



# Business Continuity Plan

**Bulacan Agricultural State College**

June 2022

# Introduction

This Business Continuity Plan serves as a repository of documented procedures that steers the **Bulacan Agricultural State College** to respond, recover, resume and restore its operations after a disruption due to an emergency and/or a crisis to a methodical planning-based pre-determined level.

Different from an emergency plan which sets the instructions on what the organization should do prior to a threatening event, and what to do during an emergency to protect lives and property against specific hazards, i.e., fire, typhoon, earthquake, the business continuity plan helps to minimize impacts regardless of the hazard or threat on mission-critical functions, and presents measures and protocols to help the organization return to a standard level of service delivery as soon as possible.

The BASC Business Continuity Plan (BASC-BCP), therefore, aims to maintain College operations and functions in the event of an emergency or crisis. This Plan applies to all campuses, all institutes, all departments, all employees and all concerned stakeholders.

The objectives of the BASC-BCP are to help sustain critical or essential services, to limit the impacts of emergencies or long-term disruptions, and to resume normal operations as quickly as possible following a disruption.

The following priorities are deemed significant in order to affect the BASC-BCP objectives:

- Priority 1: Maintain continuity of BASC leadership elements including succession of key offices; organizational communication, leadership and management operations
  
- Priority 2: Safeguard the lives of students, employees, and other stakeholders of the college.
  
- Priority 3: Secure the school premise and its properties and ensure safety and functionality of its buildings and facilities; protect vital record and files and other documents vital to the continuity of operations of BASC

This plan supports the continuity policy or objectives that is found in the following official documents:

Document 1: Land Use Development and Infrastructure Plan

Document 2: Strategic Plan

Document 3: Learning Continuity Plan

# Unit Profile

BCP Team			
BCP MANAGER <sup>1</sup> : Dr. Jameson H. Tan, SUC President III			
Emergency Contact(s): Name	Office Address and Phone	Home Address and Phone	Cell Phone and E-mail
Dr. Ronald Reagan T. Alonzo	Office of the Vice President for Administration, Finance and Business Affairs, BASC, Pinaod, San Ildefonso, Bulacan	Garlang, San Ildefonso, Bulacan	+ (63) 9176221092 rrt_alonzo@yahoo.com
Dr. Cecilia S. Santiago	Office of the Vice President for Academic Affairs, BASC, Pinaod, San Ildefonso, Bulacan	Pinaod, San Ildefonso, Bulacan	+ (63) 9176247694 cls_santiago@yahoo.com
Mrs. Lerma Tan	N/A	Valenzuela City	63 91x-xxx-xxxx
Alternates/BCP Team Members <sup>2</sup>			
Name and Role	Office Address and Phone	Home Address and Phone	Cell Phone and E-mail
Dr. Honeylet J. Nicolas VP, REDP	Research, Extension, Development and Production Office, BASC, Pinaod San Ildefonso, Bulacan	Pinaod, San Ildefonso, Bulacan	63 91x-xxx-xxxx

<sup>1</sup> Identify a senior staff member who can manage projects, facilitate discussion, and can be the focal point for business continuity concerns.

<sup>2</sup> Identify staff members who perform critical roles and understand how the unit operates.

Mrs. Alicia B. Alba Director, HRMO	BASC, Pinaod, San Ildefonso, Bulacan	Mataas na Parang San Ildefonso, Bulacan	(63)9227476574 alicevbautista@yahoo.com
Dr. Jennifer P. Adriano Director, OSA	BASC, Pinaod, San Ildefonso, Bulacan	Pinaod, San Ildefonso, Bulacan	63 91x-xxx-xxxx
Mr. John Edward Cruz Director, Planning and Development Office	PDO BASC, Pinaod, San Ildefonso, Bulacan	Poblacion, San Ildefonso, Bulacan	bascpdo@gmail.com 100191jhonny@gmail.com

IMPORTANT CONTACTS <sup>3</sup>					
Name	Role	Office Phone	Home Phone	E-mail/Cell phone	Home Address
Dr. Anthony Ferrer	Director, DRRMO	N/A	N/A	+63 933 820 6439	Pinaod, San Ildefonso, Bulacan
Dr. Ma. Leonora Sta Ana	Diirector, Communications and Public Relations	(044) 802 7966	N/A	maleonorastaana71@gmail.com 0933-813-9068	Pinaod, San Ildefonso, Bulacan
Mrs. Geraldine Cruz	Executive Secretary	(044) 697 1240	N/A	dheng_cruz@gmail.com 0933-200-3162	Pinaod, San Ildefonso, Bulacan
Mrs. Corazon Ababa	Head, Procurement Unit	(044) 816 7121	N/A	ababa75corazon@gmail.com +63 918 519 2774	San Juan, SAn Ildefonso, Bulacan
Mr. Ronaldo S. Verginiza	Head, Security Unit	N/A	N/A	+63 933 135 1183	Pinaod, San Ildefonso, Bulacan

<sup>3</sup> Identify important contacts for your department or unit. Managers and supervisors should keep a copy with them at all times, both in the cell phone and as a backup contacts list.

Engr. Edwin Sumaway	College Engineer	N/A	N/A	+63 923 825 4568	Capihan, San Rafael, Buacan
Mrs. Rona Angela Clarin	Supply Officer	N/A	N/A	+63 923 108 1526	Diliman, San Rafael, Bulacan
Mrs. Marita De Guzman	Budget Officer	(044)-697-1712	N/A	+63 933 135 1183	Maasim, San Ildefonso, Bulacan
Mrs. Dolores Bersamina	Director, Administration and Finance	(044)-762-0120	N/A	madoloresbersamina@gmail.com 0995-553-6587	Sapang Putol, San Ildefonso, Bulacan
Mr. Robert Capalad	BASCFEA, President	N/A	N/A	09xx-xxx-xxxx	Pinaod, San Ildefonso, Bulacan

**Other Important Contacts**

San Ildefonso Municipal Hall - (044) 677 1929  
 San Ildefonso MDRRMO - 0955 539-4173 / 0931-047-6900  
 San Ildefonso Police Station - (044) 762 1203 / 0905-275-0793 / 0998-598-5394  
 San Ildefonso Bureau of Fire Protection - 0923-449-8123 / 0927-652-4860  
 Magbitang Hospital - (044) 762 0311  
 Prime Water - 0922-703-3395 / 0951-977-3092  
 MERALCO - 0917-551-6211 / 0925-771-6211  
 COVID Hotline Health Office - 0955-417-5041

LEADERSHIP SUCCESSION <sup>4</sup>			
	Name	Home Address and Phone	Cell Phone and E-mail
Head of Unit	Dr. Jameson H. Tan SUC President III	Pinaod, San Ildefonso, Bulacan	+(63)9177024677 jamesontan@basc.edu.ph
Successor	Dr. Ronald Reagan T. Alonzo VP, AF	Garlang, San Ildefonso, Bulacan	+(63)9176221092 rrt_alonzo@yahoo.com
Successor	Dr. Cecilia S. Santiago VP, AA	Pinaod, San Ildefonso, Bulacan	+(63)9176247694 cls_santiago@yahoo.com
Successor	Dr. Honeylet J. Nicolas VP, REPD	Pinaod, San Ildefonso, Bulacan	+63 943 705 8889 honeylet.vlv@gmail.com

<sup>4</sup> List people who can make operational decisions if the head of the unit is absent or incapacitated.

# Communication Plan

## **Unit's internal communication plan in the event of an emergency<sup>5</sup>**

Clear communication is extremely critical in emergency or crisis situations. This BCP – Communication Plan aims to provide a reference tool to ensure efficient transmission of information, instructions, notifications and warnings, as necessary, to all College offices, employees, students, and all concerned stakeholders in the event of disruption of operations caused by an emergency or crisis. This Plan constitutes two (2) categories, namely, internal and external communication plans.

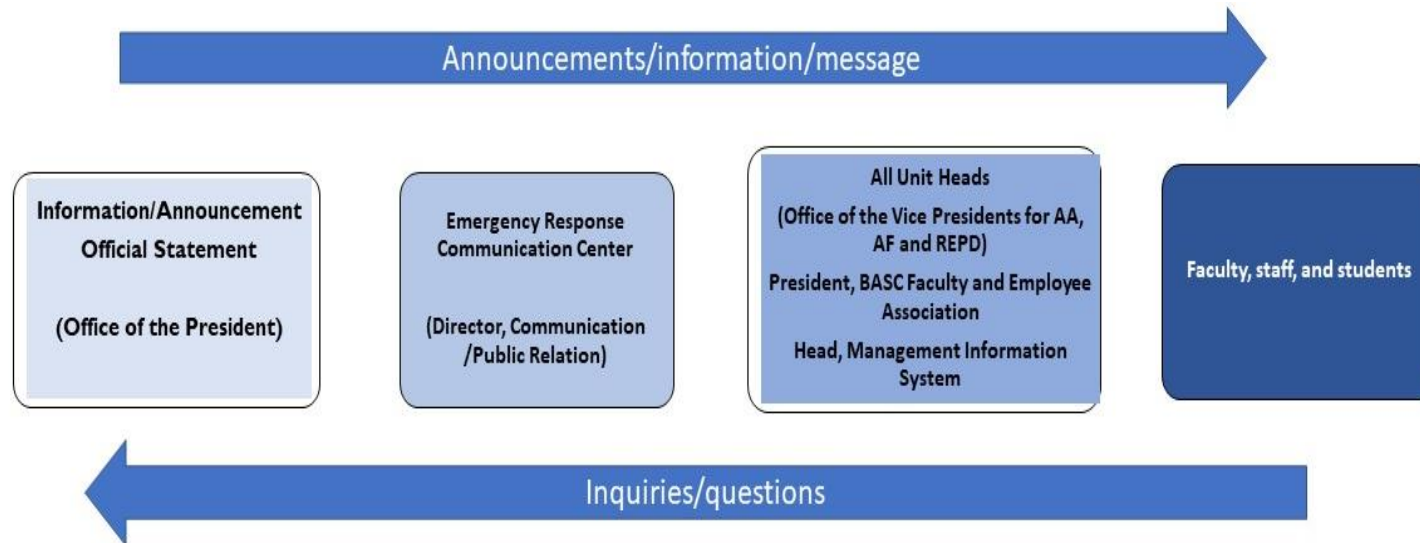
*Stakeholders*, as used in this Plan, refer to agencies, individuals, organizations, groups/sectors, units or other entities who may be independent to, but nonetheless possess interests and concerns, in the operations of the College, e.g., alumni, parents, the local/provincial government units, government agencies and partner non-government organizations, the barangay, and other concerned entities.

This BCP – Internal Communication Plan, as an emergency response of the Institution intended for the College academic community, aims to provide a reference tool to ensure efficient transmission and exchange of information, instructions, notifications and warnings, as necessary, to and from college officials, faculty, non-teaching personnel and students, in the event of disruptions. This shall be a two-way communication process between the designated College Unit and the academic community.

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<sup>5</sup> Describe how your Unit's faculty, staff, graduate assistants and other workers will communicate with one another in the event of an emergency.





### BASC Internal Communication Plan

In the event of disruptions, the BASC *Emergency Response Communication Center* headed by the Director for Public Relations and Communications will be mobilized. The Center will be responsible in communicating the appropriate information to intended entities. The Center shall be based at the Office of the Director for Public Relations and Communications, and shall have at least three (3) members, one of whom is the Executive Secretary to the College President. Others may be faculty members or non-teaching personnel who shall be in-charge of responding to inquiries from the College academic community and external stakeholders, and a representative from the Security Services Unit of the College. These members, along with the Director for Public Relations and Communications, shall man the Center in the event of crisis or emergency.

All forms of information that will be communicated by the *Emergency Response Communication Center* to all members of the College academic community shall be upon approval of the College President and/or his alternate official. Information shall be released to key officials, i.e., the Vice Presidents and the Human Resource Management Director, the Director for the Office of Student Affairs and Services and the President of the BASC Faculty and Employees Association, for prompt dissemination to their respective service clientele to ensure that the College’s information response to an emergency or crisis situation is prompt, accurate, sensitive and responsible. Information shall be further

transmitted to the members of the Administrative and Academic Councils, the MIS Head, and the Head of Security Services, as necessary, for faster dissemination and appropriate response. In case of confidentiality of information, all will be advised to exercise caution, as necessary.

