

2024 Proposed Deployment of Security Guards AT PHILIPPINE GENERAL HOSPITAL (PGH)

	Unit/Department/Area	No. of Post	Area of Assignment	No. of Hours	1st Shift (Day Shift)	2nd Shift (Afternoon Shift)	3rd Shift (Night Shift)	Working Days	Required Rest Day		Total Number of Guards
									DAY	NIGHT	
A.	PGH Administration	1	Admin. Lobby	24	1	1	1	Mon-Sun	2	1	8
		2	Information Lobby*	24	1	1	1	Mon-Sun	2	1	
		3	Information Driveway	24	1	0	1	Mon-Sun	1	1	
B.	Laboratories	4	Laboratory Complex*	24	1	0	1	Mon-Sun	1	1	2
C.	CB leading to CI Gate	5	Entrance/Exit	16	1	1	0	Mon-Sun	2	0	2
D.	Leading to Cancer Institute Gate, and Cancer Institute Building (CI)	6	North Wing (Lobby/Roving)	24	1	0	1	Mon-Sun	1	1	6
		7	South Wing* (Employees Entrance)	24	1	0	1	Mon-Sun	1	1	
		8	Padre Faura Roving	12	1	0	0	Mon-Fri	1	0	
		9	Padre Faura Gate (Entrance/Exit)	12	1	0	0	Mon-Fri	1	0	
E.	Department of Out Patient Services (DOPS)	10	Main Entrance	24	1	0	1	Mon-Sun	1	1	11
		11	Main Exit	12	1	0	0	Mon-Fri	1	0	
		12	Parking and Perimeter (DOPS GATE)	12	1	0	0	Mon-Fri	1	0	
		13	Ground floor	12	1	0	0	Mon-Fri	1	0	
		14	2nd floor roving	12	1	0	0	Mon-Fri	1	0	
		15	3rd floor roving	12	1	0	0	Mon-Fri	1	0	
		16	Pharmacy*	12	1	0	0	Mon-Fri	1	0	
		17	Utility Building	24	1	0	1	Mon-Sun	1	1	
		18	OB-GYNE DOPS	12	1	0	0	Mon-Fri	1	0	
F.	Department of Emergency Medicine (DEM)	19	Main entrance	24	1	0	1	Mon-Sun	1	1	12
		20	Back Door 1	24	1	1	1	Mon-Sun	2	1	
		21	Back Door 2	24	1	1	1	Mon-Sun	2	1	
		22	DEM Roving 1st and 2nd Floor	24	1	0	1	Mon-Sun	1	1	
		23	Circumferential Road (OETS, Central Depository Area, Morque Area)	24	1	0	1	Mon-Sun	1	1	
G.	PGH Main Gates	24	Gate 1 Pedestrian (A)	24	1	0	1	Mon-Sun	1	1	9
		25	Gate 1 Pedestrian (B)*	12	1	0	0	Mon-Sun	1	0	
		26	Gate 1 Driveway	12	1	0	0	Mon-Sun	1	0	
		27	Gate 1 Traffic (Stop light)	12	1	0	0	Mon-Sun	1	0	
		28	Gate 10 (Padre Faura)	24	1	0	1	Mon-Sun	1	1	
		29	Gate 11 (Utility Driver)	24	1	0	1	Mon-Sun	1	1	
H.	Medical Research	30	Lobby*	24	1	0	1	Mon-Sun	1	1	2
I.	OBAS	31	Lobby*	24	1	1	1	Mon-Sun	2	1	3
J.	OR Complex	32	OR-RCB*	16	1	1	0	Mon-Sun	2	0	7
		33	OR-LCB	24	1	1	1	Mon-Sun	2	1	
		34	Elevator Area	24	1	0	1	Mon-Sun	1	1	
K.	Vehicular Check Points	35	Ward 15 to ER Parking (Boom)	12	1	0	0	Mon-Fri	1	0	2
		36	Check Point (OLD SSD)	12	1	0	0	Mon-Fri	1	0	
		37	Blue (flag pole)	24	1	0	1	Mon-Sun	1	1	
		38	Yellow (near pay parking)	24	1	0	1	Mon-Sun	1	1	

