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Republic of the Philippines
 Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION

PUBLIC SERVICE CONTINUITY PLAN (PSCP)

Prepared by: ALEX L. BORJE EDGARDO C. GUIA NAME NAME Member, TWG-DRR Member, TWG-DRR <i>Designation</i> <i>Designation</i>		Reviewed by: CRISTINA C. LOPEZ, D.B.A. NAME Dept. Manager III, Administrative <i>Designation</i>	Approved by: ROBERT L. SEARES, M.D. NAME Administrator <i>Designation</i>
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1.0 Introduction

After typhoon Yolanda in Tacloban City, Business Continuity Management (BCM) is recognized as an essential component of a Disaster Risk Reduction Management (DRRM) program of any government organization.

Continuity of services in the face of a disruptive event, whether in the business or public service, requires plans, measures and arrangements to ensure the continues delivery of critical services and which permit the agency to recover its facility, data and other assets. Also, identification of necessary resources to support service continuity, including personnel, information, equipment, financial allocations, infrastructure protection and accommodations.

A Continuity Service Team shall be organized and is expected to be responsible for the establishment and development of office level documents and procedures, including the effective and efficient cascading and implementation of the continuity program. The Incident Continuity Service Team is also responsible for ensuring the establishment of Public Service Continuity Plan (PSCP) and other operational procedures that are aligned with the requirements of the public sector continuity program.

2.0 Purpose

This document provides operational actions that will be undertaken by the agency in response to the various forms of disruptive incident/s and to ensure continuity of operations through the restoration of mission essential functions (MEF).

3.0 Policy Statements

The National Tobacco Administration (NTA) is guided by its mandate, mission, vision and core values and commits to deliver mission essential functions even during disruptive circumstances.

As the sole government agency mandated to regulate and administer the Philippine tobacco industry, adheres to continuously provide basic services to the tobacco farmers and other private stakeholders.

In the same manner, the NTA shall continue public service to the Exporters/Importers/ Trans-shippers, particularly, on the issuances of much needed Export/Import/Transshipment Commodity Clearances (E/I/TCCs) for their export/import/transshipment activities.

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To enhance capabilities, build synergistic relationship among sectors, and mobilize resources for the development of the tobacco industry for the benefit of the tobacco farmers and other industry stakeholders.

To make the difference for the industry for the betterment of the lives of the tobacco farmers and other industry stakeholders, when abnormal situation occurs.

The NTA shall embrace and sustain effective public service continuity management to ensure the provision of its core values:

- Innovation
- Performance Excellence
- Client Focus
- Team Work
- Respect for people
- Resiliency
- Entrepreneurship

4.0 Objectives

In line with the President's directive to undertake immediate action and measures to prepare for the imminent threat of a massive earthquake in the Greater Metro Manila Area (GMMA) and its surrounding provinces, the Agency acknowledges the need to establish, implement and maintain appropriate procedures of managing the immediate consequences of disruptive incident/s with due regard to the welfare of employees, officials and guests, operational options for responding to incident/s, prevention of further loss or unavailability of prioritized activities and recovery and resumption of mission essential functions (Table 1. Mission and Non-Mission). (Refer MEF-Basic)

The NTA commits to the attainment of the following public service continuity objectives:

- To safeguard human life;
- To enable effective decision-making and communication during incident/s;
- To reduce dependency on specific critical function-holder;
- To increase organizational credibility by ensuring quick recovery from disruption and immediate resumption of critical services to the public and other stakeholders, and
- To ensure continual improvement of the organization through public service continuity management.

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5.0 Scope and Applicability

This Public Service Continuity Plan (PSCP) shall apply to the National Tobacco Administration (NTA), particularly, its Central Office, Quezon City, Metro Manila, and any person occupying their physical rented office at Ben-Lor building, Quezon Avenue, Barangay Paligsahan, Diliman, Quezon City, including contracted providers and guests. Figure 1. (Refer Location Map of NTA Metro Manila)

6.0 The NTA operations background in time of Disaster/Disruption

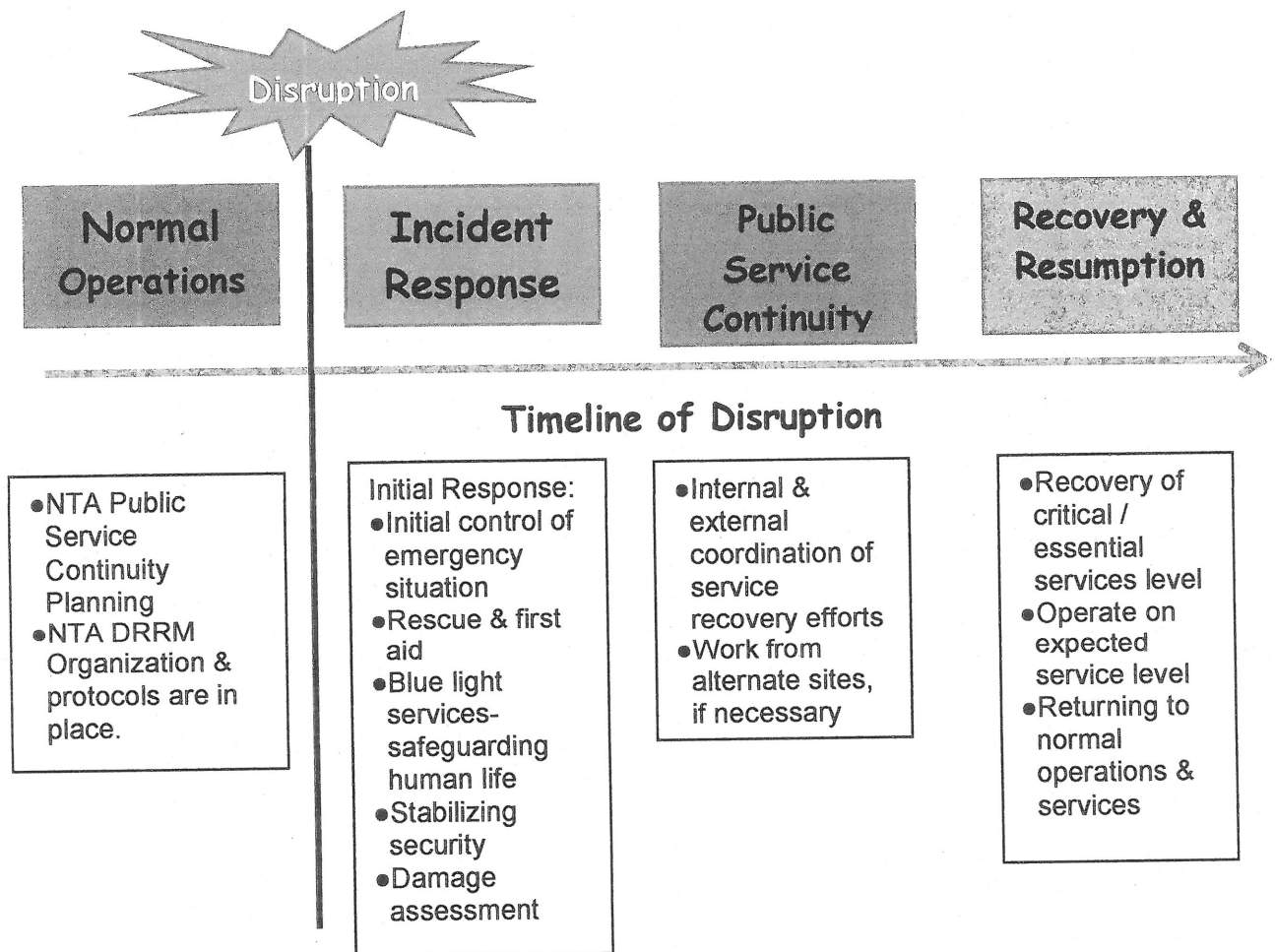


Figure 2. NTA Operations Background during Disruption

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7.0 Definition of Terms – this includes a glossary of all terms used in this public service continuity plan.

