



I. Admin Function

The Administration Department is mandated to provide administrative and logistical support to the entire organization. Admin Department is important to any company because it works across all departments and with all kinds of work.

The functions of the Admin Department include (1) General Office Management; (2) Asset Management; (3) Transport Management; and (4) Security and Safety Management.

I.1. General Office Management

Admin Department provides logistical assistance to the entire organization. In doing this, it makes sure it provides working areas for all staff and office equipment needed by personnel. It also ensures availability of stationeries and other office supplies.

It ensures a clean and orderly office environment. Janitorial services are sourced out from an Agency.

Payment of utilities is made on or before its due date in order to make certain the availability of lighting, water, telecommunication, mobile phone, internet connection, photocopier services and other regularly billed office expenses.

The department organizes the delivery of documents and items as requested by particular personnel/ office.

Requests for facilities and materials for various types of meetings need to have the following information: subject, venue, duration & participants and if applicable, the institution or association involve in the meeting.

Contracts of Lease of tenants are monitored to ensure that monthly rental, water and electric consumptions are regularly billed and followed up for collections. On the other hand, AFPGEN as tenant such as those offices occupied by branch offices, prompt payment of rentals & utilities are timely processed.

Setting of internal operating rule is also considered as part of the general office management. Furthermore, compliance to the requirements of Government agencies pertaining to business permit and fire safety are being accomplished.

I.2. Asset Management

The company has a systematic process of acquiring, operating, maintaining, upgrading and disposing of assets cost-effectively. Furniture, equipment and semi-



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expendable items are issued to employees with accompanying Memo Receipt. As part of monitoring aspects, an inventory of company properties shall be conducted annually.

Admin Department accepts and processes purchase requisitions from different departments and conducts solicitations of bids and quotations from suppliers. It also recommends substitute materials and alternatives where savings can be realized. Part of the role also is that Admin maintains supplier contacts, resolves supplier disputes and work outs billing discrepancies.

Admin manages physical capital assets of the company in terms of building installations, office space improvements/ refurbishments and office renovations. Monitored also are the processes, systems and manpower required to manage the life cycle of all acquired property including acquisition, control, accountability, responsibility, maintenance, utilization and disposition.

Acquired land of the company shall also be monitored by Admin. Site visit will be conducted at least twice a year to ensure that the company owned real estate is properly protected with erected fences and covered by maintenance issues. It is a necessity that Admin be current with applicable municipal and state laws & practices.

I.3. Transport Management

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws and with the utmost regard for their care and cost efficient use. Anyone authorized to drive the company vehicles must have a valid driver's license. Deployment of company vehicles shall be processed by Admin Department in reference to the filled-up Vehicle Trip Ticket requested by Head of a particular department.

Company vehicles are provided primarily for business purposes only. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire & brake pad replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. Preventive maintenance will be conducted as required in the vehicle manual.



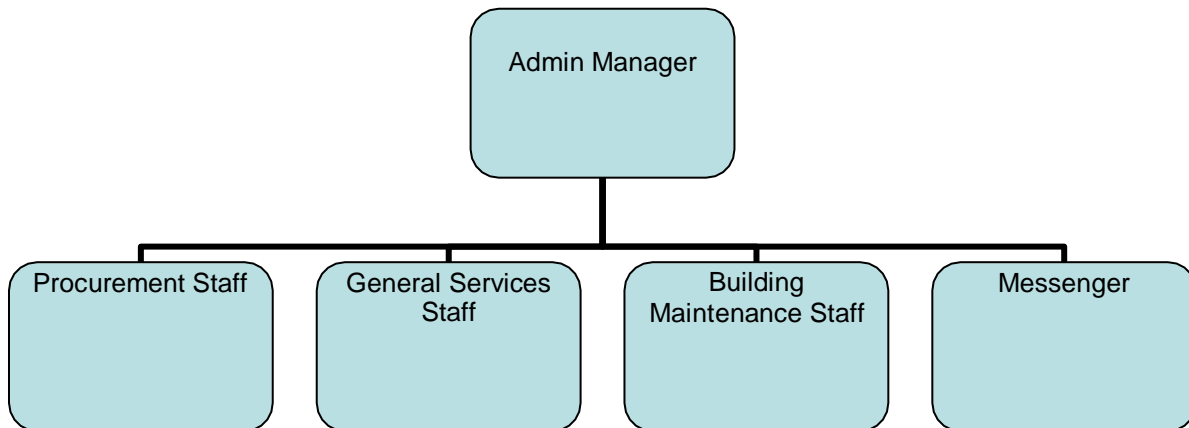
I.4. Security and Safety Management

Safety of workplace is observed so that working condition is suitable to personnel's well-being and health. This includes procedures in place to protect employees from work-related hazards.

Security of workplace, on the other hand, is supported by organization's policies and preparedness to prevent or handle situations such as unlawful entries and fire breakouts. Closed-circuit television (CCTV) shall be strategically installed in the building premises to include branch offices. The purpose of the internet-based CCTV is for surveillance and to reduce the need for human security such that the videos taken can be recorded and reviewed later.

Security Guards are formally employed from an Agency to protect company property and people. Security Guards are uniformed and act to protect property by maintaining a high visibility presence to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, fire or disorder; then taking action and reporting any incidents to their client and emergency services as appropriate.

I.5 Organizational Structure of Administration Department





II. Admin Policies

II.1. Service Request

Rationale

Formal service requests to the Admin Department are necessary to ensure that jobs are properly carried out, coordinated and communicated with the personnel in-charge. To achieve an uninterrupted workflow, it is important that there is a mechanism for effective delivery of these services.

Objective

The purpose of this document is to establish the proper procedure on service requests. Its primary objective is to ensure that requests for Admin services are promptly communicated, monitored and acted upon to effectively support the different department's job/work requirements.

Policy Statement

1. The person making the request completely fills-out the service request form and indicates the nature of request. (**ANNEX "IV.1."**)
2. Completed form shall be forwarded to Admin Department.
3. Admin will then accomplish the requested nature of service request.
4. When the work has been completed, the requesting party shall sign as the approver that work has been completed.

Policies and Guidelines

1. The Service Request Form shall be filled-out completely by the person making the request.
2. The nature of request must be indicated as follows:
 - Messenger Service
 - Repair
 - Purchase
 - Others



3. Personnel must provide description and reason for request for documents to be delivered, necessary purchases to be made, furniture & equipment to be repaired and others for proper identification of services needed.
4. Person making the request and the Department Head must affix their signatures and should make sure that the service request is received and properly acknowledged by General Services Assistant.
5. A control number will be assigned to the form and this same number can be used for reference or follow-up on the status of each service request.
6. Admin will render status of request to the requesting party when the needed action cannot be completed on time required by the latter.
7. When job/ work assigned has been completed, requesting party shall affix name and signature to include date of completion of request on the space provided. This signifies acceptance and completion of service. Admin Head will then sign the noted portion of the form.

