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1.0 GENERAL SITUATION

- a. Camp John Hay consists of an estimated land area of 625 hectares which is subdivided into the John Hay Special Economic Zone (JHSEZ) and the John Hay Reservation Area (JHRA). The JHSEZ has an area of 301 hectares while the JHRA has an area of 324 hectares;
- b. A total of 246.7 hectares of the 301 hectare area of the JHSEZ was leased to LANDCO Pacific Corporation as the interim manager of the John Hay Hotels, and the consortium of GMI and DuckWorld PH overseeing the operations and maintenance of John Hay Golf, of which part of the area was sub – leased to business entities (LOCATORS);
- c. The most serious threat to the JHRA is Squatting in the guise of ancestral claims. Other threats include illegal small scale mining, treasure hunting, “Kaingin” (slash & burn), illegal tree cutting (including tree girdling causing death to the pine trees), forest fires and illegal logging;
- d. The conditions set by the National Commission on Indigenous Peoples (NCIP) (the agency task to monitor and supervise the compliance of the Certificate of Ancestral Land Titles (CALTs), Certificate of Ancestral Domain Titles (CADTs) , Certificate of Ancestral Land Claims (CALCs) have been totally abused by the recipients such that selling of the lots have become a luxurious business. Buyers of these lots, in turn, converted these forest lands into residential areas in violation of the conditions embodied in the CALCs, CADTs, etc;
- e. There exists a pending city resolution #13 of Baguio City government for the segregation of 14 barangays occupying portions of the JHRA;
- f. The Operator / Developer and other business enterprises have their security systems within their own Area of Responsibility (AOR) which must be compliant to the standards of the Camp John Hay Unified Safety & Security Plan;
- g. There are areas where the security perimeter fences have been damaged from Nevada Compound to Sewage Treatment Plan 6, Scout Barrio particularly Baseball Open Field and Below Camp John Hay Hotels (formerly Manor and Forest Lodge Hotels) to Control Point 1 Baguio Country Club Village.
- h. Trails abound in both the JHSEZ and JHRA areas providing easy access by foot to any area of the JHRA;
- i. There is only one main thoroughfare (Ordonio Drive) traversing the center of the Camp John Hay which has three (3) access gates;

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- j. Taxable items which may be used during the development of the camp and/or which may be installed in the business establishments for their operations have to be cleared by the Bureau of Customs;
- k. Existing perimeter fences of the JHSEZ provide token resistance to any intruder or illegal/unauthorized passage to the JHSEZ. The JHRA does not have any form of barriers to prevent/deter easy access into the Forest Reservation Area;
- l. Several water springs are spread out in the JHRA;
- m. Portions of the Camp John Hay titled lot, specifically Scout Barrio, have been awarded to residents/beneficiaries;
- n. A circumferential road was newly constructed within the JHRA providing easier access persons and construction materials;
- o. Traffic congestion can occur anytime due to limitations of available space for vehicles including parking areas;
- p. There are dead pine tree branches hanging on top of the trees which can cause injury or danger to anybody. There are dead pine trees which were not immediately cleared or cut down;
- q. There are times when fog causes limited or even zero visibility along the road access
- r. Threats from criminal elements and / or syndicated groups cannot be discounted;
- s. Soil erosions have been occurring lately during typhoons;
- t. There are times when public events involving quantifiable gathering of people are held inside Camp John Hay such as concerts, seminars and conferences, unforeseen large scale tourist arrivals (e.g. during PMA graduation or homecoming, FilAm annual golf tournament, Mining Congress);
- u. No less than the President of the Philippines and other local and foreign dignitaries visit Camp John Hay.
- v. On January 6, 2025, the BCDA took over a total of 246.7 hectares of the 301 hectare area of the JHSEZ that was leased to a former developer (CJH DEVCO) of which part of the area was sub-leased to business entities which is now under the jurisdiction of JHMC.

2.0 INTRODUCTION

The John Hay Management Corporation (JHMC), a government-owned and controlled corporation, manages Camp John Hay, a former American servicemen's vacation and recreation facility in the Philippines. In 1992, the Bases Conversion and Development Act of 1992 transferred stewardship to the Bases Conversion and Development Authority (BCDA),

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enabling the conversion of former U.S. bases for Filipino use. John Hay Development Corporation (JHDC) was established by the BCDA to transform CJH into a hub for environmental, economic, and social development in Northern Luzon. The John Hay Special Economic Zone (JHSEZ) was leased for this purpose. Executive Order No. 132, issued by President Gloria Macapagal-Arroyo in 2002, divided JPDC into two companies and renamed them to Poro Point Management Corporation (PPMC) and JHMC, respectively. The BCDA's implementing arm over the Camp John Hay is currently JHMC.

Hence, JHMC became the estate manager and custodian of the John Hay Reservation Area (JHRA) and the JHSEZ. It is responsible for developing, managing, owning, leasing, subleasing, and operating various facilities for various purposes, including education, recreation, tourism, commercial, amusement, health, and more. They also maintain roads, utilities, and carry out activities for tourism, commercial, industrial, residential, nature reserve, and human resource development. Therefore, it is critical to have backup plans to figure out how to continue operations. A public service continuity plan is a type of contingency plan that focuses on how JHMC operation continues to provide its essential services.

Public service continuity is the ability of a public sector organization to continue delivering services at acceptable preset levels following a disruptive occurrence (NDRRMC TWG adaptation of "business continuity" from ISO 22300). In accordance with Section 33 of Memorandum No. 33 of the National Disaster Risk Reduction and Management Council (NDRRMC), 2018 mandates that all government departments, offices, bureaus, services, units, and instrumentalities, as well as all DRRM council member agencies at all levels, must create their own PSCP. Civil Service Commission Memorandum Circular No. 2 Series of 2021, Formulation of the Public Service Continuity Plan (PSCP) by all Government Entities; The holistic management process that identifies potential threats to a public sector organization and the impacts to operations of those threats, if realized, might cause, and which provides a framework for building organizational resilience (ISO 22300).

3.0 DEFINITION OF TERMS

This includes a glossary of all terms used in this Public Service Continuity Plan (PSCP).

- 1. Alert** – indication that a possible interruption has happened or is about to happen; (Business Continuity Institute (BCI) Glossary 2018)

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2. **Business Impact Analysis** – the process of analyzing activities and the effect that a business disruption might have upon them (ISO 22300)
3. **Call Tree/Phone 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 (Disaster Recovery Journal (DJR) Glossary, 2025).
4. **Continual improvement** – recurring activity to enhance performance (ISO 22300)
5. **Continuity of Operations (COOP)** –An organization's response to a significant loss of enterprise capabilities or damage to its facilities is guided by management policies and procedures. To guarantee that their fundamental tasks are carried out, it outlines the operations of each department, agency, and subcomponent (DJR Glossary, 2025).
6. **Crisis** –an unusual and unstable circumstance that jeopardizes the organization's viability, reputation, or strategic goals. (BCI Glossary 2018).
7. **Disruption** –An unforeseen incident such as a hurricane or political upheaval that disrupts regular business, functions, operations, or processes (DRJ Glossary, 2025)
8. **Cold Site** – An alternate facility that already has in place the environmental infrastructure required to recover critical critical business functions or information systems, but does not have any pre-installed computer hardware, telecommunications equipment, communication lines, etc. These must be provisioned at time of disaster. (Disaster Recovery Institute Glossary)
8. **Hot Site** –A facility that can be utilized to offer a quick restart of operations and has all the necessary technical requirements, including infrastructure, telecoms, and IT (DJR Glossary, 2025).
9. **Exercise** –Activity intended to carry out plans for disaster recovery or business continuity and assess performance in relation to established benchmarks or goals. procedure for preparing for, evaluating, practicing, and enhancing recovery performance inside a company (DRJ Glossary, 2025).
10. **Incident** –A circumstance outside of regular business operations that could affect or disrupt services and, in certain situations, result in catastrophe. circumstances that could cause or result in a crisis, large incident, emergency, disruption, or loss (DRJ Glossary, 2025).
11. **Incident Management Team (IMT)**–A team consisting of individuals in charge of creating and carrying out a thorough plan for handling a disruptive situation. A core group of decision–makers who have received incident management training and are equipped to handle any circumstance make up the team (ISO 22301:2012).

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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)

13. Public Service Continuity – refers to business continuity for the public sector, refer to the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident (ISO 22300)

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).

-The holistic management process that identifies potential threats to a public sector organization and the impacts to operations those threats, if realized, might cause, and which provides a framework for building organizational resilience (ISO 22300).

15. Recovery – Implementing prioritized steps necessary to restore operational stability to the processes and support services after a disruption or tragedy (BCI Glossary 2018).

16. Recovery Time Objective (RTO) – The amount of time needed to recover systems, apps, or features following an outage. RTO accounts for the time needed for execution, verification, and assessment.

The amount of time after an incident that must pass before resources can be recovered or a product, service, or activity may be restarted (BCI Glossary 2018).

17. Testing – refers to the procedure for evaluation; a means of determining the presence, quality, or veracity of something (ISO 22300)

18. Threat and Events –A threat event as an event or situation that has the potential for causing undesirable consequences or impact. Essentially, it's the manifestation of a threat exploiting a vulnerability (National Institute of Standards and Technology).

4.0 PURPOSE

The PSCP outlines the operational steps the agency will take to address the different types of disruptive incidents and to guarantee business continuity by restoring mission critical functions.

For any organization to continue functioning, creating a public service continuity plan is essential. PSCP is required for the following reasons:

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- a. Ensure uninterrupted delivery of vital services (e.g., healthcare, water, emergency response, security, etc.), even during emergencies.
- b. Reduce the impact of incidents such as natural disasters, cyberattacks, infectious diseases such epidemics or pandemics, or system failures on public operations.
- c. Safeguard the well-being of citizens by ensuring government functions remain accessible and reliable.
- d. Provide a structured approach for restoring normal operations in the shortest possible time.
- e. Meet government mandates, policies, and standards related to continuity, emergency management, and public accountability.
- f. Maintain credibility and trust by demonstrating preparedness and the ability to respond effectively in times of crisis.
- g. Protect physical, technological, informational, and human resources essential for service delivery.
- h. Build a culture of preparedness, adaptability, and resilience across public service institutions.

5.0 CONTINUITY POLICY STATEMENT

The JHMC pledges to uphold its core values even in the face of disruption by adhering to its mission, vision, service commitment, and goals.

As one of the Cordillera Region's top travel and investment destinations, JHMC commits to keep delivering its services to customers. To guarantee that its fundamental principles are upheld, the JHMC will adopt and maintain an efficient public service continuity management system:

- S**tewardship
- P**assion
- I**ntegrity
- C**ommitment
- E**xcellence
- S**pirituality

6.0 SCOPE

This PSCP covers the critical operations, services, personnel, facilities, records, and resources of JHMC necessary to ensure the uninterrupted delivery of essential functions within

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Camp John Hay during and after emergencies or disruptions. Its formulation is pursuant to Memorandum Circular No. 27, s. 2020, CSC Resolution No. 2000560 (2020), NDRRMC guidelines, GCG Memorandum Circular No. 2014-03, and Republic Act No. 10121, which collectively mandate government entities to institutionalize continuity and risk management measures.

7.0 ROLES AND RESPONSIBILITIES

7.1 Roles and Responsibilities of Continuity Core Team (CCT)

- **Head of Service Continuity Team**
 - a. Leads the Public Service continuity team and coordinates efforts across departments.
 - b. Ensures alignment of duties and responsibilities with the overall Public Service Continuity Plan.
 - c. Oversees the creation, maintenance, and regular updates of the service continuity plans.
 - d. Ensure plans address critical functions, dependencies, and recovery strategies.
 - e. Identifies potential threats to public service delivery.
 - f. Guides the implementation of mitigation strategies to reduce risk.
 - g. Acts as the main point of contact between departments and external stakeholders during disruptions.
 - h. Communicates roles, responsibilities, and status updates clearly and efficiently.
 - i. Organizes regular training and simulation exercises for staff to ensure readiness.
 - j. Ensures that necessary resources (staff, technology, equipment) are available and accessible during continuity events.
 - k. Monitors performance during and after incidents.
 - l. Leads post-incident reviews to identify lessons learned and improve future responses.
 - m. Ensures that the continuity plan complies with government regulations, standards, and best practices.

- **Senior Leader**
 - a. Lead the development, implementation, and continuous improvement of public service continuity plans.

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- b. Head the core team responsible for continuity planning, risk assessment, and response coordination.
- c. Ensure alignment with national and regional emergency preparedness frameworks.
- d. Engage with key stakeholders across government, civil society, and emergency services.
- e. Oversee training, simulation exercises, and readiness audits for continuity planning.
- f. Provide strategic input during incidents, acting as a senior advisor or incident commander as needed.
- g. Communicate with the public and media regarding service continuity during disruptions.
- h. Spokesperson designated for media relations with the JHMC officer.

- **Continuity Manager**

- a. Develops, documents, and maintains the Public Service Continuity Plan for their specific department or service area.
- b. Ensures the plan is up to date, practical, and aligned with organizational goals and legal requirements
- c. Coordinates the implementation of continuity strategies and ensures readiness to activate the continuity plan
- d. Develops and delivers training sessions and exercises to ensure staff understand their roles in continuity operations.
- e. Promotes continuity awareness across the organization.
- f. Designs and conducts regular drills and simulations to test the continuity plan.
- g. Evaluates outcomes and updates the plan based on findings and feedback.
- h. Tracks continuity plan performance and readiness indicators.
- i. Prepares reports on plan status, test results, and incident responses for senior management.
- j. Maintains accurate records of continuity activities, including risk assessments, training logs, and test outcomes.

- **Continuity Planning Team**

- a. Responsible for collaboratively developing, implementing, and maintaining the organization's strategies to ensure that essential services can continue or be quickly restored during and after a disruption. Ensuring smooth operations, addressing potential threats and maintaining critical services.

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- b. It involves identifying critical functions, determining acceptable downtime, and developing strategies for maintaining or restoring critical services.
- c. Foster preparedness and resilience culture, implement continuity plan, provide real-time coordination, review performance, recommend updates, maintain records, and ensure legal, regulatory, and policy adherence.

- **Continuity Coordinating Team**

- a. Coordinate, support, and oversee the implementation of continuity efforts across all departments or service units during preparedness, response, and recovery phases.
- b. Centralizing continuity planning and execution activities, ensuring alignment across departments, acting as a liaison, providing timely updates, tracking progress, coordinating plan activation, supporting recovery strategies, planning and overseeing organizational-wide exercises, consolidating feedback, and providing standardized documents for risk assessments and continuity plans.
- c. Maintain a centralized continuity resource repository, provide training, ensure staff understanding, comply with legal requirements, prepare reports, facilitate post-incident reviews, and update organizational continuity policies and strategies.

JHMC Continuity Core Team (CCT)

Head of Service Continuity Team	: Safety and Security Manager
Senior Leader	: Safety & Security Officer
Continuity Manager	: Human Resource Services Manager

Continuity Planning Team

Team Leader	: Administrative Services Manager
	: Finance Services Manager
	: Environment Asset and Management Manager
Members	: Corporate Planning Manager
	: Legal Manager

Continuity Coordinating Team

Team Leader	: General Services Manager
	: Special Economic Zone Administration Manager
Members	: Business Development Manager

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: Information and Communications
Technology Manager
: Community Relations Officer

7.2 Roles and Responsibilities of Incident Management Team (IMT)

RESPONSIBLE OFFICIAL (R.O.)

- **JHMC President and Chief Executive Officer (PCEO)**
 - a. Will be the overall leader for the incident, which ensures effective communication, resource management, and overall incident success.
 - b. As the highest-ranking official, makes decisions and provides direction for the incident.
 - c. Designates a competent and capable Incident Commander (I.C.)
 - d. Ensures the agency's policies are followed and are responsible for resource support at the strategic level, enabling tactical response.
 - e. Decides whether to activate ICS and assign an Incident Management Team (IMT).

COMMAND SECTION

Command Staffs:

- **Incident Commander**
 - a. Supervises the operations and activities of the Incident Management Team and JHMC Emergency Services during drills and in actual emergency situations.
 - b. Designates members of each unit during drill and in actual emergency situations;
 - c. Reports to the PCEO the situations on the ground during emergency situations.
 - d. Leads the JHMC Incident Management Team and JHMC Emergency Services in performing their functions in accordance with the ICS guidelines.
 - e. Designates members of each unit during drill and in actual emergency situations;
 - f. Reports to the PCEO the situations on the ground during emergency situations.
 - g. Coordinates to Baguio Smart City Command Center (SC3) in cases of disaster and emergencies.
- **Deputy Incident Commander**
 - a. Assist the Incident Commander in managing overall incident operations
 - b. Assume command if the Incident Commander is unavailable or incapacitated
 - c. Support coordination among sections, units, and external agencies

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- d. Monitor implementation of incident objectives, strategies, and plans
- e. Provide guidance and oversight to section chiefs as needed
- f. Help ensure safety, accountability, and effective resource use
- g. Represent the Incident Commander in meetings or briefings when delegated

- **Safety Officer**

- a. Ensure the strict implementation of safety protocols all throughout the facility.
- b. Assists the JHMC Incident Commander in supervising the operations and activities of the emergency response units during drills and in actual emergency situations. Assumes the role of the Incident Commander in his/her absence.
- c. Ensures the implementation of safety protocols such as wearing appropriate PPEs including identifying hazards and risk.
- d. Ensures the overall safety of each Incident Management Team and all the responding units including the patients and evacuees in times of incidents.
- e. Develop and recommend safety measures for incident operations to the JHMC Incident Commander (IC). Monitor incident operations to ensure compliance with safety procedures and practices. Exercise emergency authority to stop and prevent unsafe acts when necessary.

- **Public Information Officer (PIO)**

- a. Serve as the conduit for information to internal and external stakeholders, including the media, the public, and other agencies. Ensure that all information released is approved by the Incident Commander or Unified Command.
- b. Advises the JHMC Incident Commander on information dissemination and media relations. Obtain and provide information dissemination as per Incident Commander's Approval. Coordinate with the Safety Officer and Liaison Officer to ensure unified external communications.
- c. Ensure accurate and timely information dissemination regarding the incident's cause, size, current situation, and resources committed. Monitor **media** coverage and public perception to identify misinformation or emerging concerns that may need to be addressed.
- d. Prepare briefing materials, fact sheets, news releases, and public statements for use during press conferences or community briefings. Advise the JHMC Incident Commander on public information issues and the potential impact of public communications.