- 7.1. Alert – formal notification that an incident has occurred which might develop into a Business Continuity Management or Crisis Management invocation (BCI Glossary 2011)
- 7.2. Business Impact Analysis – the process of analyzing activities and the effect that a business disruption might have upon them (ISO 22300)
- 7.3. Call Tree – a structured cascade process that enables a list of persons, roles and/or organizations to be contacted as part of information exchange or plan invocation procedure (BCI Glossary 2011)
- 7.4. Continual Improvement – recurring activity to enhance performance (ISO 22300)
- 7.5. Continuity of Operations – the capability to continue essential program functions and to preserve essential facilities, equipment, and records across a broad range of potential emergencies (Emergency Management Standard 2007)
- 7.6. Crisis – an abnormal situation which threatens the operations, staff, customers or reputation of an enterprise (BCI Glossary 2011)
- 7.7. Disruption – an event that interrupts normal business, functions, operations, or processes, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g., a blackout, terror attack, technology failure, or earthquake) (BCI Glossary 2011)
- 7.8. Exercise – process to train for, assess, practice, and improve performance in an organization

NOTE 1: Exercises can be used for: validating policies, plans, procedures, training, equipment, and inter-organizational agreements; clarifying and training personnel in roles and responsibilities; improving inter-organizational coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement, and controlled opportunity to practice improvisation.

NOTE 2: A test is a unique and particular type of exercise, which incorporates an expectation of a pass or fail element within the goal or objectives of the exercise being planned. (ISO 22300)

- 7.9. Hot Site – a continuity facility that already has in place the computer, telecommunications, other information technology, environmental infrastructure,

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and personnel required to recover critical business functions of information systems (FEMA)

- 7.10. Incident – an event that has the capacity to lead to loss of or a disruption to an organization’s operations, services, or functions – which, if not managed, can escalate into an emergency, crisis, or disaster (BCI Glossary 2011)
- 7.11. Incident Management Team – a group of individuals responsible for developing and implementing a comprehensive plan for responding to a disruptive incident (BCI Glossary 2011)
- 7.12. Mission Essential Functions – the limited set or organization-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities (FEMA)
- 7.13. Public Service Continuity – refers to business continuity for the public sector; refers to the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident (ISO 22300)
- 7.14. Public Service Continuity Plan – refers to the business continuity plan for the public sector; refers to the documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption (ISO 22301)
- 7.15. Recovery – the implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following an interruption or disaster (FEMA)
- 7.16. Recovery Time Objectives – the period of time following an incident within which: a) product or service must be resumed; or b) activity must be resumed; or c) resources must be recovered
- 7.17. Testing – refers to the procedure for evaluation; a means of determining the presence, quality, or veracity of something (ISO 22300)
- 7.18. Service Units – the functional units the Department OSEC providing specific services, i.e., administrative services, finance services, field operations services, agri-business and marketing assistance services, general services)
- 7.19. Threats and Events. Threats and events which may trigger the activation of the PSCP are either forewarned (with warning) or un-forewarned (without warning).
- 7.20. **Forewarned / Un-forewarned events.** Incidents or events that might be, or could be led to business interruption, loss, emergency or crisis may be forewarned or un-forewarned. A forewarned event has an advance warning that it is likely to happen,

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e.g. typhoons. An un-forewarned event has no advance notice that it is likely to happen, e.g. earthquakes.

THE PUBLIC SERVICE CONTINUITY PLAN

8.0 Critical and Essential Functions (Mission Essential Functions) and Recovery Time Objectives – this specifies critical mission essential functions of the agency and their recovery time objectives. A more detailed discussion will be included in each unit's plan.

Table 2. Critical and Essential Functions and Recovery Time Objectives

Refer NTA MEF & RECOVERY OBJECTIVES

9.0 Risk Assessment (Refer Table 3) NTA RISK ASSESMENT OUTPUT.xls

Table 4. Risk Map or Matrix

		LIKELIHOOD	
I M P A C T	High	ORANGE RISKS – HIGH <ul style="list-style-type: none"> • Earthquake (Intensity VIII & Above) • Fire-External 	RED RISKS – EXTREME <ul style="list-style-type: none"> •
	Low	GREEN RISKS – LOW <ul style="list-style-type: none"> • Criminal Theft 	YELLOW RISKS – MEDIUM <ul style="list-style-type: none"> • External Flooding • IT Connectivity • Utilities (Water & Electricity)
	Unlikely		
		LIKELIHOOD	

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10.0 Planning Assumptions - this defines the context upon which the plan is based or constrained. Consider availability of resources such as people, technology/equipment, facilities and supply chain.

Sample Assumptions;

1. An Incident Command System within the organization has been established.
2. Alternate facilities are identified and available for use after a disaster.
3. Main office will be either partially or completely damaged or inaccessible for a period of 30 to 60 days.
4. Critical resources (e.g. water, power) are available

11.0 Roles and Responsibilities – this includes, the organization and responsibilities. Identification of primary and alternate representatives for the tasks assignments is also included in this section. **Refer Figure 3.**

NTA Incident Management Team Organizational Structure & Responsibilities

12.0 Activation Criteria, Authority and Procedure– this outlines the criteria used to determine when the public service continuity plan will be activated.

The PSCP shall be activated based on the following considerations, which include:

- How long the emergency situation is projected to continue;
- Severity of the event, and
- Staff / personnel availability.

In either scenario, once the decision to activate has been made, the deployment phase will be followed through to completion and reconstitution.

Examples of situations that may lead to initiate the PSCP, include the following:

- Activation of Service Continuity Plan
Establishment of the NTA National Disaster Risk Reduction and Management Office which shall be automatically activated into an Incident Response Team during Disaster/s. **(Refer Figure 3)**
- The Incident Management Team (IMT) shall be headed by the NTA Administrator/Incident Commander or his duly designated Representative.

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Authority:

During a crisis, the Head of Agency, or the Administrator's designate, will make the decision to activate the PSCP. This decision will be based on the information from assessment and recommendations of the Continuity Management Group.

• Declaration

- The Continuity Service Team by functionality shall resume its basic services upon the direction of the NTA Administrator/Incident Commander. **Refer Annex "A"**

Memo of PSCP Activation.doc

Procedures for Activation:

Activation Criteria:

1. Activation of NTA Incident Response Team (IRT) and NTA Call Tree (Within 24 Hours)
2. Identification of available staff (c/o Call Phone Tree) Annex "B"
3. Assessment of IRT, if building premises were not accessible (Annex "C") (Decision Making Guide)
4. Report of IRT (**Assessment Form-Table 5**) and Call Tree Operator to Head Commander (1-48 hours)
Damage Assessment Form
5. Declaration of the Incident Head Commander thru Memo, the activation of the PSCP or if the Head Commander is not available, the identified alternate Commanders shall apply. Table 6 (Incident Commander Succession)
6. Assembly of Public Service Continuity Team. (Table 7) (Command Post)
7. Fabrication / locates building as temporary office site or mobilization to hot site Table 8 (Relocation site)
8. Deployment of Public Service Continuity Personnel and provision of office support equipment. **Refer Table 9.** (Office Support Equipment)
9. Operation of Public Service Continuity

Specific procedures for an un-forewarned event

The response procedures following an event with little or no warning will depend on the time of occurrence and the severity of the impact to the NTA facility, equipment, systems and personnel affected.