II.2. Copying Machine

Rationale

It is essential for a company to provide a copying machine for use of the organization so that the documents that need to be photocopied can be accomplished at once.

Objective

Copying machine is made readily available by the company in order for its employees to meet their document reproduction requirement conveniently, fast and without going out of the company premise.

Policy Statement

1. The copying machine shall be used for official purposes only.
2. AFPGEN may extend its copying services to AFPGEN clients only for a fee.
3. In case of simultaneous job orders priority shall be given to AFPGEN.
4. The General Services Assistant shall be the custodian and has the overall responsibility of the machine.



Policies and Guidelines

Utilization

Internal Use

1. Before any document is photocopied, a Job Order (JO) must be submitted to the General Services Assistant.
2. The Job Order must contain the following:
 - Name of the requesting Department
 - Date of requisition
 - Title of the document
 - Purpose
 - Number of pages to be copied
 - Size of copy
 - Number of copies per page

Outside Use

1. User shall make a request and be approved by the General Services Assistant.
2. Payment must be made before any document is photocopied.
3. The General Services Assistant shall receive the payment and issue a Temporary Receipt (TR) and keep all the TRs.
4. The following fee shall be required from AFPGEN clients:

Short	P2.00
Long	2.50
5. The above rates shall be increased or decreased at any time depending on the general price movement of the consumables.



Controls

1. All Job Orders shall be filed by the General Services Assistant.
2. The General Services Assistant shall take readings of the counter meter before and after office hours.
3. All collections and TRs shall be accounted and submitted to the Cashier before end of office hours every Friday.
4. The Cashier shall issue out the Official Receipt (OR).
5. The General Services Assistant shall maintain a file of ORs.

II.3. Asset Management Committee

Overview

The Committee provides leadership and oversight of the assets of the company. The Committee reviews policies, procedures and results to ensure that assets are managed in a manner supportive of the company's goals.

The members of the Committee meet regularly to advance their advocacy efforts and develop enhancements to industry practices in order to increase efficiency and reduce risks & costs.

Asset management needs competencies suited to the tasks involved, including appropriate knowledge, skills, experience, behavior, attitudes and attributes. The required background knowledge will involve an understanding of the technical areas of the business, skills in bringing together plans & projects and in presenting a balanced view of all aspects of an issue as a basis for business case development and decision-making.

The ability to work in a team and to share, mould and integrate opinions with logic and objective data are important. Members of the team will generally be drawn from technical, operational and service areas and will be people with substantial experience and competence in the relevant roles.

Definition of Asset Management: A management paradigm and a body of management practices that is applied to the entire portfolio of assets at all levels of the organization that seeks to minimize the total cost of acquiring, operating, maintaining and renewing the assets within an environment of limited resources while continuously delivering the service levels customers desire and regulators require at an acceptable level of business risk to the organization.



Objective

The objective of the Committee is to provide resources and expertise to support the acquisition, in-service support and disposal of the physical assets required by the organization.

Composition

Asset management activities and responsibilities impact on a wide range of roles within an organization and are not confined to a specific department. The asset management team has key roles in acquisition & development projects and in creating & managing organization-wide systems for tagging and disposal of assets.

There shall be a body to be called the Asset Management Committee (AMC) to be composed of the following:

Chief Asset Management Officer
Assistant Chief Asset Management Officer
Members

The initial set of personnel that will compose the Asset Management Committee would be the following:

Internal Audit Manager
Corporate Legal Counsel
Chief Finance Officer
IT Manager
Procurement Specialist

The position Chief Asset Management Officer shall be rotated among members except for Procurement Specialist who is considered as Regular Member. The term of office would be for one year (January to December). Election among members will be held every 2nd Monday of December.

Responsibilities of the Committee

The Asset Management Committee shall have the following responsibilities:

1. Provides oversight of the assets of the company;
2. Reviews policies and procedures to ensure that assets are managed in a manner supportive of company's goals;
3. Recommends award for purchases that requires approval of the President;



4. Monitors the tagging and inventory of furniture, fixtures & equipment;
5. Classify assets as reusable, repairable or for disposal;
6. Initiates and facilitates disposal of assets;
7. Ensures compliance with company's policies and procedures;
8. Supervises the overall management of assets that are under the control of the Admin Department;
9. Provides report covering asset management at the end of the financial year;
10. Develops and implements mechanisms to safeguard assets; and
11. Provides advice and makes recommendations to Management Committee on matters relating to strategic asset management.

Guidelines

Procurement

1. The Asset Management Committee shall review the documents forwarded by Admin Department pertaining to purchases that would require the approval of the President in accordance with the Approving Authority Limits.
2. The documents should have the memorandum of requesting department approved by the President and Abstract of Canvass for approval of Asset Management Committee together with quotations from at least three (3) suppliers.
3. The attached bids in the Abstract of Canvass shall include all requirements, terms and conditions describing the item to be purchased. This defines the quality & quantity and as such it should clearly and accurately show the required descriptions.
4. The award shall be given to the lowest bidder who meets the requirements, terms and conditions in the bid specification.
5. While bid contracts generally must be awarded to the "lowest bidder," AMC may recommend best value contracting to award a contract to the vendor or contractor. AMC may consider performance factors in addition to price.
6. Upon delivery of items purchased, such would be declared as accepted by any two members of the AMC except for Procurement Specialist by signing in the



Official Receipt or Invoice after such is stamped for acceptance by Procurement Specialist.

Tagging

1. It is the primary role of AMC to strengthen the tagging system of the company.
2. The Procurement Specialist is responsible for the tagging of all company assets. All assets should be tagged and be issued with Memo Receipt (MR).
3. The objective of tagging and MR is to enable the company to protect and preserve its assets and prevent theft and loss.
4. Segregation & tagging of repairable, re-usable, obsolete and defective assets shall be done by the Procurement Specialist.
5. Inspection of tagging and MR shall be reviewed by Asset Management Committee on annual basis in order to validate inventory reports.
6. After review, AMC shall issue a report addressed to Management Committee on tagging status of company's assets.

Disposal

1. The Asset Management Committee shall evaluate assets that may be considered as for disposal. Items for disposal will be subject for bidding to be processed by Procurement Specialist. Asset Management Committee shall assess and approve the Procurement Specialist recommended buyer of items for disposal. At least three (3) bidders are required to submit their quotations.
2. Proceeds from sale of disposed furniture, fixtures & equipment and scrap/salvage items shall be remitted to Cashier and subject to post audit.
3. The Procurement Specialist shall prepare the gate pass of the items sold to be approved by Chief Asset Management Officer or Assistant Chief Asset Management Officer in the absence of the former.
4. Recording and filing documents of an asset disposal transaction shall be done in order to have a paper trail that would certify the activity.
5. Procurement Specialist shall do the cancellation of MRs issued to personnel related to the disposed of items.



