>Downloaded payrolls</li> </ul>	<ul style="list-style-type: none"> <li>Approval from authorized signatories</li> </ul>	<b>Operational:</b> Delayed processing of payroll	Tier 2: Must be performed from 12-24 hours	<b>People:</b> Administrative Division staff

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					<b>Communication/IT:</b> computer /laptop, printer, supplies, internet connection, mobile/telephone  <b>Others:</b> budget/funds, templates
Internal audit services: <ul style="list-style-type: none"> <li>Pre-Audit               <ul style="list-style-type: none"> <li>processing of disbursement vouchers and payrolls;</li> <li>maintaining of individual ledgers claimants;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Signed Disbursement Vouchers, payrolls and remittances;</li> <li>Accountant's Advice submitted to concerned depository banks.</li> </ul>	<ul style="list-style-type: none"> <li>Disbursement vouchers and payrolls</li> <li>Check with supporting documents</li> </ul>	<b>Operational:</b> No government funds will be disbursed, thus: <ul style="list-style-type: none"> <li>Disaster responders cannot mobilize;</li> <li>Rescue and relief operations is also affected;</li> <li>Immediate assistance cannot be provided.</li> </ul>	Tier 1: Must be performed within 0 – 12 hours	<b>People:</b> 3 audit personnel, 1 approving officer, 1IT, 1 admin staff  <b>Facility / Equipment:</b> Operation Center, Desk, Computer Set, Government Appropriation and Accounting Management System (GAAMS)

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<ul style="list-style-type: none"> <li>- posting of payroll deductions;</li> <li>- preparation of consolidated remittances pertaining to LGUs;</li> </ul> preparation of advice of local check disbursement.			<b>Reputational:</b> Absence of trust and confidence from the general public  <b>Regulatory:</b> Non-compliance COA Circular No. 2009-002 (Reinstituting selective pre-audit and government transaction)		
Appraisal and assessment process of real properties: <ul style="list-style-type: none"> <li>• appraise and assess (gas station, machineries, Telco, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Market Values;</li> <li>• Approved tax declarations.</li> </ul>	<ul style="list-style-type: none"> <li>• Approval from the municipality/barangay</li> </ul>	<b>Operational:</b> Less valuation  <b>Reputational:</b> Decreased efficiency in the provision of public services.  <b>Regulatory:</b> Non-compliance of Local Government Code	Tier 2: Must be performed within 12 - 24 hours	<b>People:</b> PASSO PGDH, MASSO, BRGY. CAPTAIN  <b>Facility / Equipment:</b> Assessment Tools, Vehicle  <b>Communication / IT:</b> computer/laptop, mobile/telephone

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					<b>Others:</b> forms
Food security enhancement: <ul style="list-style-type: none"><li>vegetable production;</li><li>rice production;</li><li>corn production;</li><li>banana production;</li><li>tilapia production.</li></ul>	<ul style="list-style-type: none"><li>Provision of vegetable, rice and corn seeds and provision of Banana plantlets (Lakatan);</li><li>Support to production loan assistance;</li><li>Provision of technical assistance.</li></ul>	<ul style="list-style-type: none"><li>Submit letter request/endorsement from M/CLGUs</li><li>Consolidate report/Commodity profiling</li><li>Submit damage report</li></ul>	<b>Operational:</b> Limited numbers of seedlings/fingerlings dispersal.  <b>Reputational:</b> Delayed services may result to lack of trust of the public  <b>Regulatory:</b> Anti-Red Tape Act (ARTA); RA 8435 Agriculture and Fishery Modernization Act (AFMA); Local Government Code of 1991	Tier 2: Must be performed from 12-24 hours	<b>People:</b> 1-3 technical personnel (each production)  <b>Facility / Equipment:</b> Vehicle  <b>Communication / IT:</b> computer/laptop, mobile/telephone  <b>Others:</b> communication letters (verbal/written)
Livestock and poultry production:	<ul style="list-style-type: none"><li>Treatment of Animals</li><li>Supplementation</li><li>Vaccination</li></ul>	<ul style="list-style-type: none"><li>Consolidated Report/Data of Poultry and Livestock</li></ul>	<b>Operational:</b>	Tier 1: Must be performed within 0-12 hours	<b>People:</b> 2-4 technical personnel