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- **Liaison Officer**

- a. Serve as the primary point of contact for representatives of assisting and cooperating agencies, including non-governmental organizations (NGOs) and private sector partners. Coordinate with agency representatives to ensure effective interagency cooperation and integration.
- b. Ensure that agency representatives are informed about incident status, response operations, and resource needs. Provide briefings to and receive briefings from assisting agency personnel and relay critical information to the JHMC Incident Commander (IC).
- c. Liaise with JHMC emergency services and other emergency service providers together with stakeholders, and employees, providing updates and instructions.
- d. Ensures effective communication channels are established and information is disseminated in a timely manner, promoting calm and mitigating panic through public relations.
- e. Identify and document agency representatives' roles, capabilities, and limitations during the incident. Support resource coordination by facilitating communication between agencies contributing personnel, equipment, or other resources.

OPERATIONS SECTION

- **Security and Evacuation Unit**

- a. Coordinates with the JHMC Incident Management Team particularly in its command section for orders and instructions.
- b. Upon order to evacuate, it controls and provides direction for the systematic evacuation of employees and building occupants and directs them to the designated evacuation area.
- c. Conducts accounting of persons present in the evacuation area to determine if there are missing persons.
- d. Reports any missing person to the Incident Commander for proper coordination with the response units.
- e. Maintains Security and Order inside and outside office premises. Conducts cordoning to the impact site or hot zone and controls the access in the area.
- f. Maintains order and traffic flows within the surrounding of the JHMC premises, while safeguarding the properties, belongings and the people in the area.

- **Fire Fighting and Chemical Spill Unit**

- a. Responds to all alarms by coordinating with the other response unit to immediately find

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out the source of the alarm.

- b. In response to fire, pulls out an extinguisher and brings it to the place of fire in coordination with other members of the firefighting unit.
- c. Applies the extinguisher most suitable for the class of fire.
- d. If necessary, use a fire hose with optimum effectiveness to minimize damage to property.
- e. Reports the situation to the Incident Management Team's Command Section for proper coordination with the other response units.

- **Search and Rescue Unit**

- a. Upon the instruction from the ERP Team Leader, conducts immediate search and rescue operation to save lives by doing an initial triaging at the impact site/ hot zone.
- b. Gains immediate and safe access to each patient then performs an effective and fast extrication procedure.
- c. Search every room for persons who may be trapped or unaware of the emergency situation.
- d. Reports the situation on the ground to the Incident Commander for proper coordination with their response units.
- e. Helps people who may become hysterical and/or may have fainted.
- f. Evacuates the victims to the designated treatment area for proper medical assessment and intervention.

- **Medical/ First Aid Unit**

- a. Conducts secondary triaging in the treatment area following the Simple Triage and Rapid Treatment (START) Guidelines during a Mass Casualty Incident.
- b. Conducts first aid treatment to injured persons. In case of infectious disease, follow the appropriate DOH protocol. Utilizes reverse triaging if necessary.
- c. Perform an immediate medical intervention to each patient basing from the DOH and First aid guidelines by strictly following the concept of standard of care. Coordinates the transport of severely injured or sick persons to the nearest hospital.
- d. Monitors the physical and psychological status of each responders including the patients and evacuees during the operations.
- e. Applies appropriate physical and psychological interventions based on the current condition of patients.

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PLANNING AND FINANCE SECTION

- **Disaster Planning and Assessment Unit**
 - a. Coordinates and leads the conduct of contingency planning regarding the different types of disasters and emergencies
 - b. Immediately after the incident or as the tension subsides, conducts initial assessment of the workplace to determine the extent of damage and assess whether it is safe to return or have to suspend the office activities.
 - c. Conducts further assessment of the workplace as may be necessary, to determine any possible further damage or danger that may occur.
 - d. Conducts the Rapid Damage Assessment and Needs Analysis and reports the findings to the Command Section and authorities.
 - e. Performs safe record keeping, by gathering and storing necessary documents and information before, during and after disasters and emergencies.
 - f. Secure availability of emergency funds during disasters and emergencies. Accounts for expenditures and procures needed resources.
 - g. Leads the conduct of appropriate types of training and drills for the IMT, JHMC Fire and Emergency Services, stakeholders, clients and employees.

- **Public Service Continuity Unit**
 - a. Provides spontaneous quality services to clients of JHMC before, during and after disasters and emergencies.
 - b. Ensures that essential services will continue to function and can be quickly restored even during and after crises, natural disasters, or other emergencies.
 - c. Maintains communication lines with the public and stakeholders to provide accurate and timely information.
 - d. Helps in activating alternate service delivery channels if primary systems fail.
 - e. Oversees the transition from emergency response to full service restoration.

LOGISTICS SECTION

- **Supply and Transportation Unit**
 - a. Provides the supplies, tools and equipment including transport needed by the IMT, JHMC Fire and Emergency Services to effectively carry out its duties and responsibilities.

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- b. Facilitates the procurement of supplies, tools and equipment needed by the IMT, JHMC Fire and Emergency Services.
- c. Identify the necessary equipment, supplies, etc.- it should be included in the WFP of the GSD.
- d. Ensures the efficient use of supplies during the occurrence of disasters and emergencies.
- e. Coordinates to Command Section to utilize other supplies and ensures proper coordination to other teams, authorities, stakeholders

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JHMC INCIDENT MANAGEMENT TEAM (IMT)

RESPONSIBLE OFFICIAL (RO)

JHMC President and C.E.O.

COMMAND SECTION

Command Staffs

Incident Commander	: Safety and Security Manager
Deputy Incident Commander	: Safety and Security Officer
Safety Officer	: Certified Safety Officer from SSD
Public Information Officer (PIO)	: SSD/COMREL
Liaison Officer	: SSD/COMREL

OPERATIONS SECTION

Security and Evacuation Unit	: JHMC Emergency Services/EPRT
Fire Fighting and Chemical Spill Unit	: JHMC Emergency Services/EPRT
Search and Rescue Unit	: JHMC Emergency Services/EPRT
Medical/ First Aid Unit	: JHMC Emergency Services/EPRT

PLANNING AND FINANCE SECTION

Disaster Planning and Assessment Unit	: SSD/ FSD/ EAMD
Public Service Continuity Unit	: JHMC PSCP Continuity Core Team

LOGISTICS SECTION

Supply and Transportation Unit	: GSD/ FSD
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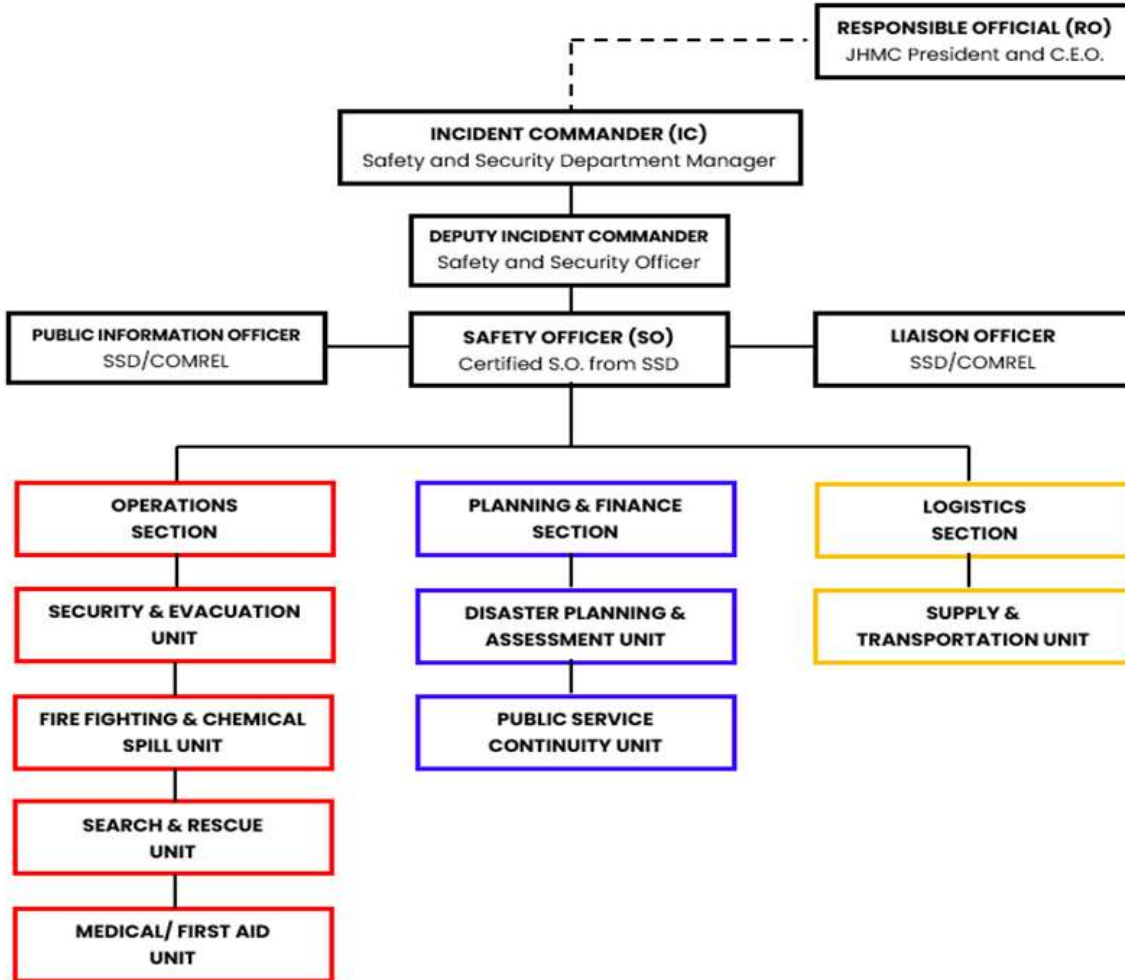
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IMT ORGANIZATIONAL CHART

Legend: White – Command Staff
Blue – Planning and Finance Section
Red – Operations Section
Yellow – Logistics Section



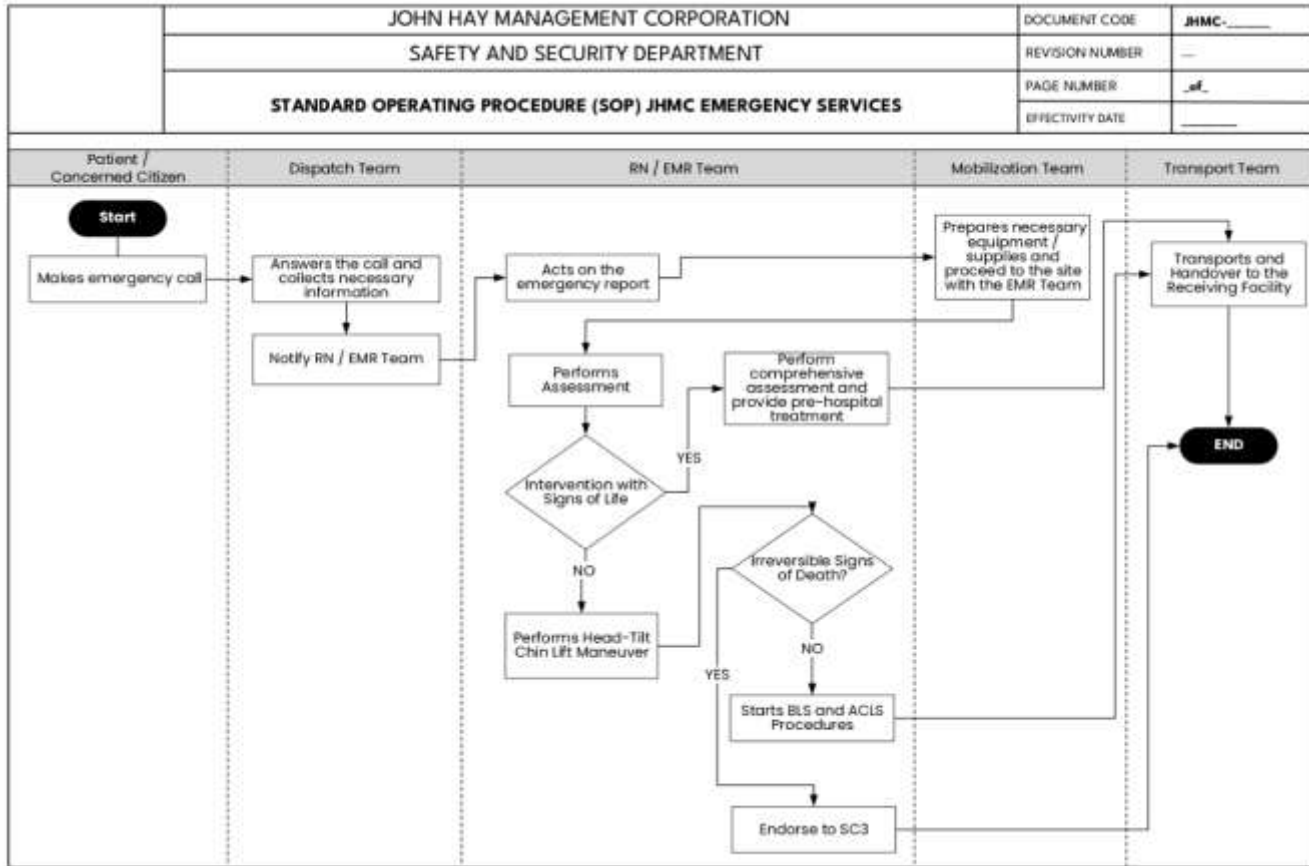
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7.3 RESPONSE FLOWCHART OF JHMC EMERGENCY SERVICES

Attached below are the Response Flowchart of JHMC Emergency Services, particularly the Emergency Responders and Firefighters. These flowcharts are **taken from the Standard Operating Procedures of JHMC Emergency Services.**



8.0 ASSUMPTIONS

This establishes the framework or limitations of the plan. The continuity Plan is based on the following assumptions:

- a. Within the corporation, a fully operational Incident Command System has been established.
- b. In the event that the disaster occurrence renders the primary office inaccessible, alternate offices are the designated relocation site.
- c. Lifeline services and vital resources (such as power, water, and telephones) are unavailable for 12 to 24 hours.

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- d. Camp John Hay, being a premier tourist destination, become a target of opportunity by criminal elements and / or syndicated crime groups;
- e. Dead pine trees are hazards to the public if not properly managed;
- f. Vehicular Traffic may occur if social events are not properly managed;
- g. The remaining forest cover of the Camp as well as Baguio City will disappear if and when squatting and other forms of forest destruction will be left unabated;
- h. Disasters and calamities due to typhoons and earthquakes can occur anytime;
- i. There will be flaws and loopholes in the Camp John Hay Safety and Security system if a unified Security & Safety plan will not be established;
- j. Land areas for residential use will become limited in the years to come and the Camp John Hay Reservation will become targets for illegal settlers;
- k. VVIPs and other dignitaries patronize Camp John Hay facilities during special events in Baguio City and even inside Camp John Hay;
- l. Alternate Facilities are available for use after disaster;
- m. Critical resources are available during and after disasters.

9.0 MISSION ESSENTIAL FUNCTIONS AND RECOVERY TIME OBJECTIVES

9.1 Mission Essential Functions

	ESSENTIAL	NON-ESSENTIAL
MISSION	Mission-Essential (Q1) -Sustaining vital services, dealing with possible risks, and ensuring that everything operates well.	Mission-Non Essential (Q3) -Forest conservation, watershed management, and protection of flora and fauna present within JHRA and JHSEZ. -Coordinate with JHSEZ locators, residents, contractors, suppliers, and other relevant stakeholders to advance environmental protection.
	ESSENTIAL	NON-ESSENTIAL
NON-MISSION	Non-mission Essential (Q2)	Non-Mission Non-Essential (Q4) -Organize a seminar and orientation.

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	<ul style="list-style-type: none"> -Execution of the personnel policies and associated initiatives of the JHMC. -Procurement and maintenance of the stocks for the JHMC needed materials and equipment. -Repair and maintenance of JHMC administrative facilities, generators, pumping stations and service vehicles. -Hiring of additional manpower 	<ul style="list-style-type: none"> -Inspection and issuance of permit to bring in and out articles to JHSEZ locators, residents, contractors, suppliers, and other relevant stakeholders
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- a. Mission-Essential (Quadrant 1)-These are the functions which JHMC needs to conduct
- b. Non-Mission Non-Essential (Quadrant 2)- These are core functions of the JHMC and these can be deferred temporarily during emergencies.
- c. Mission-Non Essential (Quadrant 3)- These are supporting functions that can be deferred temporarily during a disaster event.
- d. Non-mission Essential (Quadrant 4)- These are supporting functions that can be deferred temporarily during a disaster event.

9.2 Impact Analysis

Mission Essential Function	Impact to Organization if not performed	Recovery Time Objective (RTO)	Resource Requirement
-Sustaining vital services, dealing with possible risks, and ensuring that everything operates well.	Operational/ Reputational	Within 24 hours	Personnel: -President and CEO Officer -Vice-President and Chief Operations Officer -Internal Audit Manager -Board Secretary

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			<ul style="list-style-type: none"> -Corporate Planning Manager -Business Development and Marketing Officer -Legal Manager -Safety and Security Department Manager -Administrative Services Manager -Finance Services Department Manager -Environment and Asset Management Manager Facility/ Equipment: JHMC Facilities (JHSEZ and JHRA) and Equipment Communication/IT: Handheld device, mobile phones and landline telephone
<p>-Ensures sustainable multiple use of the forest watershed (JHRA) and JHSEZ contributes to national economic growth and job generation.</p>	<p>Operational/ Reputational</p>	<p>Within 24 hours</p>	<p>Personnel:</p> <ul style="list-style-type: none"> -President and CEO Officer -Vice-President and Chief Operations Officer -Internal Audit Manager -Board Secretary -Corporate Planning Manager -Business Development and

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		<p>Marketing Officer -Legal Manager -Safety and Security Department Manager -Administrative Services Manager -Finance Services Department Manager -Environment and Asset Management Manager Facility/ Equipment: JHMC Facilities (JHSEZ and JHRA) and Equipment Communication/IT: Handheld device, mobile phones and landline telephone</p>
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PUBLIC SERVICE CONTINUITY PLAN
MISSION ESSENTIALS AND MISSION NON-ESSENTIALS (PER DEPARTMENT)

JHMC OFFICE & DEPARTMENT	FUNCTION CATEGORIZATION TABLE			
	Q1:MISSION ESSENTIAL FUNCTION These are the functions which JHMC needs to conduct	Q2:MISSION NON-ESSENTIAL FUNCTION These are core functions of the JHMC and these can be deferred temporarily during emergencies	Q3:NON-MISSION ESSENTIAL FUNCTION These are supporting functions that can be deferred temporarily during a disaster event	Q4:NON-MISSION NON-ESSENTIAL FUNCTION These are supporting functions that can be deferred temporarily during a disaster event
PRESIDENT & CEO OFFICE	Provide overall leadership and authority in ensuring continuity of critical services. Approve and enforce strategic decisions necessary to sustain mission-essential functions during disruptions.	Provide policy direction on which non-essential functions may be suspended, deferred, or modified during disruptions. Authorize the temporary reallocation of resources	Provide strategic direction on which non-mission essential functions to suspend, scale down, or defer during disruptions. Approve the temporary reallocation of resources from non-mission essential	Provide policy direction on suspension or deferment of non-mission/non-essential functions during disruptions. Authorize the reallocation of resources from non-essential areas to support mission-essential operations.