L.	Parking Areas	39	Vehicular (near Gate 1)	24	1	0	1	Mon-Sun	1	1	10
		40	VIP	12	1	0	0	Mon-Sun	1	0	
		41	Spine Unit	24	1	0	1	Mon-Sun	1	1	
M	Pavillion Guards		Nurses' Home (Chapel, Blood Bank, BAC 1 and Bayanihan Isolation Unit)	12	0	0	1	Mon-Sun	0	1	4
		43	Pavillion 2 roving (Directors Office)	24	1	0	1	Mon-Sun	1	1	
		44	Pavillion 3 roving	24	1	0	1	Mon-Sun	1	1	
N	PSD	45	Building and Parking	24	1	0	1	Mon-Sun	1	1	4
		46	Condemned Area	24	1	0	1	Mon-Sun	1	1	
O	SOJR	47	Entrance	24	1	0	1	Mon-Sun	1	1	5
		48	Exit/Roving	24	1	0	1	Mon-Sun	1	1	
		49	Parking	12	1	0	0	Mon-Fri	1	0	
P.	Dietary	50	Entrance/Exit*	12	1	0	0	Mon-Sun	1	0	1
Q.	Ward 7	51	Ward 7 Gate	24	1	0	1	Mon-Sun	1	1	2
R.	Department of Pay Patient Services (DPPS)	52	4th Floor	24	1	0	1	Mon-Sun	1	1	12
		53	5th floor	24	1	0	1	Mon-Sun	1	1	
		54	6th floor	24	1	0	1	Mon-Sun	1	1	
		55	7th floor	24	1	0	1	Mon-Sun	1	1	
		56	Roving (4th & 5th flrs.)	24	1	0	1	Mon-Sun	1	1	
		57	Roving (6th, & 7th flrs.)	24	1	0	1	Mon-Sun	1	1	
S.	Charity Wards	58	Wards 1-4 (Roving)	24	1	0	1	Mon-Sun	1	1	8
		59	Wards 5-8 (Roving)	24	1	0	1	Mon-Sun	1	1	
		60	Wards 9-12 (Roving)	24	1	0	1	Mon-Sun	1	1	
		61	Wards 14A-16 (Roving)	24	1	0	1	Mon-Sun	1	1	
T.	Cash and Bundy	62	Cash and Bundy	24	1	0	1	Mon-Sun	1	1	2
U.	Radiology	63	Entrance	24	1	0	1	Mon-Sun	1	1	3
		64	Back door	12	1	0	0	Mon-Sat	1	0	
V.	Pharmacy	65	Main Pharmacy*	24	1	0	1	Mon-Sun	1	1	9
		66	Central Block Pharmacy*	24	1	0	1	Mon-Sun	1	1	
		67	Satellite Pharmacy (5th Flr.)*	24	1	0	1	Mon-Sun	1	1	
		68	Donor Pharmacy*	12	1	0	0	Mon-Fri	1	0	
		69	Oncology Pharmacy* (C.I.)	12	1	0	0	Mon-Fri	1	0	
		70	RF/Pharmacy Warehouse*	8	1	0	0	Mon-Fri	1	0	
W.	CENICU	71	Entrance/exit	24	1	0	1	Mon-Sun	1	1	2
X.	Pay Admitting	72	Entrance/exit	24	1	0	1	Mon-Sun	1	1	2

Total number of Guards= 128

Legend:

1. Marked * = Female Guard to be assigned

2. Color Green - Eight (8) Hours duty

3. Color Violet = Additional Guard Post

RECAPITULATION OF 12 HOURS and 8 HOURS DUTY AT PGH

12 Hours Day Shift Mon-Sun (7 Days)	12 Hours Night Shift Mon-Sun (7 Days)	12 Hours Day Shift Mon-Sat (6 Days)	12 Hours Night Shift Mon-Sat (6 Days)	12 Hours Day Shift Mon-Fri (5 Days)	12 Hours Night Shift Mon-Fri (5 Days)	Total Number of Guards
47	43	1	0	14	0	105
8 Hours Day Shift Mon-Sun (7 Days)	8 Hours Night Shift Mon-Sun (7 Days)	8 Hours Day Shift Mon-Sat (6 Days)	8 Hours Night Shift Mon-Sat (6 Days)	8 Hours Day Shift Mon-Fri (5 Days)	8 Hours Night Shift Mon-Fri (5 Days)	
16	6	0	0	1	0	23
63	49	1	0	15	0	128

Prepared by:

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89 - 29. 2023

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Note:

The total number of guards required at PGH with regards to the proposed deployment of guard has a total of 128, and for this we need an additional number of 10 guards as reliever in case the regular duty is absent and the same will be part of contingency plan in case of worst case scenario. Therefore, any agency who declared winner for the bidding must have a 138 total personnel (guards). Please be informed that the 10 reliever guard is not included to the budget deployment plan hence, this will allowed the agency to prevent occurrence of straight duties and non violation of labor laws, rules and regulation (e.g. Right to weekly rest day) which were observed from the previous agency, only the 128 guards are included in the budget plan.