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o How to recover

EXAMPLES:

- Hazard/s Plan
- Camp Defense Plan
- ICS Structure
- Evacuation Plan
- Other Relevant Attachments for the Public Service Continuity Plan

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fn: NTA PSCP Continuity Plan Draft at Ben Lor.ms words

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FIGURES

(Attachments)

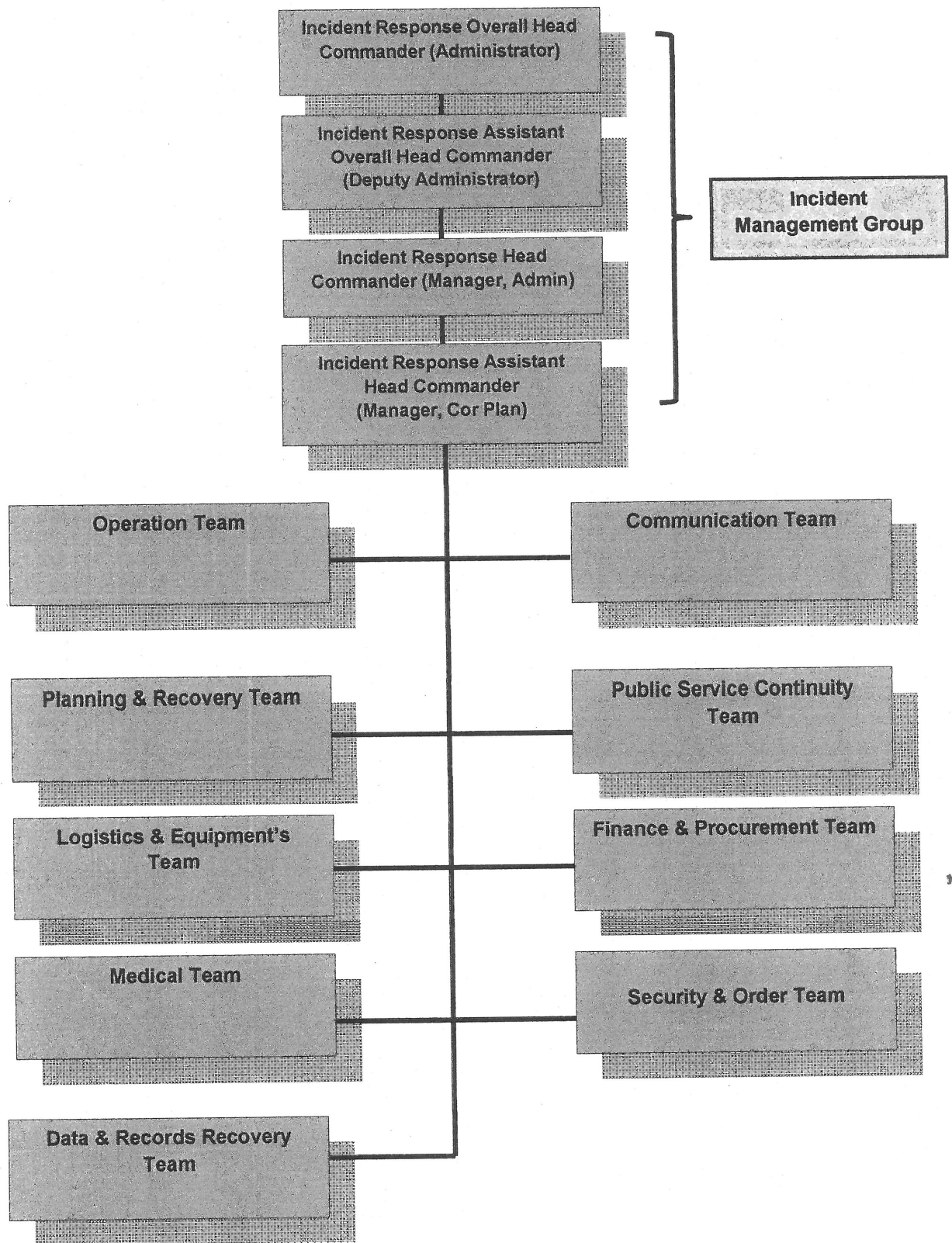


Figure 3. NTA Incident Response Team (IRT)

Roles and Responsibilities of NTA IRT

Incident Commander/s

- Establish incident objective, strategies and priorities
- Assumes overall responsibility for the incident
- Responsible for all incident command management functions until delegated
- Monitor and Ensure safety of all Incident Responder
- Establish Incident Command Post
- Establishing & Maintaining liaison with response agency

Communication Team

- Liaison officer
 - Assists the Incident commander by serving point of contact for representatives from other organizations
 - Provide briefings to and answer question from supporting organizations
- Public Information Officer
 - Advises the incident Commander on information dissemination and media relations
 - Obtain and provides information to the community and the media
- Operation & Call Tree Operator
 - Serves as communication operator in times of incident
 - Operates call tree
 - Provide status report of personnel thru communication

Operations Team

- Incident First Responder
- Advices the incident commander on issues regarding incident safety
- Ensure evacuation of all employees, tenants and guests
- Rescue and retrieval
- Damage assessment

Planning & Recovery Team

- Create plan for the recovery of the facilities and services
- Report of Daily status
- Collects and analyze information
- Maintains documentation

Logistics Team

- Manage transport for essential movement
- Maintains availability of resources
- Fabrication / locates building of temporary office
- Provides supplies and equipment

Medical Team

- Prepares List of nearby Hospital/s
- Emergency medical responder

Finance & Procurement Team

- Secures availability of budget during emergency
- Accounts for expenditures
- Procures needed resources
- Secures key suppliers during emergency

Data & Records Recovery Team

- Installs and prepares IT equipment and peripherals
- Recovers data from backup storages
- Provides temporary Internet Connection/s

Security & Order Team

- Maintains Security and Order inside and outside office premises
- Secures agency Assets
- Maintains order and traffic flows within the surroundings of the NTA premises

Public Service Continuity Team

- Provides uninterrupted services to stakeholders of the tobacco industry
- Maintains operation of mission essential functions

T A B L E S

TABLE 1. NTA MISSION & NON-MISSION

	<p style="text-align: center;">ESSENTIAL Emergency Response Time Critical</p>	<p style="text-align: center;">NON-ESSENTIAL (during an emergency)</p>
<p>MISSION</p>	<p>Front line services; Issuances of:</p> <ul style="list-style-type: none"> ● Export / Import / Trans-shipment Commodity Clearance (E/I/TCC) 	<ul style="list-style-type: none"> ● License to Buy/Purchase tobacco leaf <ul style="list-style-type: none"> > Conducts annual orientation seminar to all NTA registered tobacco buyers ● Authority to Export/Import/trans-ship unmanufactured / manufactured tobacco product <ul style="list-style-type: none"> > Conducts annual orientation seminar to all NTA registered tobacco Exporter/Importer/Trans-shipper ● Accreditation to manufacture/process tobacco product/cigar/cigarette <ul style="list-style-type: none"> > Conducts orientation seminar to all NTA accredited tobacco manufacturer/processor. ● Check, verify submitted documents in conformity with the E/I/TCC application
	<ul style="list-style-type: none"> ● Issuance of Certificate of Product Efficacy and Suitability 	