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	<p>Ensure alignment of continuity strategies with JHMC’s mandate and national policies (e.g., DRRM, governance continuity).</p> <p>Mobilize and allocate resources (personnel, finances, logistics, facilities) to protect essential operations.</p> <p>Maintain stakeholder communication and public confidence by issuing timely directives and updates.</p> <p>Oversee and evaluate the effectiveness of mission-essential service continuity and recovery efforts.</p>	<p>from non-essential to mission-essential operations.</p> <p>Ensure that the suspension or scaling down of non-essential services does not compromise JHMC’s overall mandate.</p> <p>Oversee the resumption and reintegration of non-essential functions once mission-essential operations are stabilized.</p> <p>Maintain accountability and oversight over all non-essential functions to align with continuity objectives.</p>	<p>to mission-essential operations.</p> <p>Ensure non-mission essential functions continue only in ways that do not compromise essential services.</p> <p>Oversee and authorize the orderly resumption of non-mission essential operations after recovery.</p> <p>Maintain accountability by monitoring non-mission essential activities to keep them aligned with the PSCP.</p>	<p>Ensure that pausing non-essential functions does not compromise compliance or accountability.</p> <p>Oversee and approve the phased resumption of these functions once mission-essential services are stabilized.</p>
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<p>VICE-PRESIDENT & COO OFFICE</p>	<p>Serve as principal deputy to the President in implementing mission-essential continuity measures.</p> <p>Directly oversee and coordinate essential service units to maintain uninterrupted operations.</p> <p>Ensure that contingency plans and backup arrangements for mission-essential services are in place and activated when needed.</p> <p>Provide operational leadership by managing staff assignments, resources, and logistical support to sustain critical functions.</p>	<p>Manage and supervise non-essential units under their area of responsibility.</p> <p>Implement the President's directives regarding suspension, reduction, or modification of non-essential operations.</p> <p>Coordinate the redeployment of personnel and resources from non-essential to essential functions as needed.</p> <p>Direct the phased resumption of non-essential operations after recovery and report progress to the President.</p>	<p>Supervise and manage day-to-day operations of non-mission essential units.</p> <p>Implement the President's directives on suspending, reducing, or modifying non-mission essential functions.</p> <p>Facilitate the redeployment of personnel, equipment, and resources from non-mission essential to essential units.</p> <p>Ensure non-mission essential units are ready to provide administrative, logistical, or technical support to mission-essential services when needed.</p> <p>Oversee the phased resumption of non-mission</p>	<p>Supervise the suspension, reduction, or modification of non-mission/non-essential activities as directed by the President.</p> <p>Manage the redeployment of staff and resources from non-essential to essential operations when required.</p> <p>Coordinate and monitor the resumption process for non-essential functions and report progress to the President.</p> <p>Non-Urgent Administrative Task (Filing, Archiving and Updating of Monitoring Tools).</p> <p>Attendance to meetings, events and other activities which are</p>
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	<p>Monitor performance of mission-essential functions and report status updates to the President for decision-making.</p> <p>Lead the transition to recovery and normalization once mission-essential services are stabilized.</p>		<p>essential functions after stabilization and report status to the President.</p>	<p>not related to business continuity operations.</p>
<p>LEGAL DEPARTMENT (LD)</p>	<p>Render legal advice/opinions on emergency measures and business continuity protocols</p> <ul style="list-style-type: none"> Draft/review contracts, MOAs/MOUs, and agreements necessary to ensure uninterrupted operations (e.g. emergency Procurement, alternate 	<p>Review and/or drafting of other contracts not related to business continuity/emergency efforts.</p> <p>Provision of legal advice on matters not urgent to continuity (e.g. policy development not related to safety or business continuity)</p>	<p>Support the execution of contracts and other legal instruments with other government agencies or private entities for legal frameworks in business continuity planning.</p> <p>Legal documentation of Occupational Safety and Health (OSH) and continuity</p>	<p>Legal research on legal issues/concerns or drafting of legal documents not currently affecting business continuity or emergency operations.</p> <p>Filing, archiving, and updating of non-critical legal files or records.</p> <p>Attendance to meetings, events or activities in the performance</p>

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	<p>site Agreements, donations, etc.).</p> <ul style="list-style-type: none"> • Ensure legal compliance with procurement law, labor and safety standards during emergencies and disasters. • Participate in the business continuity and emergency response team's planning and implementation, if needed. • Review and finalize legal documents required for Emergency procurement and other essential legal documents. • Ensure legal risk review and/or drafting 	<ul style="list-style-type: none"> • Participate in inter-agency legal coordination meetings not directly tied to emergency planning. • Review of internal policy drafts not affecting business continuity operations. • Processing of requests for legal services that are not related to business continuity operations. 	<p>plans, policies, and compliance reports, if any.</p> <ul style="list-style-type: none"> • Draft and review contracts and other legal instruments or documents for non-critical partnerships that contribute to long-term compliance or public engagement. • Provide legal advice on employee support policies, such as Alternative Work Arrangements and Return-to-Work protocols. 	<p>of official duties of lawyers and legal staff which are not related to business continuity operations.</p>
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	<p>of other contracts not related to business continuity/ emergency efforts.</p> <ul style="list-style-type: none"> • Provision of legal advice on matters not urgent to continuity (e.g. policy development not related to safety or business continuity) • Participate in inter-agency legal coordination meetings not directly tied to emergency planning. • Review of internal policy drafts not affecting business continuity operations. • Processing of requests for legal services that are not related to 			
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	<p>business continuity operations.</p> <ul style="list-style-type: none"> • Support the execution of contracts and other legal instruments with other government agencies or private entities for legal frameworks in business continuity planning. • Legal documentation of Occupational Safety and Health (OSH) and continuity plans, policies, and compliance reports, if any. • Draft and review contracts and other legal instruments or documents for non-critical partnerships 			
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	<p>that contribute to long-term compliance or public engagement.</p> <ul style="list-style-type: none"> • Provide legal advice on employee support policies, such as Alternative Work Arrangements and Return-to-Work protocols. • Legal research on legal issues/ concerns or drafting of legal documents not currently affecting business continuity or emergency operations. • Filing, archiving, and updating of non-critical legal files or records. • Attendance to meetings, events or 			
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	<p>activities in the performance of official duties of lawyers and legal staff which are not related to business continuity operations.</p> <ul style="list-style-type: none"> Management during disruptions, which may include assessing liabilities in emergency responses. Needed: Electricity Water (including drinking water) Internet Transportation Paper (Printing) 			
SAFETY AND SECURITY DEPARTMENT (SSD)	<p>Emergency Medical Services - Operate BLS ambulances and provide immediate response to medical and trauma cases.</p>	Routine safety inspections not tied to immediate risks.	Large-scale fire suppression – coordinated with BFP.	Participation in community events or CSR activities.

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	<p>Fire and Rescue Operations – Respond to fire, accidents, and hazardous incidents in Camp John Hay and nearby barangays.</p> <p>Security and Access Control – Maintain 24/7 security, traffic management, and enforcement of estate rules.</p> <p>Incident Command and Coordination – Activate ICS, ensure communication, and coordinate with partner agencies.</p> <p>Disaster Response and Continuity – Provide operational support during natural disasters and mass-casualty events.</p>	<p>Non-urgent administrative tasks (documentation backlogs, filing, minor reporting).</p> <p>Attendance at external training or seminars not linked to critical readiness.</p> <p>Public awareness campaigns that can be rescheduled.</p>	<p>Mass-casualty medical support – coordinated with DOH, Red Cross, or hospitals.</p> <p>Disaster recovery logistics – supported by LGU or NDRRMC.</p> <p>Traffic rerouting during major events – in coordination with BCPO/PNP.</p>	<p>Hosting of non-critical safety drills or ceremonial activities.</p> <p>Routine equipment upgrades that do not affect immediate response capability.</p> <p>External benchmarking and liaison activities not directly tied to emergency readiness.</p>
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<p>BUSINESS & DEVELOPMENT DEPARTMENT (BDD)</p>	<p>1. Business Development Identify and evaluate new business opportunities within the John Hay Special Economic Zone. Facilitate negotiations and execution of contracts (long-term and short-term).</p> <p>2. Lease and Client Relations - Manage venue bookings and space allocations for commercial, tourism, and community activities.</p>	<p>1. Facilitation of contracts (long-term and short-term), venue bookings, and client assistance.</p> <p>2. Identification and pursuit of business opportunities critical to revenue.</p>	<p>1. Attendance at external trainings or seminars</p> <p>2. Documentation backlog and filing</p> <p>3. Participation in non-critical meetings.</p>	<p>1. External benchmarking</p> <p>2. Conduct of non-critical promotional events.</p>
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	<ul style="list-style-type: none"> - Assist clients, proponents, and investors throughout the application, contracting, and renewal process. - Maintain active communication with locators and clients to address concerns and ensure compliance with lease agreements. <p>3. Marketing and Promotion</p> <ul style="list-style-type: none"> - Plan and implement marketing strategies to promote Camp John Hay - Organize advertising campaigns, online 			
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	<p>promotions, and branding initiatives to enhance visibility.</p> <p>4. Events and Tourism Development</p> <ul style="list-style-type: none"> - Conceptualize, plan, and coordinate tourism and community events - Collaborate with private partners, government agencies, and organizers in staging events - Manage post-event reporting, evaluation, and feedback for continuous improvement. 			
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	<p>5. Research and Planning</p> <ul style="list-style-type: none"> - Conduct market research, feasibility studies, and benchmarking to identify trends and best practices. - Recommend business strategies aligned with corporate goals and national tourism and investment priorities. - Provide data and analysis to support management decisions and policy development. 			
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<p>ADMINISTRATIVE SERVICES DEPARTMENT (ASD)</p>	<p>Office and Facility Management:</p> <ul style="list-style-type: none"> Managing office supplies, equipment and utilities. Overseeing facility maintenance and repairs. Ensuring a clean, safe and well-maintained working environment. <p>Information and Document Management:</p> <ul style="list-style-type: none"> Managing records and ensuring easy access to necessary information. 	<ul style="list-style-type: none"> Issuance of office supplies and asset inventory Performance management Personnel administration Procurement Services Information and document management 	<ul style="list-style-type: none"> Personnel administration i.e trainings, Health and Wellness Programs, Rewards and Recognition Document management i.e digitization and inventory process of official documents. 	<ul style="list-style-type: none"> Participation in inter or intra meetings
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	<ul style="list-style-type: none"> • Maintaining organized filing systems for documents. • Handling proper storage and disposal of various documents. <p style="text-align: center;">Communication Management:</p> <ul style="list-style-type: none"> • Managing communications channels such as but not limited emails and mail, to ensure timely and accurate message relay. • Acting as a central point of contact for internal and external communications. 			
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	<p>Procurement Services:</p> <ul style="list-style-type: none"> Responsible for JHMC's acquisition of various office supplies, equipment and services as well as ensures compliance to Republic Act No. 12009 and its Implementing Rules and Regulations (IRR) including resolutions issued by the Government Procurement Policy Board (GPPB), and COA Provide support/assistance to Bids and Award Committee (BAC). 			
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	<p>Logistical and Support Services:</p> <ul style="list-style-type: none"> • Managing inventory of office supplies and assets. • Facilitating travel arrangement and other logistical needs for employees <p>ICT Management:</p> <ul style="list-style-type: none"> • Provide and maintain data accuracy and integrity, and security of JHMC corporate ICT Infrastructure including database, backups and communication lines. 			
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	<p>Human Resource Management:</p> <ul style="list-style-type: none"> ● Personnel administration ● Performance Management ● Payroll Management 			
HUMAN RESOURCE DIVISION (HRD)	<p>Conduct the development, implementation, monitoring and evaluation of the following:</p> <ol style="list-style-type: none"> 1. Recruitment 2. Training and Development 3. Performance Management 4. Rewards and Recognition 	<p>The monitoring and evaluation of the following may be deferred in case of emergencies:</p> <ol style="list-style-type: none"> 1. Recruitment 2. Training and Development 3. Performance Management 4. Rewards and Recognition 	<p>The following support functions may be deferred in case of emergencies:</p> <ol style="list-style-type: none"> 1. Cascading 2. Conduct of knowledge transfer 	<ol style="list-style-type: none"> 1. Meetings 2. Conduct of validations

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	<ul style="list-style-type: none"> 5. Compensation and Benefits 6. Employee Engagement 7. Disciplinary Actions 8. Health and Wellness Programs 	<ul style="list-style-type: none"> 5. Compensation and Benefits 6. Employee Engagement 7. Disciplinary Actions 8. Health and Wellness Programs 		
GENERAL SERVICES DIVISION (GSD)	<p>PROCUREMENT MANAGEMENT</p> <ul style="list-style-type: none"> • Responsible for JHMC’s acquisition of various office supplies, equipment and services as well as ensures compliance to Republic Act No. 9184 otherwise known as “Government Procurement Reform Act” and its 	<p>Functions that can be Temporarily Deferred or Scaled Back during emergencies:</p> <ul style="list-style-type: none"> • Billings, Documentations and Accountability • Paper works and reportorial functions • Warehousing • Physical Inventory-Taking 	<p>Deferrable Supporting Functions of GSD to become lean and agile to effectively support the disaster response efforts:</p> <ul style="list-style-type: none"> • Procurement Management • Cottage Management • Facilities Maintenance Management 	<p>GSD non-mission-essential functions that can be temporarily deferred to dedicate full resources to supporting mission-critical response efforts:</p> <ul style="list-style-type: none"> • Meetings • Inspections • Committee Functions • 5S

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	<p>Implementing Rules and Regulations (IRR) including resolutions issued by the Government Procurement Policy Board (GPPB).</p> <p>PROPERTY MANAGEMENT</p> <ul style="list-style-type: none"> • Takes accountability and responsibility for the management, inventory and storage of JHMC properties and ensures compliance to policies, rules and regulations on government property management. <p>SUPPLY MANAGEMENT</p>	<ul style="list-style-type: none"> • Facilities Repairs and Maintenance • Preventive maintenance works and duties • Conduct of actual repairs to JHMC motor vehicles 		
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	<ul style="list-style-type: none"> Responsible for the management and maintenance of JHMC's various office supplies and materials and ensures compliance to government policies and guidelines on recording of receipts, issuances and stock movement. <p style="text-align: center;">FACILITIES MAINTENANCE MANAGEMENT</p> <ul style="list-style-type: none"> responsible for handling the general maintenance of cottages and JHMC facilities by conducting various tasks mainly on 			
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	<p>repairs and maintenance works to all JHMC facilities that require in-depth knowledge on maintenance inspections tasks and critical task procedures gained through various training and job experiences.</p> <p>TRANSPORTATION SUPPORT MANAGEMENT</p> <ul style="list-style-type: none"> To be responsible for driving, Maintenance and repairs of JHMC official vehicles; including Preparation of reports to effectively 			
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	<p>and efficiently address transportation needs of the organization and perform other specific duties and responsibilities as may be assigned.</p> <p>COTTAGE MANAGEMENT</p> <ul style="list-style-type: none"> To effectively and efficiently serve as the main personnel in-charge of the guests of JHMC availing of the accommodation at Cottage 629, 623-624, 114 and VOA5, these cottages are for guest accommodation purposes, and to 			
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	effectively and efficiently act as the main personnel in-charge of the janitorial services and facilities maintenance of those under JHMC's custody.			
INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION (ICTD)	<p>ICT MANAGEMENT Provide and maintain data accuracy and integrity, and security of JHMC corporate ICT Infrastructure including database, backups and communication lines.</p> <p>RECORDS MANAGEMENT To preserve records and information that are vital for JHMC's operations, legal obligations, financial</p>	<p>ICT MANAGEMENT Provide appropriate technical support, including the management and delivery of service support and service delivery.</p> <p>RECORDS MANAGEMENT Provide services in the retrieval of official records, whether in physical or digital form, upon request by the management, and</p>	<p>ICT MANAGEMENT Maintain web services that allow for internal or external access to web sites.</p> <p>Establish and manage user accounts.</p> <p>Perform routine maintenance and upkeep, such as preventive maintenance, updating of the ICT resource inventory,</p>	<p>ICT MANAGEMENT Develop ICT strategic plans and implement the objectives of the ICT needs of the JHMC.</p> <p>Recommend new and emerging computing technologies to determine potential value for the JHMC.</p> <p>Develop ICT-related policies, procedures and guidelines, and recommend appropriate</p>

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	<p>integrity, and historical knowledge, ensuring their accessibility and management throughout their lifecycle to support present and future decision-making and organizational continuity.</p>	<p>shall certify to the authenticity of records.</p>	<p>data backup, and other ICT-related activities.</p> <p>RECORDS MANAGEMENT Administer the Document Management System and the digitization process of official documents.</p> <p>Controls the tagging, filing, archiving and maintenance of official documents/ records.</p>	<p>amendments whenever necessary.</p> <p>RECORDS MANAGEMENT Implements and undertakes a regular Records Disposition Schedule</p> <p>Conduct training and/or orientation for records management updates and for newly hired employees.</p>
<p>FINANCE SERVICES DEPARTMENT (FSD)</p>	<p>I. FINANCIAL OPERATIONS</p> <p>a. Treasury and Cash Management</p> <p>b. Revenue Collection</p> <p>c. Disbursements and Payroll</p>	<p>Functions that can be Temporarily Deferred or Scaled Back during emergencies:</p> <p>a. Detailed Financial Reporting - <i>postponed until the emergency subsides; focus should</i></p>	<p>Deferrable Supporting Functions of FSD to become lean and agile to effectively support the disaster response efforts:</p> <p>a. Routine Audits and Compliance - <i>to free up personnel to focus on</i></p>	<p>FSD non-mission-essential functions that can be temporarily deferred to dedicate full resources to supporting mission-critical response efforts:</p> <p>I. Routine Reporting and Analysis</p>

