



Certification Partner Global  
ISO 9001:2015

# TOPCOM SECURITY AGENCY, INC.



[www.commandersec.com.ph](http://www.commandersec.com.ph)



## ABOUT US

**TOPCOM SECURITY AGENCY, INC.** was organized in **2004** primary to provide security services for the protection of lives and properties. We take pride in our founders-men of wisdom and vision that have had illustrious course in military service - **COL. BENJAMIN R. AYSON, PA, a Korean and Philcag Veterans, COL. RUBEN T. AYSON, Philippine Marine Inspector General and BRIG. GENERAL JUANITO R. RIMANDO, Dean to Philippine Military Academy, (1993) and Vice President of National Defense College of the Philippines (NDCP) (1998).**

Guiding principles instilled to us by our men of vision – founders who have willed that we make a difference - **to provide personalized, professional and cost - efficient services.** Already, increasing numbers of prestigious clients have placed their trust and confidence in us.



# “Our Service, Your Future”

## VISION

- To become the top caliber security agency in the country supplying the best and professional protection services and support to various Multinational and well-recognized company and government agencies.
- To provide not only employment but quality life to our Security Personnel and Staff.

## MISSION

- To provide our business partner's (clients) with reliable, personalized cost effective service with quality assurance and strict adherence to the mandatory rules of government agencies through CSSI high caliber leaders and Security Guards.
- To stay ahead of competition by diligence and devotion to service. Better Quality of Service and Price competitiveness will help us stay in COMMANDING POSITION.
- To establish trust and authenticity amongst our clients (by surpassing their qualifying standards) and amongst the people that make-up our agency (manpower).



## Commander Group of Companies' Key Personnel



**Carmelo T. Ayson**  
PRESIDENT/CEO



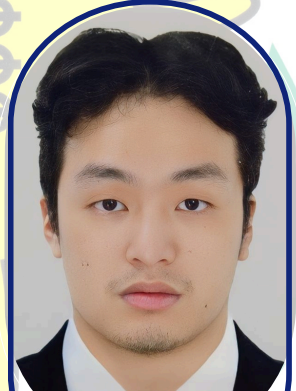
**Clotilde C. Ayson**  
Vice President - Finance



**Camille C. Ayson**  
General Manager



**Charisma Mae C. Ayson**  
Marketing Director



**Christian C. Ayson**  
Board of Director


Welcome to TOPCOM, where leadership and expertise converge to drive success. Our key personnel form the backbone of our organization, steering us towards innovation and excellence.

At TOPCOM, our leadership team is united by a common goal: to propel the organization to new heights of success. With a blend of experience, strategic thinking, and operational prowess, our key personnel are the driving force behind the Commander Group of Companies' commitment to excellence.




# DESCRIPTION OF SERVICES

TOPCOM SECURITY AGENCY INC also offers the following services.



Uniformed and armed Security Guards for Commercial and industrial establishments, Village, Residential house and such other establishment requiring the services of Security Guards.



Surveillance and undercover jobs.




Security/Physical Survey and Planning



Risk and Vulnerability Assessment



Special Escort Duties



Such others matters requiring Security Services involvement and participation.

TOPCOM





# SERVICES OFFERED

## AFFILIATES

### Philippine Security and Safety Professional Practitioners

PSSPPA continues to offer quality and effective trainings to our security and safety leaders of today. PSSPPA sole purpose is to impart this vast scope of knowledge in security and safety, with the help of its professional team. PSSPPA offers various specialized training courses like CSSP, CCTV, BOSH and COSH trainings



### Commander Training School

Commander Group launched its own training school accredited by PNP SOSIA with the purpose of honing the company's security force to the highest standards of the industry.



### Commander Shooting Range

Commander expanded by establishing its own shooting range to cater the demand of the security industry in training its security personnel with gun safety. Commander Shooting Range is open for all security personnel, civilian and walk ins.