	<p align="center">ESSENTIAL</p> <p align="center">Emergency response Time critical</p>	<p align="center">NON-ESSENTIAL (during an emergency)</p>
	<ul style="list-style-type: none"> • Issuance of Results/Report of Analysis 	
<p>NON-MISSION</p>	<p>Essential Supporting Activity:</p> <ul style="list-style-type: none"> • Standby of vehicle for the conduct of inspection of subject commodities • Standby of GENSET • Acceptance of Fees and issuance of Official Receipts (OR) by NTA Cashier • Operations, Management and Compliance Audit • E/I/TCC processors and Department Head • Approval of E/I/TCC by head of the agency 	<p>Deferrable Supporting Activity;</p> <ul style="list-style-type: none"> • Templates of License to Buy/Purchase tobacco leaf, readily available <ul style="list-style-type: none"> > Monitor the availability and safe keeping of Templates • Templates of Authority to Export/Import/transport, readily available <ul style="list-style-type: none"> > Monitor the availability and safe keeping of Templates • Templates of Accreditation to manufacture/process tobacco product cigar/cigarette <ul style="list-style-type: none"> > Monitor the availability and safe keeping of Templates • Templates of Export / Import Commodity Clearances (E/ICC), readily available <ul style="list-style-type: none"> > Monitor the availability and safe keeping of Templates

TABLE 2. MEFS RECOVERY TIME OBJECTIVE

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<p>*Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month</p>	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
<p>● Issuance of Export/Import/Trashipment Commodity Clearance</p>	<p>● Operational</p>	<p>*Within 48 hours</p>	<p>● Regulation Dept't = 10</p>	<p>Regulation Dept't (RD)/ Department Manager III</p>
			1 Departmet Manager III	RD
			1 Secretary	
			1 Chief TPRO	RD- TLRD
			1 Supvg TPRO	
			1 Sr. TPRO	
			1 TPRO III / I	

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<p>*Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month</p>	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
			1 Chief TPRO	RD- TPRD
			1 Supvg TPRO	
			1 Sr. TPRO	
			1 TPRO III / I	
			● Administrator Office= 3	Office of the Administrator
			1 Administrator	
			1 Private Secretary	
			1 Executive Assistant	

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<p>*Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month</p>	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
<ul style="list-style-type: none"> Collection of prescribed fees & Issuance of Official Receipts 	<ul style="list-style-type: none"> Operational 	<p>*Within 48 hours</p>	<ul style="list-style-type: none"> Finance Dept.= 5 	<p>Finance Dept.</p>
			<ul style="list-style-type: none"> 1 Dept Manager III 	
			<ul style="list-style-type: none"> 1 Chief Accountant 	
			<ul style="list-style-type: none"> 1 Financial Analyst 	
			<ul style="list-style-type: none"> 1 Budget Officer V 	
			<ul style="list-style-type: none"> 1 Cashier 	

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<p>*Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month</p>	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
<p>● Issuance of Certificate of Product Efficacy and Suitability</p>	<p>● Operational</p>	<p>*Within 48 hours</p>	<p>● Industrial Research Dept't = 7 1 Department Manager III 1 Secretary 1 Chief SRS 1 Supvg SRS</p>	<p>IRD- QAD</p>
<p>● Issuance of Results/Report of Analysis</p>	<p>● Operational</p>	<p>*Within 48 hours</p>	<p>1 Chief SRS</p>	<p>IRD- TLISD</p>

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<p>*Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month</p>	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
			<p>1 Supvg SRS</p>	
			<p>1 Chemist IV</p>	
<p>• Payment of Salaries</p>	<p>• Officials/Staff might not be able to report to work</p>	<p>*Within 48 hours</p>	<p>• Finance Dept.= 5 1 Dep't Manager III 1 Chief Accountant 1 Budget Officer V 1 Financial Analyst 1 Cashier</p>	<p>Finance Dept.</p>

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<ul style="list-style-type: none"> *Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month 	<ul style="list-style-type: none"> *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 *Partners and interdependency *Other resources required 	<p>Office/Officer-In-Charge</p>
<ul style="list-style-type: none"> • Operations, Management 	<ul style="list-style-type: none"> • Operational 	<p>*Within 48 hours</p>	<ul style="list-style-type: none"> • IAS = 4 	<p>Internal Audit Service (IAS)</p>
<ul style="list-style-type: none"> • and Compliance Audit 			<ul style="list-style-type: none"> 1 Dep't Manager III 	
			<ul style="list-style-type: none"> 1 Internal Auditor IV 	
			<ul style="list-style-type: none"> 1 Internal Auditor II 	
			<ul style="list-style-type: none"> 1 Internal Auditor I 	
<ul style="list-style-type: none"> • Provision of service vehicle 	<ul style="list-style-type: none"> • Operational 		<ul style="list-style-type: none"> • Administrative Dept. = 5 1 Dep't Manager III 	<p>Admin Dept</p>
			<ul style="list-style-type: none"> 1 Chief Supply Officer 	
			<ul style="list-style-type: none"> 1 Bldg. & Grounds Supervisor 	

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
<p>*refer to MEF list based on Functions Categorization</p>	<p>*What are the consequences if MEF is not delivered due to disruptions?</p>	<ul style="list-style-type: none"> *Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month 	<p>*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 *Partners and interdependency *Other resources required</p>	<p>Office/Officer-In-Charge</p>
			<p>1 Dispatcher</p>	
			<p>1 Driver</p>	
<ul style="list-style-type: none"> Provision of Standby Gen Set 	<ul style="list-style-type: none"> Operational 	<p>*Within 48 hours</p>	<ul style="list-style-type: none"> Administrative Dept.= 4 1 Dep't Manager III 1 Chief Supply Officer 1 Bldg. & Grounds Supervisor 1 Utility / Bld'g Electrician 	<p>Admin Dep't</p>
<ul style="list-style-type: none"> Provision of I T and its peripherals & office Supplies 	<ul style="list-style-type: none"> Operational 	<p>*Within 48 hours</p>	<ul style="list-style-type: none"> Administrative Dept.= 4 Administrative Dept.= 4 1 Dep't Manager III 1 Chief Supply Officer 	<p>Admin Dept & Cor Plan</p>

MISSION ESSENTIAL FUNCTION	IMPACT TO ORGANIZATION IF NOT PERFORMED	RECOVERY TIME OBJECTIVE (RTO)	RESOURCE REQUIREMENT	FOCAL PERSON
*refer to MEF list based on Functions Categorization	*What are the consequences if MEF is not delivered due to disruptions?	<ul style="list-style-type: none"> *Within 8 hours *Within 12 hours *Within 24 hours *Within 36 hours *Within 48 hours *Within 72 hours *Within 1 week *Within 2 weeks *Within 1 month 	<ul style="list-style-type: none"> *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 *Partners and interdependency *Other resources required 	Office/Officer-In-Charge
			1 Bldg. & Grounds Supervisor	
			1 Records Officer	
			● Cor Plan Dept'. = 3	Cor Plan Dept'
			1 Dept Manager III	
			1 Information Technology III	
			1 Computer Programmer III	