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	<p>d. Accounts Payable and Receivable</p> <p>II. FINANCIAL PLANNING AND CONTROL</p> <p>a. Budgeting</p> <p>b. Fund Management and Investment</p> <p>c. Capital Budgeting</p> <p>d. Risk Management</p> <p>III. FINANCIAL REPORTING AND COMPLIANCE</p> <p>a. Financial Reporting</p> <p>b. Regulatory Compliance</p> <p>c. Pre-auditing and Internal Controls</p> <p>d. Remittance of Dividends</p>	<p><i>shift from comprehensive reporting to real-time, high-level tracking of funds</i></p> <p>b. Routine Audits and Compliance - non-critical pre-audits and routine compliance checks that don't relate to the emergency response can be suspended to prioritize operational continuity over standard oversight procedures</p> <p>c. Long-Term Financial Planning and Budgeting - FSD resources should be redirected to the immediate crisis</p>	<p><i>managing and tracking emergency-related funds</i></p> <p>b. Long-Term Financial Planning - instead, resources should be for the immediate financial challenges posed by the disaster</p> <p>c. Detailed Financial Reporting - the immediate priority should be real-time, high-level tracking of funds for emergency response</p> <p>d. Non-essential Supplier Payments - payments to suppliers for non-critical goods or services that aren't</p>	<p>a. Detailed Financial Statement Preparation - the immediate need is a simple, accurate record of funds received and disbursed for the emergency</p> <p>b. Performance and Variance Analysis - the budget for the year becomes less relevant in the face of a large, unplanned disaster expenditure</p> <p>c. Quarterly and Annual Reports - in consultation with the concerned agencies</p> <p>II. Strategic and Long-Term Planning</p>
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		<p>d. Non-Essential Supplier Payments - <i>delay payments for non-critical goods or services that are not part of the emergency to preserve cash flow for immediate, life-sustaining needs</i></p> <p>e. Standard Revenue Collection - <i>while critical income streams must be maintained, aggressive collection of non-essential fees or receivables can be paused to allow staff to focus on emergency-related tasks</i></p>	<p><i>related to the disaster response can be temporarily delayed to preserve cash flow for immediate, life-sustaining needs</i></p> <p>e. Standard Revenue Collection - <i>the focus of staff should be on facilitating essential payments and managing emergency finances</i></p>	<p>a. Annual Budget Formulation - <i>current focus should be on managing the disaster and the financial resources required for it</i></p> <p>b. Capital Budgeting - <i>those not directly related to disaster recovery can be postponed</i></p> <p>c. Investment Portfolio Management - <i>focus should be on a ready supply of cash for emergencies</i></p> <p>III. Non-Critical Operational Functions</p> <p>a. Non-essential Procurement Processing - <i>focus should be on</i></p>
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				<p><i>emergency response only</i></p> <p>b. Routine audits – <i>for non-urgent pre-audits and compliance checks</i></p> <p>c. General Accounts Receivable Follow-ups – <i>to allow staff to focus on critical financial tasks and reduce the burden on clients who may also be affected by the disaster</i></p> <p>d. Employee Expense Reimbursements – <i>priority reimbursements for those involved in the disaster response</i></p>
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<p>ENVIRONMENT AND ASSET MANAGEMENT DEPARTMENT (EAMD)</p>	<p>Oversees the implementation of the environmental, project and asset management programs of JHMC and is responsible for setting policies, directions and procedures to attain the department's targets and outputs.</p>	<p>Implementation of projects/programs/ activities (PPA)</p> <ul style="list-style-type: none"> - Monitoring of PPAs - Preparation of policies/guidelines 	<p>Assistance to other offices/departments/units</p> <ul style="list-style-type: none"> - Participation in meetings, conventions, and training. 	<p>Assistance to other offices/departments/units</p> <ul style="list-style-type: none"> - Participation in meetings, conventions, and training.
<p>ENVIRONMENT MANAGEMENT DIVISION (EMD)</p>	<p>Protects and conserves the environment and forest watershed reservation;</p> <p>Monitors development in the leased area in compliance with environmental and related laws (e.g. CEC, Waste Management, Air and Water Quality, Maintenance of the</p>	<p>Implementation of projects/programs/ activities (PPA)</p> <ul style="list-style-type: none"> - Monitoring of PPAs - Preparation of policies/guidelines 	<p>Assistance to other offices/departments/units</p> <ul style="list-style-type: none"> - Participation in meetings, conventions, and training. 	<p>Assistance to other offices/departments/units</p> <ul style="list-style-type: none"> - Participation in meetings, conventions, and training.

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	<p>flora and fauna within the JHMC area of responsibility (gardens and nursery), tree cutting, pruning, and earth balling); and</p> <p>Assists other departments.</p>			
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<p>LAND & ASSET MANAGEMENT DIVISION (LAMD)</p>	<p>Develops, maintains, and regularly updates the geodatabase of all land holdings per approved Comprehensive Integrated Master Development Plan (CIMDP)</p> <ul style="list-style-type: none"> - Prepares and issues Certificate of Coverage (COC) to requesting parties. - Prepares the Joint Relocation Survey plan of illegal structures within the JRA for the filing of 	<p>Takes the lead in the crafting of the NEW COMPREHENSIVE MASTER DEVELOPMENT PLAN for CJH which was commissioned by BCDA</p> <ul style="list-style-type: none"> - Provides services to other Departments / Divisions / Offices such as investigation and survey, feasibility studies, and project management. 	<p>Assists in the Special Patent Application of the 258 Has property of BCDA</p> <ul style="list-style-type: none"> - Provides technical assistance and generates reports of ancestral claims for the filing of cases for reversion and cancellation of titles 	<p>Not Applicable</p>
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	<p>complaints relative to the Abatement Policy of JHMC.</p> <p>Administers, coordinates, supervises, and controls the use of land for BCDA based on the Development Plan of Camp John Hay including the:</p> <ul style="list-style-type: none"> - Implementation of land management programs of JHMC, the <u>Community Redevelopment Project</u> - Facilitation of the awarding of titles to 			
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	beneficiaries of the Scout Barrio Housing Project (SBHP).			
PROJECT MANAGEMENT DIVISION (PMD)	Monitors development in the leased area in compliance with approved Master Development Plan (MDP);	Assistance to other departments such as the preparation of technical	Updating of policies	Not Applicable

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	<p>Prepares technical documents and implements infrastructure projects of JHMC</p> <p>Monitors contracted infrastructure projects;</p> <p>Prepares billing statements for Infrastructure projects</p> <p>Implements house repair guidelines in affected barangays;</p> <p>Issues permits for construction materials going in and out of the unleased area;</p> <p>Assists other departments such as the preparation of</p>	documents for infrastructure		
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	technical documents for infrastructure			
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<p>OFFICE OF THE BUILDING OFFICIAL</p>	<p>Be primarily responsible for the enforcement of the provisions of the National Building Code of the Philippines and its IRR, as well as circulars, memoranda, opinions and decisions / orders issued pursuant thereto within the John hay Special Economic Zone (JHSEZ). The Building Officer's actions shall always be guided by appropriate orders/directives from the Secretary;</p> <p>Have overall administrative control and/or supervision over all works pertinent to buildings/structures in his</p>	<p>Inspection of existing structures/buildings</p> <p>Monitoring of ongoing construction activities</p> <p>Processing of permits</p>	<p>Assistance to other offices/departments/units.</p> <p>Participation in meetings, conventions, and training.</p>	<p>Assistance to other offices/departments/units.</p> <p>Participation in meetings, conventions, and training.</p>
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	<p>area of responsibility and shall be charged with the processing of all permit applications and certificates as well as the issuance of the same;</p> <p>Ensure that all changes, modifications, and alterations in the design plan has been evaluated and the necessary amendatory permit issued;</p> <p>Undertake annual inspections of all buildings/structures and keep an up-to-date record of their status; and</p>			
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<p>SPECIAL ECONOMIC ZONE ADMINISTRATION DEPARTMENT (SEZAD)</p>	<p>1. Zone Regulatory Compliance Inspection and Monitoring Functions</p> <ul style="list-style-type: none"> a. Inspection of local and foreign articles due for ingress or egress from/to the JHSEZ; b. Monitoring the movement of articles in the JHSEZ; and c. Compliance inspection of all business enterprises in the JHSEZ. <p>2. Zone Regulatory Policy Development Functions</p> <ul style="list-style-type: none"> a. Issuance of applicable zone 	<p>1. Zone Accreditation and Re-accreditation Functions</p> <ul style="list-style-type: none"> a. Processing of accreditation and re-accreditation of entities doing business inside the JHSEZ; and b. Enforcement of JHSEZ rules, penalties, and sanctions for concerned entities. <p>2. Tax Incentives Facilitation Functions</p> <ul style="list-style-type: none"> a. Tax incentives recommendation and monitoring under CREATE and CREATE MORE 	<p>1. Inter- departmental Support Functions</p> <ul style="list-style-type: none"> a. Coordination and interface with concerned departments of the JHMC 	<p>1. Other related functions and activities</p> <ul style="list-style-type: none"> a. Capacity development activities b. Non-mission essential meetings
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	<p>regulatory policies, advisories, memoranda, and directives.</p> <p>3. Inter-agency Coordination Functions</p> <p>a. Regulatory coordination with concerned NGAs/ LGUs</p>			
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Risk Assessment

Hazard and Risk Identification		Risk Analysis						Risk Evaluation and Control	
Threat	Risk	Likelihood		Impact	Risk Score		Current Control Measure in Place	Effectiveness	
Natural Hazards									
	People	3	Possible	5	Extreme	15	High	Maintain the list of contact numbers for emergency situations	

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Earthquake								Teach the employees on how to use the fire extinguisher, first aid kits, alarm and exits	
	Facility	4	Likely	4	Major	16	High	Immediate repair/replacement of damaged facilities	
								Evaluate the structural soundness of the office building, pump houses, water resources, transmission and distribution lines, reservoirs and storage.	
Landslide	People	3	Possible	5	Extreme	15	High	Maintain the list of contact numbers for emergency situations	
	Facility	4	Likely	4	Major	16	High	Immediate repair/replacement of damaged facilities	
Floods	People	3	Possible	5	Extreme	15	High	Maintain the list of contact numbers for emergency situations	

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									Sealing of Sinkholes & construction of diversion canals	
	Facility	3	Possible	4	Major	12	High		Construction of barriers or ripraps to stop flood from entering water sources, pump stations and office building	

Hazard and Risk Identification		Risk Analysis						Risk Evaluation and Control	
Threat	Risk	Likelihood		Impact		Risk Score		Current Control Measure in Place	Effectiveness
	People	3	Possible	5	Extreme	15	High	Maintain the list of contact numbers for emergency situations	
								Work Suspension	
								Teach the employees on how to use the fire extinguisher, first aid kits, alarm and exits	

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Typhoons	Facility	4	Likely	4	Major	13	High	Immediate repair/replacement of damaged facilities	
								Sealing of Sinkholes & construction of diversion canals	
								Build riprap to prevent soil erosion at the office building, pump houses and water resources	
Human Induced hazard									
Fire	People	3	Possible	5	Extreme	15	High	Maintain the list of contact numbers for emergency situations	
								Teach the employees on how to use the fire extinguisher, first aid kits, alarm and exits	
	Facility	3	Possible	4	Major	12	High	Available Fire Extinguisher System and alarm	
	People	3	Possible	5	Extreme	15	High	Education and proper handling of chemicals	
								Maintain the list of contact numbers for emergency situations	

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Chemical Spill								Teach the employees on how to use the fire extinguisher, first aid kits, alarm and exits	
	Facility	3	Possible	4	Major	12	High	Available Fire Extinguisher System and alarm	
Criminal Theft	People	3	Possible	5	Extreme	10	Medium	Close inspection of getting in and out of the office building.	
Cyberattack	Process Public	3	Possible	5	Extreme	10	High	-ICT personnel maintained and developed software and data backed up.	
								-Upgrading of ICT equipment and installation safety measures.	
								-ICT equipment is upgraded and safety measures are installed.	
Terrorism	People Process	3	Possible	5	Extreme	10	High	The information database is secured.	
								Physical security of the office is secured.	
								Education and proper disposal of wastes	
								Regular cleaning of reservoir and disinfection	

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Environmental Hazards: Water pollution	Operation	3	Possible	5	Extreme	15	High	Monitoring of water quality	
Infected Disease: Epidemic/ Pandemics	People Facility Process	3	Possible	5	Extreme	15	High	<ul style="list-style-type: none"> -Contact Tracing and proper protocols are implemented. -Supply of Protective gears/Items are available -Work from home strategy for affected employees is implemented -Alternate Site is identified -Isolation facilities are established -Regular disinfection of all offices and buildings -Barriers are installed in all offices 	

Recovery Time Objective (RTO)

The Recovery Time Objective (RTO) establishes the maximum allowable duration within which disrupted or suspended critical functions and services of the JHMC must be restored following an incident, disaster, or operational disruption within Camp John Hay and its

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jurisdiction. This timeframe defines the tolerable limit of service interruption before the disruption begins to cause severe consequences on public service delivery, stakeholder trust, and compliance with JHMC’s mandate as a GOCC under the BCDA.

Objective

To determine, for each critical function of JHMC, the maximum acceptable time that may elapse before resumption of operations is required to avoid significant impact on public service, safety, revenue, or reputation.

Scope and Application

This RTO applies to all departments, units, and offices operating under the JHMC and performing critical services within the Camp John Hay Reservation, including administrative, operational, regulatory, environmental, and emergency response functions. It covers both onsite operations and coordinated activities with locators, contractors, and partner agencies within the Camp.

Recovery Time Objective Matrix

Critical Function / Service	Responsible Department/Unit	Description of Function	Acceptable Downtime (RTO)	Remarks / Dependencies
Security and Safety Operations	Safety and Security Department (SSD)	Maintenance of peace and order, enforcement of camp rules, and emergency response.	2 hours	Continuous monitoring via security stations and coordination with BCDA, PNP, and BFP.

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Public Service Continuity Plan (PSCP)

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Emergency Response and Medical Assistance	SSD – Emergency Services	Immediate response to medical, fire, and rescue incidents.	1 hour	Requires 24/7 readiness and backup power for communication equipment.
Cold Site Operations <i>(Scout Hill Open Grounds)</i>	SSD, ICTD, EAMD, GSD	Designated alternate facility equipped for restoration of ICT and administrative functions during major disruptions.	24 hours	Requires prior setup, regular maintenance, and availability of network and utilities infrastructure.
Hot Site Operations <i>(Bell House Area)</i>	SSD, ICTD, EAMD, GSD	Fully equipped and operational alternate site allowing immediate continuity of critical ICT and communication systems.	2 hours	Maintained on standby with real-time data synchronization, backup power, and secure network connection.
Environmental and Forestry Management	Environment Management Division (EMD)	Forest protection, environmental compliance, and waste management.	12 hours	Continuity dependent on weather and access to equipment.
Water Distribution System	General Services Division (GSD); JHMC Emergency Services - Fire Department	Supply and maintenance of water systems for JHMC tenants and facilities.	6 hours	Dependent on power supply and availability of technical staff.

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Administrative and Financial Services	Human Resource Division (HRD); Administrative Services Department (ASD); Finance Services Department (FSD)	Payroll processing, procurement, and official transactions.	24 hours	Can be temporarily supported through remote access or alternate work arrangements.
ICT and Records Management	Information & Communications Technology Division (ICTD)	Maintenance of servers, data storage, and official communications.	8 hours	Supported by off-site data backup and generator sets.
Visitor Management and Operations	Business & Development Department (BDD); Safety and Security Department (SSD)	Oversight of visitor entry, traffic management, and coordination with locators.	4 hours	Manual logbook system as interim process during system downtime.
Facility Maintenance and Utilities	General Services Division (GSD); Environment & Asset Management Department (EAMD)	Power, lighting, and infrastructure upkeep of JHMC-managed areas.	6 hours	Relies on supplier coordination and on-site maintenance staff.

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Public Information and Communication	Community Relations Office (CRO)	Dissemination of advisories and coordination with media and stakeholders.	2 hours	Backup through radio communication and handheld devices.
Executive and Decision-Making Functions	JHMC Board of Directors; PCEO; Management Committee	Leadership, approval of urgent directives, and coordination with BCDA and local government.	1 hour	Relies on alternative communication channels and emergency protocols.

Implementation Notes

1. Each department shall maintain updated operational procedures and contact directories to ensure timely restoration of critical functions within their designated RTOs.
2. The SSD shall monitor and report compliance with RTOs during incident response and post-disaster recovery phases.
3. Cold Site operations shall be conducted at the Scout Hill Open Grounds within a reasonable timeframe following service disruptions. Hot Site operations shall be established in the Bell House area, where the pre-installation of ICT equipment and other essential facilities is required to ensure operational readiness. Open areas within Camp John Hay, such as the Camp John Hay Open Grounds and Golf Course areas, shall serve as designated zones for air asset deployment during relief, search, and rescue operations. The installation of helipads in these areas is recommended to facilitate rapid emergency response and logistics support.
4. Periodic testing and simulation exercises shall be conducted to evaluate the practicality of established RTOs and adjust them as necessary.

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- The RTOs identified in this matrix shall be reviewed annually or upon significant operational change, subject to approval by the JHMC Management Committee and the PCEO.

Likelihood Matrix

RATING	POTENTIAL RISK TO OCCUR		PROBABILITY
5	ALMOST CERTAIN	Likely to occur several times a year (2 or more in a year)	>90%
4	LIKELY	Likely to occur once a year	50%-90%
3	POSSIBLE	Possibly occur once in 2-4 years	10%-50%
2	UNLIKELY	May occur once in 5 years	5%-10%

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Likelihood-Probability of occurring.