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<ul style="list-style-type: none"> <li>swine;</li> <li>goat;</li> <li>chicken.</li> </ul>	<ul style="list-style-type: none"> <li>Surgery</li> </ul>	<ul style="list-style-type: none"> <li>Damage /Disease Report of Livestock and Poultry</li> </ul>	<p>Possible mortality of animals. Limited numbers of livestock and poultry dispersal.</p> <p><b>Reputational:</b> Delayed of services may result to lack of trust of the public</p> <p><b>Regulatory:</b> Non-compliance of RA 8485 or Animal Welfare Act</p>		<p><b>Facility / Equipment:</b> vehicle, surgical tools</p> <p><b>Others:</b> Drugs and Biologics</p>
Maintenance of provincial roads, bridges, and other infrastructure facilities and utilities.	<ul style="list-style-type: none"> <li>Cleans ditches, canals &amp; culverts</li> <li>Performs erosion &amp; Vegetation control</li> <li>Patching of concrete roads, unpaved shoulder</li> <li>Performs minor repairs of structures</li> </ul>	Updated reports shall be submitted (East & West Zone) West Zone: LASBUENASCAR East Zone: RTR - KITCHARAO	<p><b>Operational:</b> Delay in performing Vegetation control &amp; cleaning up daily.</p> <p><b>Reputational:</b> If not performed, this may</p>	Tier 2: Must be performed within 12-24 hours	<p><b>People:</b> Maintenance Engineer, General Maintenance Foreman, Const. &amp; Maintenance Man, Drivers, HE Operators &amp; helpers</p> <p><b>Facility / Equipment:</b> Heavy Equipment, Grass</p>



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	<ul style="list-style-type: none"> <li>Traffic Services</li> </ul>		<p>prone to accident of the daily commuters.</p> <p><b>Regulatory:</b> Periodic Reports should be submitted.</p>		<p>Cutter, Service (Motor), Service vehicle.</p> <p><b>Communication / IT:</b> Handheld Radio, cellphones Others: Fuel &amp; Oil</p>
Provisions of logistical support services to disaster affected LGUs (i.e. heavy equipment, manpower, etc.).	<ul style="list-style-type: none"> <li>Technical assistance performed as per requests</li> <li>Ocular inspection/validation conducted <ul style="list-style-type: none"> <li>support services provided according to schedule</li> </ul> </li> </ul>	Inspection Report/ Validation Report notified. (East & West zone)	<p><b>Operational:</b> delayed in delivering public services to the affected area. Reputational: May cause multiple requests if not delivered on time. <b>Regulatory:</b> Validation and inspection report should be submitted.</p>	Tier 4: Must be performed within 48-72 hours	<p><b>People:</b> Maintenance Engineer, General Maintenance Foreman, Const. &amp; Maintenance Man, Drivers, HE Operators &amp; helpers</p> <p><b>Facility / Equipment:</b> Heavy Equipment, Grass Cutter, Service (Motor), Service vehicle</p> <p><b>Communication / IT:</b> Handheld Radio, cellphones</p>

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					<b>Others:</b> Fuel & Oil
Maintenance of heavy equipment, heavy and light vehicles.	<ul style="list-style-type: none"> <li>• available and serviceable heavy equipment and light vehicle</li> <li>• performance records of machine functionality</li> <li>• timely quality checks</li> </ul>	Inventory reports of Heavy & Light Equipment's should be submitted (whether Operational or not operational)	<b>Operational:</b> PGAN cannot provide logistics to affected LGUs. Road accidents may occur.  <b>Reputational:</b> Loss of public trust.	Tier 2: Must be performed within 12-24 hours	<b>People:</b> Engineers & other technical staff), Mechanic, HE Operator & helper, Driver (service vehicle)  <b>Facility / Equipment:</b> Service Vehicle, Equipment tools  <b>Communication / IT:</b> Handheld Radio, cellphones <b>Others:</b> Fuel & Oil,
Issuance of Executive Orders	Executive Orders	Memorandum, Issuances and other directives	<b>Operational:</b> Delayed action/service to respond during emergencies	Tier 2: Must be performed from 12-24 hours	<b>People:</b> At least 2 PGO employees, PGADH-PGO and 1 staff

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			<b>Reputational:</b> Public trust may be lost or affected  <b>Regulatory:</b> Non-compliance to national laws and ordinances. Noncompliance to the Office Mandate (ARTA)		<b>Facility/ Equipment:</b> Workspace/desk, computer with printer, photocopier  <b>Communication/ IT:</b> computer, mobile phone, landline  <b>Others:</b> office supplies
Formulate, prepare, update, and review development plans, budgets, and other related documents.	<ul style="list-style-type: none"> <li>Provincial Development Investment Program (PDIP)</li> <li>Supplemental PDIP</li> <li>Annual Investment Program (AIP)</li> <li>Supplemental AIP</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum Order</li> <li>Invitation Letters to PDC Members</li> <li>Office Request</li> <li>Incident Report</li> <li>PDC resolutions</li> </ul>	<b>Operational:</b> Allocation of budget/funds for the implementation of PPAs required during the disaster may be delayed  <b>Reputational:</b> Public trust may be lost or affected due to the delay in the delivery of services during disaster	Tier 3: Must be performed from 24-48 hours	<b>People:</b> At least 3 members of the PDC-ExeCom, Head of the PPDO, 1 Technical Staff, 1 Administrative Support  <b>Facility / Equipment:</b> Conference Room, Desk/Workspace, Printer, Photocopier