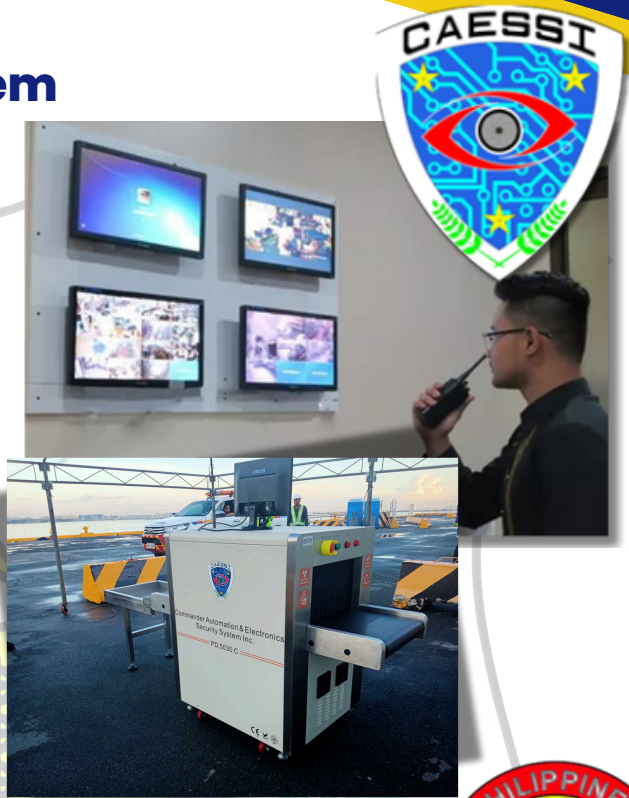
COMMANDER SHOOTING RANGE AND SPORTS CLUB, INC.



## Automation and Electronic System

In 2006, Commander Automation was formed as a Technical Support company of Commander Security Services. It is engage in the importation distribution, planning and installation of electronic Security Devices such as **CCTV, Access Control, Metal Detectors and Burglar Alarms.**

Commander Automation also trains **X-ray Operators** who handle, adjust technique factors, and activate the exposure switch or button on an X-ray machine.



## Commander K9 Services

Commander Group launched its K9 services as a supplemental or additional services as per client's need.



## Integrity Diagnostic Center

Commander launched its owned clinic to cater medical services or annual physical examination of its security personnel. IDC offers various services that can cater the security industry's needs and alignment of client's operations.





## SOCIAL WELFARE

Worthy to mention is the fact that this Security Agency has been up-to date in payment of its obligations with the said offices and in the payment of the salaries of the Security Guards under its employ even if the Client are delayed in their Bi-Monthly payments for Security services rendered. Other pre-existing Program of TSAI are the following;