1	RARE	Might occur once in 10 years	<5%
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the risk event actually

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Assessment Criteria – Severity

	RATING	IMPACT	FINANCIAL			OPERATIONAL	COMPLIANCE	STRATEGIC		
			EBIT	Loss of market value	Disclosure	Scope	Legal/Regulatory	Reputational	Market Share	Strategy
Catastrophic	5	<p>Could shut down Practice/part of the Firm.</p> <p>Business objectives not achieved.</p>	>50%	>50%	Fiscal Year Restatement	<p>Enterprise wide</p> <p>Inability to continue normal business operations across all business units</p>	<p>Management Indictments</p> <p>Large Scale Class Actions</p> <p>Regulatory Sanctions</p>	Loss of confidence in all stakeholder groups	Potentially irrecoverable (i.e. 24-36 months)	Potential acquisition or bankruptcy
Major	4	<p>Material impact on Practice/Firm.</p> <p>Key business objectives not</p>	30% - 50%	<50%	Fiscal Quarter Restatement	<p>3 Business Units</p> <p>Significant interruptions to business operations with 3</p>	<p>Management challenges</p> <p>Large legal liability</p>	Loss of confidence by 3 or more stakeholder groups	Long term recovery (i.e. 12-24 months)	2 or more changes in senior leadership Financial

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		achieved.				or more business units	Regulatory fines			restructuring Significant changes to strategic plan
Moderate	3	Noticeable impact on Practice/Firm. Some business objectives not achieved.	15% - 30%	<25%	Significant deficiency	2 Business Units Significant interruptions to business operations with 2 or more business units	Regulatory fines Legal reserve established Regulatory investigation	Loss of confidence by 2 or more stakeholder groups	Mid term recovery (i.e. 6-12 months)	1 or more changes in senior leadership Financial restructuring Significant changes to strategic plan

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Minor	2	Some impact that is easily remedied.	5% - 15%	<10%	Control weakness	1 Business Units Significant interruptions to business operations with 1 or more business units	Management unaffected Minimal liabilities Regulatory attention	Loss of confidence by 1 or more stakeholder groups	Short term recovery (i.e. <6 months)	Refinements or adjustments to operating plans and execution
Insignificant	1	Impact not visible.	<5%	<5%	Additional risk disclosure	Limited interruptions within 1 business unit	Limited liabilities or regulatory impact	Limited impact to 1 stakeholder group	Limited recovery (i.e. <3 months)	Limited adjustment necessary

Risk Rating Matrix



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	4	LOW	TOLERABLE	HIGH	VERY HIGH	VERY HIGH	HIGH 10-12
	3	LOW	TOLERABLE	TOLERABLE	HIGH	VERY HIGH	TOLERABLE 5-9
	2	VERY LOW	LOW	TOLERABLE	TOLERABLE	HIGH	LOW
	1	VERY LOW	VERY LOW	LOW	TOLERABLE	TOLERABLE	VERY LOW
		1	2	3	4	5	
LIKELIHOOD							

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10.0 ACTIVATION CRITERIA, PROCEDURE AND AUTHORITY

Listed in this section is the Public Service Continuity Plan (PSCP) triggers that will direct the JHMC's chief executive in its decisions. Moreover, it outlines the precise steps the JHMC will perform both prior to and during the activation. In addition to clearly specifying who is responsible for activating the plan, the PSCP will be launched when regular government procedures, methods, and systems are unable to handle a service-related disruption.

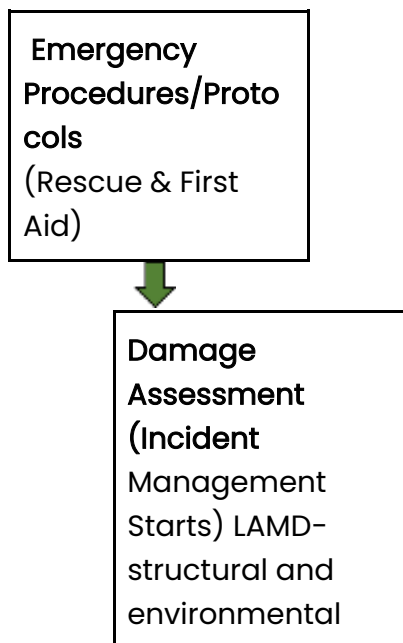
10.1 Authority to activate

The Head of the JHMC is responsible for declaring a continuity event, which marks the PSCP's activation. The organization's Continuity Core Team (CCT) and Incident Response Team (IRT) have recommended this course of action.

10.2 Criteria of Activation

1. Disruption of Mission Essential Functions (MEFs)
2. Result of Damage Assessment Team of the JHMC

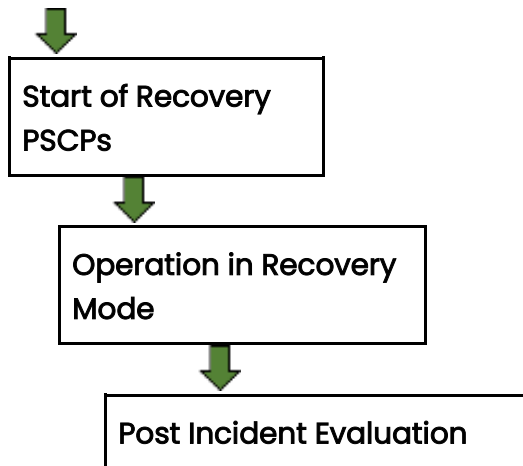
10.3 Procedure on the Activation and Deactivation of the PSCP



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Procedures of Activation:

1. Activation of JHMC Emergency Services and JHMC Call Tree (Within 24 Hours)
2. Identification of available staff care of Phone Call Tree
3. Assessment of JHMC Emergency Services, if building premises were not accessible
4. Report of IRT and Call Tree Operator to Head Commander (24 Hours)
5. Declaration of the Incident Head Commander thru Memo, the activation of the PSCP or if the Incident Head Commander is not available, the identified alternate commanders shall apply.
6. Assembly of Public Service Continuity Team.
7. Fabrication or locate buildings as temporary office sites or mobilization to hot sites.
8. Deployment of Public Service Continuity Personnel and provision of office support equipment.
9. Operation of Public Service Continuity Plan

Procedures of Deactivation/ Demobilization:

1. **Situation Assessment** – The Continuity Management Team (CMT) verifies that the disruptive incident has been resolved and that conditions are stable for transition back to normal operations.
2. **Recommendation for Deactivation** – The CMT submits a formal recommendation to the JHMC President/General Manager for PSCP deactivation.
3. **Official Deactivation Order** – The JHMC President/General Manager issues an official declaration ending PSCP activation.

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4. **Phased Demobilization of Resources** – Personnel, equipment, facilities, and support systems mobilized during PSCP operations are progressively stood down and returned to their regular units.
5. **Restoration of Normal Functions** – All offices resume standard operating procedures, and essential services shift back from continuity arrangements to regular processes.
6. **Inventory and Recovery of Assets** – All resources, records, and assets utilized under the PSCP are accounted for, replenished, or restored as necessary.
7. **Documentation and Reporting** – The CMT prepares a comprehensive report detailing actions taken, resources used, and issues encountered during activation and demobilization.
8. **After-Action Review and Evaluation** – A structured assessment is conducted to evaluate the PSCP’s effectiveness, identify gaps, and recommend corrective actions.
9. **Integration of Lessons Learned** – Findings are incorporated into the PSCP for continuous improvement, with updates disseminated to all concerned offices and personnel.

11.0 RESOURCE REQUIREMENT

The proposed budget aims to ensure the continuous delivery of JHMC’s critical services and functions within the Camp John Hay reservation during and after emergencies or operational disruptions. It supports the development, implementation, and sustainability of the Public Service Continuity Plan (PSCP), in alignment with national disaster risk reduction and management policies.

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Major Expenditure Items

Expenditure Item / Activity	Description	Estimated Cost (₱)	Justification / Expected Output
1. PSCP Development and Updating	Conduct of workshops, document preparation, and technical assistance for updating PSCP	TBD	Ensures updated and functional continuity plan consistent with OCD and BCDA guidelines
2. Capacity Building and Simulation Exercises	Orientation, training, and simulation drills for PSCP Team and key personnel	TBD	Enhances staff readiness and institutional capability for continuity activation
3. ICT and Data Resilience Measures	Cloud backup, communication tools, and data protection systems	TBD	Secures critical data and communication systems for uninterrupted operations
4. Alternate Worksite Setup	Identification and minimal setup of an alternate operational site	TBD	Provides immediate operational backup location during major disruptions
5. Emergency Supplies and Equipment	Procurement of emergency kits, radios, PPEs, and logistical supplies	TBD	Ensures operational safety and readiness of personnel
6. IEC Materials and PSCP Publication	Printing of PSCP manuals, information campaigns, and visibility materials	TBD	Promotes awareness and proper dissemination of PSCP guidelines

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7. Monitoring and Evaluation	Annual review, testing, and improvement of PSCP implementation	TBD	Ensures continuous improvement and compliance with DRRM standards
Total Estimated Budget		TBD	

Justification

The allocation for the PSCP is anchored on the provisions of Republic Act No. 10121, which mandates government agencies and instrumentalities to implement preparedness measures and functional systems to guarantee the continuity of essential public services during disasters. As a government-owned and controlled corporation (GOCC) under the Bases Conversion and Development Authority (BCDA), the John Hay Management Corporation (JHMC) carries the obligation to maintain operational resilience within the Camp John Hay reservation, which serves both public and economic functions.

Under RA 10121 Section 21. Local Disaster Risk Reduction and Management Fund (LDRRMF), continuity planning and preparedness activities – such as developing, implementing, and maintaining a Public Service Continuity Plan (PSCP) – fall under “pre-disaster preparedness programs” and “functional measures to ensure continuity of essential services.”

Thus, PSCP-related budgeting (training, workshops, alternate worksites, ICT resilience, emergency supplies, etc.):

- Funding regarding the implementation of PSCP shall be discussed by the PSCP Continuity Core Team or the JHMC PSCP Committee.
- It must be guided by the GOCC Budgeting Guidelines and must be aligned with appropriate processes and regulations.

This budget ensures that JHMC remains capable of sustaining its critical services, protecting personnel, and safeguarding government assets in times of emergencies or operational disruptions.

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12.0 CONTINUITY STRATEGIES

Continuity strategies is a comprehensive plan that organizations develop to ensure the uninterrupted performance of critical functions of JHMC during and after disruptions.

These strategies are vital for maintaining operational resilience or minimizing downtime, safeguarding critical assets, and ensuring the well-being of employees and customers.

ELEMENTS	CONTINUITY STRATEGIES
<p><i>Facilities & Buildings</i></p>	<ul style="list-style-type: none"> ➤ Identify and prepare alternative sites to relocate operations if primary facilities become unusable. This will be identified by the Continuity Core Team (CCT) ➤ Ensure backup sites are equipped to handle critical functions and are regularly tested for readiness. ➤ Implement backup power supplies and redundant systems to minimize downtime. ➤ Must create a fully operational JHMC SSD Command Center with a mainline and authority personnel to dispatch the Emergency Response Team in the event of medical emergencies, natural disasters and accidents. ➤ Relevant or proper office for Emergency Response Team (Medical and Fire) equipment and supplies must be provided.

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<p><i>People</i></p>	<ul style="list-style-type: none"> ➤ Employees who carry out essential tasks are given alternate staff assignments. ➤ Alternate staff are assigned to employees that perform the vital functions. ➤ Employees who might be able to cover or help with the fulfillment of critical services are recognized and recorded. Additionally listed are those who retired or gone to other positions but may be able to return to carry out crucial service duties. ➤ Establishment of an Emergency Response Team with one Medical Officer for Medical Emergency and one Fire Officer for Fire Emergency to supervise the team. ➤ Assemble a dedicated team responsible for managing continuity efforts across departments. ➤ Observe Alternative Working Arrangement (AWA) such as Work From Home, if necessary. ➤ Provision of training, seminars, drills and simulation activities for employees.
<p><i>Vital Records and Database</i></p>	<ul style="list-style-type: none"> ➤ Invest in IT infrastructure that supports data redundancy and secure backups. ➤ Utilize cloud services to ensure data accessibility and protection against physical damage to on-site servers. ➤ Vital records (hard copies) are scanned to have a soft copy. ➤ Vital records are kept in vaults with locks. ➤ Creation of Memorandum of Understanding between DICT as back-up information reservoir.

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<p><i>Procurement</i></p>	<ul style="list-style-type: none"> ➤ To guarantee uninterrupted services during emergencies, open and constant communication with providers is maintained. ➤ Evaluate suppliers based on financial stability, geopolitical risk, and historical performance. ➤ Diversify the supplier base to avoid over reliance on a single source, especially for critical materials. ➤ Implement digital procurement platforms that integrate data analytics, automation, and supplier information for enhanced decision-making. ➤ Maintain accurate and up to date supplier data to facilitate quick responses during crises. ➤ Purchasing complete necessary PPE's, supplies and equipment, along with ambulance and firetruck, that is crucial for emergency response. ➤ Procurement of rescue essentials to be utilized before, during and after a Disaster
<p><i>Communication & Technology</i></p>	<ul style="list-style-type: none"> ➤ Utilize various channels email, SMS, phone calls to ensure messages reach all employees promptly ➤ Land lines, mobiles, telephone and internet are available in office buildings. ➤ Each post are provided with handheld transceivers. ➤ Phone numbers are posted for emergency purposes ➤ Formulating a communication plan. ➤ Obtaining a drone and GPS for efficient mapping and inspection of damages. ➤ Establish an Emergency Radio Communications by utilizing Licensed Radio Equipment and Personnel

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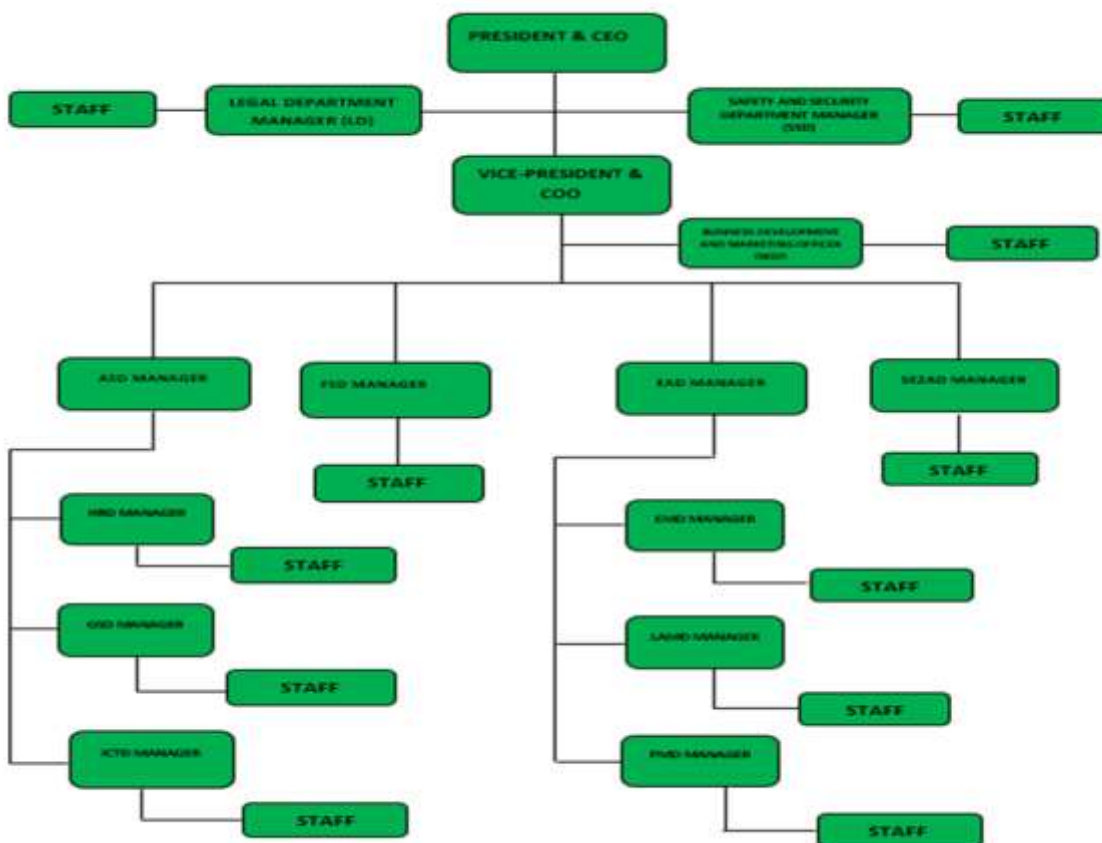
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Mission Essential Function	Recovery Strategies
-Sustaining vital services, dealing with possible risks, and ensuring that everything operates well.	Ensure proper maintenance of service vehicles, generator sets, Safety and Security Department equipment for cashew emergencies.
-Ensures sustainable multiple use and development of the forest watershed and contributes to the national economy.	Monitoring closely of the John Hay Reserve Area and implementation of Camp John Hay environmental regulation.