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			<b>Regulatory:</b> Non-compliance to RA 7160; DBM LBC No. 112-2016		<b>Communication / IT:</b> Computer / Laptop; Mobile Phone/ Landline  <b>Others:</b> Office supplies (e.g. bondpaper)
Revenue generation: <ul style="list-style-type: none"><li>collections of provincial impositions &amp; receipts from local sources (Tax &amp; Fees &amp; charges).</li></ul>	<ul style="list-style-type: none"><li>Updated revenue code</li><li>Abstract of collections Report</li><li>Report of Collection and Deposit</li></ul>	<ul style="list-style-type: none"><li>Massive tax campaign</li><li>Sanggunian Ordinance</li><li>Local Revenue Code</li></ul> Updated revision of Schedule of Fair Market Value	<b>Operational:</b> Limited local programs implemented due to fund shortage.  <b>Reputational:</b> Decreased credibility and trust of the public to PGAN in managing services. Low performance rating.  <b>Regulatory:</b> Non-compliance to RA 7160 (Art. XI Sec.1)	Tier 1: Must be performed within 0-12 hours	<b>People:</b> 1 Provincial Treasurer/Asst. PT, LRCO IV, LO, RCC II, process server (1)  <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner, TOIMS  <b>Communication / IT:</b> Radio/Cellphone

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Fund management and accountability:  • take custody & exercise proper management of funds.	<ul style="list-style-type: none"> <li>• Issued checks according to Fund: <ul style="list-style-type: none"> <li>- General Fund</li> <li>- Special Educational Fund (SEF)</li> <li>- Trust Fund.</li> </ul> </li> <li>• Report of check Issued (RCI)</li> <li>• Disbursement voucher posted in the Cash book.</li> </ul>	<ul style="list-style-type: none"> <li>• Disbursement Voucher</li> <li>• Payroll</li> </ul>	<b>Operational:</b> No disbursement.  <b>Reputational:</b> Decreased credibility and trust of the public to PGAN in managing services. Low performance rating.  <b>Regulatory:</b> Non-compliance to RA 7160 (Art. Sec. 1)	Tier 1: Must be performed within 0-12 hours	<b>People:</b> Provincial Treasurer/Asst. PT, Cashier IV, Cashier II, Cashier I  <b>Facility / Equipment:</b> Operation Center, Desk, Printer, Scanner, TOIMS  <b>Communication / IT:</b> Radio/Cellphone
Reportorial submission:  • posting of charts & graphs for quarterly report; • submit RPTAS to BLGF through ESRE (quarterly report),	<ul style="list-style-type: none"> <li>• RPTAS</li> <li>• Charts &amp; graphs</li> <li>• Full Disclosure Policy Documents</li> </ul>	DILG Issuances Monitoring Reports Records/ reports from component LGUs	<b>Operational:</b> Fiscal incapacity; no monitoring of LGU debts; non-certification of LGUs debt capacity; misguided financial direction	Tier 5: Can be performed from 72 hours and beyond	<b>People:</b> Technical Personnel, Treasurers of component LGUs  <b>Facility / Equipment:</b> Desk/ Workspace, Printer, scanner

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LGSF, and other FDP reports.			<b>Reputation:</b> Perception of poor governance  <b>Regulatory:</b> Non-compliance to RA 7160; DBM LBC No. 112-2016; RA 9184, SGLG requirement, administrative disciplinary action, BLGF Memorandum No. 09-2015, violation of Anti-Red Tape Act (ARTA)		<b>Communication / IT:</b> Computer, Internet Connection  <b>Others:</b> Office supplies (e.g. bond paper)
Procurement of goods and services:  • preparation and approval of Purchase Order (PO)	<ul style="list-style-type: none"> <li>• Approved purchase order;</li> <li>• Delivery receipt;</li> <li>• Acceptance inspection report.</li> </ul>	<ul style="list-style-type: none"> <li>• Supplemental procurement plan</li> <li>• Approved Purchase Request from the Requesting Office</li> <li>• Quotations from the Supplier</li> <li>• notice of award</li> </ul>	<b>Operational:</b> Delayed delivery of needed goods and services.  <b>Reputational:</b> Decreased efficiency in the provision of public services.	Tier 2: Must be performed within 12-24 hours	<b>People:</b> HOPE, PBO, PTO, BAC Chairperson, BAC TWG, BAC Secretariat, End User  <b>Facility / Equipment:</b> General Services Management System (GSMS), Computer printer