Table 3. RISK ASSESSMENT

SERIAL	RISK IDENTIFICATION		RISK ANALYSIS				RISK EVALUATION				RISK TREATMENT									
			LIKELIHOOD		IMPACT (CONSEQUENCE)		RISK RATING		CONTROL IN-PLACE					WEAKNESS		RATING		RISK FOCAL POINT		
			Score	Descriptor	Score	Descriptor	Score	Descriptor	Score	Descriptor				Describe the control measures	Indicate the weaknesses of the control measure	Descriptor	Assess the effectiveness as: Low Medium High	Office/Officer-in-Charge	Tolerate	Treat
	Hazard	Hazard Characterization	Assess likelihood as: 5 - Very Likely (Almost certain) 4 - Likely 3 - Possible 2 - Unlikely 1 - Highly Unlikely (Rare)		Assess the impact as: 5 - Extreme (Catastrophic) 4 - Major 3 - Moderate 2 - Minor 1 - Insignificant		Assess the risk as: Low Medium High Extreme		Prevention & Mitigation Measures		Weakness of existing controls									
	Indicate the hazard	Describe the hazard	Score	Descriptor	Score	Descriptor	Score	Descriptor	Describe the control measures		Indicate the weaknesses of the control measure		Descriptor						Terminate	
NTA-01	Flooding-External	Outside of the workplace location	4	Likely	2	No access to workplace	8	Medium	Excuse employees to report office		Failure to accomplish work assignments		Low		NTA Administrator / Authorized Representative					
NTA-02	Earthquake	Intensity VII & above	3	Possible	5	Very Destructive	15	High	Waiting for the recommendation of DPWH for new Building construction		Lack of needed budget for the construction of new bldg.		High		NTA Administrator / Authorized Representative/ BAC/Design Engr				Transfer	
NTA-03	Fire-External	Source is outside the workplace	3	Possible	4	Major	12	High	Available Fire Extinguisher System		No protective gears for fire fighting Brigade		Medium		NTA Administrator / Authorized Representative/ DRRM-TWG				Treat	
NTA-04	IT-Communications, Connectivity		3	Possible	3	Moderate	9	Medium	Provision of enough backups, constant monitoring of connectivity		Untimely procurement of needed backup sets		Medium		IT Authorized Controller				Treat	
NTA-05	Utilities-Water, Electricity		3	Possible	3	Moderate	9	Medium	Available water cistern and water pump system		No readily available standby unit as replacement water pump		Low		Administrative/GSPD/Plumber & Electrician				Treat	
NTA-06	Criminal-Theft		3	Possible	3	Minor	9	Medium	Close inspection of getting in and out of the office bldg.		No available inspection gadget		Medium		Security Guards On-Duty				Treat	

Appendix Table 1: LIKELIHOOD MATRIX

LIKELIHOOD = Probability of the risk event actually occurring.

Score	Descriptor	Percentage of Likelihood	Description
5	Very Likely (Almost Certain)	81-99%	The event is expected to occur
4	Likely	61-80%	The event will probably occur under adverse conditions
3	Possible	41-60%	The event could occur under adverse conditions.
2	Unlikely	21-40%	The event might occur under very adverse conditions
1	Highly Unlikely (Rare)	1-20%	The event is improbable but only under very exceptional circumstances

Appendix Table 2: IMPACT CONSEQUENCE MATRIX

CONSEQUENCES = Degree of severity of the risk event

Score	Descriptor	Damage/Operational Effects
5	Extreme (Catastrophic)	Loss of major asset(s) >30M
		Death or permanent disability
		Disruption of essential services/major project >7 days to clients
		Loss of key information systems
		Media/Public outcry
4	Major	Loss of asset(s) 16M- 30M
		Serious injury/illness
		Disruption of numerous services for 5-6 days
		Loss of key information systems
		Media/Public outcry
3	Moderate (Significant)	Loss of asset(s) 1M - 15M
		Injury/illness
		Disruption of some services for 3-4 days
		Schedule delays to major programs/projects
2	Minor	Media/Public criticism
		Loss of asset(s) <1M
		Inconvenient/annoying business disruption
		Schedule delays to minor projects
1	Insignificant	Some unfavorable local media attention
		Negligible business operation disruption

Appendix Table 3: RISK RATING TABLE

LIKELIHOOD		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
Score		1	2	3	4	5
Very Likely (Almost Certain)	5	Low	Medium	High	Extreme	Extreme
Likely	4	Low	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	Medium
Highly unlikely/ Rare	1	Low	Low	Low	Low	Low

SUMMARY RISK RATING TABLE

Score (L x C)	RATING DESCRIPTOR
Score 1-5	Low
Score 6-10	Medium
Score 12-16	High
Score 20-25	Extreme

Table 5. DAMAGE ASSESSMENT FORM

Surveyed Location:			
People (Name)	Minor Injuries (Green)	Critical/Major Injuries (Red)	Dead (Black)
Building Area	Minor/Repairable	Critical/Unsafe	Demolished/Collapsed
Assets (Count)	Operational	Damage/Repairable	Completely Damage
Desktop Computer			
Lighting Fixtures			
Vehicles			
Motor Pump			
Elevator			
Printer			
Photocopier			
Aircon Units			
Other			
Essential Services		Available	Unavailable
	Electricity		
	Water		
	Landline		
	Internet		
Others			
Operation		Continuous	Disrupted
Recommendations:			

Table 6. Role/Functions and Order of Succession of Emergency Management for Preparedness

Role / Functions	Permanent/Focal Person	Alternate 1 (official title)	Alternate 2 (official title)
<p>Head of Service Continuity Team</p> <ul style="list-style-type: none"> • Is ultimately responsible for the continuation of essential services during an emergency • Responsible for ensuring that continuity programs are appropriately resourced • Signs off on the final plans and policies developed by the Continuity Planning Team • Ensures development of strategic continuity vision and overarching policy • Ensures appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment and training 	<p>Head of Agency</p>	<p>Deputy Administrator</p>	<p>Manager, Admin Dept.</p>
<p>Senior Continuity Leadership</p> <ul style="list-style-type: none"> • Approves all required continuity plans and programs • Notifies appropriate offices and organizations upon execution of continuity plans • Supports the work of the Continuity Manager and Coordinator for their organization, including providing the necessary budgetary and other resources to support the continuity program as required 	<p>Deputy Administrator</p>	<p>Manager, Admin Dept.</p>	<p>Manager, CorPlan Dept</p>
<p>Continuity Manager</p> <ul style="list-style-type: none"> • Coordinates the overall activities of the Continuity Planning Team • Provides an annual summary of planning activities to the Appointed Officials and Organization Heads 	<p>Manager, Admin Dept</p>	<p>Manager, Corporate Planning Dept</p>	<p>Manager, Regulation Dept (RD)/ IRD/FD/IAS/FTSD</p>

<p>Continuity Coordinator</p> <ul style="list-style-type: none"> • Coordinates continuity planning activities with policies, plans and initiatives related to critical infrastructure protection • Is in charge of creating and leading the continuity planning • Directs and participates in periodic cross-jurisdictional continuity exercises • Establishes a Multi-Year Strategy and Program Management Plan designed to achieve continuity objectives • Coordinates the continuity input of the organization and ensuring those inputs reflect and support the intent of the overall continuity plan and the sustainment of essential functions • Develops and maintains the continuity plan • Develops and administers a continuity program budget and submitting funding requirements to the agency head • Serves as an advocate for the continuity plan and program 	<p>Division Chief, IT/MICSD</p>	<p>Division Chief, GSPD</p>	<p>Division Chief, TLRD/TPRD/TLISD/QAD/ MRD</p>
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Legend :