13.0 COMMUNICATION PROCEDURE

Top management to staff: This section will describe how the office will coordinate and relate information from clients, staff, and upper management. These steps are as follows:



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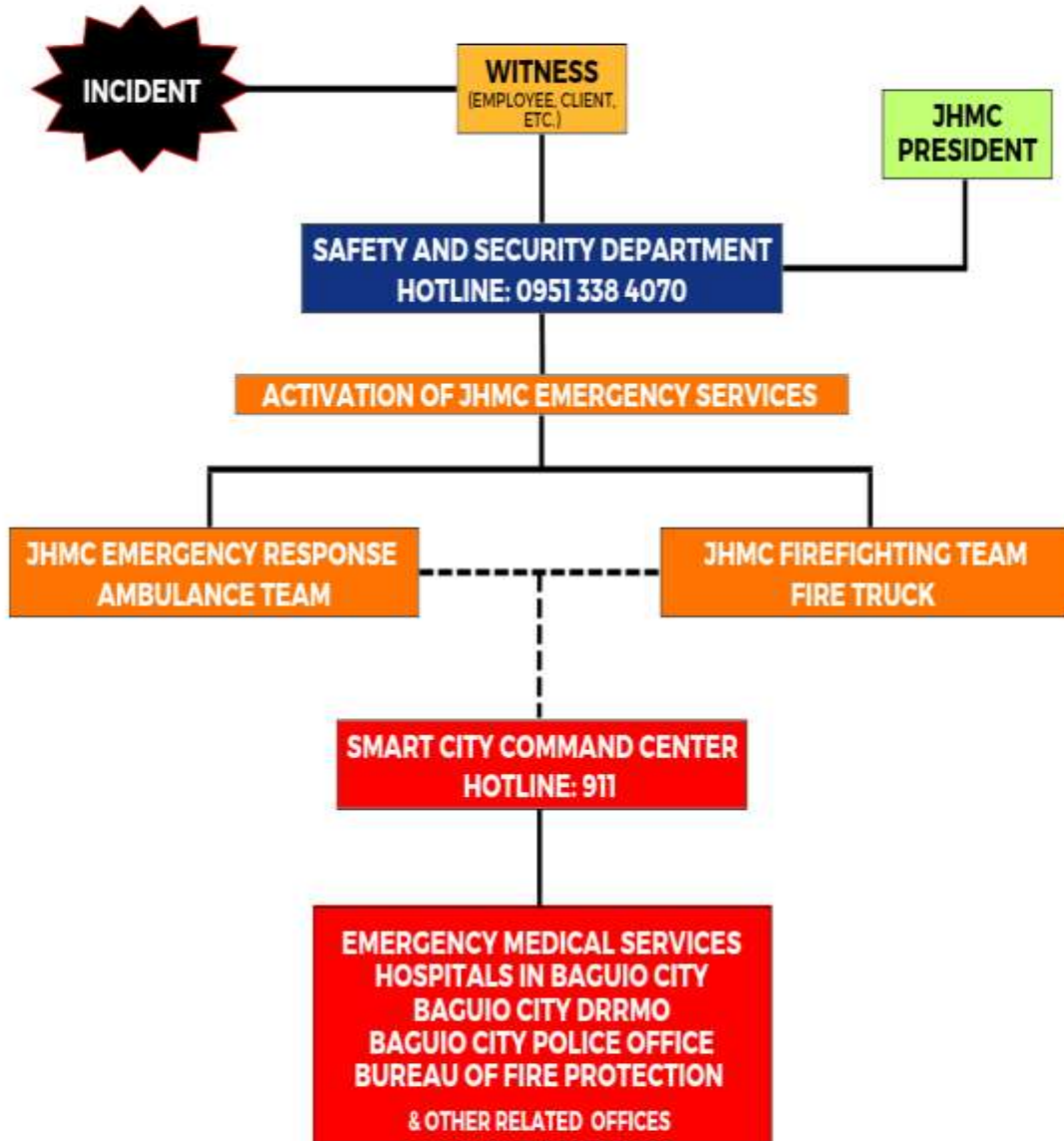
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JHMC Call Tree

A. Disasters and Emergencies



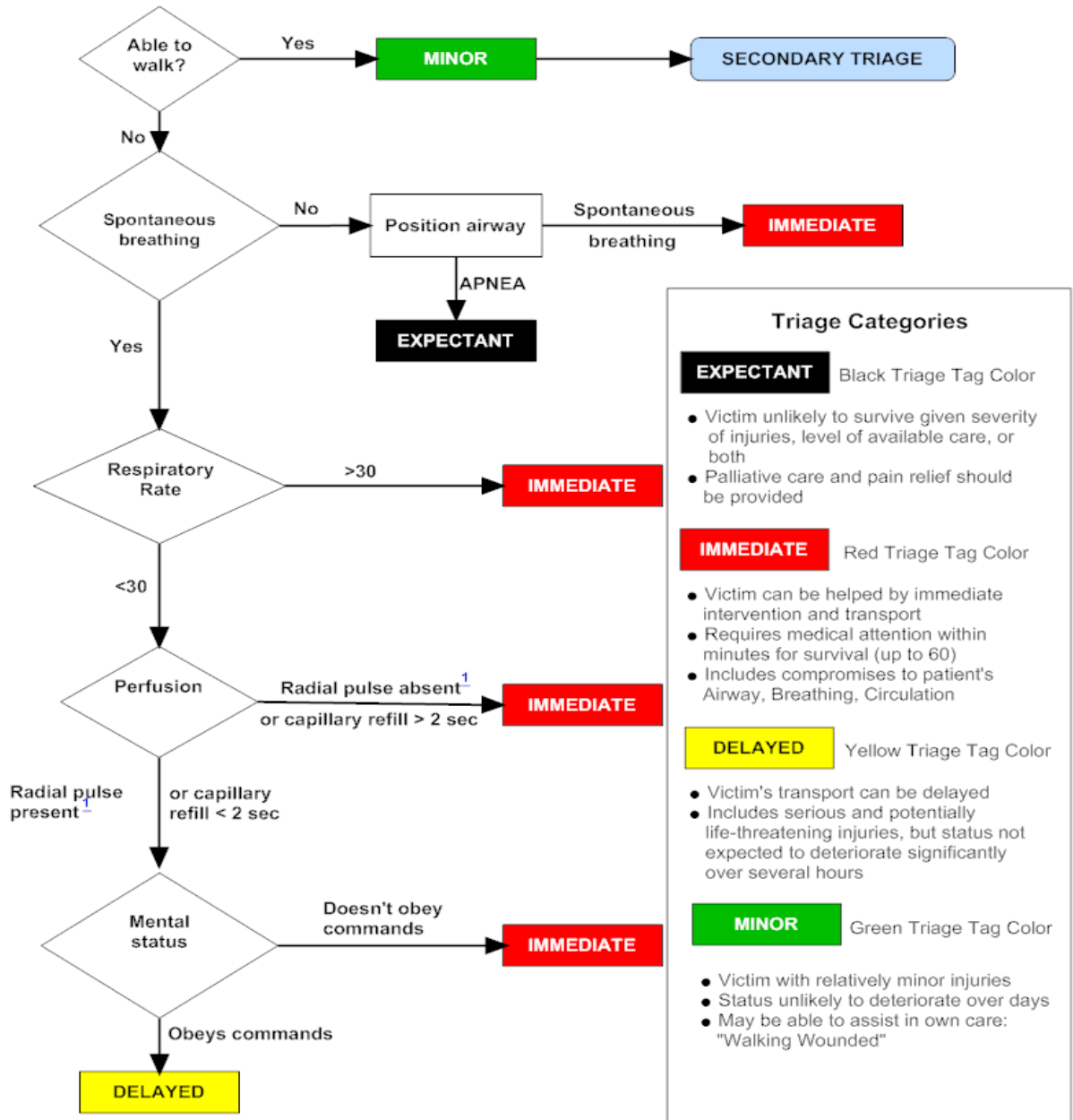
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B. Integration of Triage in Mass Casualty Incident (MCI)



Source: EMS Mass Casualty Triage: Simple Triage and Rapid Treatment (START) System - [EMS Mass Casualty Triage - StatPearls - NCBI Bookshelf](#)

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Communication with key external contacts

Agency/Office	Contact Number
City Mayor's Office	Mobile No.: 0917 885 3732 Landline : (074) 442 3939
Baguio Smart City Command Center (SC3)	Hotline : 911 Mobile No.: 0906 370 2290 Landline : (074) 661 1455
City Disaster Risk Reduction and Management Office (CDRRMO)	Mobile No.: 0927 628 0498 Landline : (074) 661 1455
Baguio City Emergency Medical Service (BCEMS)	Mobile No.: 0905 555 1911 0921 320 8052 Landline : (074) 442 1911 (074) 426 1901
Baguio City Police Office (BCPO) <ul style="list-style-type: none"> • Tactical Operations Center (TOC) • Loakan Police Station - (PS4) 	Landline : (074) 661 1471 Mobile No.: 0917 575 8993 Mobile No.: 0998 598 7750 0998 598 7753 Landline : (074) 424 0992
Baguio City Fire Station (BCFS)	Mobile No.: 0912 409 6114 Landline : (074) 442 2222 (074) 443 7089 (074) 442 7930
Baguio General Hospital & Medical Center (BGHMC)	Mobile No.: 0921 463 8354 0977 674 8928 Landline : (074) 442 5241
Benguet Electric Cooperative (BENECO)	Mobile No.: 0908 865 7202 0917 592 1698 Landline : (074) 637 4400
Baguio Water District (BWD)	Mobile No.: 0908 865 1504 0917 679 4929 Landline : (074) 442 3218

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	(074) 442 5539
Baguio General Hospital & Medical Center (BGHMC) Poison Control Unit (PCU)	Mobile No.: 0995 821 2771 0977 674 8928
PLDT & CONVERGE	Landline : (074) 888 8171 Mobile No.: 0963 889 1494

14.0 TESTING AND MAINTENANCE OF THE PSCP

EXERCISE METHOD	PARTICIPANTS	EXERCISE OBJECTIVES	SCHEDULE
Seminar/Orientation on the PSCP	All Employees of the JHMC	To orient all Employees of the JHMC PSCP. Particularly to: a. Specify each employee's responsibilities in relation to the established chain of command in time of emergency. b. Communicate the established chain of command to the staff in case of an emergency.	June to July (Mid Year)

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<p>Simulation/Drill:</p> <ul style="list-style-type: none"> - Call Tree - Fire and Spill Evacuation Drill -Earthquake Evacuation Drill - Mass Casualty Incident 	<p>All Employees of the JHMC</p>	<p>To evaluate the efficiency with which the PSCP is implemented using the known JHMC Call Tree Protocol particularly to;</p> <p>a.Determine alternate structure of communications</p> <p>b.Examine the feasibility of the identified communication flow.</p> <p>c. To assess effectiveness and advance PSCP</p>	<p>Follow the scheduled National Simultaneous Earthquake Drill</p>
<p>Functional Exercises to be conducted in different Alternate Sites in JHSEZ</p>	<p>Operations Center, IMT, Response Teams</p>	<p>To assess the completeness of the established JHMC Guidelines on the Alternate Site Activation for continuity of operation of the Operational</p>	<p>Quarterly</p>

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		Center/Control. Particularly to: a. Verify the identified Recovery Time Objective on Alternate Site transfer in (area of Alternate Site)	
<p>Safety Trainings such as:</p> <ul style="list-style-type: none"> -Disaster Risk Reduction and Management Training -Standard First Aid Training -Basic Life Support -Emergency Medical Responder Training -Ambulance Operations and Management Training -Mountain Search and 	<p>All JHMC Response Personnels</p>	<ul style="list-style-type: none"> -To implement sufficient property and human safety guidelines. -To mitigate the impact of disasters and emergencies. -To promote readiness and capabilities of the JHMC response personnels in responding to various types of disasters and emergencies. 	<p>Quarterly</p>

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<p>Rescue (MOSAR)</p> <p>- Ropemanship/Rope Access Training</p> <p>-OCD Trainings</p> <p>-Fire Safety/ Fire Brigade Trainings</p>		<p>-To ensure high standards in responding to specific incidents.</p> <p>-To ensure the effectiveness of response procedures and protocols.</p> <p>-To maintain the deliverance of quality care to all the clients, employees, etc. in times of disasters.</p>	
<p>Execution of Concurrent Assessment of the Authorized PSCP</p>	<p>Technical Working Group</p>	<p>To examine employees awareness and preparedness for the PSCP</p>	<p>Last Quarter of the year</p>

15.0 APPROVAL AND MONITORING

15.1 Approval

- The Public Service Continuity Plan (PSCP) of JHMC shall take effect upon the approval of the JHMC Board of Directors and affirmation by the President and Chief Executive Officer.
- The approved PSCP shall serve as the official framework for ensuring the continuity of JHMC’s essential services during emergencies and disruptions, consistent with

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Memorandum Circular No. 27, s. 2020, CSC Resolution No. 2000560 (2020), and NDRRMC Memorandum No. 33, s. 2018.

- Copies of the approved plan shall be disseminated to all JHMC divisions, and an official copy shall be submitted to the Governance Commission for GOCCs (GCG), the Civil Service Commission (CSC), and the Office of Civil Defense (OCD) as required.

15.2 Monitoring

- The Continuity Management Team (CMT) or Continuity Core Team (CCT) shall oversee the implementation, periodic review, and monitoring of the PSCP.
- Each JHMC division is responsible for ensuring compliance with the PSCP and maintaining updated continuity procedures relevant to their functions.
- Monitoring shall include:
 - **Quarterly Readiness Checks** – Validation of available resources, trained personnel, and functional continuity mechanisms.
 - **Annual Review and Update** – Evaluation of the PSCP’s effectiveness, incorporating changes in organizational structure, policies, and emerging risks.
 - **Post-Incident Assessment** – Immediate review following any PSCP activation to capture lessons learned and recommend improvements.
- The CMT shall prepare annual compliance and monitoring reports for submission to the JHMC Board and appropriate oversight agencies (GCG, CSC, OCD).

15.3 Continuous Improvement

- Lessons from monitoring, drills, and actual activations shall be integrated into revised versions of the PSCP.
- Updates shall be formally endorsed by the CMT and re-approved by the JHMC Board of Directors to ensure institutional adoption.
- PCDA also known as the Plan - Do - Check - Adjust is a logical sequences of four-stage model for continuous quality improvement and learning. (Source ISO 22300)

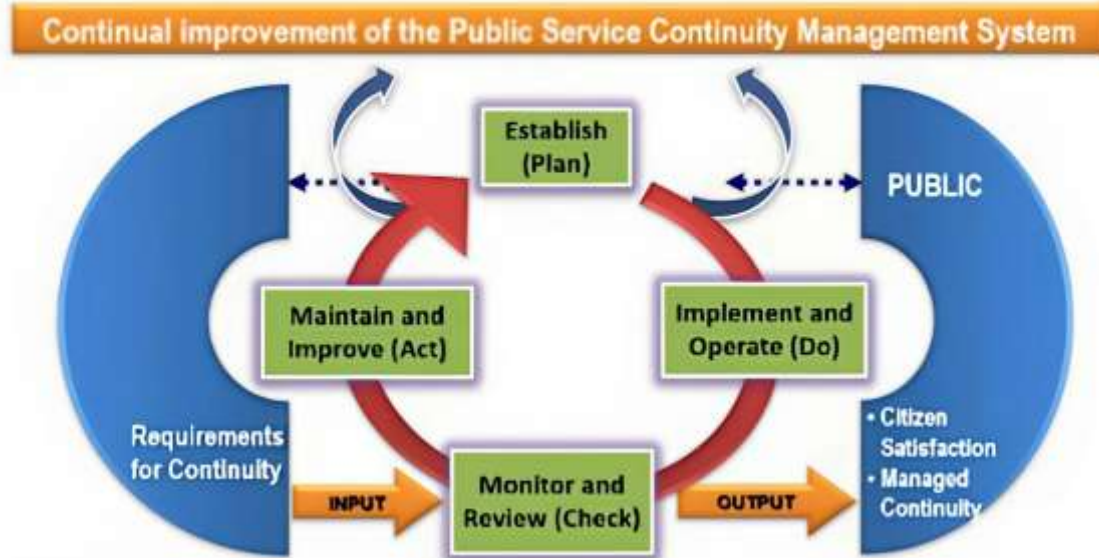
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PCDA is an iterative or repetitive but logical sequences of four-stage model for continuous quality improvement and learning.



Source: ISO 22300

PLAN (Establish)	Establish continuity policy, objectives, targets, controls, processes, and procedures relevant to improving continuity in order to deliver results that align with the policies and objectives of an agency or organization.
DO (Implement and operate)	Implement and operate the continuity policy, controls, processes, and procedures.
CHECK (Monitor and review)	Monitor and review performance against continuity policy and objectives; report the results to management for review; and determine and authorize actions for remediation and improvement.
ACT (Implement and operate)	Maintain and improve the public sector or business continuity management system by taking corrective action, based on the results of the management review, and reappraising the scope of the public sector or business continuity management system and continuity policy and objectives.

Roles and Responsibilities Matrix – Approval and Monitoring of PSCP (JHMC)

Office/Unit Role in Approval Role in Monitoring

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Board of Directors	Approves the PSCP as official corporate policy.	Receives annual monitoring reports; provides oversight and directives for improvement.
President/CEO	Affirms and enforces the approved PSCP.	Ensures organizational compliance and allocates resources for implementation.
Continuity Management Team (CMT)	Recommends PSCP for approval to the President/CEO and Board.	Leads PSCP monitoring, readiness checks, post-incident reviews, and plan updates.
Division/Department Heads	Provide inputs during PSCP drafting; endorse divisional compliance to the CMT.	Implement PSCP within their respective units and submit monitoring data to the CMT.
All Personnel	Acknowledge awareness of the PSCP upon approval.	Participate in drills, adhere to continuity protocols, and provide feedback.

15.4 Flowchart for Approval and Monitoring cycle of the JHMC Public Service Continuity Plan (PSCP)

Drafting → Approval → Implementation → Monitoring → Improvement → Re-approval

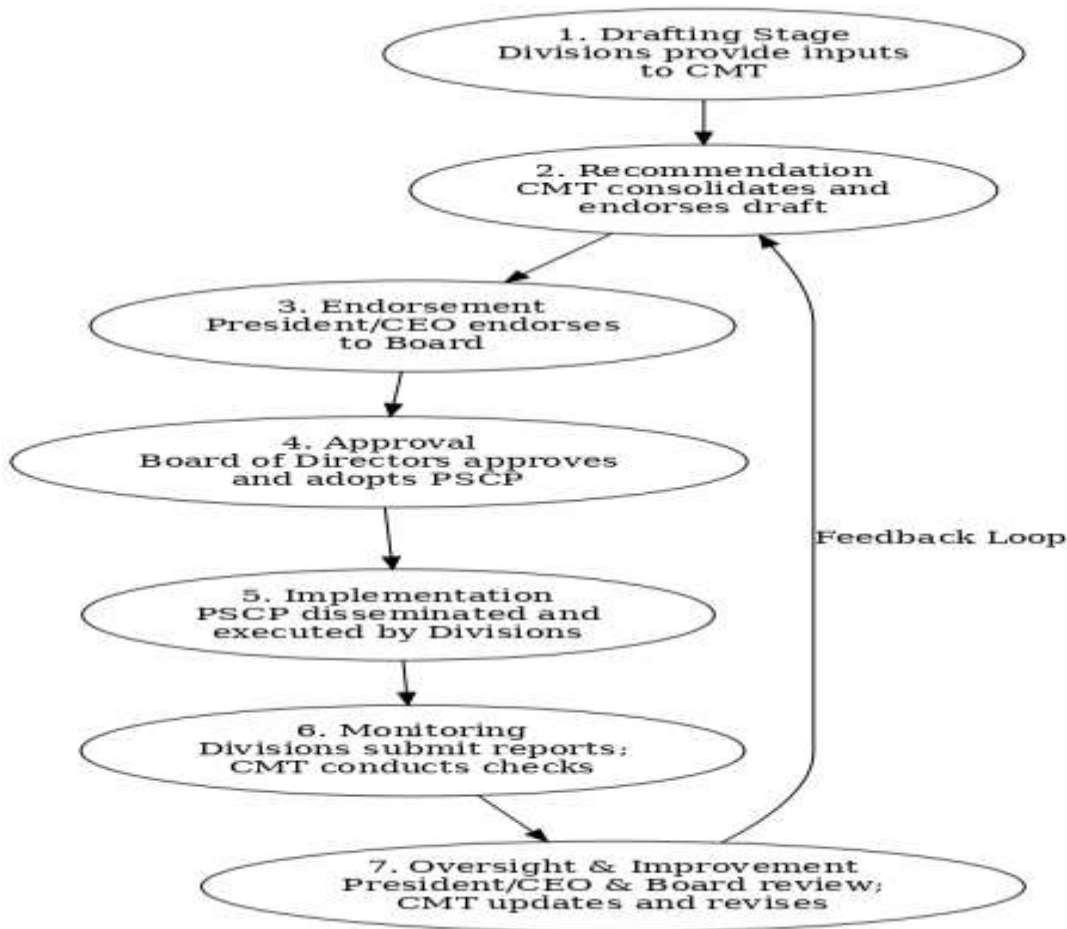
- Drafting Stage** – JHMC Divisions provide inputs to the Continuity Management Team (CMT).
- Recommendation** – The CMT consolidates and recommends the draft PSCP to the President/CEO.
- Endorsement and Approval** – The President/CEO endorses the plan to the Board of Directors for final approval and adoption.