The *Emergency Response Communication Center* shall be provided with at least two (2) units of cellphones and one (1) unit of laptop, and provided with wireless internet. It will be also equipped be with a backup generator system and/or solar-powered sources to ensure internet access even if the power goes out. Information will be sent via text messaging, messenger chats, and through the College website and official social media accounts (Facebook, etc). The General Service Unit Office located near the Administration Building of the College will serve as the *Emergency Response Communication Center*.

The Center will be in direct coordination with the MIS Office. For information that will be communicated through the College website and its official social media accounts, the Director for Communication/Public Relations shall, once approved by the College President or his alternate official, forward the announcement/s for posting to the Office of the MIS Head. To ensure fast and efficient dissemination of information, as well as security of records of the College, the MIS Office shall adopt and implement a Procedures on Backup and Recovery that has various features, namely; (1) Generic backup requirements, (2) Backup frequency and retention, (3) Physical security of backup media and contingency IT equipment, (4) Standard restoration process, and (5) Emergency restoration process.

Two (2) hotlines will be designated as crisis hotlines, one intended for the College community, and one for other incoming calls/messages from outside the College. The hotlines will be handled by trained members of the *Emergency Response Communication Center*. These phone numbers will be disseminated to the College community and the public at the beginning of a crisis period. Members of the Security Unit who shall be members of the *Emergency Response Communication Center*, shall be equipped with at least four (4) units of two-way radio communication system.

The Director for Public Relations and Communication heading the *Emergency Response Communication Center* will mobilize and brief the assigned College personnel to answer inquiries received through the phones and the social media. Members of the *Emergency Response Communication Center* should have been given appropriate trainings prior to the emergency/crisis event.

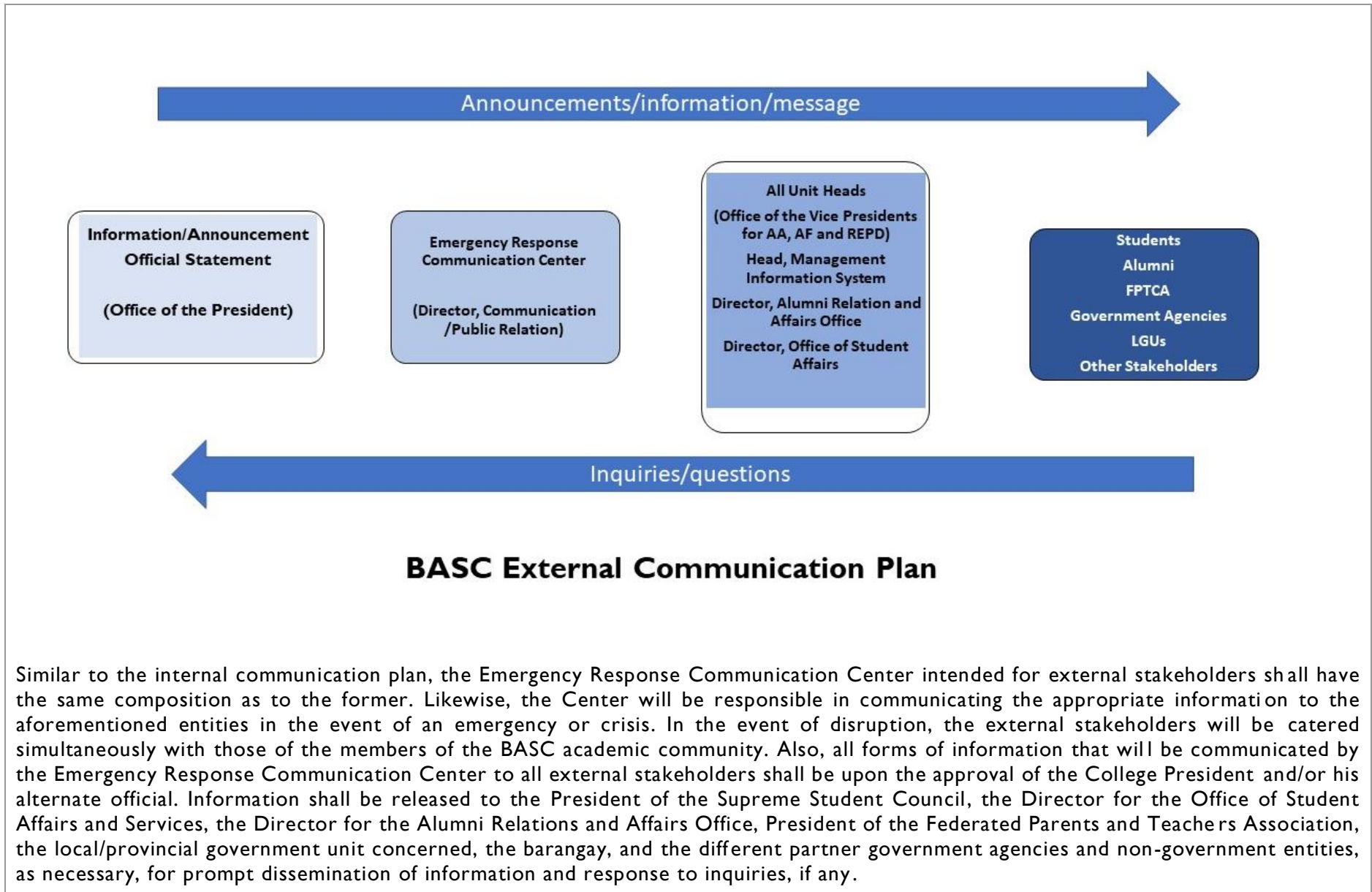
In the absence of internet and telecommunication lines, printed and/or written correspondences that are duly signed or approved by the College President or his alternate, will be transmitted and circulated to the College academic community.

Information on the implementation process through which the BCP – Internal Communication Plan of the College will be disseminated to the public prior to emergency/crisis situations, through the College website and official social media accounts, Messenger chats, and text messaging. They will also be printed in various College publications, and posted in strategic places within the Campus.

**Unit’s external communication plan in the event of an emergency<sup>6</sup>**

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<sup>6</sup> Describe how your Unit’s faculty and staff will communicate with external stakeholders (students, customers, parents, state officials, etc.) in the event of an emergency.



The Center will be in direct coordination with the MIS Office. Information will be sent via text messaging, messenger chats, and through the College website and official social media accounts. For information that will be communicated through the College website and its official social media accounts, the Director for Communication/Public Relations shall, once approved by the College President or his alternate official, forward the announcement/s for posting to the Office of the MIS Head. To ensure fast and efficient dissemination of information, as well as security of records of the College, the MIS Office shall adopt and implement a Procedures on Backup and Recovery Plan that has various features, namely; (1) Generic backup requirements, (2) Backup frequency and retention, (3) Physical security of backup media and contingency IT equipment, (4) Standard restoration process, and (5) Emergency restoration process.

A crisis hotline will be intended for the external stakeholders to accommodate inquiries via texts or calls. This phone number will be disseminated to the public at the beginning of a crisis period.

The Director for Communication/Public Relations heading the Emergency Response Communication Center will mobilize and brief all College personnel assigned to answer inquiries received through the phones and the social media.

In the absence of internet and telecommunication lines, printed and/or written correspondences that are duly signed or approved by the College President or his alternate, will be transmitted and circulated to the external stakeholders, whenever necessary.

Information on the implementation process through which the BCP – External Communication Plan of the College will be disseminated to the public prior to emergency/crisis situations, through the College website and official social media accounts, Messenger chats, and text messaging. They will also be printed in various College publications, and posted in strategic places within Barangay Pinaod, as well as in San Ildefonso town proper.

# Critical Operations

<b>CRITICAL/ESSENTIAL DEPARTMENT OPERATIONS (IN DESCENDING ORDER OF IMPORTANCE)</b>			
Critical/Essential Operation <sup>7</sup>	Person Responsible for Operation	Alternate Person #1	Action Plan to Continue Essential Operation/Service <sup>8</sup>
1. <b>Leadership Succession</b> - activated when the College President or head of unit is absent or incapacitated.			
- maintains continuity of leadership elements including succession of key offices; organizational communication, leadership and management operations; personnel accountability; situational awareness and functional disciplinary process	VP, AF	VP, AA	Issuance of Office orders/memorandum regarding leadership succession Orientation with involve personnel
2. <b>Support to Operations</b> - include offices/units responsible for payment to employees and other obligations of the college; procurement of necessary supplies; and health and care of staff and students.			
a. Accounting and Finance Unit - <b>payroll and payment for obligations</b>	Dir. Dolores Bersamina	Mrs. Marita De Guzman	Provision of transport service vehicle to employees Re-assignment/immediate addition of personnel when necessary Implementation of alternative work schedules Processing of office, medical and other necessary supplies
b. Human Resource Unit - <b>implements work schedule</b> - <b>ensures availability of</b>	Dir. Alicia Alba	Mrs. Michelle Tolentino	Government Procurement Reform Act Manual and GPPB Issuances for procurement of supplies and equipment needed for operation  ISO Process Manual

<sup>7</sup> List the operations that are needed to enable the continuity of the SUC's essential functions (health and safety of people; teaching/learning and other student-related services; research; security and preservation of facilities and equipment; support for the surrounding community). These are processes that cannot be interrupted, from a few hours to a month, without a significant negative impact on the mission of the unit.

<sup>8</sup> List any SOP's, plans or procedures to be taken during and after a disruption, and upload them to your Unit's cloud storage folder (continuity strategies). These can lessen the impact of losses, safeguard critical assets, replace resources quickly, and utilize alternative resources or processes.

<p><b>staff/employees for the operation</b></p>			<p>Prepare and Implement work schedule to ensure availability of personnel for different units of the College</p>
<p>c. Health and Care Unit</p> <ul style="list-style-type: none"> <li>- <b>ensuring health and care of staff and students</b></li> <li>- <b>issuance of health policies of the College</b></li> <li>- <b>issuance of vitamins and other necessary medical supplies</b></li> <li>- <b>attends to First-Aid</b></li> <li>- <b>performs basic physical examination for faculty, staff and students</b></li> <li>- <b>implements flu vaccination and other related medical services</b></li> </ul>	<p>Mrs. Mae Miranda</p>	<p>Mr. Vladimir Sempio</p>	<p>Government Procurement Reform Act Manual and GPPB Issuances for procurement of supplies and equipment needed for operation</p> <p>ISO Process Manual</p>
<p>d. Procurement and Supply Office</p> <ul style="list-style-type: none"> <li>- <b>procurement of supplies and equipment for College operations</b></li> <li>- <b>transfer of supplies from one unit to another</b></li> <li>- <b>issuance of necessary supplies for the operations of all units of the College</b></li> </ul>	<p>Mrs. Rona Angela Clarin</p>	<p>Mrs. Princess White Mananguit</p>	<p>Government Procurement Reform Act Manual and GPPB Issuances for procurement of supplies and equipment needed for operation</p> <p>ISO Process Manual</p>

<b>3. General Services</b> -responsible for emergency response, safety and security and provision of transport vehicle			
a. Security Unit - <b>ensuring safety and security of all staff, guests, students and College facilities assisting offices in the implementation of social/physical distancing</b> - <b>ensuring availability of evacuation site during crisis</b>	Mr. Ronaldo Verginiza	Mr. Rennie Boy Balmores	Provision of transport service vehicle to employees Re-assignment/immediate addition of personnel when necessary Implementation of alternative work schedules  ISO Process Manual
b. General Service/Utility/Ground Maintenance Unit - <b>maintains functionality of all utilities of the college (water supply, electricity, air condition</b> - <b>acts as frontliners for emergency responses during crisis (clearing operations etc)</b> - <b>system, sewage and sanitation)</b> - <b>ensuring cleanliness and orderliness of College facilities</b> - <b>retrofitting of college facilities</b>	Mrs. Corazon Ababa	Mr. Johnny Agura	Provision of transport service vehicle to employees Re-assignment/immediate addition of personnel when necessary Implementation of alternative work schedules  ISO Process Manual