- RD - Regulation Department
- FD - Finance Department
- IRD - Industrial Research Department
- IAS - Internal Audit Services
- FTSD - Farm Technology and Services Department
- TLRD - Tobacco Leaf Regulation Division
- TPRD - Tobacco Product Regulation Division
- GSPD - General Services and Procurement Division
- TLSID - Techno Laboratory Services and Instrumentation Division
- QAD - Quality Assurance Division
- MICSD - Management Information & Computer Services Division
- MRD - Market Research Division

Table 6. Order of Succession for Head of Incident Management Team (IMT)

Succe sion Order	Designation	Name	Mobile Number	Telephone Number	Sat Phone
1	Administrator	Hon. ROBERT L. SEARES, M.D.		(02) 3743987	
2	Deputy Administrator for Operations	Atty. MEL JOHN I. VERZOSA		(02) 3726055/ 3723214	
3	Dep't Manager III Administrative Department	Dr. CRISTINA C. LOPEZ, D.B.A.		(02) 3723188	
4	Dep't Manager III Corporate Planning Department	Ms. FORTUNA C. BENOSA		(02) 3723185	
5	Dep't Manager III Regulation Department	Atty. ROBERT A. AMBROS		(02) 3723186	
6	Dep't Manager III Industrial Research Department	Dr. ROBERTO R. BONOAN, Ph.D.		(02) 3732097	
7	Dep't Manager III Finance Department	Ms. Ma. TERESA B. LAUDENCIA		(02) 3723183	
8	Dep't Manager III Internal Audit Services	Ms. DINAH E. PICHAY	09175385969		
9	Dep't Manager III Farm Technology Services Department	Ms. IMELDA R. RIÑEN		(077) 79233381	

TABLE 7. Command Post of On-Site Incident Response System (OSIRS)

Type	Place	Incident Commander			Remarks	
		Permanent	Alternate 1	Alternate 2		Alternate 3
EMERGENCY MEETING SITE						
Emergency Meeting Site	<ul style="list-style-type: none"> › Basement (To Be Identified) Ben-Lor Bldg NTA, Quezon City 	›Head of Agency (HOA)	›Deputy Administrator	›Administrative Manager (Admin Mgr)	›Cor Plan Manager	›When HOA is not available, the rule of succession will apply
Alternate	›Tomas Morato Stadium Roxas District, QC	›Head of Agency (HOA)	›Deputy Administrator (DA)	›Administrative Manager (Admin Mgr)	› Cor Plan Manager	›When HOA, DA, Admin Mgr is not available, the CorPlan Manager will assume the responsibility.

TABLE 8. CONTINUITY FACILITIES ALTERNATE OPERATING FACILITIES

ALTERNATE OPERATIONS SITE						
Type	Place	Person-in-charge (title)			Comments	
		Permanent /Focal Person	Alternate 1	Alternate 2		Alternate 3
Hot site As transition site	>Locate/Identify safe work place, if any, w/in the compound of NTA, Quezon City, namely; 1)Bungalow structure (Formerly Dormitory) 2) Newly constructed Laboratory Bldg. 3) NTA Motor pool and Drivers lodging house	Head of Agency (HOA)	Deputy Administrator (DA)	Dep't Mgr (Admin)	Dep't Mgr (CorPlan)	>Considering existing rented NTA Office at Ben-Lor building had not withstood the earthquake with magnitude of 7.5 and above.
Warm site As transition site						
Cold Site	Clark Field, Pampanga	Head of Agency (HOA)	Deputy Administrator (DA)	Dep't Mgr. (Admin)	Dep't Mgr. (CorPlan)	>DA and attached Agencies and Bureaus identified a relocation site, should existing offices of respective DA & attached Agencies/Bureaus were down-unsafe to hold office work.

TABLE 9. OFFICE SUPPORT EQUIPMENT

Type	Normal Operations	During Emergency Situations	Comments
›Power Generator Set		X	›Periodical check up of the Generator Set to ensure 100% functional
›Computer Server	X	X	›Maintenance check up and upgrading of Server to become responsive and compliant to latest versions of Office ware.
›Desktop Computers	X	X	›Set up at least 3 sets of Desktop with printer for each Desktop
›Laptop	X	X	›Use of Laptop for small space requirement
›Printers, 3-In-1 model	X	X	›Provision of dependable 3-In-1 printers with backup units especially during emergency situation.
›Landline Phones	X	X	›Observe to use the landline phones if needed only without compromising the needs of emergency situation.
›Official Service Vehicle/s	X	X	›Periodical check up of the government Service vehicle to ensure 100% road worthiness.
›Fax Machines	X	X	

TABLE 10. Continuity Special Equipment and Supplies

Item	Description	Office/ Location	Vendor	Qty Normal	Qty Minimal
Power Generator Set	500 KVA Diesel Engine with Factory assembled Canopy and Automatic Transfer Switch	NTA Compound Panay Avenue, cor. Sct Reyes St, QC	Gen Set Supplier/s, namely, CAT/Cummins/F.G. Wilson	1 set	1 set
Diesel, Gas Fuel	<p>If travel is bound ;</p> <p>A) W/in Metro Manila & nearby Provinces (Regions 3 & 4A): 500 Liters, per day</p> <p>B) Outside Metro (Reg 1 & 2) 150 L/Travel Order/Vehicle 450 L/Travel Order (T.O.) (If 3 T.O.)</p>	NTA Compound Panay Avenue, cor. Sct Reyes St, QC	Identified Gas Station-Supplier	500 L/Day	250 L/day
Laptop	Laptop, 16 inches with latest Windows and Office Software	NTA Compound Panay Avenue, cor. Sct Reyes St, QC	Identified Computer Shop-Supplier	3 Laptops, with printer per Office	1-2 Laptop, with printer per Office
Printers, Inks and ribbon	<p>A) Dot Matrix Printer</p> <p>B) 3- In-1 Deskjet Printer, Scanner & Zerox</p>	NTA Compound Panay Avenue, cor. Sct Reyes St, QC	Identified Computer Shop-Supplier	7 Sets of Desktop with Printer, per Office	2-3 Sets of Desktop with Printer, per Office
Satellite Phones	IP 65, Military Grade durability, 8 hours talk time and 160 hrs standby time, ready to use.	NTA Compound Panay Avenue, cor. Sct Reyes St, QC	Identified Satellite Phone-Supplier	3 Satellite Phones, per office	2 Satellite Phones, per office

TABLE 11. VITAL RECORDS, FORMS and DOCUMENTS

Service: _____ Division _____

Vital Record	Description	Storage Location	Format	Update Frequency	Back-up Method	Point of Contact
201 Files	◦ Compilation of individual personal information, service record & other related documents/information of each employee	◦ Designated store room accessible to Human Resource Division (HRD)	◦ Hard copy	◦ Every after completion of training/ seminar/ graduate studies.	◦ Electronic scanned/ Soft Copy	◦ Head of HRD
Contracts	◦ Memorandum of Agreement (MOA) ◦ Marketing Agreement (MA)	◦ Designated store room accessible to Legal Office (L.O.)	◦ Hard copy	◦ Every after completion of Contract/s	◦ Electronic scanned/ Soft Copy	◦ Head of L.O.
Payroll	◦ Monthly payroll per Department/Office/Staff	◦ Designated store room accessible to HRD	◦ Hard copy	◦ Every month	◦ Duplicate Copies (4)	◦ Head of HRD
Licenses/Permits	◦ Zerox copy of Licenses/Permits/ Authority to Export / Import / TransShip Unmanufactured tobacco / Manufactured tobacco products	◦ Designated store room accessible to Records Section (R.S.)	◦ Hard copy	◦ Every Year	◦ Zerox Copy	◦ Records Officer
Certification of Tobacco Production/ Acceptances	◦ Data of tobacco (V/B/N) production per Province/District/Municipality	◦ Designated store room accessible to Records Section (R.S.)	◦ Hard copy	◦ Every Year	◦ Zerox Copy	◦ Records Officer