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<ul style="list-style-type: none"> <li>preparation and approval of inspection and acceptance report.</li> </ul>		<ul style="list-style-type: none"> <li>SP Resolution declaring state of calamity</li> </ul>	<b>Regulatory:</b> Noncompliance to Procurement Law and to the Office Mandate (ARTA); issuance of Audit Observation Memorandum (AOM) from COA.		<b>Communication:</b> internet connection, mobile/ telephone  <b>Others:</b> funds, forms
Supervision and maintenance of Security and janitorial services: <ul style="list-style-type: none"> <li>capitol utilities (light and water) functional;</li> <li>maintenance and cleanliness of capitol building and premises;</li> <li>technical assistance on carpentry, plumbing and</li> </ul>	<ul style="list-style-type: none"> <li>Functional Light and Water Facilities</li> <li>Clean and Maintained Capitol Surroundings</li> <li>Provision of Technical Assistance, Carpentry, Plumbing and Electrical Works and repair</li> <li>Secured capitol premises</li> </ul>	<ul style="list-style-type: none"> <li>Presence of Electrician and Plumber</li> <li>Presence of Maintenance and Utility workers</li> <li>Presence of Maintenance and Utility workers</li> <li>Security guard</li> </ul>	<b>Operational:</b> Delayed delivery of needed goods and services. Safety and security of personnel and government properties compromised.  <b>Reputational:</b> Decreased efficiency in the provision of public services. <b>Regulatory:</b> Noncompliance to the Office Mandate (ARTA)	Tier 2: Must be performed within 12-24 hours	<b>People:</b> PGDH, PGADH, Administrative Officer, Utility Foreman, Carpenter, Plumber, Electrician, Utility workers, security guard (10 per shift)  <b>Facility / Equipment:</b> computer, carpentry, electrical, plumbing, machineries, gardening and other park maintenance tools, security devices/detector, firearms, vehicle

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electrical works and repair.					<b>Communication:</b> mobile/telephone, radio transceiver <b>Others:</b> funds
Animal health services: <ul style="list-style-type: none"> <li>provision of medicines and biologics;</li> <li>vaccination;</li> <li>deworming;</li> <li>vitamins and supplementation;</li> <li>surveillance;</li> <li>surgery;</li> <li>treatment.</li> </ul>	<ul style="list-style-type: none"> <li>Treatment of Animals</li> <li>Supplementation</li> <li>Vaccination</li> <li>Surgery</li> <li>Animal logbook</li> <li>Veterinary health certificate</li> <li>Disease investigation report</li> </ul>	<ul style="list-style-type: none"> <li>Consolidated Report/Data of Poultry and Livestock</li> <li>Damage /Disease Report of Poultry and Livestock</li> <li>Request letter from LGUs</li> <li>Pet card</li> </ul>	<b>Operational:</b> Possible mortality of animals. Additional workload for response operations due to emerging and reemerging transboundary diseases.  <b>Public:</b> Rapid transmission of emerging and re-emerging animal diseases of economic and public health importance. <b>Reputational:</b> Delayed of services may result to lack of trust of the public.	Tier 1: Must be performed within 0-12 hours	<b>People:</b> 8-10 person  <b>Facility/equipment:</b> Vehicles, Surgical Tools  <b>Communication/IT:</b> mobile phone, internet connection  <b>Others:</b> Drugs and Biologics, funds



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			<b>Regulatory:</b> Non-compliance of RA 8485 or Animal Welfare Act		
Veterinary regulatory services:  • veterinary quarantine station.	<ul style="list-style-type: none"> <li>• Livestock Inspection &amp; Sanitation</li> <li>• Scrutinize Pertinent Documents</li> <li>• Inventory sheets</li> <li>• Official receipt of inspection and sanitation fees</li> </ul>	<ul style="list-style-type: none"> <li>• Shipment forms</li> <li>• Veterinary health Cert.</li> <li>• Handlers Registration</li> <li>• Vehicle Accreditation</li> </ul>	<p><b>Operational:</b> Additional workload for response operations due to emerging and reemerging transboundary diseases.</p> <p><b>Public:</b> Rapid transmission of emerging and re-emerging animal diseases of economic and public health importance.</p> <p><b>Reputational:</b> Lack of trust and confidence to the PGAN services.</p>	Tier 1: Must be performed within 0-12 hours	<p><b>People:</b> at least 2 personnel per shift</p> <p><b>Facility/Equipment:</b> wheel bath with automated disinfection sprayer, portable generator, water tank</p> <p><b>Others:</b> disinfectant, funds</p>