<p>c. Transportation Services Unit</p> <ul style="list-style-type: none"> <li>- <b>ensure availability of transport vehicle for staff, employees, guests and students</b></li> </ul>	<p>Mr. Romeo Joson Jr.</p>	<p>Mr. Aldrin Miranda</p>	<p>Provision of transport service vehicle to employees Re-assignment/immediate addition of personnel when necessary Implementation of alternative work schedules</p>
<p><b>4. Management Information System</b> - ensures accessibility of the following systems:</p>			
<p>a. System Administration b. Website Administration c. Learning Management System d. Campus Management System</p>	<p>Dr. Melanie Cruz</p>	<p>Dr. F. Casuco</p>	<p>(ICT Continuity Plan) Alternate Internet Source Access to back-up files</p>
<p><b>5. Support to Students</b></p>			
<p>a. Registrar’s Office a.1 Enrolment a.2 Submission and posting of grades a.3 request of credentials</p> <p>b. Office of Student Affairs b.1 admission test b.2 information and orientation services b.3 guidance and counseling b.4 student organizations</p>	<p>Mr. Jan Michael Ramos</p> <p>Dr. Jennifer Adriano</p>	<p>Mrs. Nerilyn Parungao</p> <p>Mr. Ian Charles Blas</p>	<p>(Student Handbook; Learning Continuity Plan) Online enrolment Online submission and posting of grades Access to BASC Student Portal Online request of credentials (Student Handbook Revised 2021) Online consultation, orientation, application, request of credentials</p>
<p><b>6. Delivery of Instruction</b> Institutes/College</p>	<p>VP, AA</p>	<p>Deans</p>	<p>(Learning Continuity Plan) Implementation of alternative work schedules Flexible Learning (modular/online teaching)</p>
<p><b>7. Research, Extension, Production and Development</b></p> <ul style="list-style-type: none"> <li>- monitoring of researches and extensions programs</li> <li>- monitoring of production projects</li> </ul>	<p>VP, REPD</p> <p>Project-in-charge</p>	<p>Director, Extension Director, Research Director, IP</p> <p>Members of Project</p>	<p>REPD Continuity Plan Implementation of alternative work schedules Provision of transport vehicle Re-assignment/immediate addition of personnel when necessary</p>

# Readiness Checklist

PLANNING READINESS CHECKLIST - high Priority Action Items			
Action Items <sup>9</sup>	Responsible Person(s)	Due Date	Plan (How this action item will be completed)
1. Issuance of office order/memorandum regarding OIC appointment during critical operations	Office of the President	2022	Selection and appointment of designated official for critical operations through issuance of office order/memorandum
2. Creation of disaster and risk reduction manual	Director, DRRMO	3 <sup>rd</sup> Quarter 2022	BOT review and approval of disaster and risk reduction manual of the college
3. Trainings/seminars/workshops and drills on emergency cases/and other incidents	Director, DRRMO Security Unit	Every Academic Calendar year	Part of Annual College-wide activity Part of Annual Procurement Plan of the College Coordination with LGU (Bureau of Fire, Municipal Disaster and Risk Management Office, Philippine National Police and other agencies)
4. Procurement of back up/stand-by power generators and installation of solar panels	Office of the President Procurement and Supply Office Planning and Development Office	2022	Part of Annual Procurement Plan of the college
5. Provision of fire alarms, extinguishers, and sprinkler system on all buildings of the college	Planning and Development Office	Before proposal of annual budget	Inclusion in the Annual Procurement Plan Inclusion in LUDIP
6. Annual checkup of buildings and facilities of the college	Planning and Development Office DRRMO General Service Unit	Per Academic Calendar	Inclusion in the Annual Preventive and Maintenance Plan of the College
7. Procurement of back up supplies intended for critical operations ( <i>medical supplies, office supplies etc.</i> )	Procurement and Supply Office	Per Academic Calendar	Part of the Annual Procurement Plan of the college

<sup>9</sup> Identify those things that need to be done before a disruption in order to ensure that critical operations can continue and communications plans will be effective.

8. Identification of evacuation routes of the college and meeting points inside and outside the campus	DRRMO Planning and Development Office	2022	Identification of temporary evacuation site/areas Inclusion in the LUDIP
9. Creation of Modules aligned with approved syllabus for Learning Continuity	Office of the Vice President for Academic Affairs and Deans	2022	Issuance of Memorandum to different College/Institutes
10. Regular monitoring and review of Continuity Plan of the College 11. Coordination with LGUs for distribution of printed modules 12. LMS training for faculty and students; LMS administration training	Planning and Development Office	Annually	Inclusion in the administrative council meeting
13. Availability of two-way radio and other communication devices for information dissemination	Procurement Office General Service Unit Public Relation and Communication Unit	2022	Inclusion in the PPMP
14. Cross training of staff	Human Resource Department	2022	Faculty and Staff Development Plan
15. Designation of alternate office area during crisis	Planning and Development Office General Service Unit	2022	Inclusion in the DRRMO Manual
16. training of faculty, students and parents on the use of LMS of the College	OVP AA OSAS FPTCA	2022	Conduct of Online Training and Workshop
17. Provision of online services for OSA, Registrar and Procurement and Supply Office	VP, Administration and Finance Registrar's Office OSAS	2022	Conduct inventory of management system
18. Planning - periodic review of policies - ensure availability of funds - ensure safety and security of personnel and College facilities	Administrative Council	2022	Inclusion in the Administrative Council Meeting Agenda

## Resources/Supplies

ESSENTIAL RESOURCES/SUPPLIES Required for Maintaining Unit's Critical Operations

Essential Resources/Supplies for Critical Operations <sup>10</sup>	Action Plan to Stockpile Supplies	Current Supplier Name, Address, and Phone Number	Alternate Supplier Name, Address, and Phone Number
Solar panel/power and/or power generators	inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Go-bags, first-aid kits, and other medical supplies	inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	Local pharmacy
Water source	Construction of deep well/jet Matic Use of windmill	Local supplier	Local supplier
Supplies for animal projects ( <i>feeds, medicines, vitamins, etc</i> )	Additional inventory	Local supplier	Local supplier
Ambulance and service patrol	Inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Office Supplies (paper, ink, etc)	Maintenance of par stock and inclusion in the APP and PPMP of all units to ensure continuity of processes	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Additional back-up computers and printers	inclusion in the APP serve as standby/back-up computers	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Mobile phones with prepaid cards	inclusion in the PPMP of DRRMO serve as standby/back-up phones	Local suppliers	Local suppliers
Internet cards	standby/back-up internet source	Local suppliers	Local suppliers

<sup>10</sup> Specify resources and supplies that are essential to the continuation of critical operations.

<b>Essential Resources/Supplies for Critical Operations<sup>10</sup></b>	<b>Action Plan to Stockpile Supplies</b>	<b>Current Supplier Name, Address, and Phone Number</b>	<b>Alternate Supplier Name, Address, and Phone Number</b>
Signages, printed materials, flyers, posters and other materials for information dissemination	inclusion in the PPMP	Local suppliers	Local suppliers
Supplies for animal projects ( <i>feeds, medicines, vitamins, etc</i> )	Additional inventory	Local supplier	Local supplier
availability of two-way radios	inclusion in the PPMP	Local suppliers	Local suppliers

## Services

<b>ESSENTIAL SERVICES</b> Required for Maintaining Critical Operations		
Essential Services Required to Maintain Critical Operations during an Emergency <sup>11</sup>	Current Provider/Contractor Name, Address, and Phone	Alternate Provider/Contractor Name, Address, and Phone
Medical services	Local hospital College Clinic	Local hospital
Electric Utility/Services	MERALCO	Power generators/solar panel
Internet access	PLDT Converge Globe	DICT Prepaid cards
Security services	College Security Unit	Bulacan-PNP LGU Barangay Officials
Food	Local suppliers	Local suppliers
Income Generating Projects (animal production)	Local suppliers	Local suppliers
Water source/services	Prime Water/SIWAD	College windmill Jet Matic Deep well

<sup>11</sup> Specify services essential to the continuation of critical operations such as campus security, electricity, water, health, food, and Internet access.

# Travel

<b>ESSENTIAL TRAVEL</b> Required for Maintaining Critical Operations		
Purpose of Travel <sup>12</sup>	Current Mode of Transportation	Alternative to Travel or Alternate Mode of Travel
Medical and Emergency related travel	College Service Vehicle	Employee/staff personal vehicle Barangay ambulance Municipal Ambulance
Bank transaction (withdrawal, deposit, payment, payroll)	College Service Vehicle	Employee/staff personal vehicle Local transportation Barangay patrol
Dissemination/distribution/retrieval of instructional materials	College Service Vehicle	Local transportation Barangay Patrol Municipal Service Vehicle Employee/staff personal vehicle
Procurement/Bids and Awards related travel	College Service Vehicle	Local Transportation Employee/staff personal vehicle
Human resource related travel	College Service Vehicle	Employee/staff personal vehicle

<sup>12</sup> Specify travel that are essential to the continuation of critical operations.

# Document History

Plan Approved by Unit Chair/Director	Signature:	Date: May 2022
	Name in block letters <b>DR. JAMESON H. TAN</b>	
Periodic Reviews:	Signature:	Date:
	Name in block letters:	
	Signature:	Date:
	Name in block letters:	
	Signature:	Date:
	Name in block letters:	
	Signature:	Date:
	Name in block letters:	
	Signature:	Date:
	Name in block letters:	



# Annex 1 - Pandemic Continuity Plan

## Unit Profile

BCP Team			
<b>BCP MANAGER<sup>13</sup>:</b>			
Emergency Contact(s): Name	Office Address and Phone	Home Address and Phone	Cell Phone and E-mail
Dr. Jameson H. Tan	Office of the President BASC Compound, Pinaod, San Ildefonso, Bulacan 044-792-xxxx	Brgy. Pinaod, San Ildefonso, Bulacan	0917-702-xxxx (044) 697 1240
Dr. Ronald Reagan T. Alonzo	Office of the Vice President for Administration and Finance BASC, Pinaod, San Ildefonso, Bulacan 044-792-xxxx	Brgy. Garlang, San Ildefonso, Bulacan	091x-xxx-xxxx
<b>ALTERNATES/BCP TEAM MEMBERS<sup>14</sup></b>			
Name and Role	Office Address and Phone	Home Address and Phone	Cell Phone and E-mail
Mrs. Mae Miranda	BASC College Clinic Brgy. Pinaod, San Ildefonso, Bulacan	Brgy. Pinaod, San Ildefonso, Bulacan	091x-xxx-xxxx
Mr. John Edward Y. Cruz	Planning and Development Office Brgy. Pinaod, San Ildefonso, Bulacan	Brgy. Poblacion, San Ildefonso, Bulacan	091x-xxx-xxxx
Mrs. Dolores Bersamina	Administration and Finance Brgy. Pinaod, San Ildefonso, Bulacan	Brgy. Sapang Putol, San Ildefonso, Bulacan	091x-xxx-xxxx
Dr. Billy Joe Villena	BASC Auxiliary Services Office Brgy. Pinaod, San Ildefonso, Bulacan	Brgy. Anyatam, San Ildefonso, Bulacan	0932-623-xxxx <a href="mailto:bjvillena@gmail.com">bjvillena@gmail.com</a>

<sup>13</sup> Identify a senior staff member who can manage projects, facilitate discussion, and can be the focal point for business continuity concerns.

<sup>14</sup> Identify staff members who perform critical roles and understand how the unit operates.

