

MEMORANDUM

TO : ALL TPB EMPLOYEES

DATE : 26 June 2024

SUBJECT : 2nd Quarter Nationwide Simultaneous Earthquake Drill (NSED)

Please be informed that Five E-Com Center will be participating in the upcoming 2nd Quarter Nationwide Simultaneous Earthquake Drill (NSED) organized by the Office of Civil Defense (OCD) this coming **June 28, 2024 (Friday)**. In connection to this, the Tourism Promotions Board is invited to cooperate and participate in this important event.

- The program is expected to start at **02:00PM**.
- Simultaneous with the ceremonial pressing of the button at 02:00PM, **the building alarms will be triggered to signify the start of the earthquake.**
- During the alarm, everyone is encouraged to participate by practicing the "**duck, cover, and hold**" in their respective tables/work areas at the sound of the alarm.
- After the alarm, the office shall resume its normal operations. **Evacuation is not required.**

For compliance.



JANET W. CANOY

Officer -in- Charge 6.27.2024

Office of the Deputy Chief for Corporate Affairs

MEMORANDUM

TO : ALL TPB EMPLOYEES

DATE : 10 September 2024

SUBJECT : Inventory of Hardhats and GO Bags

To ensure TPB's preparedness in case of emergency or disaster, everyone is encouraged to check the condition and completeness of their hardhats and GO bags. Kindly refer to the attached memo dated 18 April 2022 for the guidelines and contents of a GO bag.

Kindly dispose of items that are already expired or nearing expiry (wet wipes, alcohol, soap, N95 masks, bottled water). PGSD shall endeavor to replenish these items during the 4th quarter of this year.

Those who were not yet issued with hardhats and GO Bags, kindly notify Ms. Paula Granale or Mr. Edgar Parrocha of PGSD.

Thank you.



JANET W. CANOY

Manager

Administrative Department

MEMORANDUM

TO : ALL SECTOR AND DEPARTMENT HEADS

DATE : 13 September 2024

SUBJECT : **INVITATION TO THE DISASTER PREPAREDNESS SEMINAR
23 SEPTEMBER 2024 AT THE TPB ACTIVITY ROOMS**

In anticipation of the performance target on compliance with Republic Act No. 10121 or the Disaster Risk Reduction and Management Act of 2010, please be informed that the PHRDD has organized the conduct of the **Disaster Preparedness Seminar** on **Monday, 23 September 2024 from 2:00 PM to 5:00 PM** at the TPB Activity Rooms A-C.

The seminar aims to help prepare for potential emergencies and create awareness on how to respond safely and effectively.

In this regard, we would like to request **fifteen (15) participants** broken down as follows:

OCBS/ OCOO/ IAO	-	2
MISD/ CPBD/LEGAL	-	2
ODCOO MP/ ODCOO CA	-	1
MICE	-	2
IPD	-	2
DPD	-	2
FINANCE	-	2
<u>ADMINISTRATIVE</u>	-	<u>2</u>
		15

Further, also part of the compliance is the development of a Disaster Risk Management Program and the creation of a Safety Team. In this regard, we would like to request the **designation of the “initial” members of the TPB Safety Officers** who shall **also participate in the above-mentioned seminar** broken down as follows:


OCOO/ CPBD/ LEGAL/ IAO/ OCBS	-	4
ODCOO MP and MP Departments	-	6
ODCOO CA and CA Departments	-	5

Kindly submit the **accomplished Recommendation Form (enclosed)** to PHRDD c/o Ms. Karen A. Padolina at email address karen_padolina@tpb.gov.ph **not later than Tuesday, 17 September 2024.**



ROSSANDRA AMYTHERA Q. CAYAGO
Acting Head
Personnel and Human Resources Development Division

Noted by:



JANET W. CANOY
Manager
Administrative Department

SEP 13 2024

MEMORANDUM

TO : ALL TPB EMPLOYEES

DATE : 24 September 2024

SUBJECT : 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED)

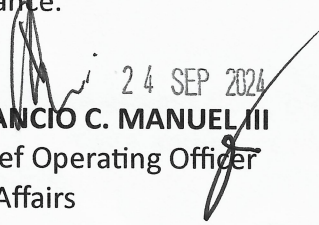
Please be informed that Five E-Com Center will be participating in the upcoming 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) organized by the Office of Civil Defense (OCD) this coming **September 26, 2024 (Thursday)**. In connection, the Tourism Promotions Board is invited to cooperate and participate in this important event.

- The activity will start at **09:00AM**.
- Simultaneous with the ceremonial pressing of the button at 09:00AM, **the building alarms will be triggered to signify the start of the earthquake.**
- Everyone is encouraged to participate by practicing the "**duck, cover, and hold**" in their respective tables/work areas at the sound of the alarm. If there is no place where you can duck, cover, and hold, you can find a spot where you can stabilize your position, hold on and do the tripod position (The **tripod position** is when a person has one knee on the ground while the other one is up, allowing quick movement.)
- For the purpose of this drill, our security personnel shall blow his whistle three (3) times after 15 seconds. After the third whistle, everyone must **evacuate and exit the TPB premises** by following the route indicated in the attached layout. Wear your hardhats and bring your GO bags and other important possessions.
- **Use of elevators is not allowed.** Proceed to the fire exit fronting the area of the photocopying machine and descend towards the ground floor using the stairs. The end of the fire exit at the ground floor is beside Jollibee.