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4. **Implementation** – Once approved, the PSCP becomes official and is disseminated to all divisions for execution.
5. **Monitoring** – Divisions submit compliance reports to the CMT, which conducts quarterly and annual monitoring.
6. **Oversight** – The President/CEO and Board of Directors review monitoring reports to ensure accountability.
7. **Improvement** – Post-incident reviews and updates are conducted by the CMT, with revisions re-submitted to the Board for approval.



16.0

APPENDICES AND FORMS

The attachments constitute a critical element of the Public Service Continuity Plan (PSCP), providing the supporting documents, references, and detailed materials required for its effective execution. These may include templates, organizational charts, contact

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directories, checklists, and other operational tools that ensure clarity, consistency, and readiness during disruptions. By consolidating these vital documents, the attachments strengthen the PSCP's practicality and reliability, enabling JHMC to respond efficiently and in full alignment with established protocols.

- a. Appendix: Traffic Management and Map of JHMC
- b. Appendix: Organizational Structure of JHMC
- c. Appendix: Operational Map of Camp John Hay
- d. Appendix: Evacuation Plan
- e. Appendix: Camp John Hay Hazard Map
- f. Appendix: Safety Accidents/Incidents Flowchart
- g. Appendix: Structural Fire Flowchart
- h. Appendix: Emergency Preparedness and Response Planning Form
Water Systems Plan
- i. Appendix: Emergency Preparedness and Response Drill Reporting
Form
- j. Appendix: Accident/Incident Report Form
- k. Appendix: Ambulance Run Sheet
- l. Appendix: First Aid Station Form

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Appendix: Traffic Management and Map of JHMC

	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-SSD-2019-002
	CAMP JOHN HAY TRAFFIC MANAGEMENT PLAN	Revision Number	0
		Page Number	8 of 10
		Effectivity Date	11 November 2019

ANNEX "A"

DISTANCE	TIME	
	WALK	JOG
HERITAGE WALK	5 MINS.	2 MINS.
ROMANTIC WALK	4 MINS.	3 MINS.
	12 MINS.	5 MINS.
	15 MINS.	8 MINS.
TOBIAS WALK	30 MINS.	15 MINS.

LEGEND

- CAUTION (GOLF BALL FLYING)
- HIGH VOLTAGE
- EMERGENCY HELPLINE
- PUBLIC TOILET
- CHILDREN'S PLAY AREA
- GATE

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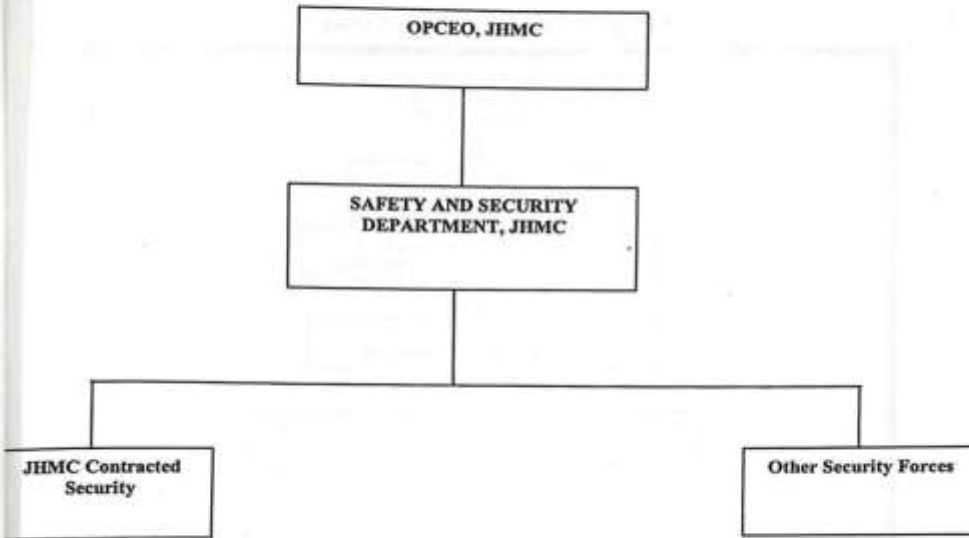
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	CAMP JOHN HAY TRAFFIC MANAGEMENT PLAN	Revision Number	0
		Page Number	9 of 10
		Effectivity Date	11 November 2019

ANNEX "B"



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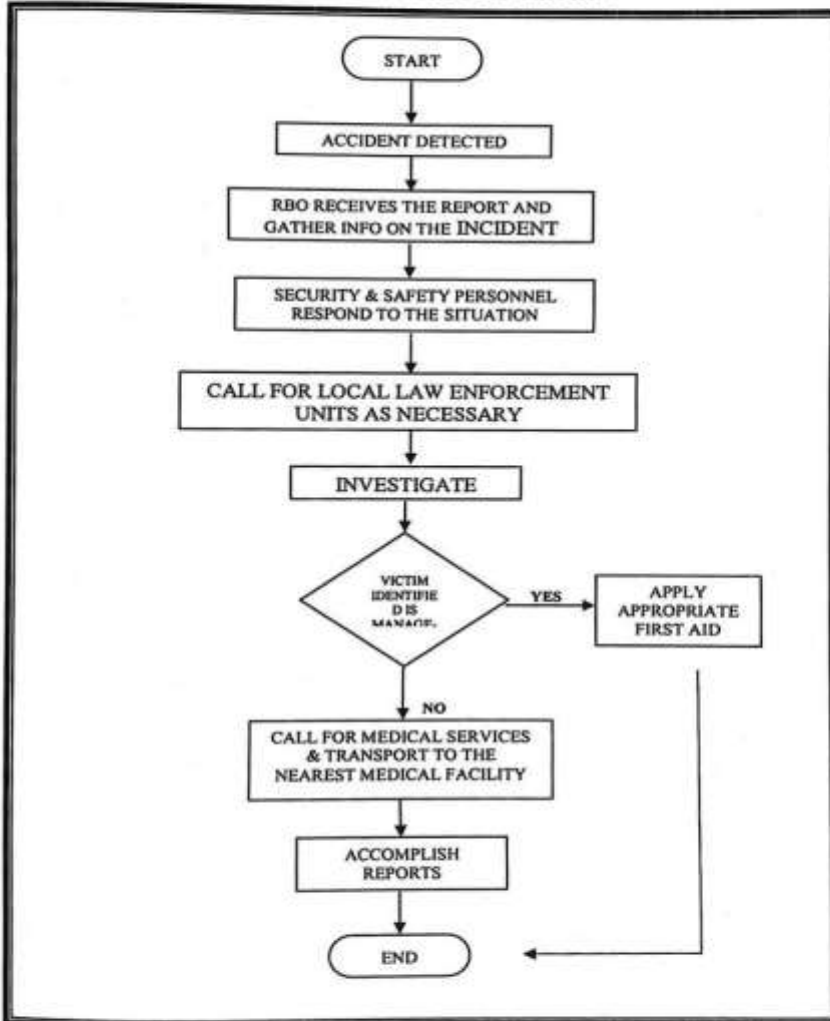
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 JHMC <small>JOHN HAY MANAGEMENT CORPORATION</small>	JOHN HAY MANAGEMENT CORPORATION	Document Code	JHMC-SSD-2019-002
	CAMP JOHN HAY TRAFFIC MANAGEMENT PLAN	Revision Number	0
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ANNEX "C"

TRAFFIC INCIDENT FLOWCHART



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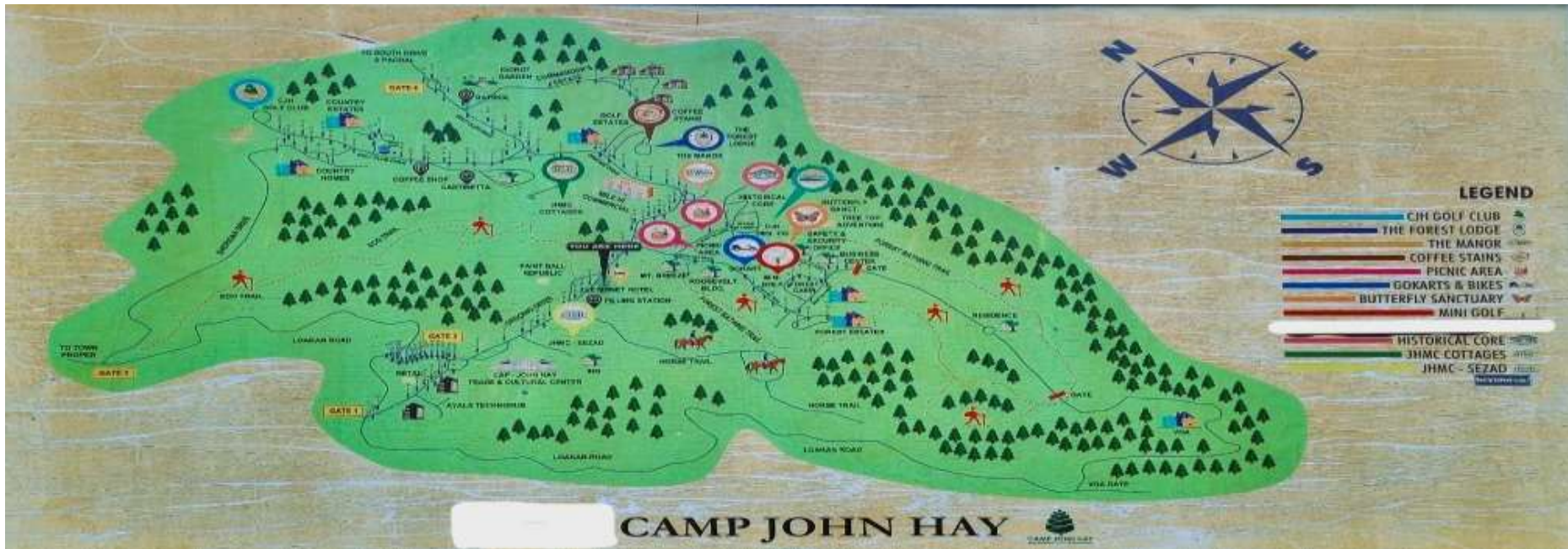
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Appendix: Camp John Hay Travel Directions Map

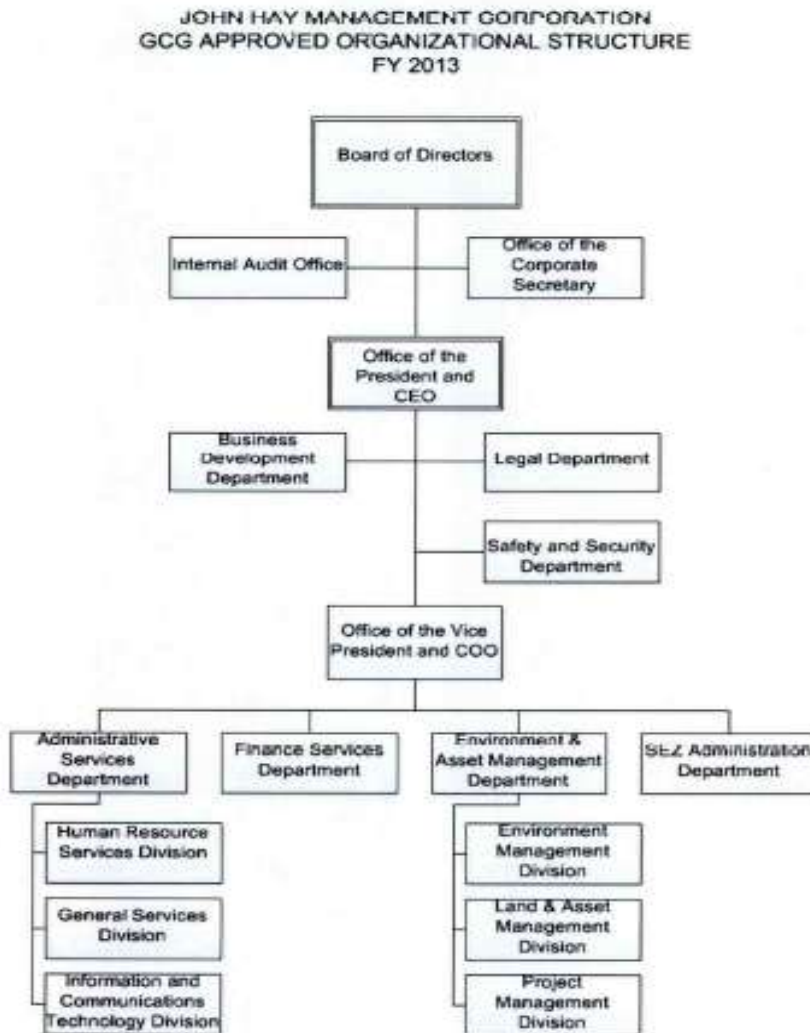


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Appendix: JHMC Organization Structure



Approved by:

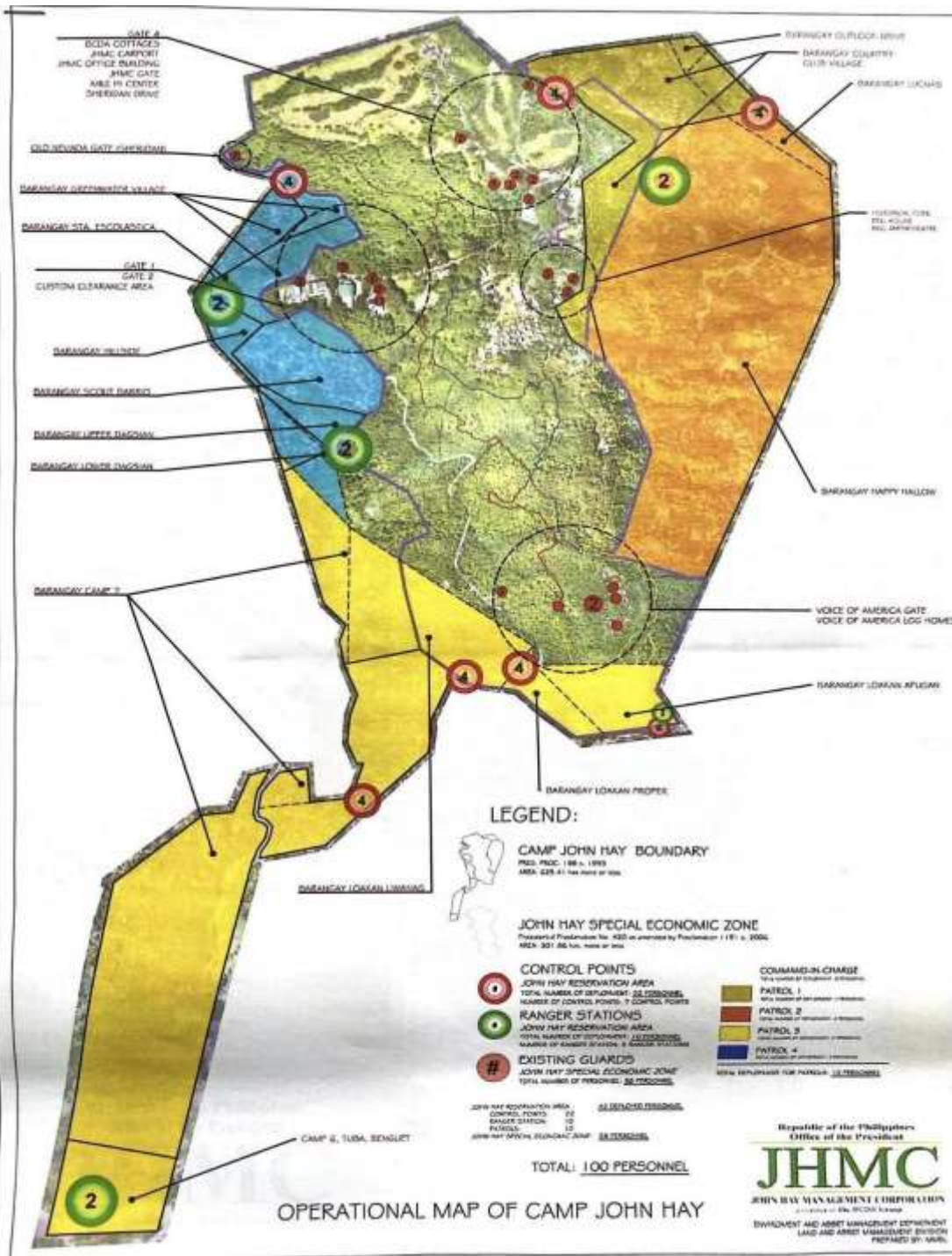

CESAR L. VILLANUEVA
Chairman *PAL*

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Appendix: Operational Map of Camp John Hay