CRISIS MANAGEMENT TEAM <sup>15</sup>					
Name	Role	Office Phone	Home Phone	E-mail/Cell phone	Home Address
Dr. Melanie Cruz	Director, MIS - ensure internet connectivity especially during and after pandemic	(044) 697 1233	N/A	0923-490-8816 mis@basc.edu.ph	Brgy. Pinaod, San Ildefonso, Bulacan
Dr. Anthony Ferrer	Director, DRRMO - to mobilize general services and transportation personnel during crisis	N/A	N/A	+63 933 820 6439	Brgy. Pinaod, SAn Ildefonso, Bulacan
Mrs. Alicia Alba	Director, Human Resource - ensure that the operations of the College are performed with manpower during crisis	(044) 816 7121	N/A	09227476574	Brgy. Mataas na Parang, San Ildefonso, Bulacan
Mr. Ronaldo Verginiza	Head, Security Unit - ensure security personnel are mobilized during and after crisis	N/A	N/A	+63 933 135 1183	Brgy. Pinaod, SAn Ildefonso, Bulacan
Dr. Jennifer Adriano	Director, Office of Student Affairs - To ensure that students are informed of the condition of the College and of the status of operations relevant to	N/A	N/A	09227476574	Brgy. Pinaod, SAn Ildefonso, Bulacan

<sup>15</sup> Identify the team designated to handle a pandemic crisis, including ICT support for study- and work-from-home plans.

	student services.				
Dr. Ma. Leonora Sta Ana	<p>Director, Public Relation and Communication Office</p> <ul style="list-style-type: none"> <li>- ensure that internal and academic community and external stakeholders are informed of the condition of the College and of the status of operations, and to respond to inquiries during and after crisis.</li> </ul>	N/A	N/A	<p>maleonorastaana71@gmail.com</p> <p>0933-813-9068</p>	Brgy. Pinaod, San Ildefonso, Bulacan
Dr. Billy Joe V. Villena	<p>Director, Auxiliary Services</p> <ul style="list-style-type: none"> <li>- ensure that all Project-in-charge and other stakeholders regarding IGPs of the College are informed of the status of operations, and to respond to all inquiries during and after crisis.</li> </ul>	(044) 802 7966	N/A	<p><a href="mailto:bjvillena@gmail.com">bjvillena@gmail.com</a></p> <p>0932-623-3227</p>	Brgy. Anyatam, San Ildefonso, Bulacan
Mr. John Edward Y. Cruz	<p>Director, Planning and Development Office</p> <ul style="list-style-type: none"> <li>- serve as the College's development planning body ; responsible for developing agenda and</li> </ul>	<p>(044) 697 1245</p> <p>(044)697 1233</p>	N/A	<p>bascpdo@gmail.com</p> <p><a href="mailto:100191jhonny@gmail.com">100191jhonny@gmail.com</a></p>	Brgy. Poblacion, San Ildefonso, Bulacan

	provides overall direction in the development, implementation of policies and strategies to the attainment of College VMGO during pandemic.				
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IMPORTANT PANDEMIC-SPECIFIC CONTACTS <sup>16</sup>					
Name	Role	Office Phone	Home Phone	E-mail/Cell phone	Home Address
Mrs. Mae Miranda	College Nurse	09xx-xxx-xxxx	N/A	N/A	Brgy. Pinaod, San Ildefonso, Bulacan
Magbitang Hospital	Local Hospital	(044) 762 0311	N/A	N/A	Brgy. Pinaod, San Ildefonso, Bulacan
COVID Hotline Health Office	Local Hospital	0955-417-5041	N/A	N/A	Brgy. San Juan, San Ildefonso, Bulacan
Pinaod Health Center	Local Health Care Unit	09xx-xxx-xxxx	N/A	N/A	Brgy. Pinaod, San Ildefonso, Bulacan

COVID-19 FOCAL PERSON					
Name	Role	Office Phone	Home Phone	E-mail/Cell phone	Home Address
Mrs. Mae Miranda	College Nurse	N/A	N/A		Brgy. Pinaod, San Ildefonso, Bulacan

<sup>16</sup> Identify medical experts, contacts at hospitals designated to receive patients requiring emergency care; identify local government officials, and Department of Health officials who are the official channels for health information and advice on safety and well-being.

Dr. Ronald Reagan T. Alonzo	VP, Administration and Finance	(044)-762-0120	N/A	+(63)9176221092 rrt_alonzo@yahoo.com	Brgy. Garlang, San Ildefonso, Bulacan
Dr. Leonora Sta Ana	Director, Public Relation and Communication Office	N/A	N/A	maleonorastaana71@gmail.com  0933-813-9068	Brgy. Pinaod, San Ildefonso, Bulacan
Dr. Anthony Ferrer	Director, DRRMO	N/A	N/A	+63 933 820 6439	Brgy. Pinaod, San Ildefonso, Bulacan
Mr. Johny Agura Mr. Romeo Joson Jr.	Staff, General Services and Transportation Unit	N/A	N/A	09xx-xxx-xxxx	Brgy. Pinaod, San Ildefonso, Bulacan
Mr. Ronaldo Verginiza	Head, Security Unit	N/A	N/A	+63 933 135 1183	Brgy. Pinaod, San Ildefonso, Bulacan

LEADERSHIP SUCCESSION <sup>17</sup>			
	Name	Home Address and Phone	Cell Phone and E-mail
Head of Agency	Dr. Jameson H. Tan SUC President III	Brgy. Pinaod, San Ildefonso, Bulacan	+(63)9177024677 jamesontan@basc.edu.ph
Successor	Dr. Ronald Reagan T. Alonzo VP for Administration and Finance	Brgy. Garlang, San Ildefonso, Bulacan	+(63)9176221092 rrt_alonzo@yahoo.com
Successor	Dr. Cecilia S. Santiago VP for Academic Affairs	Brgy. Pinaod, San Ildefonso, Bulacan	+(63)9176247694 cls_santiago@yahoo.com
Successor	Dr. Honeylet J. Nicolas VP for Research, Extension, Production and Development	Brgy. Pinaod, San Ildefonso, Bulacan	+(63)91xxxxxxx

<sup>17</sup> List people who can make operational decisions if the head of the unit is absent or incapacitated.

## Critical Operations During Pandemic Events

<b>CRITICAL/ESSENTIAL DEPARTMENT OPERATIONS (IN DESCENDING ORDER OF IMPORTANCE)</b>			
Critical/Essential Operation <sup>18</sup>	Person Responsible for Operation	Alternate Person #1	Action Plan to Continue Critical Operations and Keep People Safe <sup>19</sup>
<b>Medical and related services</b> -	Mrs Mae Miranda College Nurse	Director, DRRMO	Cross train staff to perform essential functions. (split or alternative shifting) provision of basic medical services information dissemination lifestyle modification program creation of policies on optimum cleanliness and sanitation conduct of vaccination issuance on policies regarding cleanliness and sanitation of all units inclusion of vaccines on PPMP of the College Provision of transportation/service vehicle
<b>Support to Operations</b> a. Accounting and Finance (Payroll, and other accounting and administrative related activities)	Mrs. Dolores Bersamina Director for Administration and Finance	Mrs. Marita De Guzman Budget Officer	Processing of payment of employee salaries and other obligations
b. Administration Oversee the Implementation of Alternative Work Schedules	Mrs. Dolores Bersamina Director for Administration and Finance	Mrs. Alice Alba Director, Human Resource Department	Implementation of Alternative Work Schedules (Alternative/shifting and/or work from home scheme) Provision of transportation/service vehicle

<sup>18</sup> List the operations that are needed to enable the continuity of the SUC's essential functions (health and safety of people; teaching/learning and other student-related services; research; security and preservation of facilities and equipment; support for the surrounding community). These are processes that cannot be interrupted, from a few hours to a month, without a significant negative impact on the mission of the unit.

<sup>19</sup> List any SOP's, plans or procedures to be taken during a pandemic, and upload them to your Unit's cloud storage folder (continuity strategies). These include plans to keep people safe.

c. Security Unit (Implementation of safety and security in the college)	Mr. Ronaldo Verginiza Head Security	Mr. Pedro Lie Legazpi Security Guard	Implementation of “no facemask, no entry” policy at the entrance. Ensure that contract tracing forms are properly accomplished at the entrance. Assist offices in maintaining physical/social distancing for visitors and clients.
d. General Service Unit (Sanitation and Disinfection of all college facilities)	Mrs. Leovenza Villacorte Head, General Service Unit	Mr. Johnny Agura General Service, Staff Unit	Ensures that all buildings are disinfected and sanitized regularly. Ensures that buildings, offices and classrooms are clean.
e. Procurement and Supply Unit (Ensure availability of supplies during pandemic)	Mrs. Rona Angela Clarin Head, Supply Office	Mrs. Corazon Ababa Head, Procurement Unit	Ensures the availability of supplies for the operations of all offices and units of the college Ensures that inventory of stocks and par stocks are monitored. On time schedule of purchases and delivery to ensure uninterrupted operation.
<b>Delivery of Instruction</b> - (Uninterrupted delivery of instruction)	Office of the Vice President for Academic Affairs	Deans	Implementation of Learning Continuity Plan (Modular and/or online teaching)
<b>Support to Students</b> a. Registrar’s Office services	Mr. John Michael Ramos College Registrar	Mrs. Nerilyn Parungao Support Personnel	Online registration and request of credentials Online posting and submission of grades Access to BASC Student Portal
b. Office of Student Affairs services	Dr. Jennifer Adriano Director for the Office of Student Affairs and Services	Mr. Ian Charles Blas Unit Head, Student Service	Online consultation, counseling, and other related services
<b>7. Research, Extension, Production and Development</b> -	Dr. Honeylet Nicolas VP, REPD  Project-in-charge	Director, Extension Director, Research Director, IP  Members of Project	REPD Continuity Plan Implementation of alternative work schedules Provision of transport vehicle Re-assignment/immediate addition of personnel when necessary monitoring of researches and extensions programs monitoring of production projects

## Strategies to Keep People Safe

Strategy <sup>20</sup>	Person Responsible
Implementation of social/physical distancing to all units/offices of the College	Heads of offices
Implementation of alternative work schedules (work from home scheme) *To limit the number of personnel working in every office	President Vice Presidents Human Resource Department
Provision of transportation services to employees	Transportation Unit
Establishment of health and safety protocols (based on IATF guidelines)	Office of the President
Implementation of transactions on a by-appointment basis “No Appointment No Transaction Policy” to avoid overcrowding	All Unit Heads
Provision of alcohols, facemasks and PPEs (for staff and employees)	College Clinic Supply Office
Setting up barriers and visual reminders in the College	General Service Unit
Efficient logging of visitors and implementation of contact tracing	DRRMO
Coordination with local IATF and barangay officials for safety protocols in the barangay	Head, Public Relation and Communication
Transfer to temporary offices to avoid overcrowding of staff and to limit number of personnel in offices	Unit Heads
strict implementation of Health protocols in accordance with IATF, DOH, CHED and PGIN Guidelines: <ul style="list-style-type: none"> <li>● information on the maximum capacity of confined spaces should be visible</li> <li>● engineering control as to distance between people</li> <li>● wash areas, disinfectants, saniizers, foot baths are available</li> <li>● wearing of facemasks (faceshields, if necessary)</li> <li>● body temperature check</li> </ul> Filling out of health declaration form	College Clinic Security Services All Unit Heads BASCFEA Officers PDO
Conduct vaccination of faculty, staff and students	College Clinic

<sup>20</sup> Identify strategies that would reduce the number of people in confined spaces, maintain the recommended distance between people, minimize the frequency and time spent in interaction, and maintain sanitation and hygienic practices.