Drug and Neuro  
Psychological Test

Complete Uniform  
Paraphernalia

Free refresher course

Legal Assistance

Guaranteed Character  
Loan

### On time payment of Mandatory Benefits

- SSS
- Philhealth
- PAGIBIG
- Insurance
- 5 Days Incentive
- 13th Month Pay

**LIFE INSURANCE**  
with Philam Life  
worth ₱250,000

On time payment  
thru our banking  
payroll system

Provide Basic Good  
and Financial  
Assistance

Liaison Assistance to  
Guards and Officer  
in renewal of  
Security License

Train Now, Pay Later



## CSR INITIATIVES: COMMUNITY PANTRY 2020

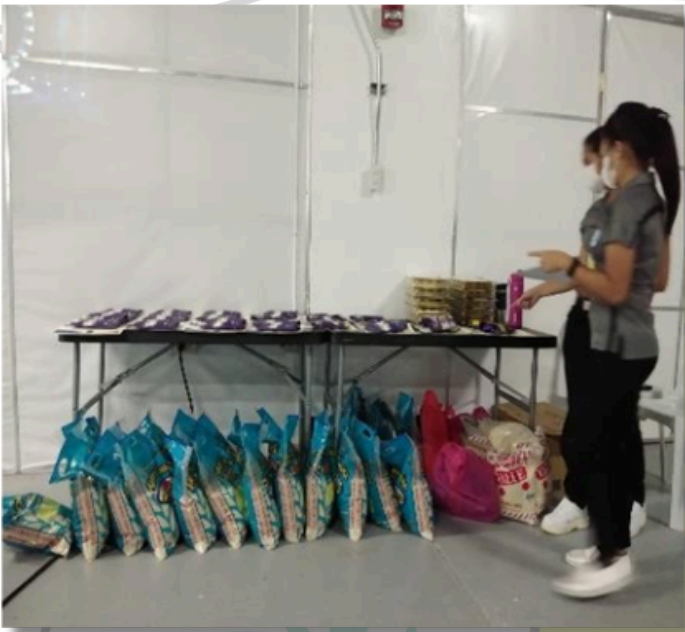


## CSR INITIATIVES: RELIEF OPERATION - BAGYONG ODETTE 2021





## CSR INITIATIVES: COMMENDATION INITIATIVE





# CSR INITIATIVES: PHILIPPINE RED CROSS - MASS BLOOD DONATION ACTIVITY 2022



# CSR INITIATIVES: TREE PLANTING 2023

 **COMMANDER SECURITY SERVICES INC.**  
"Securing Nature's Future: Our Hands, Our Trees"

## TREE PLANTING

Aim to foster a sense of environmental responsibility to preserve the natural world we all share.



 **NOV 30, 2023**  
 **AT 08:00 AM**

 Stone Farm- Sitio Magsawang, Brgy. Laiban, Tanay Rizal  [www.commandersec.com.ph](http://www.commandersec.com.ph)  
 [info@cssi7.com](mailto:info@cssi7.com)





## CAPABILITIES

- Can provide replacement of guards immediately upon notice. 3 hours within METRO MANILA and within 24 hours in provincial areas.
- Conduct and maintain field inspection and dialogues with official of the Client - Establishment and with security guards to elicit information on the problems being encountered in relation to their duties and the complainants of the management, if any, against the security Guards for immediate appropriate action and resolution.
- Maintain a 24-hours services to Clients with a Staff Officer on duty on hand to attend to a receive calls, with four (4) Security Guards on standby and services vehicles for immediate deployment when the need arise.
- Maintains a disciplinary board composed of officials of the Agency to hear and decide cases of violations committed by the security guards.
- Once a month refresher conducted a relation to the duties and responsibilities of the security guards, their attitudes and behavior while in the actual performance of their duties in particular Clients. For our client, we can also offer our training rooms and facilities free of charge, for our clients seminars, orientation or meetings.
- We maintain close rapport with the Government agencies (most of them are our consultant) and can tap their assistance if necessary
- Maintain a QUICK REACTION TEAM, highly trained personnel to augment or reinforce any unit in trouble or in distress.
- Can Provide Electronic Security System such as CCTV, Burglar Alarm, Access Control, PABX system, etc.



# TOPCOM'S HEAD OFFICE



1. **TOPCOM SECURITY AGENCY, INC.** - #6 Ground Floor A, 12th Avenue, Murphy Cubao, Quezon City *and/or* #133 15th Avenue Brgy. Socorro, Cubao, Quezon City



## PROPERTY OWNED REGIONAL OFFICES



2. **CEBU** - MLQ Highway, Pajo, Lapu-Lapu City
3. **DUMAGUETE** - E.J. Blanco Extension, Brgy. Daro, Dumaguete City
4. **ILOILO** - Brgy. San Antonio Oton, Iloilo City
5. **BORACAY** - Brgy. Balabag, Boracay Island Malay, Aklan
6. **LIPA BATANGAS** - Purok 7 Cannossa Site San Carlos, Lipa City, Batangas
7. **ANGELES PAMPANGA** - Brgy. Pulung Maragul, Angeles City
8. **CAGAYAN DE ORO** - 14th Extension Tomas Saco St. Macasandig Cagayan de Oro City 1900 Misamis Oriental
9. **DAVAO** - Block 55 Lot 20, South Villa Heights, Catalunan Grande, Davao City 8000 Davao Del Sur
10. **SILANG CAVITE** - By-pass road, San Vicente II, Silang Cavite