Meetings

1. The Asset Management Committee shall meet monthly every 2nd Monday of the month.
2. Election for Chief Asset Management Officer and Assistant Chief Asset Management Officer shall be on the month of December.
3. Assistant Chief Asset Management Officer shall be responsible in preparing minutes of every meeting and shall function as Chief Asset Management Officer in the absence of the latter.

II.4. Procurement

Rationale

It shall be the policy of the company to provide a centralized framework for procurement. This framework encourages each department to assess their goods and services need.

Objective

The purchase of goods and services is necessary for the smooth operation of the company. The aim for the supply of goods and services is to ensure that orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

Policy Statement

1. There should be a canvass of supplies, materials, furniture, fixtures and equipment from at least three suppliers according to the specifications and quotations from the requesting departments.
2. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. The Procurement Specialist shall specify in the Abstract of Canvass the reasons the lowest bid was not chosen.
3. Bidding is required for transactions that would require the approval of the President in accordance with the Policy on Approving Authority Limits.



Policies and Guidelines

1. Requisition

For Office Supplies

- a. The Custodians of each department prepare Supply Requisition Form indicating supplies requirements of their department for a particular quarter and inventory of supplies as of the date of Supply Requisition Form.
- b. Department Heads approve the Supply Requisition Form of their department and sign the inventory of supplies summary.
- c. Custodians transmit the Supply Requisition Form to General Services Assistant not later than the 5th day of third month of each quarter (on or before March 5, June 5, September 5, December 5) together with the Supplies Inventory Report noted by particular Department Heads.
- d. Any occurrence of loss or pilferage will be dealt in accordance with the Code of Conduct and Discipline.
- e. The General Services Assistant summarizes the supply requisition of all departments and forwards it to Procurement Specialist for Procurement procedure.
- f. Procurement Specialist makes a canvass from at least three suppliers and accomplishes the Abstract of Canvass if the total amount of such would require the approval of the President.
- g. Admin Head reviews the Abstract of Canvass and recommends the award of the contract to the winning supplier for approval of Asset Management Committee.

For Furniture, Fixtures & Equipment and Other Materials

- a. If the price of the item that is requested to be purchased is within the threshold of Petty Cash Fund of P2,500.00, such would be required to submit a completely filled-up and approved Service Request Form.
- b. The Service Request Form would then be submitted to the General Services Assistant for processing.
- c. For items with prices that are more than the amount of the limit set for Petty Cash Fund, a memo requested by Department Head is required to



be evaluated by the Chief Finance Officer to be approved by the EVP/ GM or President depending on the limit stated in the Policy on Approving Authority Limits.

- d. Once the memo is approved, it will be forwarded to Admin for appropriate action.
- e. If the amount of the requested purchase is for the approval of the President, an Abstract of Canvass shall be prepared by the Procurement Specialist by obtaining quotations from at least three (3) suppliers.
- f. Admin Head shall review the Abstract of Canvass and recommend approval of such to the Asset Management Committee.

For Services

- a. If the cost of the services is within the maximum set for Petty Cash Fund of P2,500.00, such would be paid thru the Fund.
- b. For items with prices that are more than the amount of the limit set for Petty Cash Fund, a memo requested by Department Head is required to be approved by levels stipulated in the Policy on Approving Authority Limits.
- c. Each department is responsible for the processing of their requested service requirements until such is approved.

2. Payment

- a. Procurement Specialist prepares the Purchase Order (PO) and submits to the Admin Head for evaluation.
- b. Admin Head recommends approval of the PO.
- c. President or EVP/GM approves PO in accordance with the Policy on Approving Authority Limits.
- d. Procurement Specialist informs the winning supplier of the approved PO.
- e. Request/ Order of Payment shall be prepared by the Procurement Specialist which shall be forwarded to Finance Department for check payment processing.



3. Delivery and Acceptance

- a. Procurement Specialist receives the items purchased.
- b. Asset Management Committee checks the delivered items specifically as to the following where applicable:
 - Quantity
 - Brand
 - Color
 - Texture
 - Size
 - Weight
 - Model number
 - Accessories
 - Functionality
- c. The Committee must ensure that the products are not defective and of the same description as that in the Purchase Order.
- d. Asset Management Committee signifies acceptance of the purchased items by signing in stamp made to the official receipt or invoice.

II.5. Memo Receipt

Rationale

It shall be the policy of the company to properly issue Memo Receipt (MR) to all AFPGEN employees who will receive and use company properties.

Objective

The objective of the Memo Receipt (MR) is to enable the company to protect and preserve its assets and prevent theft and loss. Identifying and maintaining property is important for the company because of the investment involved and for easy tracking of assets.

Policy Statement

1. Issuance and monitoring of MR and sticker tagging shall be the responsibility of Admin Department.



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2. Company properties that would be categorized as items for MR are Furniture, Equipment, and Semi-Expendable Items.
3. Equipment includes Office, Transportation, Communication, and EDP.
4. Newly purchased company properties shall be received by Procurement Specialist from supplier. The official receipt or Invoice shall then be stamped by General Services Specialist. After which, MR will then be prepared and presented together with official receipt or invoice to the Asset Management Committee for checking.
5. Procurement Specialist shall appropriately tag all items of Furniture, Equipment and Semi-Expendable Items.
6. When items are returned to Admin Department due to replacement, damage, change of user, obsolescence and resignation or retirement of a regular employee, Procurement Specialist shall cancel its particular MR.
7. Inventory of all MR versus Furniture, Equipment, and Semi-Expendable Items shall be conducted annually to properly monitor and check the existing company properties.
8. Reports on inventory shall be prepared by Procurement Specialist and to be checked by Admin Head. The report shall be reviewed and validated by Internal Audit.