Create and activate College Contact Tracing Team	College Administration
Accredit on-campus Isolation Facility for faculty and staff	
Retrofitting of facilities, classrooms, laboratory rooms to ensure social distancing	VP, Academic Affairs General Services Unit
Provision of service vehicle for employees	Transportation Unit
Monitoring of employees on quarantine/isolation	College Clinic
Mental Helath Program for employees and students	BASCFEA HRMD OSAS
Encourage faculty, staff and students to avail vaccination	College Administration Vice Presidents Deans and Directors
<p>Strict adherence to BASC Workplace guidelines:</p> <ul style="list-style-type: none"> <li>a. Temperature will be checked at building entrances. Those with above-normal temperature will be advised to go home, rest and get tested, if necessary. They will be monitored through texts and/or calls.</li> <li>b. Regular disinfection will be conducted in the different offices and College premise every Friday afternoon. All offices will be provided with alcohols and disinfectants which the staff could use.</li> <li>c. Reminders and signages will be posted in all offices and College premises.</li> <li>d. Isolation areas will be designated aligned with the standards set by the DOH for campuses and offices</li> <li>e. the College in accordance with DOH Guidelines, will issue policies and guidelines on required health standards for instituional adoption and guidance in all campuses and offices.</li> <li>f. BASC will ensure that its facilities are ready for staff, students and visitors, who are follow stringent social/physical distancing measures. The College shall strengthen programs promoting hygiene. Compliance to the standards set by DOH, the College will ensure provision of adequate clean water and soap for handwashing as well as alcohol and/or sanitizers.</li> </ul>	General Service Unit Security Unit College Administration
<p>availability of isolation facilities and test kits for animals with disease</p> <p>availability of food supplies and vitamins for animal production projects</p>	College Vet Project-in-charge

## Study/Work from Home Plans

Action Plan <sup>21</sup>	Person Responsible
<p><b>Implementation of BASC Flexible Learning Plan</b></p> <p><b>*Primary stakeholders of this plan are the students who are enrolled in the different curricular programs of the College and their parents.</b></p> <p><b>*Secondary stakeholders include the faculty, administrators and administrative support staff of the college.</b></p> <p>The College will adopt synchronous and asynchronous instruction approaches in implementing the Learning Continuity Plan. Instructional modules will be made available in print and digital format for use of students.</p> <p>Consultations with various stakeholders will be undertaken to various stakeholders for the implementation of Learning Continuity Plan of the College.</p> <ol style="list-style-type: none"> <li>a. for the local government, the request to install Wi-Fi infrastructure in their respective barangay or the provision of a computer room for the students' online classes will be initiated.</li> <li>b. the College will also coordinate to barangay officials in the distribution of learning modules for students without the capacity for synchronous learning</li> </ol> <p>Orientation programs for students, faculty and concerned non-teaching personnel staff will be conducted.</p> <ol style="list-style-type: none"> <li>a. Student's/Parent's Virtual Orientation             <ul style="list-style-type: none"> <li>- The parents and students will undergo basic training and orientation in order to prepare them for the actual rollout of flexible learning. Parents will get a glimpse of how synchronous and asynchronous classes will be conducted and will get access to student's LMS for downloading lessons/modules for offline work.</li> <li>- Online evaluation forms will be provided so that parents can give feedback on their experience regarding the learning plan.</li> </ul> </li> <li>b. Teacher and Student Support             <ul style="list-style-type: none"> <li>- BASC will hold learning sessions for faculty and students for orientation, exploration and maximization of the chosen flexible learning mode of delivery and program applications.</li> <li>- Faculty and teachers will undergo series of trainings on well-being of students, flexible learning, available online tools and apps, developing modules for flexible teaching, classroom management and ethics on online teaching.</li> </ul> </li> </ol>	<p>Office of the Vice President for Academic Affairs</p> <p>Deans</p> <p>Program Chairs</p> <p>Faculty</p> <p>Office of Student Affairs</p>

<sup>21</sup> Identify the people and students who may continue their studies, research, teaching and other forms of work from their homes, and the measures that are required to support study/work from home arrangements.

<p><b>Implementation of BASC Work Arrangement Plans</b></p> <ul style="list-style-type: none"> <li>a. The College will implement 3-day work on site – 2-day work from home scheme for all permanent, contract of service and job order employees.</li> <li>b. The College maintains remote work arrangements which are compatible with the needs of its diverse operating units and in compliance with government regulations.</li> <li>c. All essential units are required to ensure that established hours of operation are maintained to ensure continuity of operations and avoidance of delays. The College will create BASC Pandemic Task Force who will lead the overall efforts of the College in addressing the challenges brought by the pandemic through policy recommendations and strategy development.</li> <li>d. The College will place a great emphasis on the importance of maintaining clear communication, consultation and coordination with its various stakeholders.</li> <li>e. The College will identify technology tools which employees use in their daily work and determine whether the resources will be accessible when working from home. The College will also ensure that, should they need assistance, employees know how to access the appropriate technical support, should they need assistance.</li> </ul>	<p>Office of the President Office of the Vice Presidents All Unit Heads Human Resource Department</p>
<p>Train employees on online collaboration tools</p>	<p>Director, MIS Director, HRD</p>
<p>Provision of computers and internet connectivity allowance</p>	<p>College Administration (Finance and Accounting Unit)</p>
<p>Development of web-based systems for transaction processing</p>	<p>MIS</p>
<p>Establishment of Work from home targets and monitoring scheme</p>	<p>Planning and Development Office MIS</p>
<p>Conduct inventory of IT capabilities of faculty and students</p>	<p>MIS</p>

## Readiness Checklist

<b>PLANNING READINESS CHECKLIST</b> - high Priority Action Items to support Critical Operations and Strategies for Keeping People Safe			
Action Items <sup>22</sup>	Responsible Person(s)	Due Date	Plan (How this action item will be completed)
1. Cross training of staff	Human Resource Department	2022	Faculty/Staff Development Plan
2. Procurement of PPE and medicines and other related supplies	College Clinic Procurement and Supply Office	Budget Proposal	Inclusion in the APP of the College
3. Appointing emergency contact personnel and task force	College President	2022	Issuance of Memorandum/Office Order
4. Installation of handwashing and sanitizing facilities	Planning and Development Office	2022	Inclusion in the APP of the College
5. Designation of alternate office area during pandemic	Planning and Development Office	2022	Inclusion in the DRRM Manual
6. Orientation and training of faculty, staff and parents on the use of LMS of the College	OVP AA OSA	2 <sup>nd</sup> Qtr 2022	Conduct of online training and workshop
7. Preparation, submission, review and approval of learning modules for different programs	OVP AA Instructional Material Committee	2022	Conduct of training on how to write, prepare and/or develop learning modules
8. Development of policy on transport service vehicle during pandemic	College President	2022	Review of policies
9. Devising Alternative Work Arrangements	College President Administrative Council	2022	Review of policies
10. Coordination with LGUS for community level measures	Director/Head. Public Relation and Communication	2022	Meeting wth LGUs and coordination
11. Policy, practice and infrastructure	College Administration (Administrative Council)	2022	Review of policies
12. Planning - effectiveness of symptoms reporting, monitoring, rapid testing, and tracing of suspected cases	REPD	2022	Formulation/creation of contact tracing forms, monitoring forms

<sup>22</sup> Identify those things that need to be done before a pandemic event in order to ensure that critical operations can continue and communications plans will be effective. Include cross-training of staff so that each essential function has at least three staff that can perform the duties if needed.

<ul style="list-style-type: none"> <li>- study on effects of policies and measures on health and wellbeing of students, parents, faculty and staff</li> <li>- monitor number of cases in students, faculty and staff for school - based outbreaks</li> </ul>			Conduct of research on effects of policies and measures implemented
13. Ensure availability of funds and maintain buffer stocks of needed supplies and materials (food, water, accommodation, medical supplies and other supplies needed)	Budget Officer Accounting Unit Procurement and Supplies	2022	Conduct of periodic inventory Inclusion in the PPMP
14. Prepare back-up facilities (stand-by generators, alternate internet connection, and communication plan)	General Service Unit	2022	Inclusion in the PPMP
15. Research and Extension Continuity Plan	VP, REPD Director for Research Director for Extension Director for Intellectual Property	2022	Review of policies regarding research and extension programs Creation of research and extension continuity plan
16. Create and periodically review composition of emergency response committee	Administrative Council	2022	Review of policies Issuances of Office orders/Memorandum
17. Availability of disaster readiness plan (evacuation site, evacuation plan, leadership succession)	DRRMO	2022	Review of DRRMO Manual
18. Availability of isolation facilities for animal production projects with animals affected by diseases.	Project-in-charge	2022	Inclusion in the production manual inclusion in LUDIP
19. Availability of medicines and test kits for animals	Project-in-charge College Vet	2022	incision in the PPMP

## Resources/Supplies

ESSENTIAL RESOURCES/SUPPLIES Required for Maintaining Unit's Critical Operations and Strategies for Keeping People Safe			
Essential Resources/Supplies for Critical Operations <sup>23</sup>	Action Plan to Stockpile Supplies	Current Supplier Name, Address, and Phone Number	Alternate Supplier Name, Address, and Phone Number
Alcohol, disinfectants, hand soap and sanitizers, face masks and other PPEs	inclusion in the APP close inventory of supplies and materials	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)

<sup>23</sup> Specify resources and supplies that are essential to the continuation of critical operations.

Solar panel/power and/or power generators	inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Go-bags, first-aid kits, and other medical supplies	inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	Local pharmacy
Water source	Construction of deep well/jetmatic Use of windmill	Local supplier	Local supplier
Supplies for animal projects ( <i>feeds, medicines, vitamins, etc</i> )	Additional inventory	Local supplier	Local supplier
Ambulance and service patrol	Inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Office Supplies (bond papers, ink, etc)	Maintenance of par stock and inclusion in the APP and PPMP of all units to ensure continuity of processes	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
ICT facilities/equipment (computer units, printer, router, modem, and other IT materials)	Inclusion in the APP of the College	under Bids and Awards Committee (RA 9184)	under Bids and Awards Committee (RA 9184)
Mobile phones with prepaid cards	inclusion in the PPMP of DRRMO serve as standby/back-up phones	Local suppliers	Local suppliers
Internet cards	standby/back-up internet source	Local suppliers	Local suppliers
Instructional materials/learning modules (print and online books, journals, learning materials)	Continual instructional materials development	College/Institute	College/Institute
Signages, printed materials, flyers, posters and other materials for information dissemination	inclusion in the PPMP	Local suppliers	Local suppliers
Two-way radios	inclusion in the PPMP	Local suppliers	Local suppliers

## Services

<b>ESSENTIAL SERVICES</b> Required for Maintaining Critical Operations and Strategies for Keeping People Safe		
Essential Services Required to Maintain Critical Operations during an Emergency <sup>24</sup>	Current Provider/Contractor Name, Address, and Phone	Alternate Provider/Contractor Name, Address, and Phone
Medical services (including psychosocial support) Guidance Services	Local hospital / College Clinic Office of College Guidance Counselor	Local hospital
Electric Utility/Services	MERALCO	Power generators/solar panel
Internet access	PLDT Converge Globe	DICT Prepaid cards
Security services	College Security Unit	Bulacan-PNP LGU Barangay Officials
Food	Local suppliers	Local suppliers
information dissemination on the adherence to health protocols	College Clinic	General Service Unit
information dissemination on the policy on “stay home when sick”	College Administration	HRMO
protection of individuals at high risk (employees and students)	College Clinic	HRMO
immunization checks and catch-up programs	College Clinic	Municipal/ Barangay Health Office
provision of in-campus accommodation (staff houses, hostel, dormitories)	College Administration	Auxiliary Services

<sup>24</sup> Specify services essential to the continuation of critical operations such as campus security, electricity, water, health, food, and Internet access.

# Travel

<b>ESSENTIAL TRAVEL</b> Required for Maintaining Critical Operations and Strategies for Keeping People Safe		
Purpose of Travel <sup>25</sup>	Current Mode of Transportation	Alternative to Travel or Alternate Mode of Travel
Medical and Emergency related travel	College Service Vehicle	Employee/staff personal vehicle Barangay ambulance Municipal Ambulance
Bank transaction (withdrawal, deposit, payment, payroll)	College Service Vehicle	Employee/staff personal vehicle Local transportation Barangay patrol
Dissemination/distribution/retrieval of instructional materials	College Service Vehicle	Local transportation Barangay Patrol Municipal Service Vehicle Employee/staff personal vehicle
Procurement/Bids and Awards related travel	College Service Vehicle	Local Transportation Employee/staff personal vehicle
Human resource related travel	College Service Vehicle	Employee/staff personal vehicle
conduct of ocular inspection of the college sites and property	College Service Vehicle	Employee/staff personal vehicle
monitoring research, extension and production projects	College Service vehicles	staff personal vehicle
attend t to essential on-campus and off-campus meeting	College Service vehicles	staff personal vehicle

<sup>25</sup> Specify travel that are essential to the continuation of critical operations.



# Annex 2 - ICT Continuity Plan

## Instructions:

Each group will discuss the following. Using a scale of 1 to 5 (1 being the highest and 5 the lowest), rate the extent of your SUC’s current ICT use in the following:

ICT Status	Rating (1 - highest; 5 – lowest)
Teaching	3
Research	3
Extension	4
Administration	2

## I. Overview

This ICT Continuity Plan of Bulacan Agricultural State College is designed to document the key systems and services that must be recovered in the case of a disruption.

### Policy

*Policy statement should underscore the commitment of the SUC towards delivering the fastest transition and the highest quality of ICT services through arrangements that ensure that the learning, research and extension activities as well as SUC support services do not suffer in case of a major disruption and/or disaster.*

The BASC has approved the following policy statement:

BASC recognizes the need for, and value of a comprehensive ICT Continuity Plan which aims to minimize risk, disruption and the financial consequences should a disaster occur.