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# SCOPE OF OPERATIONS



**ANTONIO E. EVIZA JR.**

**OPERATIONS MANAGER NATIONAL**

☎ 09957246587

## DEPUTY OPERATIONS MANAGER NATIONAL



**Henry P. Nadanga (TSAI)**

☎ 09472134025



**Fernando M. Menes**

☎ 09667451597



**Jhonatan E. Pere**

☎ 09455071637



**Philip Glenn G. Abella**

☎ 09675002856

## INSPECTOR (NCR - Luzon)

- Jefferson Collado ☎ 09613260985
- Robert Rex S. Joaquin ☎ 09175005439
- Jeffrey C. Bigno ☎ 09497261937
- Mefil Saranillo ☎ 09565987081
- Arvin G. Yamson ☎ 09959235733
- Novie Joy P. Atadero ☎ 09129009353
- Yhreniel R. Umali ☎ 09455615565
- Mark Anthony Cabojate (Concentrix - Nationwide) ☎ 09457728504



## AREA COORDINATORS

### LUZON

- NCR - ANTONIO EVIZA ☎ 09957246587
- REGION 1 - JEFFERSON COLLADO ☎ 09613260985
- REGION 2 - JEFFREY BIGNO ☎ 09497261937
- REGION 3 - HENRY NADANGA ☎ 09472134025
- REGION 4-A - LEO BALDONADO ☎ 09565643782
- REGION 4-A - VANISA OPAÑO ☎ 09566052155
- REGION 4-B - HENRY CABARUBIAS (PALAWAN) ☎ 09298388098
- REGION 5 - GINO VILLAMIL (BICOL) ☎ 09460468940

### VISAYAS

- REGION 6 - NOEL PILA (ILOILO) ☎ 09384452522
- REGION 6 - EUGENE VINSON (BACOLOD) ☎ 09092794661
- REGION 7 - EDITHA COFREROS (DUMAGUETE) ☎ 09175728677
- REGION 7 - LEONILO ALBOFERA (CEBU) ☎ 09430572292
- REGION 7 - CRESENCIO BONGALOS (BOHOL) ☎ 09106049094
- REGION 8 - RITCHIE TORILLA (SAMAR) ☎ 09461716851
- REGION 8 - GILBERT REDOÑA (TACLOBAN) ☎ 09099599998

### MINDANAO

- REGION 9 - MARGARITA DOMINGUEZ (ZAMBOANGA) ☎ 09359446401
- REGION 10 - BERNARD BALDONADO (CAGAYAN DE ORO) ☎ 09973562316
- REGION 10 - JOEL BULAS (CAGAYAN DE ORO) ☎ 09676891034
- REGION 11 - JOYCE ABUEVA (DAVAO) ☎ 09064955200