Policies and Guidelines

1. For every company property issued to each employee, an accompanying MR should be acknowledged by the recipient and stickers would be attached.
2. Sticker labeling should follow the specifications:

Article _____ Serial _____
No. _____ Property _____
No. _____ Date _____
Acquired _____
Issued To _____

Article shall mean the name of the item

Serial No. if applicable, shall be taken from the series model no. of the
item

Property No. shall be composed of the following:



For furniture : Fyyyymmdd-Dept Code-Item Code

F : refers to item category
yyyymmdd : refers to the date the asset was purchased
Dept Code : refers to the three letter code of the department
Item Code : refers to the code of the item

For equipment:Eyyyymmdd-Dept Code-Item Code

E : refers to item category
yyyymmdd : refers to the date the asset was purchased
Dept Code : refers to the three letter code of the department
Item Code : refers to the code of the item

For semi-expendable:Syyyymmdd-Dept Code-Item Code

S :refers to item category
Yyyymmdd : refers to the date the asset was purchased
Dept Code : refers to the three letter code of the department
Item Code : refers to the code of the item

Date Acquired shall mean the date the asset was purchased

Issued To shall mean the employee to whom the company property was assigned

3. MR should be printed with control number on a series with the last two digits of the current year indicated therein.
4. MR for Furniture, Equipment, and Semi-Expendable Items shall be prepared by Procurement Specialist.
5. Prepared MR by the Procurement Specialist shall be signed as approved by the Admin Head before such would be received by the user or designated custodian.
6. Company properties will be issued to the employee after the MR is duly signed and sticker is prepared.
7. The MR will be prepared in two (2) copies. One will serve as a Receiving Copy which will be filed by Admin and the other copy is for the file of the recipient.
8. If the recipient is a contractual employee or from an agency, the MR should be issued to his superior who is an employee of AFPGEN.



9. The recipient will be responsible for the proper usage and care of the company property issued to them.
10. If the item is lost or damaged by the user, such should be reported to Procurement Specialist and replacement of the item should be made immediately by the user.
11. If company property requires repair, the user would then request for action thru submission of Service Request Form to General Services Assistant noted by their Department Head.
12. Transfer of company property from one user to another should be reported to Procurement Specialist so that cancellation and issuance of new MR will be provided.
13. Cancellation of MR should be done for items replaced and returned. The Procurement Specialist should put in the remarks of the MR the reason of the cancellation of the item which was previously issued to the employee.
14. The MR issued and sticker tagged will become part of the annual inventory of company properties. Inventory will be conducted by the Procurement Specialist. The report would then be noted by Admin Head.

II.6. Transportation Facility

Rationale

This policy prescribes the guidelines and procedures regarding the provision of transportation facility to requesting departments and employees of AFPGEN.

Objective

To provide transportation facilities to requesting departments and employees of AFPGEN who are on official travel to transact official business in the pursuit of company objectives.

Policy Statement

1. The management and control of all company vehicles shall be centralized under the Admin Department.
2. The use of company vehicles shall be limited to official use only.
3. All Department Heads shall be held responsible for the department's itinerary.



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4. All maintenance and operating costs of the vehicles including insurance shall be borne by the company.

Policies and Guidelines

1. The requesting party must fill-out the Vehicle Trip Ticket (**ANNEX "IV.2."**) in two copies and shall forward the same to Admin for approval.
2. All departures or use of vehicle should be covered by the approved Vehicle Trip Ticket. Mission Order shall be required if the travel is classified as an overnight travel or would cover more than one day of official business.
3. Only the authorized or assigned drivers shall be allowed to drive the vehicles. Admin Department shall be responsible for the assignment of vehicles.
4. Any changes in the list must be initialed by the assigned driver. Corrections must be done on the same day of the official travel.
5. Drivers are not allowed to drive the vehicle without the duly approved Vehicle Trip Ticket.
6. However, the requirement for a duly approved Vehicle Trip Ticket may be waived to save life and limbs and for other cases of extreme emergency but on condition that the said trip or use of vehicle will be reported formally and in writing to the EVP/ GM coursed thru the Admin Head after the trip. Drivers and/ or passengers, however, are warned not to drive or use the vehicle that is found non-operational or has mechanical defect, otherwise, the driver/ user shall be held liable for further damage which the vehicle might incur.
7. Damages to company vehicles due to accidents shall be covered by vehicle insurance. However, when accidents occur not in the pursuit of company business or there is violation of any provision in this policy, the driver and/ or requesting party, in addition to disciplinary measure as provided under the Code of Conduct, shall pay for all repairs and other costs and expenses.
8. Requesting department shall be the one to assign their driver for their vehicle. Each Department shall have authorized drivers listed by Admin. Drivers of particular department should have at least one year of driving experience with their Driver's License.
9. Before any vehicle is dispatched, the Admin Department shall first determine the operational efficiency of the vehicle and the quantity of fuel contained in the unit.
10. The Security Guard shall indicate in the Vehicle Trip Ticket the time the employee(s)/ vehicle leaves and returns to office.



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11. A copy of the Vehicle Trip Ticket shall be kept by the Admin Department while the other copy shall be used to support the employee's claim for meal subsidy, parking fee and toll fee.
12. Authorized drivers shall return the duly accomplished Vehicle Trip Tickets to Admin Department upon arrival from the trip.
13. Employees in the Head Office going out on official functions using their own vehicles may be given gas allocation by the Admin Department through the company's authorized gas station on a cost per kilometer basis. (**ANNEX "IV.3."** and **ANNEX "IV.4."**)

II.7. Security Plan

Rationale

This plan outlines the general security policies to protect AFPGEN personnel and properties from harm and damage caused by hostile elements or by fires.

Objective

The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of AFPGEN employees.

Policy Statement

1. Proper and strict observance shall be a joint responsibility among the Departments of AFPGEN.
2. The Admin Head shall be in charge of implementing Security policies and instructions.
3. For uniformity, the term "Compound" shall include all properties and personnel inside and outside AFPGEN and also the building itself.

Policies and Guidelines

Security Guard

1. The Security Guard shall maintain a fixed post at the main entrance during regular working days and shall also conduct inspection rounds inside and outside the building after working hours;
2. Shall be responsible in the over-all security during his tour of duty;



3. Checks electric outlet, unplug electric equipment and empty trash cans after office hours;
4. Random checks unidentified person and their packages;
5. All visitors will be required to present an ID in exchange for visitor's pass. Visitor's pass must be displayed at all times.
6. Visitors will remain at the reception until the appropriate personnel is available to escort them.
7. Construction workers shall register their names and purpose with the Security Guard.

Employees

1. All personnel should ensure that all Company materials and correspondence are properly secured and not accessible to unauthorized persons.
2. Except for duly authorized personnel, all personnel are OFF-LIMITS after working hours.
3. All other security matters shall be the concern of each and every individual of the company.

II.8. Fire Disaster Operation Plan

Rationale

Fire causes great damage and destruction to both lives and properties. In anticipation of such emergency, it is therefore necessary to establish a procedure to be followed in order to help minimize the loss of lives and properties.

Objective

This plan provides the emergency assignments, management structure, key responsibilities and general procedures to follow during fire emergency.

Policy Statement

1. The company shall have an annual Fire Seminar and Fire Drill activities in order to keep the employees aware of fire safety precautions and actions to be taken in the event of fire.