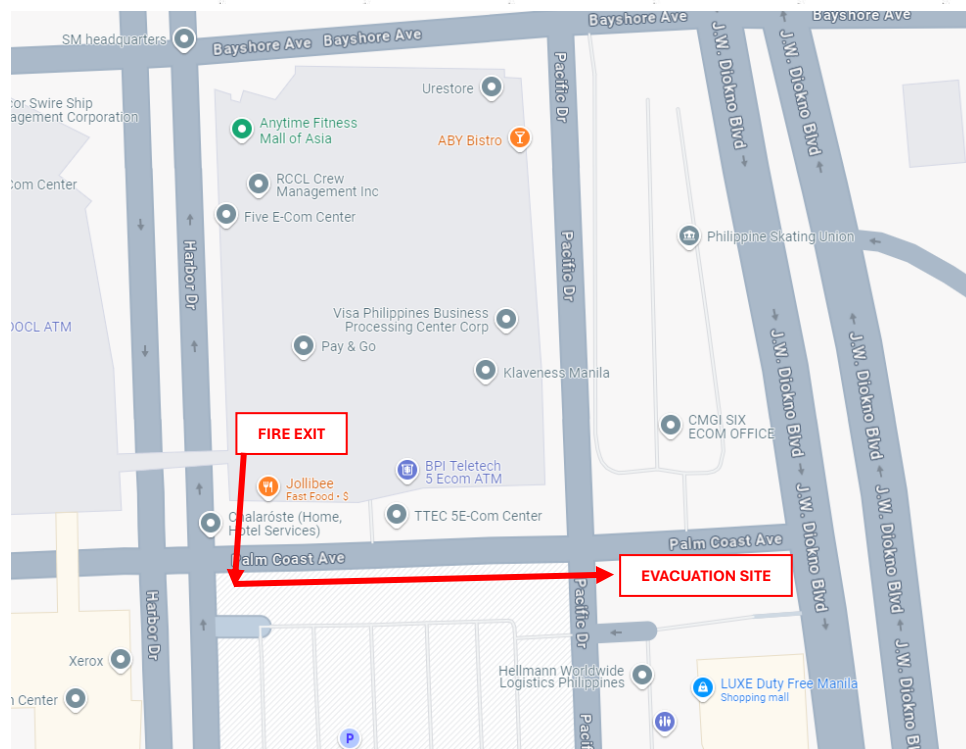
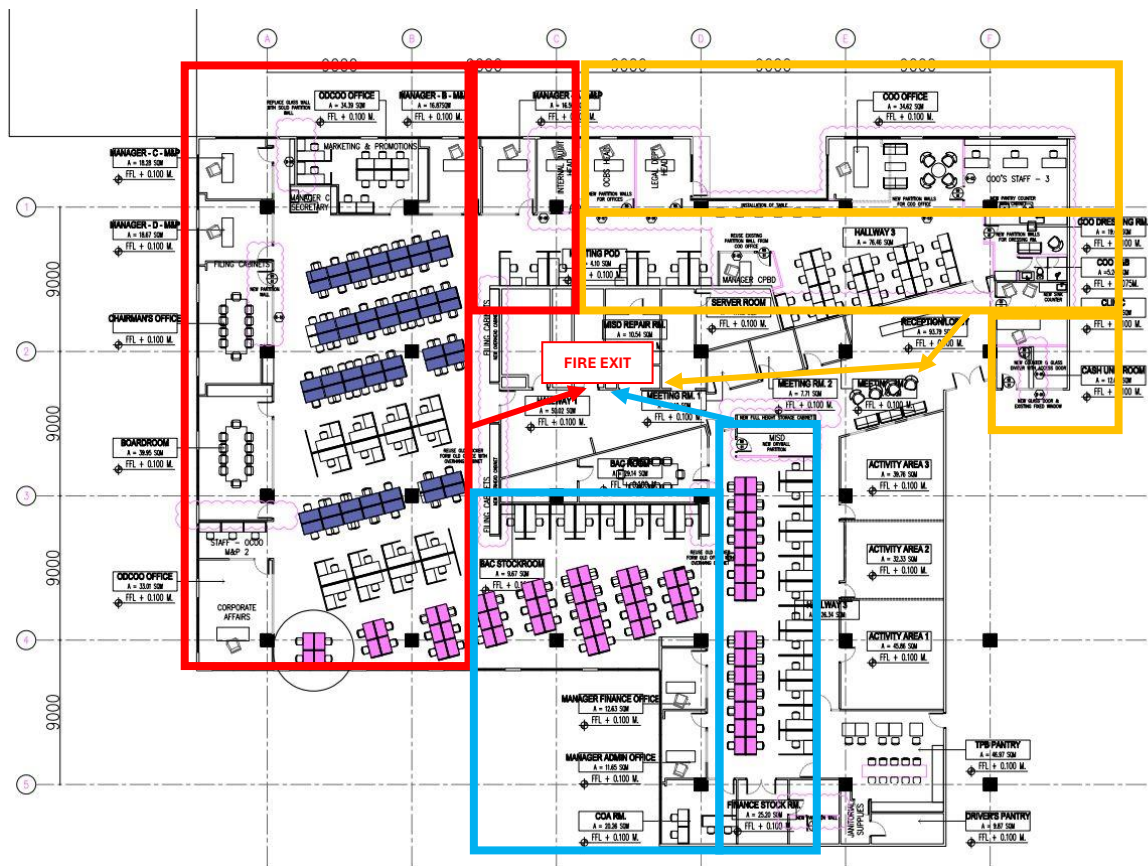
Office/Department	Exit doors toward FIRE EXIT
OCOO and Line Departments	Exit door next to OCOO staff
Marketing and Promotions	Exit door near MICE staff and MP DCs
Corporate Affairs	Exit door next to to BAC room