Vital Record	Description	Storage Location	Format	Update Frequency	Back-up Method	Point of Contact
Commodity Clearances	<ul style="list-style-type: none"> ◦ Individual copy of Exports/Imports/Transshipment Commodity Clearances (E//ITCC) of unmanufactured tobacco / manufactured tobacco products ◦ Consolidated Data of Exports/Imports/Transshipment of unmanufactured tobacco 	<ul style="list-style-type: none"> ◦ Designated store room accessible to Records Section (R.S.) ◦ Designated store room accessible to Records Section (R.S.) 	◦ Hard copy	◦ Every Year	◦ Duplicate Copy	◦ Records Officer
Annual Report of Exports / Imports of Unmanufactured Tobacco	◦ Consolidated Data of Exports/Imports/Transshipment of unmanufactured tobacco products	◦ Designated store room accessible to Records Section (R.S.)	◦ Hard copy	◦ Every Year	◦ Duplicate Copy	◦ Records Officer
Annual Report of Exports / Imports of Manufactured Tobacco Products, Ingredients, Sauces & other tobacco related materials	◦ Consolidated Data of Exports/Imports/Transshipment of manufactured tobacco products	◦ Designated store room accessible to Records Section (R.S.)	◦ Hard copy	◦ Every Year	◦ Duplicate Copy	◦ Records Officer

ANNEXES



Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Ben-Lor Building
Quezon Avenue
Quezon City

DATE _____

MEMORANDUM

FOR:

FROM:

SUBJECT: Activation of the NTA Public Service Continuity Plan

Due to the current situation _____
affecting the continuity of activities and services, we are herewith recommending activation of the NTA Public Service Continuity Plan (PSCP) dated (date of last version) to ensure the continuity of NTA essential services and functions.

Measures to be taken are as follows:

1. _____
2. _____
3. _____

Crisis Management Group Members

Printed Name / Post	Signature

APPROVED BY

Administrator / Incident Commander
Signature over Printed Name

CALL TREE
Office :

NATIONAL TOBACCO ADMINISTRATION

Last reviewed _____

Administrator

Hon. ROBERT L. SEARES, M.D.
Work desk tel (02) 3743987
Work mob
Personal mob
Home tel

In the event the Administrator is unavailable, Alternate/s will be responsible for contacting the Dept. Manager. In the event a Department Manager is unavailable, the member of staff next in line will be responsible for implementing the phone tree to the Team. Note: 'Name' cells will flag as red if there are no work contact details and/or no personal contact details identified

Alternate 2

Ms. CRISTINA C. LOPEZ, DBA
Work desk tel (02) 3723188
Work mob
Personal mob 9174329836
Home tel

Alternate 1

Atty. MEL JOHN I. VERZOSA
Work desk tel (02) 3726055/3723214
Work mob
Personal mob
Home tel

Dept. Mgr	Dept. Mgr	Dept. Mgr	Dept. Mgr	Dept. Mgr	Dept. Mgr	Dept. Mgr	Dept. Mgr
Ms. FORTUNA C. BENOSA	Atty. ROBERT A. AMBROS	ROBERTO R. BONOAN, PhD	Ms. TERESA B. LAUDENCIA	Division Chief	Division Chief	Division Chief	REYNALDO R. AQUINO
Work desk tel	Work desk tel (02) 3723186	Work desk tel	Work desk tel (02) 3723183	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob 9295620291	Personal mob 9193700629	Personal mob 9174329836	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel
Division Chief	Division Chief	Division Chief	Division Chief	Division Chief	Division Chief	Division Chief	Division Chief
PRESICILLA ESGUERRA	ALEX L. BORIE	MYRNA O. LOZANO	LINA A. CERA	LINA A. CERA	LINA A. CERA	LINA A. CERA	REYNALDO R. AQUINO
Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob	Personal mob 9173024127	Personal mob 9989935415	Personal mob 9167162065	Personal mob	Personal mob	Personal mob	Personal mob 9189155689
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel
Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel
Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel
Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel
Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel	Work desk tel
Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob	Work mob
Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob	Personal mob
Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel	Home tel

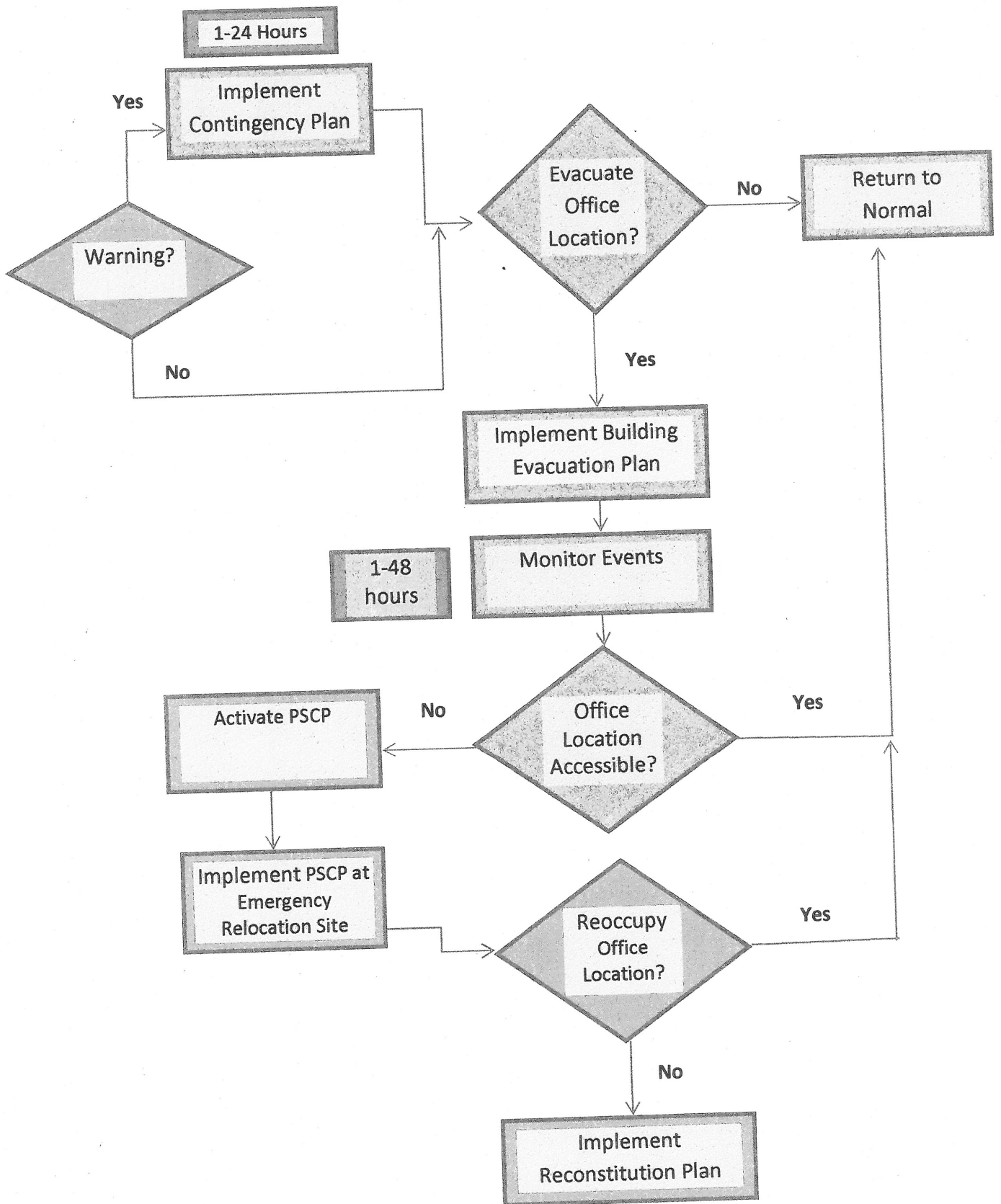
ANNEX "B"