2. An organization of Fire Brigade composed of selected personnel shall be maintained so that the company will have a temporary fire fighting group that is responsible in preventing and extinguishing fire.

Policies and Guidelines

1. Managers and Supervisors shall help in the evacuation of their respective personnel and equipment. They shall be led by the Evacuation Team assigned in each floor. Equipment shall be evacuated at a designated place in the parking area. Injured personnel will be immediately transported to the nearest clinic/hospital.
2. Any person who notices the fire within the building or compound shall immediately try to PUT OUT THE FIRE and at the same time shout and pass the word "FIRE" or "SUNOG". Those in the immediate vicinity shall assist in putting out the fire especially the Fire Extinguisher Handlers of AFPGEN's Fire Brigade.
3. The following Fire Stations will be immediately notified for assistance:

CGEA Fire Station	– 117
San Juan Fire Station	– 725-2079
Quezon City Fire Station	– 928-3074 928-8363

4. Any employee near the alarm shall sound the electric bell continuously for thirty (30) seconds with five (5) seconds interval for three consecutive times.
5. As soon as the alarm is sounded, the Fire Brigade is immediately activated and shall mobilize their respective team leaders. All other personnel who are not included in the team shall extend maximum assistance. Transient visitors will be led and directed to stay outdoors.
6. During holidays and after office hours, when most of the employees are out, the Security Guard shall be the over-all leader. His first concern is to inform the fire stations. Others who may still be inside the compound will assist in putting out the fire. Security Guard shall immediately inform top management of the incident.

Duties and Responsibilities of Fire Brigade

Fire Marshal

1. Takes over-all command of all personnel and fire fighting equipment.



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2. Initiates seminars, training, and receives other related information briefings from Fire Stations, Government Civic Agencies concerned in fire safety and suppression.
3. Responsible for the purchase of equipment and installation of appropriate fire fighting equipment, alarm system, emergency equipment and other devices used in case of fire.
4. Trains and provides members of the fire fighting team with the necessary equipment and devices for fire fighting.
5. Schedules and oversees the fire drills and in the actual emergency.
6. Submits incident report and investigation report to the President.
7. Devise directional signs at floor areas, stairways for personnel, to have easy movement to the building configuration.

Assistant Fire Marshal

1. Takes up the function of Fire Marshall when not available.
2. Acts as the principal assistant to the Fire Marshal.
3. Takes up any other functions assigned to him by the Fire Marshal.

Fire Fighting Team

Fire Captain

1. Responsible for the supervision of the fire fighting team and the evacuation activities in his area of responsibility during the emergency and fire drills.
2. Responsible for the conduct and discipline of his fire fighters and coordinates with the evacuation team or related tasks during emergencies.
3. Maintains contact with the Fire Marshal regarding fire and asks for assistance if necessary.
4. Acts as fire fighting team leader 1.

Assistant Fire Captain

1. Acts as the principal assistant to the Fire Captain.



2. Performs the functions of the Fire Captain when he is not available.
3. Acts as fire fighting team leader 2.

Fire Fighting Team Leader

1. Trains his members and responsible for the handling and operation of fire extinguishers and fire hoses.
2. Controls the spread of fire and tries his best to put off the fire while waiting for assistance of the fire stations.
3. Acts as fire fighting team leader 3.

Fire Extinguisher Handler

1. Handles and operates the fire extinguisher.
2. Upon the sound of fire alarm, takes the extinguisher assigned to him and proceeds to the scene of fire.
3. If the fire started from other areas, takes order from the Fire Fighting Team Leader.
4. Sees to it that fire extinguisher assigned to him is always functional. Returns equipment to its proper place at the end of the fire, and/ every actual fire drill. Takes order from the Fire Fighting Team Leader.

Fire Hose Handler

1. Responsible for the handling and operation of the fire hose.
2. Upon learning of existence of fire, pulls out the fire hose assigned to him and proceeds to the location of fire. Stands by for further instruction from his crew chief in case of conflict in the utilization of equipment.
3. In the case when fire started from another area or floor, makes ready the fire hose and takes order from Fire Fighting Team Leader.
4. Takes extra precaution in handling the equipment (opening the nozzle pressure) and check the hose for leaks.
5. Exerts all efforts to work as a team for efficient handling of fire hoses.
6. Keeps hose clean and returns to its proper place after use.



Evacuation Team

Evacuation Team Leader

1. Responsible for supervising and expediting the planned and smooth movement of all building occupants in an emergency.
2. Instructs team leaders to activate their teams at the sound of the fire alarm.
3. Directs his assistants to start the evacuation at their areas of responsibility, clear and lead the way out to the assigned evacuation area.
4. Facilitates evacuation of equipment and supplies to a safe place.
5. Retrieves equipment and supplies whenever practical.
6. Accounts all salvaged equipment.
7. Implements the planned routes & movement procedures for the effective execution of the plan.
8. Supervises and directs the activities at floor areas, rooms, stairways.
9. Acts as Evacuation Team Leader 1.

Fire Exit Guide

1. At the sound of the fire alarm, get flashlights from the storage and waits for his Evacuation Team Leader's instructions and ensures that emergency lights are "ON", the moment the regular power is cut off.
2. Responsible for keeping the fire exit doors open until all personnel and his team have left the floor area.
3. Acts as Evacuation Team Leader 2.

Searcher/ Rescuer

1. At the sound of the fire alarm, get flashlights from the storage and waits for his Evacuation Team Leader for orders.
2. Searches the rooms, offices and other places where there may be occupants who are not aware of the evacuation order and to ensure that everybody is evacuating the building.



3. Acts as Evacuation Team Leader 3.

First Aid Team

First Aid Team Leader

1. Responsible for training and equipping all personnel assigned to perform medical of first aid services in an emergency and for supervising emergency first aid or medical self-help operations within the building during an emergency
2. Establishes policies and rules governing the emergency treatment of injured persons and control of medical supplies. Conducts briefing on sanitation and hygienic standards and other matters relating to emergency health, hygiene and medical activities.
3. Organizes her team and responsible for the conduct of first aid treatments.
4. Coordinates and ensures availability of necessary medicines and equipment.
5. Assists in the removal of injured occupant away from the danger place and facilitates their transport to the nearest hospital.
6. Records all names of victims and extent of their injuries.
7. May arrange with the Philippine National Red Cross or other sources for first aid and medical self-help training.

Transportation Team Leader

1. Takes control of all vehicles in times of the emergency.
2. Determines the transportation needs and requirements.
3. Assigns all available vehicles and transport units to specific functions to meet the requirements of personnel and property.
4. Prioritizes the use of the vehicles to injured personnel.
5. Sees to it that all transport vehicles are operationally ready.