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			<b>Regulatory:</b> Non-compliance of Provincial Ordinance 413 and 560-2020		
Delivery of basic social welfare services:  <ul style="list-style-type: none"> <li>financial assistance;</li> <li>provision of anti-rabies vaccine.</li> </ul>	<ul style="list-style-type: none"> <li>food for work /medical assistance</li> <li>release of basic needs (food and services)</li> <li>Form 200</li> <li>Check</li> <li>Guarantee letter</li> <li>Anti-rabies vaccine</li> </ul>	<ul style="list-style-type: none"> <li>Letter Request from LGUs</li> <li>Requisition and Issuance Slip (RIS)</li> <li>DROMIC report</li> <li>Documentary requirements for assistance</li> <li>Medical doctor's prescription</li> </ul>	<b>Operational:</b> Service delivery may be delayed or impeded.  <b>Reputational:</b> Loss of credibility and trust of public to PGAN in the provision of basic services to needy clients and poor performance rating.  <b>Regulatory:</b> Non-compliance to national laws and ordinances.	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Administrative Support, 3 Social Welfare Assistants, Head PSWDO, SWD chief, Driver  <b>Communication / IT:</b> Computer, Internet Connection  <b>Facility / Equipment:</b> Operation Desk, Computer, Printer, Scanner, Food and medical storage, vehicle  <b>Others:</b> Funds

MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
Provision of health services: <ul style="list-style-type: none"><li>medical services<ul style="list-style-type: none"><li>out and in-patient</li><li>emergency response operation</li></ul></li><li>nursing services;</li><li>ancillary services</li></ul>	Provision of basic emergency services and timely referral to appropriate available facility	<ul style="list-style-type: none"><li>EO from LGU</li><li>Hospital Advisories</li><li>Advisories from Philvocs, and PAGASA</li><li>DOH memorandum</li></ul>	<b>Operational:</b> Increase in patient morbidity and mortality. <b>Reputational:</b> Loss of public trust. <b>Regulatory:</b> RA 7160, RA 7875 Philhealth, non-compliance to DOH standards	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 5 Doctors (with 2 Surgeons and 1 Anesthesiologist on board); 7 Nurses (1 OPD, 2 ER, 2 Ward, 1 DR, 2 OR); 5 Nursing Attendant (1 OPD, 1 ER, 2Ward, 1 DR); 2 Medtechs; 1 Pharmacist; 1 Social Worker; 2 RadTechs; 1 Nutritionist Dietician 1 Records Officer; 3Administrative Assistants; 3 Drivers;2 Maintenance and Engineering Personnel; 8 IW (2 ER, 1OPD, 2 Ward, 1DR,1 OR,1 Ancillary, 1 Grounds); 4 Security Guards  <b>Facility / Equipment:</b> field tent hospital, portable aircon,

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*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
					portable gen set, water tank, filled oxygen cylinders, oxygen concentrator, 1 service vehicle, 2 ambulance, DR and Surgical instruments, Operating table with mobile operating light, DR table with stirrups, droplight, bassinet, patient examining beds, autoclave, patient beds with side tables, transport stretcher, workspace for laboratory, laboratory equipment and supplies, portable x-ray, drugs and medicines, medical supplies; disinfectants and cleaning materials, tables, chairs, storage cabinets

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*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
					<b>Communication / IT:</b> Computer [indicate specs and Applications needed], Fascimile, Internet Connection [indicate speed]  <b>Others:</b> Safety Officer, Partner Vendors (medical suppliers)
				Tier 2: Must be performed from 12 - 24 hours	<b>Facility:</b> Laboratory
				Tier 5: Can be performed from 72 hours and beyond	<b>People:</b> Surgeon (2); Anesthesiologist (1); OR nurse (2); IW (1)  <b>Facility/equipment:</b> Operating Room

MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
Hospital administrative, and support services:  <ul style="list-style-type: none"> <li>procurement process;</li> <li>property, supply, and financial management.</li> </ul>	Support to hospital operations	<ul style="list-style-type: none"> <li>EO from LGU,</li> <li>Hospital Advisories,</li> <li>Advisories from Philvocs, PAGASA</li> <li>DOH memorandum</li> </ul>	<b>Operational:</b> Poor and delayed services.  <b>Reputational:</b> Loss of public trust.  <b>Regulatory:</b> RA 7160, RA 7875 Philhealth	Tier 1: Must be performed within 0 - 12 hours	<b>People:</b> 1 Administrative Officer, 2 Administrative Staff, EOC (min of 5 per department)  <b>Facility / Equipment:</b> field office tent, EOC, tables, chairs  <b>Communication / IT:</b> Computer [indicate specs and Applications needed], Fascimile, Internet Connection [indicate speed], Handheld Radio Others: Budget
Public information.	<ul style="list-style-type: none"> <li>News</li> <li>Public warning and advisories</li> </ul>	<ul style="list-style-type: none"> <li>Solicit Authority from the Governor to relay information after validation;</li> </ul>	<b>Operational:</b> Communities are not properly and timely provided with information that are necessary for their	Tier 1: Must be performed within 0-12 hours	<b>People:</b> Information Section, Info Officer-Designate from other Offices

MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
		<ul style="list-style-type: none"> <li>Incident report, and copies of signed advisories and warnings from authorized sources.</li> </ul>	<p>preparedness and response action. Misinformation to and from the public</p> <p><b>Reputational:</b> Absence of trust and confidence from the general public</p>		<p><b>Facility / Equipment:</b> Tri-Media Outfits, Social Media, Wifi/Internet Connection/Vehicle computer/laptop, internet connection, mobile/ telephone</p> <p><b>Others:</b> Funds, Media</p>
Resource allocation and utilization: budget preparation.	Appropriation Ordinance/s:	<ul style="list-style-type: none"> <li>DBM-Local Budget Memorandum,</li> <li>Local Budget Preparation Form No. 8 - (Fund source- PTO &amp; PACCO)</li> <li>Local Budget Preparation Form No. 9 - (LCE &amp; PBO)</li> </ul>	<p><b>Operational:</b> Non-provision of government services to the public.</p> <p><b>Reputational:</b> Absence of trust and confidence from the general public.</p> <p><b>Regulatory:</b> Non-compliance to Local Government Code</p>	Tier 3: Must be performed from 24 - 48 hours	<p><b>People:</b> PBO &amp; 1 staff</p> <p><b>Facility / Equipment:</b> computer/printer</p> <p><b>Communication / IT:</b> ICT equipment</p>
	<ul style="list-style-type: none"> <li>supplemental budget/s</li> <li>annual budget</li> </ul>			Tier 5: Can be performed from 72 hours and beyond	

MISSION ESSENTIAL FUNCTION	MEF OUTPUT	MEF INPUT	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT
*refer to MEF list based on Functions Categorization	Products or services that are delivered by a particular MEF (e.g. vital reports produced and information released through the operations services)	Determine whether the MEF requires information (e.g. reports from LGUs, other agencies), services or authorization from other offices (e.g. internal units, other government agencies) in performing MEFs.	*What are the consequences if MEF is not delivered due to disruptions? *Impact or consequences can be operational (affecting processes), reputational (affecting organization's reputation or public image) or regulatory (non-compliance to regulatory requirements)	Tier 1: Must be performed within 0 - 12 hours Tier 2: Must be performed from 12 - 24 hours Tier 3: Must be performed from 24 - 48 hours Tier 4: Must be performed from 48 - 72 hours Tier 5: Can be performed from 72 hours and beyond	*No. of people required to perform the MEF *Facility and equipment needed to perform the MEF *Communications and IT requirements needed to perform the MEF *Other resources required (Budget, Partners, etc.)
Resource allocation and utilization: budget execution.	<ul style="list-style-type: none"> <li>• work &amp; financial plan;</li> <li>• advice of allotment;</li> <li>• obligation requests</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase Request (PR)</li> <li>• Purchase Order (PO)</li> <li>• Disbursement Voucher</li> </ul>	<p><b>Operational:</b> Non-provision of government services to the public</p> <p><b>Reputational:</b> Absence of trust and confidence from the general public.</p> <p><b>Regulatory:</b> Non-compliance to Local Government Code</p>	Tier 1: Must be performed within 0-12 hours	<p><b>People:</b> PBO &amp; 1 staff</p> <p><b>Facility / Equipment:</b> computer/printer</p> <p><b>Communication / IT:</b> ICT equipment</p>