CALL TREE
Office : NATIONAL TOBACCO ADMINISTRATION

Last Reviewed _____

	Dept. Mgr	Dept. Mgr	
1	Ms. DINAH E. PICHAY	Ms. IMELDA RINEN	
	Work desk tel	Work desk tel (077)7923381	
	Work mob	Work mob	
	Personal mob 9175385969	Personal mob 9177773469	
	Home tel	Home tel	
2	Ms. CHARITY P. GARCIA	NELLY U. CASTRO	FELISA R. AURELLANO/OIC
	Work desk tel	Work desk tel (077)7923381	Work desk tel (077)7923381
	Work mob	Work mob	Work mob
	Personal mob 9202214449	Personal mob 9175720560	Personal mob 9058229239
	Home tel	Home tel	Home tel
3	Work desk tel	Work desk tel	Work desk tel
	Work mob	Work mob	Work mob
	Personal mob	Personal mob	Personal mob
	Home tel	Home tel	Home tel
4	Work desk tel	Work desk tel	Work desk tel
	Work mob	Work mob	Work mob
	Personal mob	Personal mob	Personal mob
	Home tel	Home tel	Home tel
5	Work desk tel	Work desk tel	Work desk tel
	Work mob	Work mob	Work mob
	Personal mob	Personal mob	Personal mob
	Home tel	Home tel	Home tel
6	Work desk tel	Work desk tel	Work desk tel
	Work mob	Work mob	Work mob
	Personal mob	Personal mob	Personal mob
	Home tel	Home tel	Home tel

Procedure on Decision-Making Guide

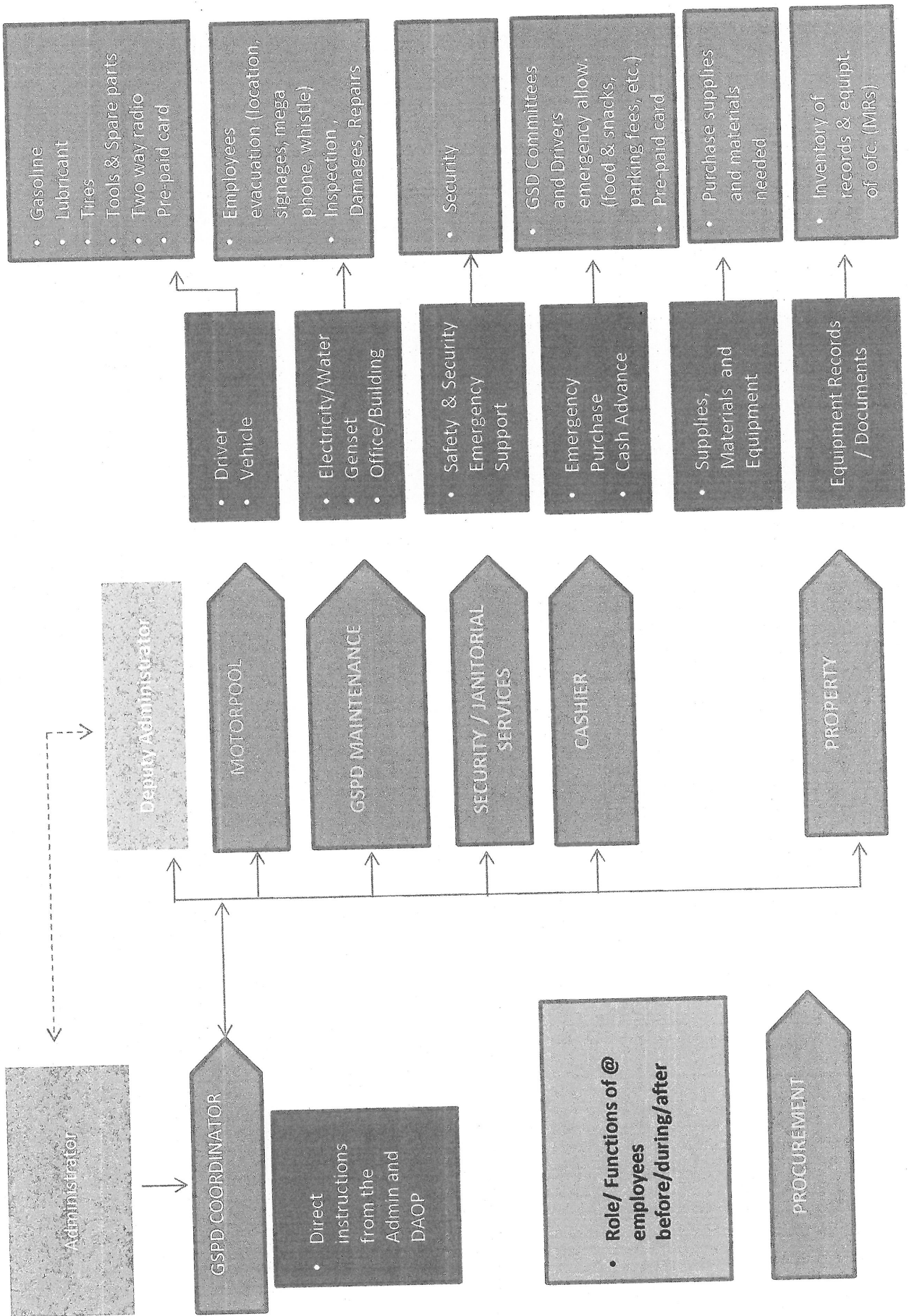


Annex "D"

Emergency Quick Response Plan (Draft)

[Quick Response GSPD Big One Team graph.ppt](#)

GSPD Big One Team



Administrator

Deputy Administrator

GSPD COORDINATOR

MOTORPOOL

GSPD MAINTENANCE

SECURITY / JANITORIAL SERVICES

CASHIER

PROPERTY

- Direct instructions from the Admin and DAOP

- Role / Functions of @ employees before/during/after

PROCUREMENT

- Driver Vehicle

- Electricity/Water Genset Office/Building

- Safety & Security Emergency Support

- Emergency Purchase Cash Advance

- Supplies, Materials and Equipment

- Equipment Records / Documents

- Gasoline
- Lubricant
- Tires
- Tools & Spare parts
- Two way radio
- Pre-paid card

- Employees evacuation (location, signages, mega phone, whistle)
- Inspection, Damages, Repairs

- Security

- GSD Committees and Drivers emergency allow, (food & snacks, parking fees, etc.)
- Pre-paid card

- Purchase supplies and materials needed

- Inventory of records & equipt. of ofc. (MRS)