Security Team

Security Team Leader

1. Organizes the teams and responsible for the overall security.



2. Sounds the alarm and notifies the fire stations of the existence of fire in the area.
3. Responsible in determining the source and location of the fire and notifying the fire Marshall about it.
4. Secure evacuated properties and equipment and checks possible looting.
5. Plans for the security of vacated buildings and all areas of operations.
6. Coordinates with the Fire Marshal on the disposition of evacuated properties and establish perimeter security on these items.

Damage Control Team

Damage Control Team Leader

1. Responsible for preserving utilities, facilities within the building during an emergency.
2. Establishes a plan to attend to mechanical devices, ventilation, water, gas and power switch.
3. Switches off main power and other gadgets that are susceptible to fire hazards.
4. Dispatches his team, at the sound of the emergency alarms, to pre-arranged control points so as to make preventive action;
5. Deploys personnel, after fire, to evaluate the affected area and correct damage to utilities or to report condition which requires further assistance.

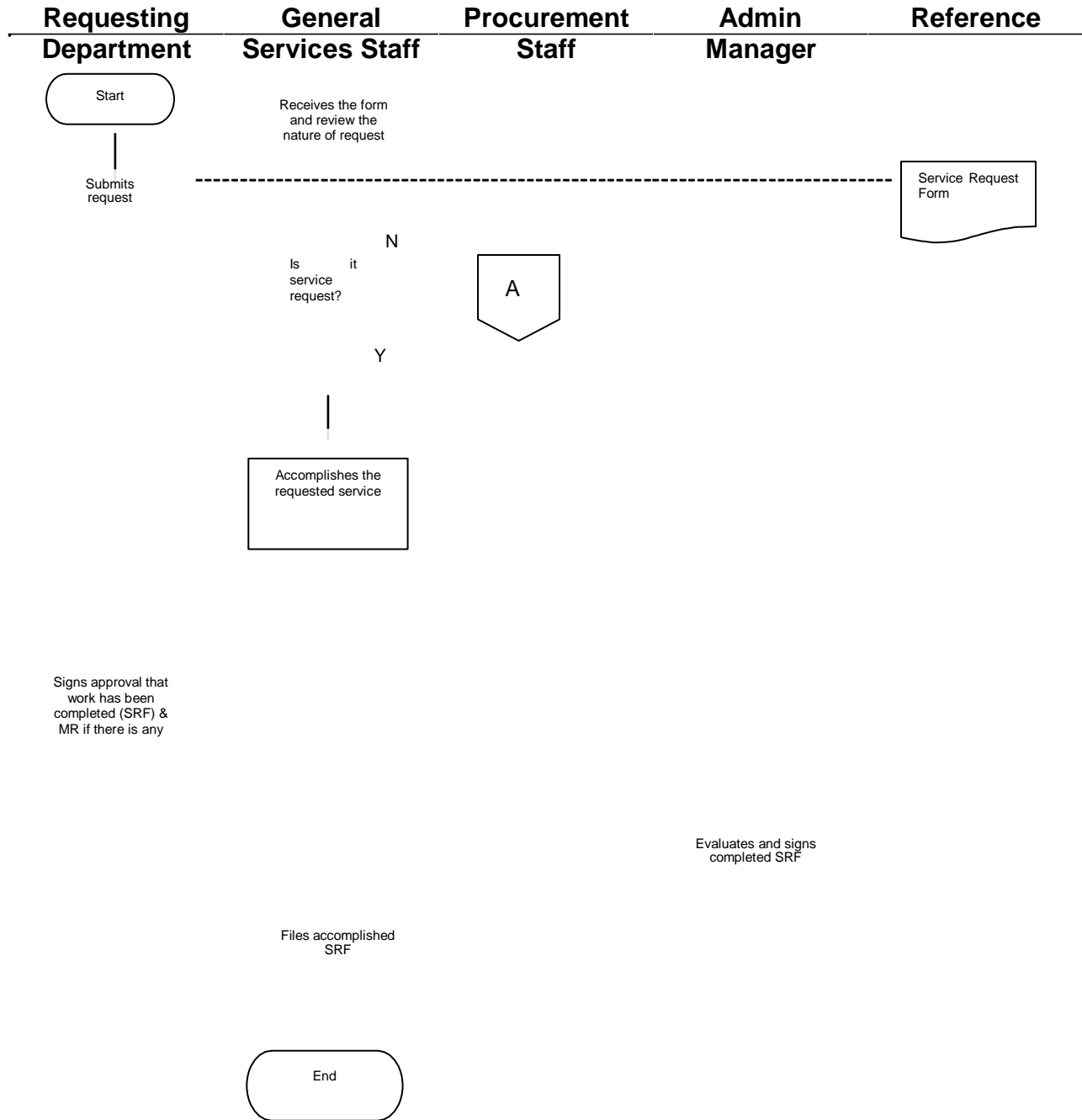
Miscellaneous Instructions:

1. All members of the Fire Brigade shall read and understand the plan and their responsibilities.
2. Rehearsals or fire drills will be conducted either announced or unannounced.
3. All teams should see to it that all their equipment are operational or functioning.
4. All building occupants, including visitors of the Company, shall comply with the procedures indicated and as specified in the plan.