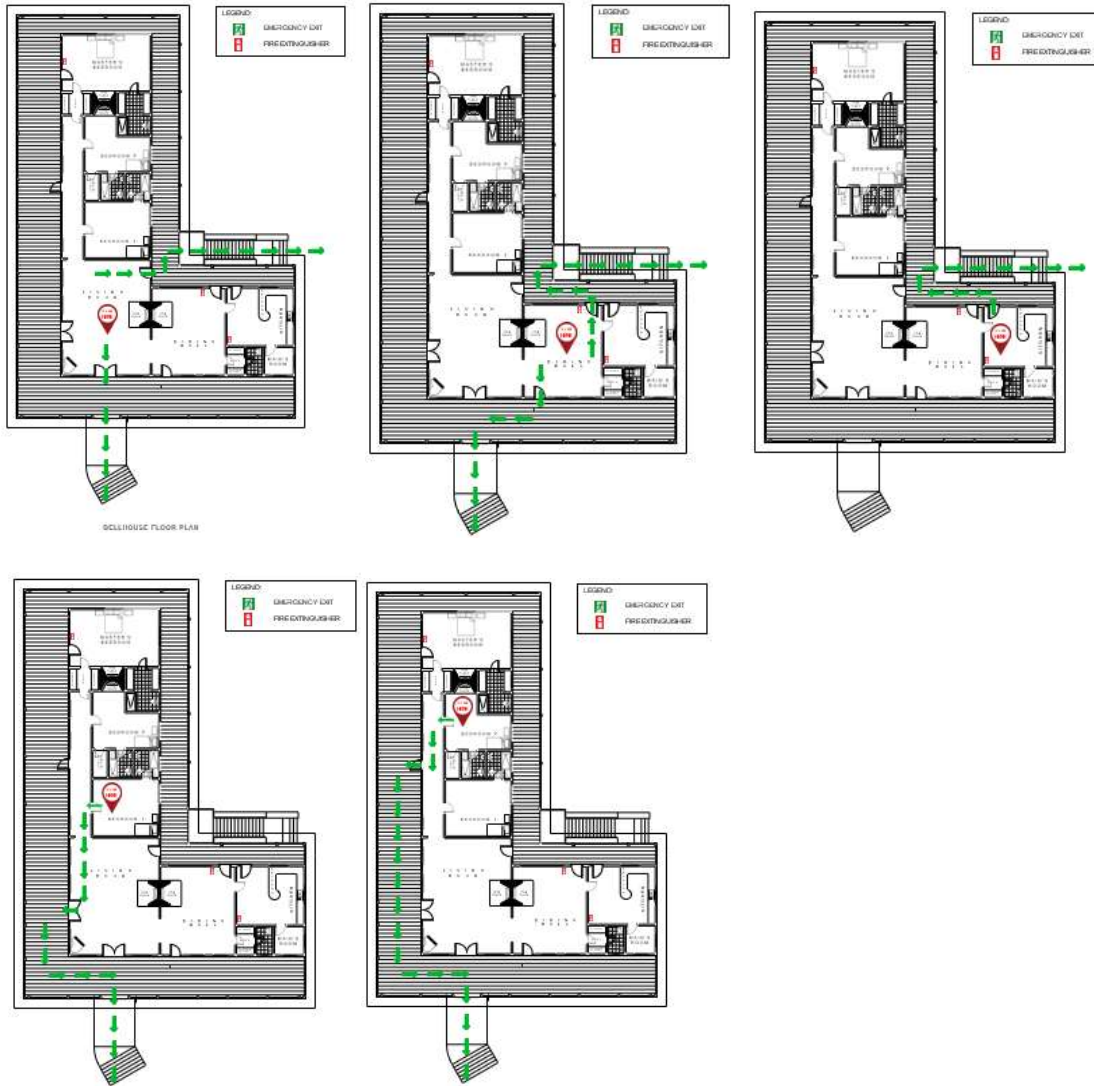
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Appendix: EVACUATION PLAN

BELL HOUSE



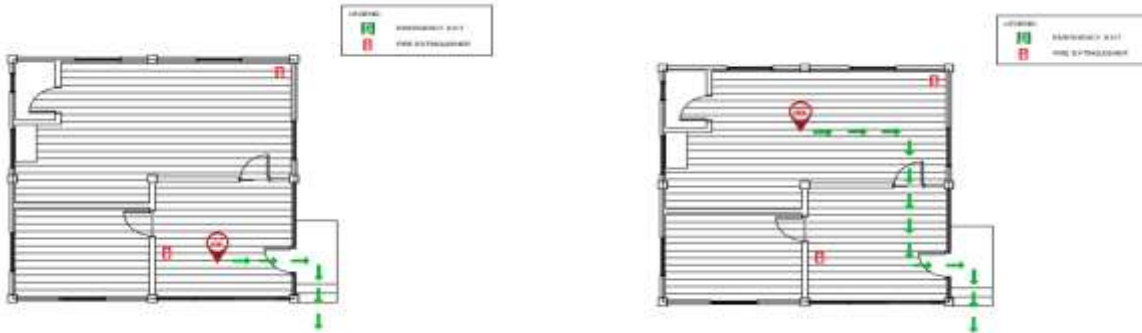
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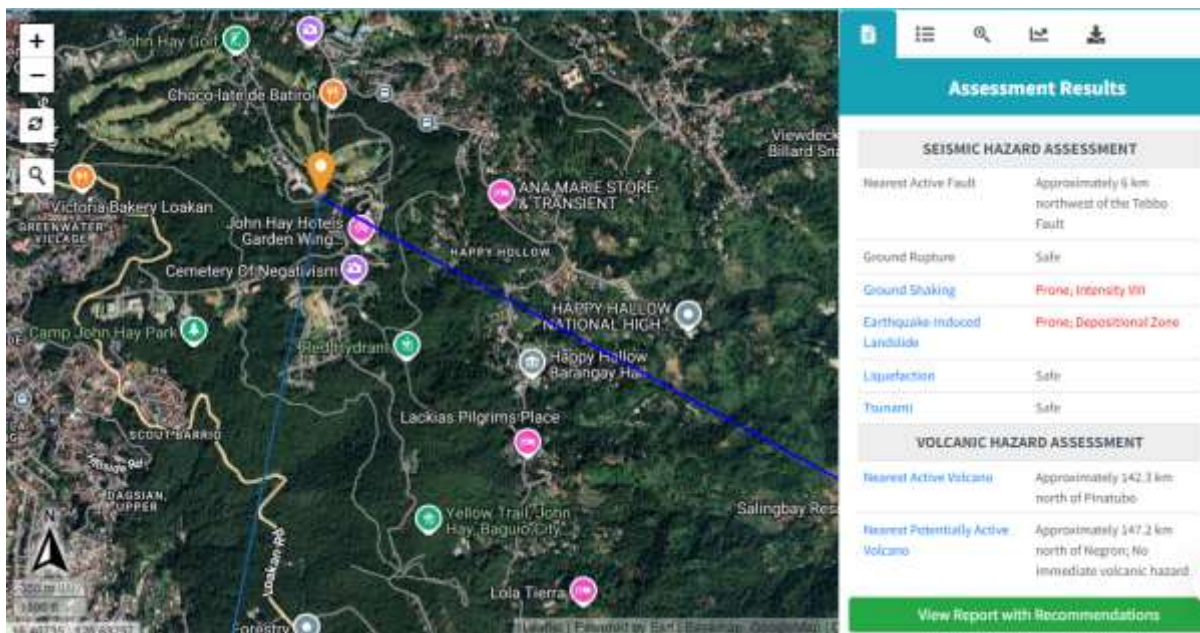
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CUSTOMS CLEARANCE AREA



Appendix: CAMP JOHN HAY HAZARD MAP



Source: Hazard Hunter PH

For further information of the Hazard Assessment Report of Camp John Hay click the link then type CJH or scan the QR code below [Hazard Hunter PH-Camp John Hay](#)



[View document](#)

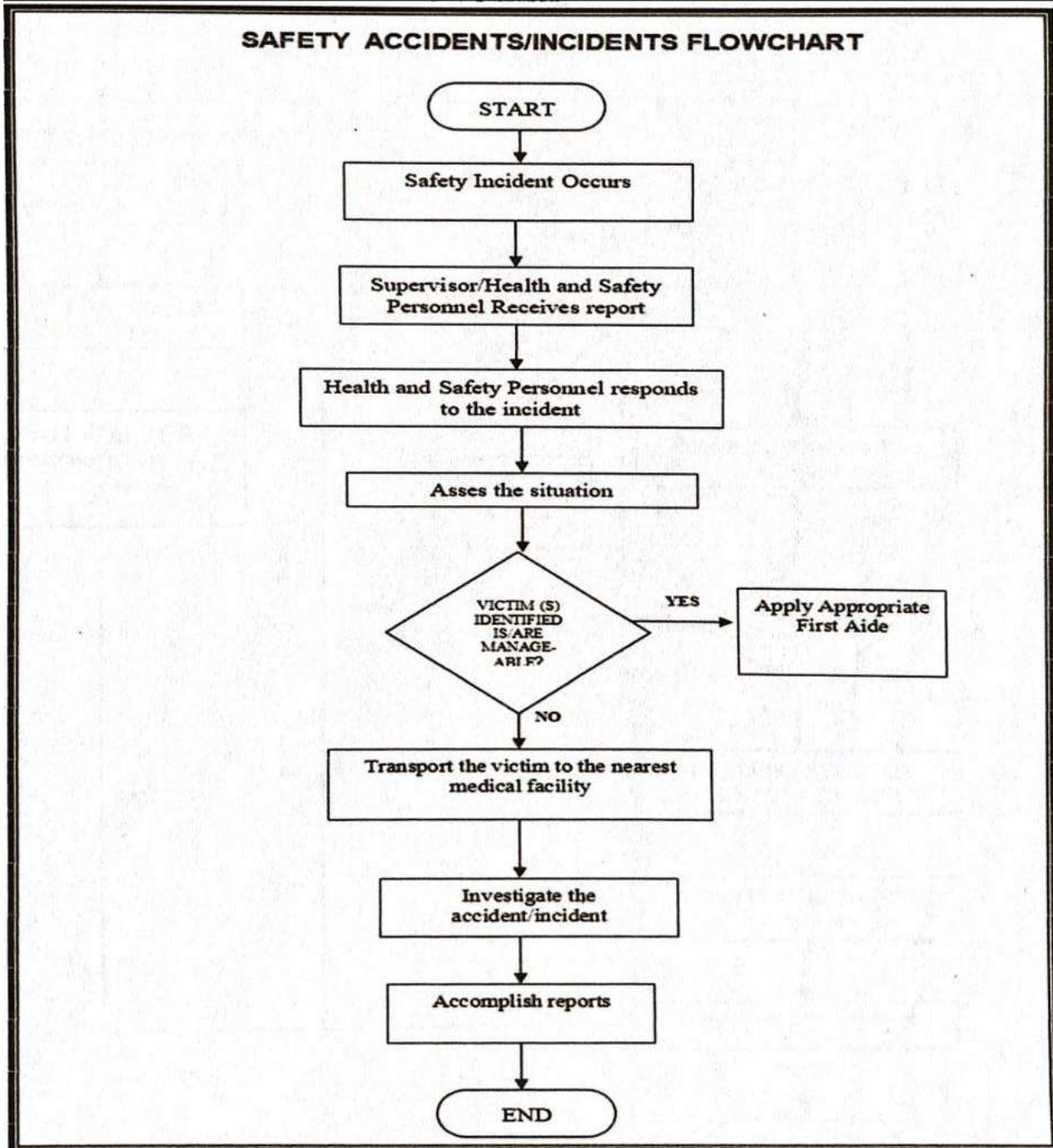
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Appendix: Safety Accidents/Incidents Flowchart

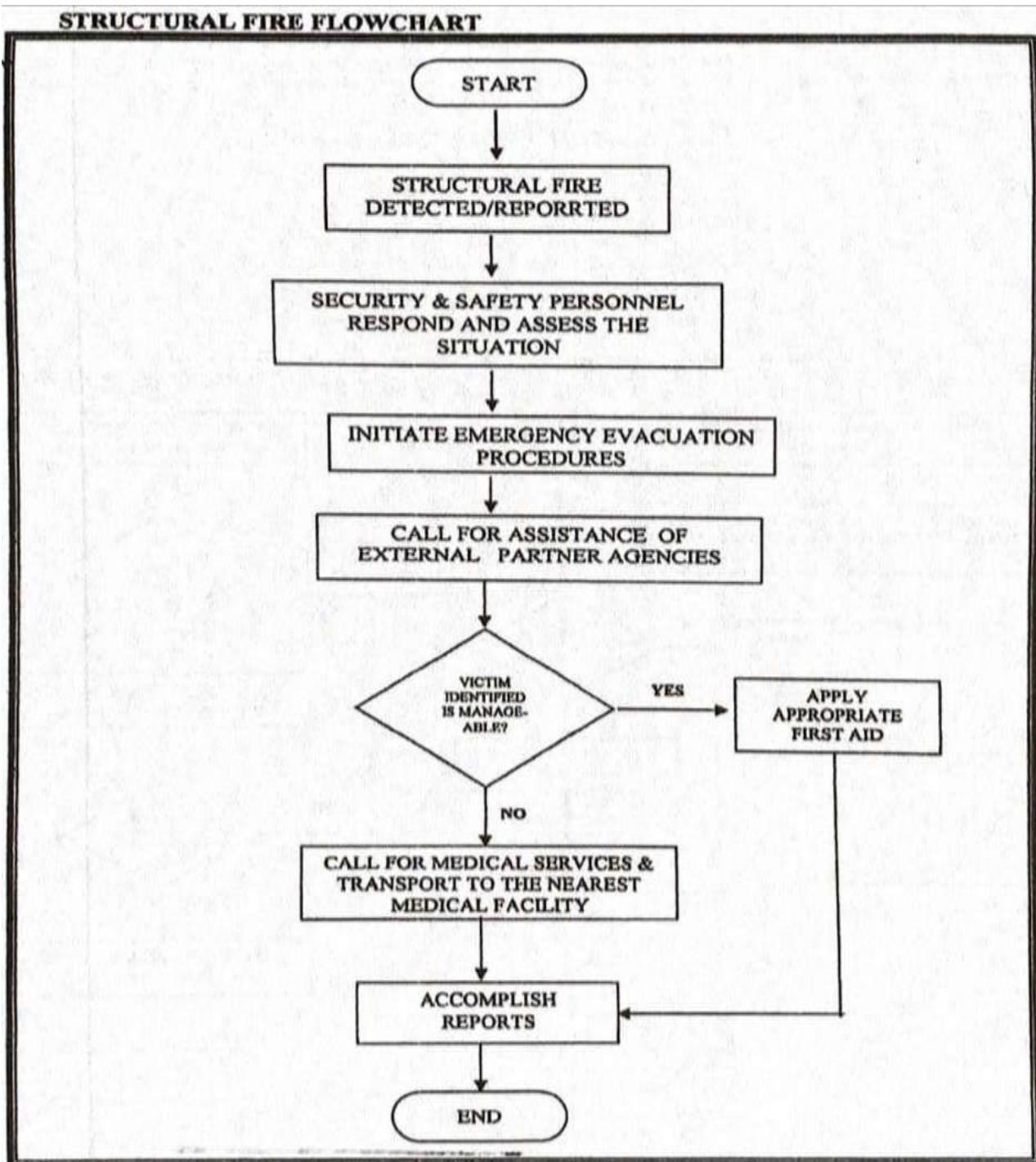


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Appendix: Structural Fire Flowchart



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Appendix: Water Systems Plan



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Appendix: Emergency Preparedness and Response Planning Form

EMERGENCY PREPAREDNESS AND RESPONSE DRILL REPORTING FORM		Document Code: JHMC-EP-008-F02	Version No.: 0 31 August 2018	Page 1 of 1
Date of Emergency Drill				
Type of Emergency Drill	<input type="checkbox"/> Fires, explosions; <input type="checkbox"/> Chemical Spillage or leakage; <input type="checkbox"/> Accidents as a result of equipment failure <input type="checkbox"/> Others; Specify _____			
Department / Section				
Starting Time				
Completion Time				
Number of Participants (name list attached)				
Participation Rate				
Name of Fire Officer				
Suggestion Items				
Action Plan				



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Appendix: Accident/Incident Report Form

ACCIDENT / INCIDENT REPORT FORM	Document Code: JHMC-EP-008-F03	Version No.: 0 31 August 2018	Page 1 of 1
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Date : _____ **Time :** _____

Location : _____

Type of Report : _____

Detailed Description : *(Attach additional sheets if necessary)*

Responses / Immediate Actions /First Aid : *(Attach additional sheets if necessary)*

Possible Causes(s) :

Suggested Preventive Measures :

Reported by:		Position:	
Signature:		Date:	



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Note: For further and detailed information, click the link below.

[JHMC_PSCP_Files](#)

https://drive.google.com/drive/u/0/folders/16G1I2r_sdM55s-KEdivBYSK0neW-EQvB

KEdivBYSK0neW-EQvB

17.0 RECOMMENDATIONS

- For the Public Service Continuity Plan, JHMC has to establish a committee for this plan in order to formulate it collaboratively and carry it out effectively, which can result in positive outcomes.
- To revise and/or update the existing JHMC Citizens Charter and Organizational Structure for alignment of the chain of command.
- To revise and/or update the existing Safety and Security Plan, Water Distribution System Plan, Emergency and Disaster Plan, Emergency Response Team Organizational Structure and all the necessary Standard Operating Procedure.
- Must create a fully operational JHMC Command Center with a mainline and authority personnel to dispatch the Emergency Response Team in the event of medical emergencies, natural disasters and accidents.
- Purchasing complete necessary PPE's, supplies and equipment, along with ambulance and firetruck, that is crucial for emergency response.
- Development or/ upgrade of the IT Disaster Recovery Plan to ensure that records are safe and secure and that electronic backups of important office data are made.
- ICTD should make a system for data recording of every department file/data for efficient access, storage and retrieval.
- Identify or locate the Alternate Facilities or temporary workplace that must be available for use after a disaster.
- Procurement of back-up rescue equipment and stockpiling of rescue supplies and equipment.
- Trails abound in both the JHSEZ and JHRA areas must need to be securely fenced off to prevent simple foot access to any part of the Camp John Hay Reservation Area;
- Establish partnership, covered through Memorandum Of Understanding/Memorandum Of Agreement, with other sectors for collaborative response (BC CDRMC, SC3, PS4, PEZA BFP, BCEMS, BENECO) that can provide backup service or manpower during disaster.

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- Camp Defense Plan should be created to address possibility of insurgency and to minimize occurrence of crime within the Camp John Hay
- Upgrading and maintenance of the CCTV Equipment
- Upgrade an internet connection for a stable one and provide portable pocket wifi for efficiency of providing services (Starlink satellite mini dish connects up to 128 devices and with high speed option, Portable Wifi can connect up to 5-10 devices) in case of power disruption.
- Designate a specific alternative area particularly an open area accessible for airlifting, possible for dropping relief goods and necessities which will provide aid. This open area must be opened and cleared at all times. (possible in Scout Hill Area - since this area is elevated and have flat and open terrains)
- Activate radio communications for emergency purposes. Include radio frequencies, set up of antenna and emergency radio communication equipments
- JHMC Emergency Services must have at least two working Hotlines (preferably Smart and Globe) and a designated mobile phone including the Base and Mobile Radio Equipment to establish a Communication and Command Center.

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