



*Republic of the Philippines*  
**OFFICE OF THE CITY MAYOR**  
**QC DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
 DRRM Building, Quezon City Hall Compound, Kalayaan Avenue, Diliman, Quezon City  
 Tel No. 710-1469

**QC Green Awards 2024**  
**Resilient Business of the Year**  
*Medium Businesses*

**A. Identifying Information:**

Name of Nominee: \_\_\_\_\_

**GENERAL AGREEMENT:**

1. In every item; there should be a document

Criteria	Indicator	Means of Verification	Point Score	Rating/Score
<b>I. Corporate Descriptors</b>			<b>5</b>	
1. Profile	Corporate description category of Company  Profile describes the business which may include the type of operations or classification by the services being offered and/or optional disclosure of capital investments. The latter can be gauged whether the business is a micro, small, medium and big enterprise.	<input type="checkbox"/> Organizational Chart/ Structure (1 pt) <input type="checkbox"/> Updated Financial Statement (1 pt) <input type="checkbox"/> Corporate Profile (1 pt)	3	
2. Mission and Vision Statement of the company		<input type="checkbox"/> Mission, Vision and Goals Statement or Policy with incorporation of Resiliency or DRRM	2	
<b>II. DRRM indicators</b>			<b>88</b>	
1. Prevention and Mitigation: Risk Assessment			<b>27</b>	
1.1 Comprehensive Risk assessment (Risk exposure & vulnerability of assets and processes)	• Risk Assessment incorporated in Business Continuity Plan or any	<input type="checkbox"/> Risk Assessment incorporated in Approved Business Continuity Plan (i.e Risk Register/Log) or any related plans/documents (8 pts)	8	
1.2 CSR Policies and Programs are risk sensitive (DRR/CCA)		<input type="checkbox"/> Company CSR Policy is risk sensitive or has resiliency incorporated (3 pts) <input type="checkbox"/> CSR Activities contribute to DRRM or building resiliency in communities (4 pts)	7	
1.3 Investment in risk financing or risk transfer		<input type="checkbox"/> Insurance Plan (Human Resource/Assets/Equipment/ Building) (5 pts) <input type="checkbox"/> Self-financing mechanisms are available (dedicated for emergencies) (2 pts)	7	
1.6 Supply chain resiliency in their business model		<input type="checkbox"/> Approved continuity measures for supply chain (5 pts)	5	
2. Preparedness	These are set of activities that cover capacity building equipment, emergency management protocol and support services and linkages with DRRM Council or host LGU and community. It includes measures that ensure continuity of business operations in times of calamities and emergencies.		<b>39</b>	
2.1 DRR related plans (Contingency Plans, Early Recovery Plan, Evacuation Plan)		<input type="checkbox"/> Evacuation Plan (3 pt) <input type="checkbox"/> Early Recovery Plan for Employees, Emergencies (1pt) <input type="checkbox"/> Contingency Plan for Worst Case Scenarios (3 pt)	7	
2.2 Occupational Safety and Health Standards Program		<input type="checkbox"/> OSH Certificate (3 pts) <input type="checkbox"/> Trained OSH Officer as Focal for Safety Concerns (2 pts)	5	

2.3 Early Warning System		<input type="checkbox"/> Company Policy re Early Warning Systems (i.e. advisories, risk communication, alarm systems) (2 pts) <input type="checkbox"/> EWS Monitoring Report or any similar situation report signifying usage of early warning (1 pt) <input type="checkbox"/> Inventory of Equipment and Facilities which includes early warning systems (1 pt) <input type="checkbox"/> Communication to personnel regarding EWS (1 pt)	5	
2.4 Institutional setup for DRRM-CCA (including) Emergency Operations Center)		<input type="checkbox"/> Operation Center (2 pt) <input type="checkbox"/> Separate Office / Office Space / Desk (2 pt) <input type="checkbox"/> Disaster Control Group or similar group (3 pt) <input type="checkbox"/> Manual of Operations or SOP for DCG or Operations Center (3 pt)	10	
2.5 Partnership or operational arrangements (i.e. member of DRRM Council)		<input type="checkbox"/> MOA with any external stakeholders for operational arrangements in emergencies (1 pt)	1	
2.6 Capacity Building Activities, equipment, facilities		<input type="checkbox"/> Certificate of Trainings, After Activity Reports of Trainings Conducted (2 pt) <input type="checkbox"/> Drills Conducted, Attendance Sheets (3 pt) <input type="checkbox"/> Inventory of Equipment and Facilities with equipment used for emergency incidents (1 pt)	6	
2.7 Business Continuity		Business Continuity Plan <input type="checkbox"/> Approved and adopted (5 pts) <input type="checkbox"/> Drafted (3 pts)	5	
3. Response	These are set of activities that ensure immediate and effective response during disasters which include the following but not limited to: activation of SOPs, effective and efficient emergency management response and operations; monitoring and reporting system; effective coordination of response; damage control and loss reduction SOPs and support to community operations and volunteer works.		17	
3.1 Activation SOPs		<input type="checkbox"/> Response Plan with SOP for emergency operations (7 pts)	7	
3.2 Effective and efficient Emergency Management Response and Operations		With incident/disaster: <ul style="list-style-type: none"> <li>● Implementation Plan (2pts)</li> <li>● Incident Reports, situational Reports (2 pts)</li> </ul> Without incident/disaster: <ul style="list-style-type: none"> <li>● Implementation Plan (4 pts)</li> </ul>	4	
3.3 Monitoring and Reporting System		<input type="checkbox"/> Monitoring system/program such as but not limited to Situational Report, Logbook, etc (3 pts)	3	
3.4 Support to community operations or volunteer works		<input type="checkbox"/> After Activity Reports (3 pts)	3	

4. Recovery and Rehabilitation (Build back better)	These are post disaster activities guided by the build back better principles to ensure faster and resilient recovery and rehabilitation. among these activities are: Early restoration of business operations, commitment and responsibility to community recovery, support to the rehabilitation program of the host community and back up plans and welfare services of the displaced affected employees.		5	
4.3 Backup plan for displaced employee and welfare services of affected employees		<input type="checkbox"/> Backup plan for displaced employee and welfare services of affected employees incorporated in BCP (5 pts)	5	
<b>III. Corporate Awards</b>			<b>7</b>	
1. Recognition, citation and awards in the field of volunteerism, DRRM and CSR	The Nominee should possess the status of credibility and peer commendation, such as recognition, citation, and awards in the field of volunteerism, DRRM, and CSR.	<input type="checkbox"/> 2 and above Recognition, citation and award in the field of volunteerism, DRRM, and CSR (Local to National) in the last 3 years (7 pts) <input type="checkbox"/> 1 Recognition, citation and award in the field of volunteerism, DRRM, and CSR (Local to National) in the last 3 years (5 pts)  (just tick one)	7	

Criteria for Checking			MAX. SCORE	Remarks
<b>PART I</b>			<b>100</b>	
<b>I. CORPORATE DESCRIPTOR</b>			5	
<b>II. DRRM INDICATORS</b>			88	
<b>III. COPORATE AWARDS</b>			7	
<b>PART II</b>			<b>100</b>	
<b>Innovation Project</b>			100	
<b>Part I (40%)</b>			<b>40</b>	
<b>PART II (60%)</b>			<b>60</b>	
<b>TOTAL</b>			<b>100</b>	

Validated by:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Date: \_\_\_\_\_

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