III. Flowchart of Business Process

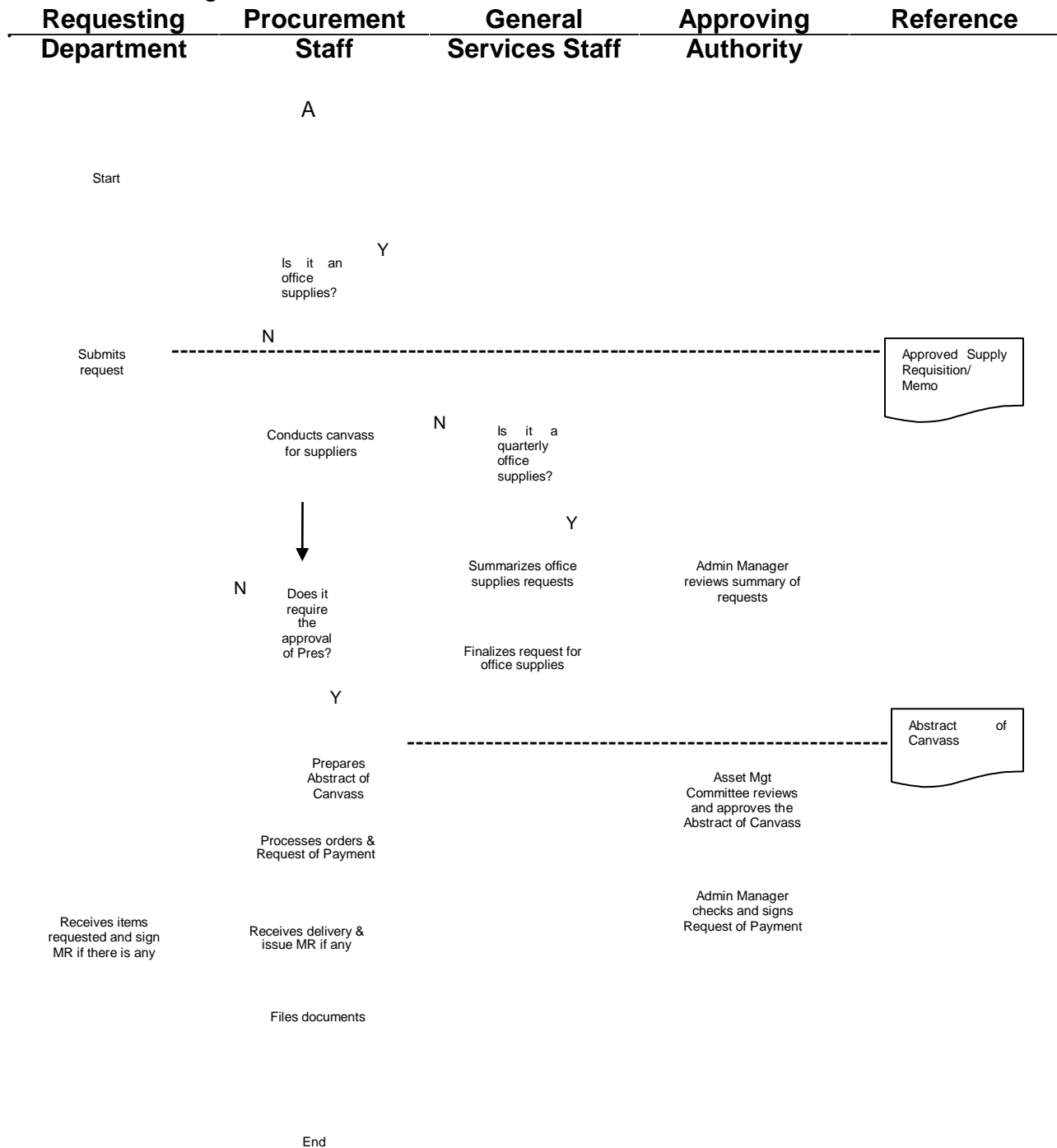
III.1. Service Requisition





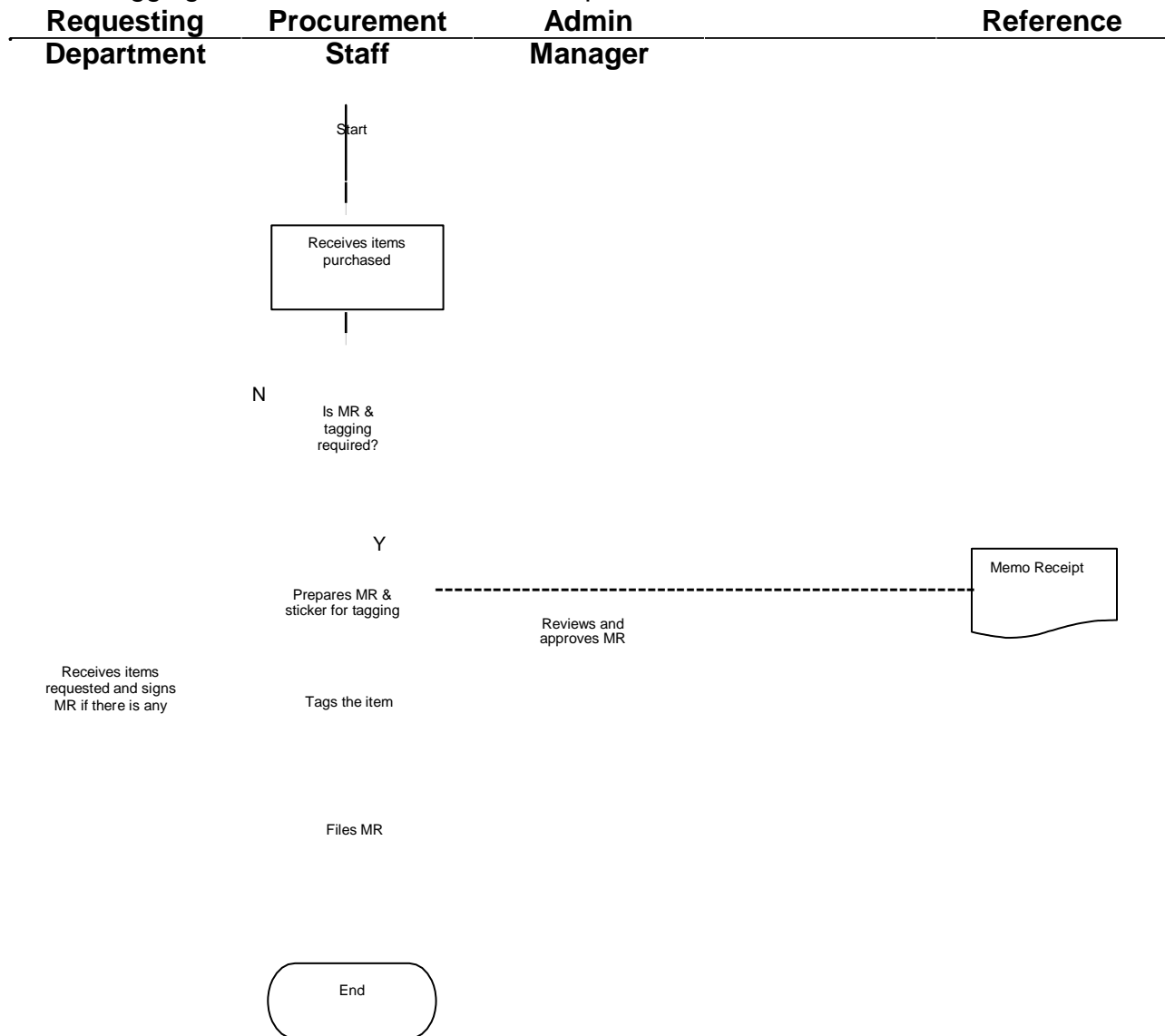
ADMINISTRATION MANUAL
Administration Department, AFP General Insurance Corp.