## **VIII. EXERCISE AND TESTING PLAN**

Exercise and Testing Plan

EXERCISE METHOD	PARTICIPANTS	EXERCISE OBJECTIVES	SCHEDULE
Indicate specific type of exercise method to conduct (e.g. Workshop to develop Continuity Strategies)	Identify the target population category of audience for each exercise method.	Specify exercise objective or goal for conducting the exercise. Note: Objectives must be S.M.A.R.T.	Indicate target date to conduct the exercise.
Presentation of the Approved PGAN PSCP ( <i>Orientation</i> )	All PGAN Personnel	To present the approved PSCP for everyone's information of activities indicated in the plan and for appropriate actions. Specifically, to: <ul style="list-style-type: none"><li>to communicate the roles of each personnel relative to the established PSCP; and</li><li>convey to PGAN employees the established chain of command in times of emergency.</li></ul>	1 <sup>st</sup> Quarter of 2023 (after the approval of PSCP) c/o PPDO as the team leader of PSCP Planning Team
Communication Drill:  Implementation of PGAN Call Tree	All identified critical function holders including its alternate	To assess the effectiveness of the established PGAN Call Tree Protocol in the implementation of the PSCP. Specifically, to: <ul style="list-style-type: none"><li>determine alternative Hierarchy of Communications; and</li><li>evaluate viability of identified Flow of Communication.</li></ul>	1 month after PGAN Orientation  c/o ____ as the implementing section


EXERCISE METHOD	PARTICIPANTS	EXERCISE OBJECTIVES	SCHEDULE
Indicate specific type of exercise method to conduct (e.g. Workshop to develop Continuity Strategies)	Identify the target population category of audience for each exercise method.	Specify exercise objective or goal for conducting the exercise. Note: Objectives must be S.M.A.R.T.	Indicate target date to conduct the exercise.
Drills and Simulation Exercise including Transfer to Identified Alternate Site	All PGAN personnel	<p>To exercise and test the PSCP. Specifically, to:</p> <ul style="list-style-type: none"> <li>• To know and act on areas of improvement;</li> <li>• To familiarize the roles and responsibilities of every personnel during the disaster or threat occurrence;</li> <li>• To assess the completeness of the established PGAN Guidelines on Alternate Site Activation for continuity of operation;</li> <li>• To verify and test the operability and functionality of the identified alternate sites; and</li> <li>• To update the Resource Requirements for Alternate Site Transfer</li> </ul>	<p>NDRM 2024 then annually</p> <p>c/o ____ as the implementing office</p>

# IX. REFERENCES

**REFERENCES**

- NDRRMC Memorandum No. 33, s. 2018, re: Public Service Continuity Plan (PSCP) Template for Government Agencies.
- Local Government Code of 1991.
- Provincial Disaster Risk Reduction and Management Plan (CY 2022-2027).
- OCD Caraga’s Public Service Continuity Plan © 2022.