BASC shall develop a comprehensive ICT Continuity Plan to support its Business Continuity Plan.

A formal Business Impact Analysis and Risk Assessment shall be undertaken to determine the requirements for the ICT Continuity Plan. The ICT Continuity Plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key SUC activities.

All software installed or under the third-party licensing agreement on **BASC** owned or operated computer systems used by faculty members, staff members, or students in the conduct of BASC must be appropriately licensed.

The ICT Continuity Plan should be periodically tested to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.

## Scope

Scope of ICT Continuity Plan

BASC-Main Campus Coverage:

- MIS Office
- Accounting
- Registrar
- Admission
- Procurement Supplies Office
- Library
- Instruction
- Research and Extension Office
- Human Resource Office

DRT Campus (Classroom)

## Team Roles and Responsibilities

**BCP Sponsor/Champion: VP for Administration and Finance**  
**DRRRMO, Director**

	<b>Team Members</b>	<b>Role / Responsibilities</b>	<b>Contact Information</b>
1.	BCP Coordinator <b>Dr. Anthony Ferrer,</b> DRRRMO, Director	Determine, with BCP Champion and SUC leaders, if event is severe enough that BCP should be enacted. Initiates call tree process of contacting all agency staff.  Has lead responsibility for ensuring that BCP is properly enacted and steps are followed as appropriate.	0000-000000
2.	Deputy Coordinator <b>Mr. John Edward Y. Cruz</b> PDO, Director	Assists Coordinator. Acts as Coordinator if Coordinator is unavailable.	0915-300-9434
3.	<b>Dr. Ma. Leonora Sta. Ana,</b> Head Public Relations and Communication	Has lead responsibility for implementing communications strategy contained in this plan.	0000-000-0000
4	MIS Director <b>Dr. Ma. Melanie Cruz</b>	Review on-going work as a member of this team. Complete BIA questionnaire and identify staff needed to complete specific tasks. Has primary responsibility for drafting ICT Continuity Plan.	09234908816

ICT Response Team

	<b>Team Members</b>	<b>Role / Responsibilities</b>	<b>Contact Information</b>
1	ICT Head <b>Dr. Ma. Melanie Cruz MIS Director</b>	Determine, in coordination with BCP Coordination Team, if the event is severe enough that BCP should be enacted. Initiates call tree process of contacting all agency staff.	09234908816
2.	Website Administrator <b>Ms. Maylene Samin</b>	Responsible for the BASC Website	0995-816-1869
3	Network/ System Administrator <b>Mr. Florentino S. Casuco Jr.</b>	Responsible for Network and Hardware Management	0923-685-2904
4	Network Specialist <b>Mr. Gerome Dela Cruz</b>	Responsible for Network restoration	09684004946
5.	Website Specialist <b>Mr. Crisper Gulapa</b>	Responsible for website Update	09056639694
5	Support Staff <b>Ms. Hanna Marie P. Cruz</b>	Responsible for Document Control	09285977382

Key Metrics

<b>ICT Systems and Services</b>	<b>MTD</b>	<b>RTO</b>	<b>RPO</b>	<b>RATIONALE</b>
	<b>(HR/DAYS)</b>	<b>(HR/DAYS)</b>	<b>(HR/DAYS)</b>	
INTERNET  CONNECTIVITY ( Internal Issues controlled by MIS)	1 Hour	Half Day	2-3 Hours	Prioritization of Connection is applied for all information-critical departments or offices.  Synchronous classes Web applications

Admission System	1 Hour	Half Day	2-3 Hours	Student record keeping are stored in the college's portal with hard copies (as backup) available in the registrar's office
Accounting System	1 Hour	Half Day	2-3 Hours	Support to accounting operations such as payroll/payment to employees, managing records of finances, and other obligations are critical to the college as one of its core process
Cashier System	1 Hour	Half Day	2-3 Hours	Auxiliary services to Accounting system which ensures expedient collection and reimbursement.
Enrollment System	1 Hour	Half Day	2-3 Hours	Serves as the core process in student enlistment and provides general matriculation services.
Grading System	1 Hour	Half Day	2-3 Hours	Stores the students' performances in terms of grades.
Website	1 Hour	Half Day	2-3 Hours	The website of the college is used for important announcements, answering queries and posting of opportunities (procurement/hiring/ downloadable forms)

Learning Management System	1 Hour	Half Day	2-3 Hours	Provides support for synchronous and asynchronous learning and teaching modalities.
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## II. Requirements and Strategy

### Business Impact Analysis

Consult SUC's BCP and identify key ICT systems and services needed to support the key operations needed to ensure business continuity. rank the ICT systems and services starting with most critical.

Priority: 1=very high, 5=very low

ICT Systems and Services Supporting BCP	Importance/Rank	Priority Level	Dependencies
INTERNET CONNECTIVITY (Internal Issues controlled by MIS)	1	1	Very high (majority of the transactions are done using internet connection; internet provider and electricity)
Admission System	6	3	Medium- utilized only during enrolment period.
Accounting System	4	1	Very high (transfer of funds, payments to the suppliers, payroll/salaries, and other obligations; internet connectivity; payroll system)
Cashier System	5	3	Medium (can be accessed even without internet connection; portal was utilized mostly during enrollment and encoding of grades-seasonal)
Enrollment System	7	3	Medium -utilized only during enrolment period.

Grading System	8	3	Medium (This system will be utilized only every end of the semester for inputting of students' academic performance)
Website	3	1	Very high (used in information dissemination, announcements and/or as a means of communication; posting of bids; internet connectivity and Management Information System)
Learning Management System	2	1	Very high (used for online asynchronous and synchronous modalities of learning and teaching)
Library System	9	4	Low (This is only an online back-up for references, since we do have a library resource in the campus)

## Risk Assessment

Probability: 1=very high, 5=very low

Impact: 1=total destruction 5=minor annoyance,

### GENERAL THREATS

Risk	Probability Rating	Impact Rating	Brief Description of Potential Consequences & Remedial Actions
			<ol style="list-style-type: none"> <li>1. Technical Solutions</li> <li>2. Policy Solutions</li> <li>3. Human Resources Needed</li> </ol>
HARDWARE FAILURE	2	5	<ol style="list-style-type: none"> <li>1. Subject for corrective and maintenance</li> <li>2. Subject for Physical Evaluation and Testing</li> <li>3. Training and capacity building for IT Staff</li> </ol>
SOFTWARE FAILURE	2	2	<ol style="list-style-type: none"> <li>1. Acquired licensed software</li> <li>2. Inclusion to the annual budget/ regularly updated</li> <li>3. Hiring of additional qualified ICT/MIS staff with permanent position</li> </ol>
MALWARE, SPAM, SCAMS AND PHISHING	2	2	<ol style="list-style-type: none"> <li>1. Acquired licensed software</li> <li>2. Inclusion to the annual budget</li> <li>3. Hiring of additional qualified ICT/MIS staff with permanent position</li> </ol>

HUMAN ERROR	4	3	1. Provision of training for personnel regarding the use of software/systems (Information Security Training)
POWER/ENERGY	1	1	1. Seek technical assistance to the concern agency (MERALCO, LGU) 2. Invest on power generated machine and equipment/ installation of solar panel 3. Provide training for concern staff.
LOW BANDWIDTH	2	2	1. Subscription to more than one internet service provider 2. Separate provider per entity
SIGNAL LOSS, ATTENUATION AND LATENCY	2	2	1. Purchase Networking Devices that will boost the signal strength such as repeaters, bridges, routers and balancers.

CRIMINAL THREATS

Risk	Probability Rating	Impact Rating	Brief Description of Potential Consequences & Remedial Actions 1. Technical Solutions 2. Policy Solutions 3. Staff Requirements
HACKING	3	3	1. Provide Physical Firewall 2. Regular changing password 3. Provide training for concern staff
FRAUD	3	3	1. Provide Physical Firewall 2. Regular changing password 3. Provide training for concern staff
PASSWORD THEFT	3	3	1. Provide Physical Firewall 2. Never posted password in any surface (Physical), Do not create text file (Online), Password must be kept in full secrecy, all password must be encrypted, Account (Turn off /Log out) 3. Provide training for concern staff
DENIAL OF SERVICE	3	3	1. Provide Honeypots (creates a virtual trap to lure attackers) 2. Regular changing password (When) 3. Provide training for concern staff



SECURITY BREACHES	4	4	1. use of two-way authentication for passwords 2. Presence of security measures
STAFF DISHONESTY	4	4	2. Inclusion of clear policy, guidelines regarding staff dishonesty in the faculty and Staff manual of the college

NATURAL HAZARDS

Risk	Probability Rating	Impact Rating	Brief Description of Potential Consequences & Remedial Actions 1. Technical Solutions 2. Policy Solutions 3. Staff Requirements
TYPHOON	1	3	1. Provision of back-up/cloud storage back up 2. Assign personnel living near the vicinity of the institution to act as ICT technician during typhoon
FLOODING	5	3	1. Provision of back-up/cloud storage back up 2. Assign personnel living near the vicinity of the institution to act as ICT technician during typhoon 3. Data center placed on 3rd floor of a building
EARTHQUAKE	5		1.Provision of back-up/cloud storage back up / Power interruption 2.Assign personnel living near the vicinity of the institution to act as ICT technician during typhoon
ELECTRONIC PULSE SURGE	3	3	1. Ensure that breaker is working to avoid short circuit 2. Avoid overloading of electronic devices 3. Issuance of policies on proper maintenance of devices and computers

### III. Implementation

#### ICT Continuity Plan

#### Restore/Continue Critical ICT Systems and Services for Emergency Level of Services

*What is absolutely necessary (bare minimum) for your SUC to function? What steps must be taken to recover each process? What dependencies do those activities have?*

<b>Ran k</b>	<b>ICT Systems and Services</b>	<b>Actions Needed to Restore and Continue Operations</b> (as detailed as possible)	<b>Dependencies</b>
1	Internet Service	Recover 50% of what is normally needed (at least 25Mbps for Administration Building)	Internet Service Provider (PLDT) Electricity Network Restoration (MIS)
2	Accounting System	Recover at least 1 unit with access to accounting system (Office of the College Accountant)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
3	Website	Access to at least 30% of its function (uploading of bid documents and for announcements)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
4	Student Record	Recover at least 10% of its function	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
5	Library System	Recover at least 10% of its function	Internet Service Provider Electricity Network Restoration (MIS)
6	Learning Management System	Recover at least 10% of its function	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)

### Restore/Continue ICT Systems and Services for Key Businesses Services

*What are the essential ICT systems and services needed for your SUC to function? What steps must be taken to recover each process? What dependencies do those activities have?*

<b>Ran k</b>	<b>ICT Systems and Services</b>	<b>Actions to Restore and Continue Operations</b> (as detailed as possible)	<b>Dependencies</b>
1	Internet Service	Recover 75% of what is normally available (at least 38% Mbps)	Service Provider Electricity Network Restoration (MIS)
2	Accounting System	Recover at least 2 units with access to accounting system (Office of the College Accountant and Cashier)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
3	Website	Access to at least 50% of its function (uploading of bid documents and for announcements)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
4	Student Record	Recover at least 20% of its function	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
5	Library System	Recover at least 20% of its function	Internet Service Provider Electricity Network Restoration (MIS)
6	Learning Management System	Recover at least 20% of its function	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)

**RESTORE/CONTINUE ICT SYSTEMS AND SERVICES FOR BUSINESS AS USUAL**

*Systems and service performed routinely to carry out a part of the mission of the SUC*

<b>Ran k</b>	<b>ICT Systems and Services</b>	<b>Actions to Restore and Continue Operations</b> (as detailed as possible)	<b>Dependencies</b>
1	Internet Service	Restore 100% of normally available (50Mbps)	Service Provider Electricity Network Restoration
2	Accounting System	Recover all units with access to accounting system (Office of the College Accountant, Cashier, Accounting Office)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
3	Website	Recover 100% of its functions	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
4	Campus Management System	Recover 100% of its functions (Schedule, Grades)	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
5	Library System	Recover 100% of its functions	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)
6	Learning Management System	Recover 100% of its functions	Internet Service Provider Electricity Cloud Services Network Restoration (MIS)

### Checklist

What technologies do you currently have in place to aid in the recovery process? Are there any you want to add? Any you are curious about?