III.2. Purchasing





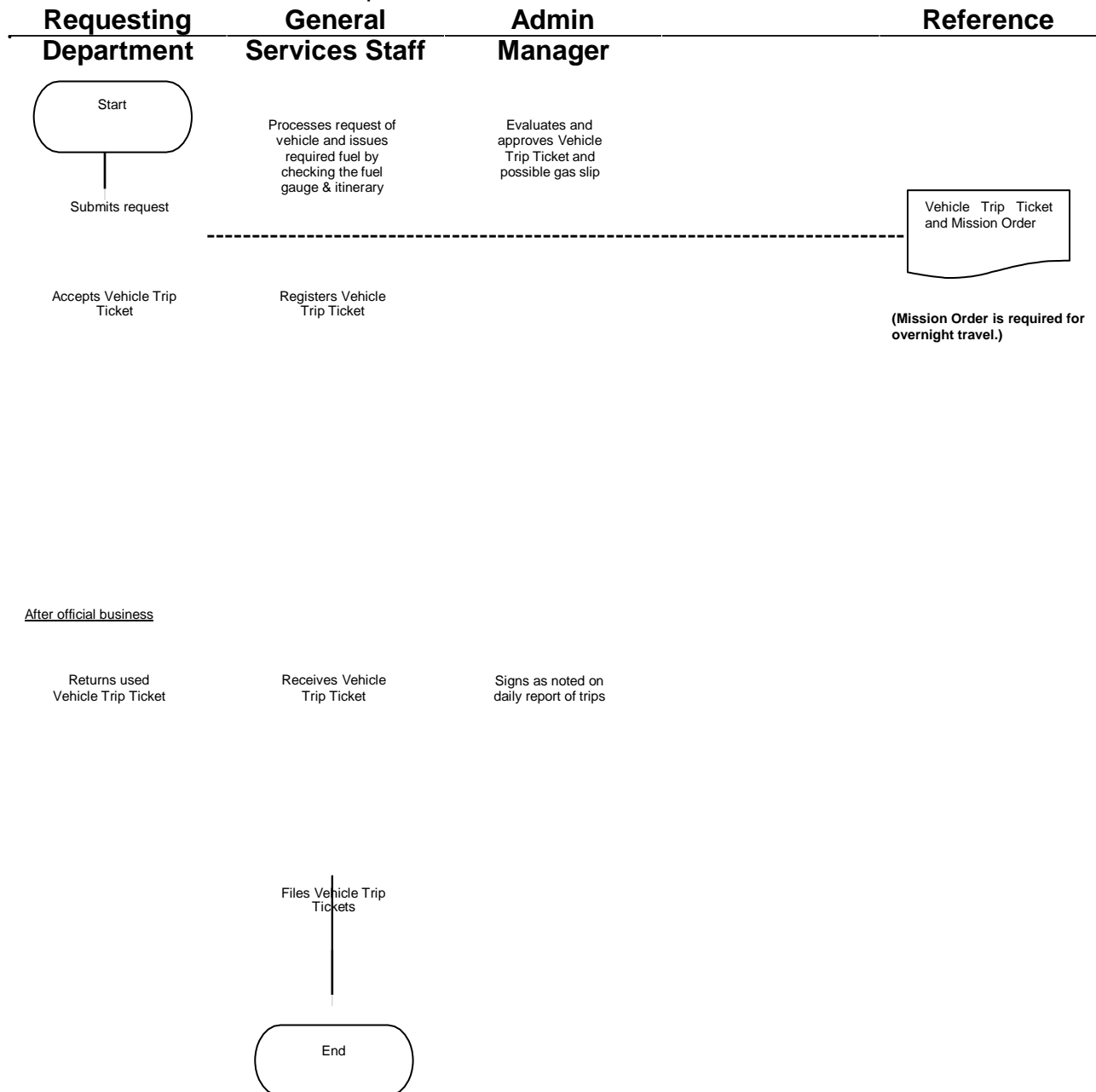
III.3. Tagging and Issuance of Memo Receipt





ADMINISTRATION MANUAL
Administration Department, AFP General Insurance Corp.

III.4. Issuance of Vehicle Trip Ticket





ADMINISTRATION MANUAL
Administration Department, AFP General Insurance Corp.

IV.2. Vehicle Trip Ticket

AFP GENERAL INSURANCE CORPORATION
Camp General Emilio Aguinaldo
Quezon City

VEHICLE TRIP TICKET

Travel Date: _____		Trip Ticket #: _____	
Vehicle: _____	Plate No.: _____	Driver: _____	Date Prepared: _____
Passenger(s): _____	Destination: _____		
Purpose: _____			
Requested by: _____		Approved by: _____	
Dispatched by: _____	Out: _____	Time _____	Odometer _____
_____	In: _____	_____	_____
(Administration)			

AFP GENERAL INSURANCE CORPORATION
Camp General Emilio Aguinaldo
Quezon City

VEHICLE TRIP TICKET

Travel Date: _____		Trip Ticket #: _____	
Vehicle: _____	Plate No.: _____	Driver: _____	Date Prepared: _____
Passenger(s): _____	Destination: _____		
Purpose: _____			
Requested by: _____		Approved by: _____	
Dispatched by: _____	Out: _____	Time _____	Odometer _____
_____	In: _____	_____	_____
(Administration)			



IV.3. Schedule of Kilometer Distance from AFPGEN to Areas in Metro Manila and Nearby Towns

SCHEDULE OF KILOMETER DISTANCE FROM AFPGEN TO AREAS IN METRO MANILA AND NEARBY TOWNS

Areas in Metro Manila	Kilometers (from AFPGEN) One Way
Makati	10-12 kms
Mandaluyong	4-8 kms
San Juan	1-2 kms
Las Pinas	18 kms
Malabon	15 kms
Navotas	16 kms
Valenzuela	18 kms
Muntinlupa	25 kms
San Mateo	15 kms
Montalban	17 kms
Areas in Rizal	
Taytay	20 kms
Antipolo	22 kms
Angono	23 kms
Binangonan	28 kms
Cainta	18 kms
Katarungan Homes	13 kms
Areas in Bulacan	
Malanday	20 kms
Malinta	22 kms
San Jose del Monte	24 kms
Area in Cavite	
Bacoor	30 kms
Areas in Laguna	
San Pedro	30 kms
Cabuyao	45 kms
Calamba	55 kms



IV.4. Schedule of Official Gas Allocation for Employees Going on Official Travel Using Their Own Vehicles

SCHEDULE OF OFFICIAL GAS ALLOCATION FOR EMPLOYEES GOING ON OFFICIAL TRAVEL USING THEIR OWN VEHICLES

KILOMETERS			GAS EQUIVALENT	
1	-	10 kms	6	liters
11	-	20 kms	10	liters
21	-	30 kms	12	liters
31	-	40 kms	15	liters
41	-	50 kms	18	liters
51	-	60 kms	21	liters
61	-	70 kms	24	liters
71	-	80 kms	27	liters
81	-	90 kms	30	liters