- Assigned Safety Officers shall ensure all employees leave the office premises and lead the group towards the evacuation area.
- Meeting place/evacuation area will be at the parking area of **LUXE Duty Free Building** (Pacific Drive cor. Palm Coast Ave.)
- Personnel shall group together and line up per office/department.

For compliance.


24 SEP 2024
ATTY. VENANCIO C. MANUEL III
Deputy Chief Operating Officer
Corporate Affairs

EVACUATION ROUTE



Upon reaching the ground floor, cautiously cross Palm Coast Ave. towards the side of Six E-Com construction site and proceed to the parking area of LUXE Duty Free Building (Pacific Drive cor. Palm Coast Ave.)

SAFETY OFFICERS

	Safety Officers	Office/Department
1	Atty. Cheska Wee	Executive Offices and Line Departments
2	Emmanuel Zarate	
3	Edison Genelazo	
4	Arturo Gatus	
5	Jonathan Bravo	Marketing and Promotions Sector
6	Lorenz Eugene Cabanos	
7	Pedro Camantes	
8	Allan Esteban	
9	Czeskah Knicole Eunhyzz Munoz	
10	Perfecto Realino, Jr.	
11	Albert Dela Cruz	Corporate Affairs Sector
12	Paula Jesusa Granale	
13	Jesamy Laurea	
14	Edgar Parrocha	
15	Sandy Vargas, Jr.	
16	Ada Josefina Cruz	

MEMORANDUM

TO : ALL DEPARTMENT HEADS

DATE : 11 November 2024

SUBJECT : INVITATION TO ATTEND THE 2024 TPB EMERGENCY QUICK RESPONSE PROGRAM (EQRP) TRAINING

The Personnel and Human Resources Development Division will be having an annual in-house Emergency Quick Response Program (EQRP) training entitled “**First Aid and Basic Life Support**” to be conducted by Lifeline 16-911 Rescue on **29 November 2024 (Friday), 9:30 AM to 5:00 PM** at the TPB Activity Room A-C.

This training will equip the participants with essential skills to recognize and respond to life-threatening emergencies inside or outside the office. Lifeline 16-911 Rescue will provide topics on CPR techniques, proper use of Automated External Defibrillators (AEDs), and procedures for relieving choking and others.

The objective of this training aims to:

1. **Recognize life-threatening emergencies:** Identify signs and symptoms of cardiac arrest, respiratory distress, and choking in adults, children, and infants.
2. **Perform CPR (Cardiopulmonary Resuscitation):** Effectively perform high-quality chest compressions and rescue breathing for victims of all ages, following the latest BLS guidelines.
3. **Use an Automated External Defibrillator (AED):** Demonstrate proper AED operation, including attaching the device, following prompts, and delivering shocks when necessary.
4. **Relieve choking:** Apply appropriate techniques for clearing an airway obstruction in conscious and unconscious victims across all age groups.
5. **Implement CP8-R protocols:** Execute the basic and advanced steps of CPR for adult, child, and infant victims, ensuring optimal outcomes during resuscitation.
6. **Utilize advanced airway techniques:** Understand and demonstrate the use of advanced airway management devices such as the bag-valve-mask (BVM) for respiratory support.


7. **Respond effectively in emergency situations:** Make quick, appropriate decisions in life-threatening scenarios, ensuring timely and effective intervention until professional medical help arrives.
8. **Understand and apply basic life support guidelines:** Demonstrate knowledge of current BLS protocols established by reputable organizations, ensuring consistent, evidence-based practices.

Please note that the priority participants are those personnel who have not yet participated in the EQRP training conducted last CY 2023.

In this regard, Department Heads are being requested to send participants broken down as follows:

Line Departments	-	8
Marketing and Promotions	-	14
<u>Corporate Affairs</u>	-	<u>8</u>
Total		30

To facilitate endorsement, kindly submit the names of the identified participants using the attached recommendation form to PHRDD c/o Ms. Lyka Ragot at email address lyka_ragot@tpb.gov.ph no later than **18 November 2024 (Monday)**.


JANET W. CANOY
Manager
Administrative Department