<b>Available</b> (List all)	<b>location</b>
Local Backups	Server Room/MIS
Hosted Backups	AWS (Amazon Web Services)
Uninterrupted Power Supply	Server Room
<b>Desirable</b>	
Redundant Internet Connection	
Dedicated power generator	
Call Rerouting Capabilities	

## III-B. Implementation

### Develop procedures

Complete template for ICT Systems Recovery for as many systems and services your will require

<b>SYSTEM I Old Lan-Based Enrollment System</b>	
<b>OVERVIEW</b>	
<b>Production Server</b>	<p>Old LAN-Based Enrollment System Location: Server Room</p> <p>Server Model : Dell PowerEdge T340 Mid-Level Tower Server Operating System: Windows Server 2019</p> <p>CPUs: Intel Xeon E3-2124 Processor 3.3GHz</p> <p>Memory: 16GB DDR4 ECC UDIMM</p> <p>Total Disk: 4TB 7.2K RPM (4 x 1TB) SATA 6Gbps 3.5" Hot Plug HDD</p> <p>Systems Handle</p>

	<p>System</p> <p>IP Address: 192.168.1.188</p> <p>Other:</p>
<p>Associated Servers</p>	
<p>Key Contacts</p> <p>Hardware</p> <p>Vendor System</p> <p>Owners</p> <p>Database</p> <p>Owner</p> <p>Application</p> <p>Owners</p> <p>Software</p> <p>Vendors</p> <p>Offsite Storage</p>	<p>PrinceTech Amazon</p>
<p>Backup Strategy</p> <p>System   Daily</p> <p>Monthly</p> <p>Quarterly</p>	<p>Full Back up: Monthly Incremental Back up: Weekly</p>

<p>Disaster Recovery Procedure</p> <p>Scenario 1: Total Loss of Data</p> <p>Scenario 2: Total Loss of Hardware</p>	<p>Restore from back-up</p>
<p><b>FILE SYSTEMS</b></p>	
<p>FILE Systems as of</p> <p>Minimal file systems to be created and restored from backup:</p>	<p>File System Mounted on Mbytes <u>Used</u> <u>Available</u> % <u>used</u></p>



Other critical files to modify	
Necessary directories to create	
Critical files to restore	
Secondary files to restore	
Other files to restore	

### Undertake initial tests

Type of Test	Description	Date of Test

## IV. OPERATIONAL MANAGEMENT

### Awareness

1) Determine who needs to be contacted with critical information. Build distribution lists and maintain for accuracy 2) Develop a contact plan to reach employees: wireless, home, etc.

### Faculty/Researchers/Administrative Staff

How do you disperse outgoing messages to and receive incoming messages from your Faculty/Researchers/Administrative Staff during an emergency? What medium of communication do they use? How do you initiate the messages?

The President will construct the message and advisories then The **Executive Secretary** will act as the **designated PIO** who is responsible in the information dissemination during emergency. In the **absence** of designated PIO, the **Planning and Development Office** will assume his/her responsibilities.

**In the absence of internet connection, faculty/researchers/administrative staff are being contacted and coordinated through the following:**

- Short Message Service (SMS) / Text Messaging
- Phone Call (Landline/Mobile Phone)
- Two-way Radio

**In the presence of internet connection, faculty/researchers/administrative staff may also be contacted and coordinated by issuing an official announcement/memorandum through the following social media platforms:**

- Office Facebook Page/Website

## Students/Parents

*How do you disperse outgoing messages to and receive incoming messages from your students and their parents? What medium of communication do they use? How do you initiate the messages?*

The **Executive Secretary** will act as the **designated PIO** who is responsible in the information dissemination during emergency. In the **absence** of designated PIO, the **Planning and Development Office** will assume his/her responsibilities.

**In the absence of internet connection, students/parents are being contacted and coordinated through the following:**

Short Message Service (SMS) / Text Messaging Phone Call (Landline/Mobile Phone)  
Two-way Radio

**In the presence of internet connection, students/parents may also be contacted and coordinated by issuing an official announcement/memorandum through the following social media platforms:**

Office Facebook Page/Website Facebook Messenger Viber

## Vendors/Suppliers

*How do you disperse outgoing messages to and receive incoming message to your vendors/suppliers? What medium of communication do they use? How do you initiate the messages?*

The **Procurement Office** is responsible for contacting the vendors/suppliers during emergency situations. The following steps must be taken:

**In the presence of internet connection:**

Messages are sent through email  
Advisories shall be posted in the Official Website and FB Page of the college Bid Bulletins are posted in PhilGEPS website

**In the absence of internet connection:**

Vendors/suppliers are contacted using SMS and phone calls

# Training

*Design a competency-based curriculum and target audiences.*

## Basic Course

Competencies	Audience	Frequency offered
1) Familiarity with the SUC's BCP/ICT Continuity Plan 2) Basic Communication Skills/ICT Literacy 3) Orientation on Data Privacy and Cyber Security 4) Disaster Recovery 5) ISO Orientation	New to BCP/ICT Continuity; all members of the SUC community <ul style="list-style-type: none"> <li>● students</li> <li>● staff</li> <li>● faculty</li> <li>● parents</li> </ul>	Every quarter

**Intermediate Course**

Competencies	Audience	Frequency offered
1) Working knowledge of the SUC's BCP/ICT Continuity Plan 2) Good Communication Skills 3) Basic Management Skills 4) Training on Troubleshooting 5) Training on Computer Programming 6) Project Risk Assessment	Familiar with BCP/ICT C; will play a role in the implementation of BCP/ICT C  System Administration/MIS	Twice a year

**Advance Course**

Competencies	Audience	Frequency offered
1) Expert knowledge the SUC's BCP/ICT Continuity Plan 2) Advanced Communication Skills 3) Advanced Management Skills 4) Network Infra Training	Will take leadership roles the implementation/revision/ updating of BCP/ICT C	Yearly

## Review

Regular assessment of all of the deliverables from the ICT C process needs to be undertaken to ensure that they remain current. With respect to ICT this is required whenever there is a major Change to the ICT Infrastructure, assets or dependencies

## Exercises

Define frequency (Periodic exercises, after each major business change, etc) focus (critical components - at a minimum) and in conjunction with crisis management, disaster declaration, etc.

Exercises	Frequency
<p><b>General</b></p> <ul style="list-style-type: none"> <li>● Management Review                             <ul style="list-style-type: none"> <li>○ Target presentation</li> <li>○ Audit results/ feedback presentation (ISO Processes)</li> </ul> </li> <li>● Simulation Practices</li> <li>● Personnel Capacity Building</li> </ul>	<ul style="list-style-type: none"> <li>● Annual</li> </ul>
<p><b>Critical Components/Scenarios</b></p> <ul style="list-style-type: none"> <li>● Typhoon/Earthquake/Flooding                             <ul style="list-style-type: none"> <li>○ loss of internet connection</li> <li>○ inaccessible location</li> <li>○ Power outage</li> </ul> </li> <li>● System failure/data loss</li> </ul>	<ul style="list-style-type: none"> <li>● once a year</li> <li>● quarter</li> </ul>
<p><b>After major business change</b></p> <ul style="list-style-type: none"> <li>● training of personnel</li> <li>● briefing/info dissemination using official social media platforms/accounts</li> <li>● provision of resources based on needs</li> </ul>	

<p>In combination with Disaster Response and Management</p> <ul style="list-style-type: none"> <li>• BCP/ICT Plan implementation</li> </ul>	
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## Change Management

To ensure that actions taken are effective, institutional leaders should implement several key activities associated with successfully leading and managing organizational changes.

Focus	Target Audience	Activities
<p>Strong Leadership</p>	<ol style="list-style-type: none"> <li>1) SUC leadership</li> <li>2) Deans, Directors and Unit heads</li> <li>3) Faculty</li> <li>4) Students</li> <li>5) Administrative staff</li> <li>6) Other stakeholders</li> </ol>	<ul style="list-style-type: none"> <li>• Briefing and training for Deans, Directors and Faculty</li> <li>• Simulation practice</li> <li>• Initiative on conducting stakeholders' meeting / management review of processes</li> <li>• Identification of targets</li> <li>• Provision of resources</li> <li>• Identification of executive sponsor (top management)</li> </ul>
<p>Clear and motivating goals and objectives</p>	<ol style="list-style-type: none"> <li>1) SUC leadership</li> <li>2) Deans, Directors and Unit heads</li> <li>3) Faculty</li> <li>4) Students</li> <li>5) Administrative staff</li> </ol> <p>Other stakeholders</p>	<ol style="list-style-type: none"> <li>1. Feedbacking and consultation with personnels/stakeholders</li> <li>2. provision of recognition of units with 100% compliance</li> </ol> <ul style="list-style-type: none"> <li>•</li> </ul>

<p>The need for the change is communicated</p>	<ol style="list-style-type: none"> <li>1) SUC leadership</li> <li>2) Deans, Directors and Unit heads</li> <li>3) Faculty</li> <li>4) Students</li> <li>5) Administrative staff</li> </ol> <p>Other stakeholders</p>	<ol style="list-style-type: none"> <li>1. Briefing and orientation</li> <li>2. info dissemination thru TikTok and other social media platforms</li> <li>3. Creation of ads and printed medias</li> <li>4. Program/project launching</li> <li>5. Ceremonial acceptance of the program</li> </ol> <ul style="list-style-type: none"> <li>● Use of freedom wall to air end user perspective</li> </ul>
<p>Resistance is Managed</p>	<ol style="list-style-type: none"> <li>1) SUC leadership</li> <li>2) Deans, Directors and Unit heads</li> <li>3) Faculty</li> <li>4) Students</li> <li>5) Administrative staff</li> <li>6) Other stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. Project briefing/orientation</li> <li>2. Provision of Training/Capacity Building</li> <li>3. Simulation</li> <li>4. Benchmarking</li> <li>6. Highlights advantages thru info dissemination/ Success Stories</li> </ol>
<p>Culture is modified</p>	<ol style="list-style-type: none"> <li>1) SUC leadership</li> <li>2) Deans, Directors and Unit heads</li> <li>3) Faculty</li> <li>4) Students</li> <li>5) Administrative staff</li> <li>7) Other stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. Continuous Improvement (ISO Application/Accreditation process)</li> <li>2. Commitment to transparency through program evaluation</li> <li>7. Creation of mechanism for sustainable implementation of program (MOU/MOA)</li> </ol>



## Appendix A – Systems Inventory

### Server

Model	PowerEdge T330
Operating System	Windows Server 2019 Standard
System/Admin Password	Administrator
Serial #	F276LQ2
IP Address	192.168.1.119
Warranty Info	Warranty Expired
Applications: APACHE TOMCAT VERSION 60.29	

### Firewall/Router

Account Info	
Device Type	ASUS SMART WIN 6 ROUTER AX1800 DUAL BAND R7-AX55
Model #	AX 1800
Serial #	NBG 6604
Warranty Info	1 year

IP Address	192.168.29.1
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## Switch

Device Type	SWITCH HUB
Model #	DGS-10166
Serial #	QS7P209003495
Warranty Info	1 YEAR
IP Address	192.168.1.254

## Voice Communications

Location	MIS
Provider	PLDT
Phone Type (PBX, VoIP)	VoIP
Manufacturer	PLDT
Model #	H66289d
System Serial #	223102154000A

## Workstations

Name	Model #	Serial #	Warranty Info	Operating System
Registrar 1	Acer TC-860	DT BC 7SPO1192	1 yr	WIN 10
Registrar 2	Acer TC-860	DT BC 7SPO1193	1 yr	WIN 10
Registrar 3	Acer TC-860	DT BC 7SPO1194	1 yr	WIN 10
Registrar 4	Acer TC-860	DT BC 7SPO1195	1 yr	WIN 10
Registrar 5	Acer TC-860	DT BC 7SPO1196	1 yr	WIN 10

## Essential Passwords and Product Keys

You can report non-private passwords here or password locations; otherwise, password owners can be identified with contact info provided. Critical and private passwords should be kept offsite in a safe or safety deposit box.