**Prepared by:**

  
**ERMA R. SUYO**  
PGDH, PDRMO

**Approved by:**

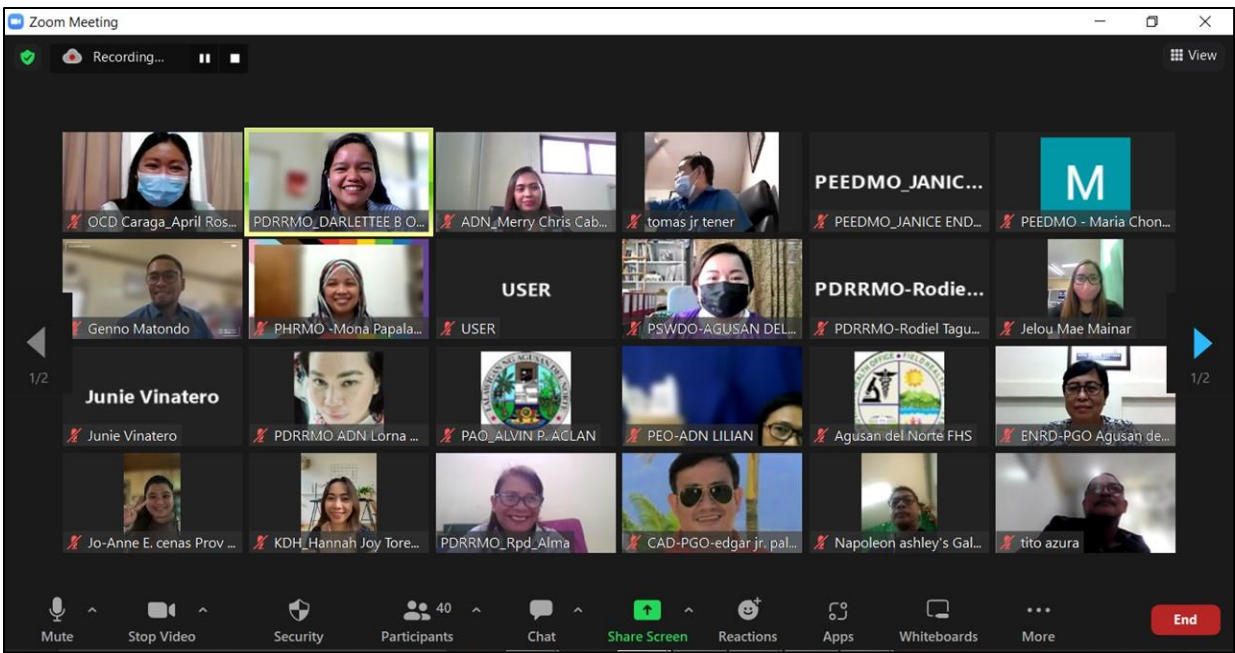
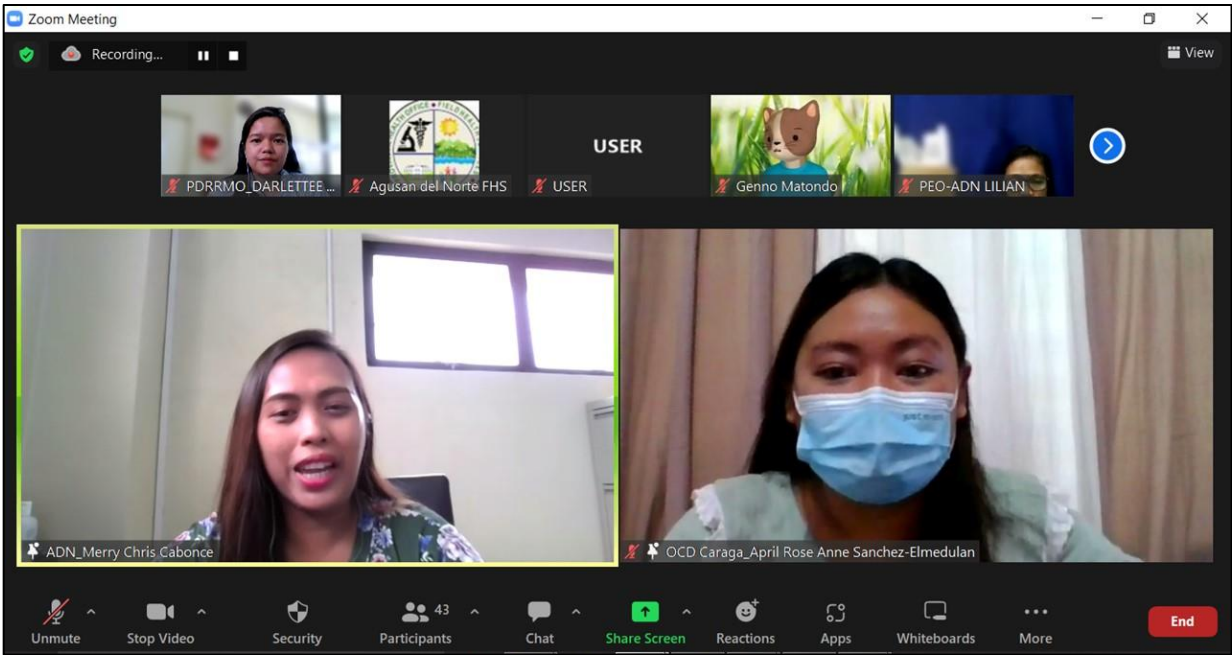
**MA. ANGELICA ROSEDELL M. AMANTE**  
Provincial Governor

# **X. APPENDIX**

PHOTOS

Public Service Continuity Planning Workshop  
for Provincial Capitol Offices

Activity: PSCP Workshop for Provincial Capitol Offices: Orientation  
Date: May 24, 2022  
Venue/ Platform: Video teleconference thru Zoom application





Activity: PSCP Workshop for Provincial Capitol Offices: Templates Orientation  
Date: July 28, 2022  
Venue/ Platform: Provincial Training Center, Capitol Compound, Butuan City





Activity: PSCP Workshop for Provincial Capitol Offices: Workshop Proper  
Date: August 9-11,2022  
Venue/ Platform: Butuan Grand Palace Hotel, Butuan City





Activity: PSCP Workshop for Provincial Capitol Offices: Finalization and Polishing  
Date: September 8-9, 2022  
Venue/ Platform: Balanghai Hotel and Restaurant, Butuan City