### Passwords

<b>Syst em</b>	<b>Username/Login</b>	<b>Password/Password Owner</b>
Enrolment System	542	-
Accounting Module	0530	
	0204	
	102	
Admission Module	800	
	765	
	750	
Cashier Module	91	
	808	
	92	
Registrar Module	693	
	234	
	149	

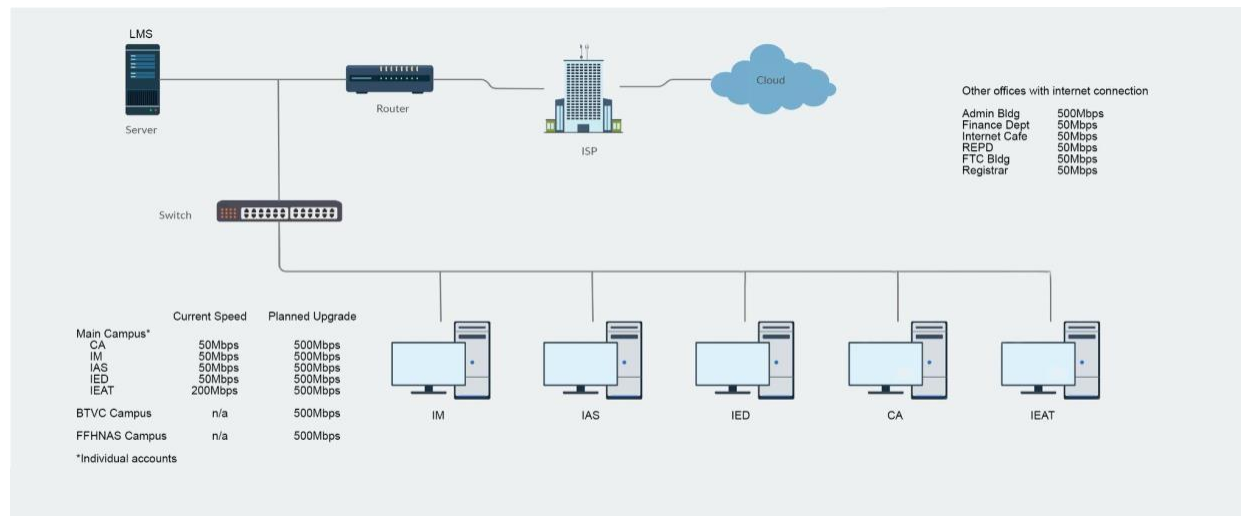
Program License Keys

Program	License Key	Other
MS OFFICE 2019 PRO PLUS	ILX3-48VL-63CC-HYZI	-
WINDOWS 10 PRO	1 License Key for 30 pcs.	

## Appendix B – Network Setup

### Network Connectivity

Diagram your network in a drawing. Include ISP, type of internet, modem, routers, switches, servers, firewalls, SAN, WAN, VoIP.



## Back-ups

Record the location where backups are stored, document the backup schedule, and description of backups.

<b>Key Business Process</b>	<b>Onsite Backup</b>	<b>Offsite Backup</b>	<b>Description</b>	<b>Frequency of Full Backups</b>	<b>Frequency of Incremental Backups</b>
BASC CAMPUS MANAGEMENT SYSTEM	NONE	AMAZON WEB SERVICES	Cloud Database	Monthly	Weekly

## Appendix C – Employee Contact List

Name, Title	Contact Option
Melanie A. Cruz	Work: Director, MIS
	Mobile: 0923-4908816
	Home: Poblacion, San Ildefonso, Bulacan
Emergency Contact Info:	Email Address: mis@basc.edu.ph
	Alternate Email: melanieablazacruz@gmail.com
Florentino S. Casuco Jr.	Work: Network Administrator
	Mobile: 09361773281
	Home: Camella Homes, Pagala, Baliwag, Bulacan
Emergency Contact Info:	Email Address: florentino.casuco@basc.edu.ph
	Alternate Email: fscjr1021@gmail.com
Maylene V. Samin	Work: Web Administrator
	Mobile: 09958161869
	Home: Mabalas-balas, San Rafael, Bulacan
Emergency Contact Info:	Email Address: admin@basc.edu.ph
	Alternate Email: maylenevalcossamin@gmail.com
	Work: Hardware Specialist

Gerome DL. dela Cruz	Mobile:
	Home: San Ildefonso, Bulacan
Emergency Contact Info:	Email Address:
	Alternate Email:
Crisper John G. Gulapa	Work: IT Specialist/Web Developer
	Mobile: 09056639694
	Home: San Ildefonso, Bulacan
Emergency Contact Info:	Email Address: crispergulapa97@gmail.com
	Alternate Email:
Hanna Marie P. Cruz	Work: Support Staff
	Mobile:09285977382
	Home: Poblacion, San Ildefonso, Bulacan
Emergency Contact Info:	Alternate Email:



## Appendix D- ICT Skills Inventory

### General ICT Skills Inventory ICT Disaster Recovery Planning

ICT Skill Category	Presence (Yes/No) and Number	Years of Experience	Job/Skills Description	Certification & Training
<b>I. General MIS Skills</b>				
1.1 Project Planning and Management	<b>Yes</b>	<b>7 months</b>	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	None
1.2 Vendor/customer relations and support	<b>Yes</b>			
1.3 Project Risk Assessment	<b>Yes</b>	7 months	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	None

1.4 Change Managem ent				
1.5. Project Communication				
1.6 Disaster Recovery				
1.7 Data Privacy				

<b>II. Systems Development &amp; Database Management</b>				
2.1 Business Process Analysis/ Business Analysis	<b>Yes</b>	7 months	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	TQM Coaching
2.2 Systems Design and Implementation	<b>Yes</b>	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
2.3 Systems Audit and Quality Assurance				
2.4 System Maintenance				
2.5 Database Management	<b>Yes</b>	9 years	MIS Director Network Administrator Web Administrator IT Specialist	

			Hardware Specialist Support Staff	
2.6. Database Administrator				
<b>III. Network and Connectivity</b>				
<b>ICT Skill Category</b>	<b>Presence (Yes/No) and Number</b>	<b>Years of Experience</b>	<b>Job/Skills Description</b>	<b>Certification &amp; Training</b>
3.1 Network Design/ Architecture	Yes	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
3.2 Installation & Maintenance	Yes	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	

3.3 Network Administration	Yes	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
3.4 Network Security	Yes	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
<b>IV. Social Media</b>				
<b>ICT Skill Category</b>	<b>Presence (Yes/No) and Number</b>	<b>Years of Experience</b>	<b>Job/Skills Description</b>	<b>Certification &amp; Training</b>
4.1 Content Developer	Yes	9 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	

4.2 Social Media Administrator	Yes	7 months	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
<b>V. Office Productivity</b>				
<b>ICT Skill Category</b>	<b>Presence (Yes/No) and Number</b>	<b>Years of Experience</b>	<b>Job/Skills Description</b>	<b>Certification &amp; Training</b>
5.1 Software Administrator	Yes	3 years	MIS Director Network Administrator Web Administrator IT Specialist Hardware Specialist Support Staff	
5.2 Training Staff				

# Annex 3 – Business Impact Analysis

**Risk Assessment Matrix**

		Consequence		
		Minor	Moderate	Major
Likelihood	High	<b>(Due to Network Failure):</b> a. Network failure will cause inability to provide/deliver e-services to clients and delays on school and administrative operations/transactions		
	Medium		<b>(Due to Power Interruption):</b> a. Power interruption will result delays on school and administrative operations/transactions (slow down/delayed activities and operations, inability to deliver e-services to clients)	<b>(Due to typhoon):</b> a. Typhoon damages college buildings, infrastructures, assets, dormitories, and homes of staff and students (Inability to

				<p>travel, inaccessibility of location); animal production facilities</p>
	<p><b>Low</b></p>	<p><b>(Due to earthquake):</b></p> <ul style="list-style-type: none"> <li>a. <b>Loss of facilities. Earthquake causes classroom/offices unfit to use will cause delayed/slow down activities and operations)</b></li> <li>b. <b>Loss of vendors. Suppliers of essential services</b></li> </ul> <p><b>(Due to animal disease):</b></p> <ul style="list-style-type: none"> <li>a. <b>Risk of zoonosis (possible infectious disease that can be transmitted from animals)</b></li> </ul> <p><b>(Due to water-borne disease):</b></p> <ul style="list-style-type: none"> <li>a. <b>possible cause of illness to student and employees</b></li> </ul>	<p><b>(Due to fire):</b></p> <ul style="list-style-type: none"> <li>a. <b>Loss of records and/or data and inability to deliver e-services to clients</b></li> </ul>	<p><b>(Due to Covid-19 pandemic):</b></p> <ul style="list-style-type: none"> <li>a. <b>Movement control because of strict quarantine protocols which hinder travel of key officials from home to work</b></li> </ul>



### Business Impact Analysis

The plan considers the following scenarios:

- A disruption of activities that lasts up to 2 weeks.
- Classes and public events are suspended.
- Up to 40% of staff are unable to work, including heads of units and essential personnel.
- Minimal staff are available to implement the business continuity plan.
- Loss of the building and its equipment due to fire, flood, and earthquake.
- No electricity or water for a period of one to two weeks.

Continuity of Information and Communication Technology (ICT) services are covered in the ICT Continuity Plan.

<b>Disruption:</b> A disruption of activities that lasts up to two weeks		<b>Impact:</b> How would this disruption affect operations?	<b>Continuity:</b> How would you continue operations?
Loss of People (mobility problem due to pandemic/epdemic )	10% of staff lost	<ul style="list-style-type: none"> <li>• operations will slow down</li> <li>• unavailability of employees</li> </ul>	<ul style="list-style-type: none"> <li>• re-assignment of staff</li> <li>• provision of transport service vehicle</li> </ul>
	50% of staff lost	<ul style="list-style-type: none"> <li>• delayed payments and other related services (increased transaction time)</li> <li>• reduced employee productivity causes reduced customer satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• re-assignment/ immediate addition of personnel</li> <li>• provision of transport service vehicle</li> <li>• Alternative Work Schedules</li> </ul>
	50% of students lost	<ul style="list-style-type: none"> <li>• increased percentage of students who failed their subjects</li> <li>• possibility of high rates of dropouts/ transfers</li> </ul>	<ul style="list-style-type: none"> <li>• adjustment of school calendar</li> <li>• shift to online/modular flexible learning modality</li> </ul>

<b>Disruption:</b> A disruption of activities that lasts up to two weeks		<b>Impact:</b> How would this disruption affect operations?	<b>Continuity:</b> How would you continue operations?
Loss of Facilities  (due to typhoon and earthquake)	Loss of electricity	<ul style="list-style-type: none"> <li>● disrupted operation</li> <li>● slow down/delayed activities</li> <li>● inability to deliver e-services to clients</li> </ul>	<ul style="list-style-type: none"> <li>● shift to manual operations</li> <li>● used of generator system/set</li> </ul>
	Loss of equipment  (computers, and laboratory equipment)	<ul style="list-style-type: none"> <li>● stop operation</li> <li>● utility failures</li> </ul>	<ul style="list-style-type: none"> <li>● shift to manual operations</li> <li>● sharing of resources among offices</li> </ul>
	Loss of premises	<ul style="list-style-type: none"> <li>● stop/disrupted operation</li> <li>● delayed delivery of services</li> <li>● backlog/uncompleted works</li> <li>● increased transaction time</li> </ul>	<ul style="list-style-type: none"> <li>● transfer to available/vacant offices</li> <li>● establish temporary offices</li> <li>● explore other modes of transaction</li> </ul>
Loss of Records/Data  (Due to network failure, fire, data corruption)	Data server problem  Loss of internet connectivity	<ul style="list-style-type: none"> <li>● delayed transactions</li> <li>● inability to deliver services to clients</li> <li>● degradation of service</li> </ul>	<ul style="list-style-type: none"> <li>● access to back-up files</li> <li>● shift to manual operations</li> <li>● restoration of back-up files</li> </ul>

<p>Interruption of activities on Animal Production</p> <p>(Due to infectious disease from animals)</p>		<ul style="list-style-type: none"><li>● movement control for animal caretakers</li></ul>	<ul style="list-style-type: none"><li>● implement isolation for animal with diseases</li><li>● quarantine for affected personnel</li></ul>
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