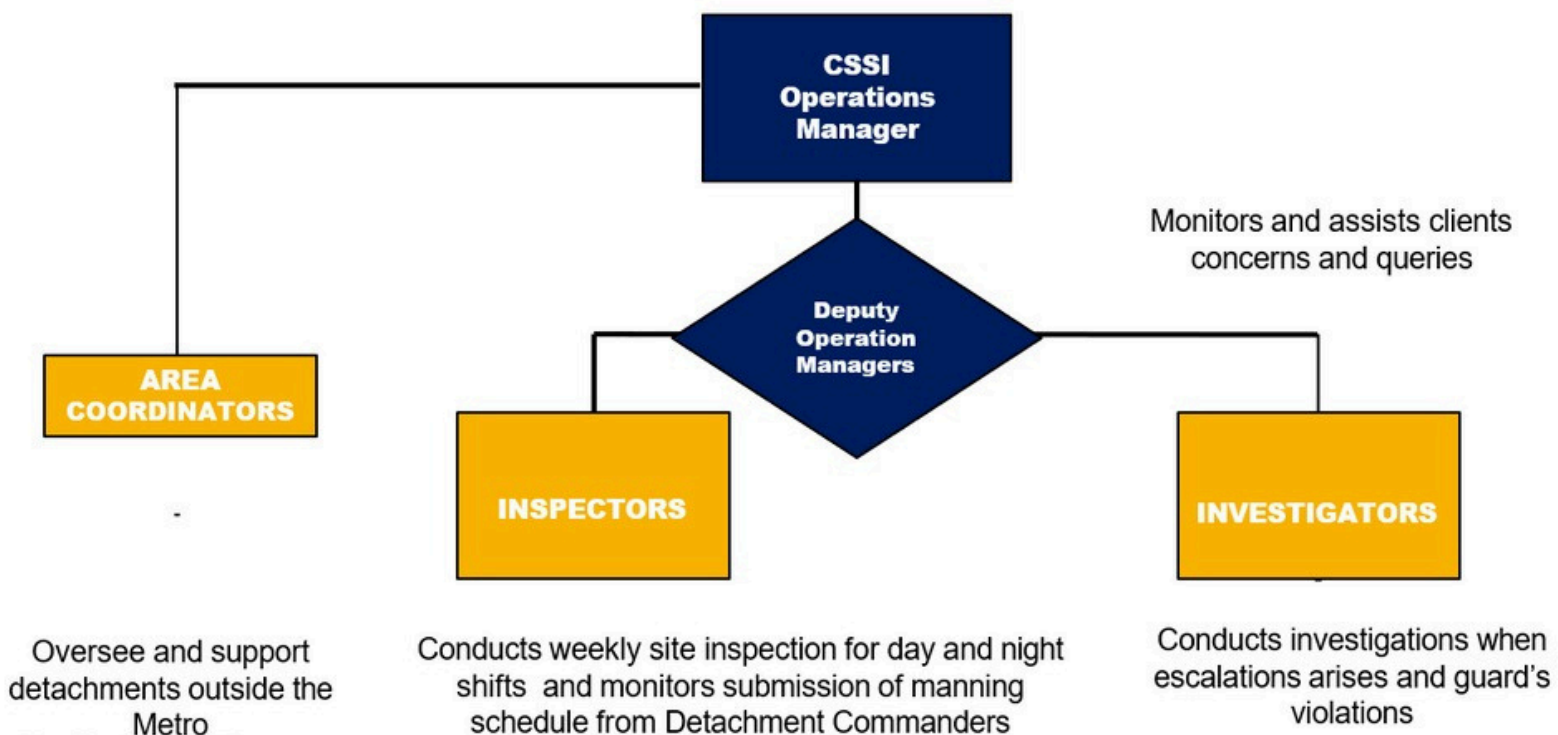


# SCOPE OF OPERATIONS

## CONCEPT OF OPERATIONS:

Our concept of security operations is not only limited to the control of vulnerabilities and in the relevance of counter measures against risk (security guarding services), we also focus on helping our clients drastically upgrade their security system through modern applications of electronic security gadgets

## OPERATION'S ORGANIZATIONAL CHART:





# RECRUITMENT AND ONBOARDING PROCESS

## RECRUITMENT PROCESS

<b>POOLING</b>	<span style="color: yellow;">■</span>	Pooling of qualified candidates
<b>BACKGROUND CHECK</b>	<span style="color: yellow;">■</span>	Validating information from candidates
<b>ENDORSEMENT</b>	<span style="color: blue;">■</span> <span style="color: blue;">■</span>	All qualified candidates are endorsed to client
<b>PRE- DEPLOYMENT ORIENTATION</b>	<span style="color: blue;">■</span> <span style="color: blue;">■</span>	Conduct orientation prio to deployment
<b>POST – SHADOWING</b>	<span style="color: teal;">■</span> <span style="color: teal;">■</span> <span style="color: teal;">■</span>	For the purposed of familiarization
<b>TAKE OVER</b>	<span style="color: teal;">■</span> <span style="color: teal;">■</span> <span style="color: teal;">■</span>	Deployment of security guards and equipments

■ 1<sup>ST</sup> – 2<sup>ND</sup> WEEK

■ 3<sup>RD</sup> WEEK

■ 4<sup>TH</sup> WEEK

## ADMIN - OPERATIONS



### TIMELINE OF DELIVERABLES

2-3 DAYS

7-10 DAYS

WITHIN NCR



OUTSIDE NCR



ISO AUDIT ASSISTANCE AND COMPLIANCE



ASSIST ON REPLACEMENT/REQUEST OF OPERATIONAL REQUIREMENTS





# ADMIN / LEGAL

## ALTERCATION RESOLUTION AND LINE OF ESCALATION

### ALTERCATION RESOLUTION AND LINE OF ESCALATION

ISSUES	COURSE OF ACTION	PERSON IN CHARGE	DOCUMENT
IDENTIFICATION OF ISSUES AND INCIDENT	ISSUANCE OF NOTICE TO EXPLAIN	DETACHMENT COMMANDER	INCIDENT REPORT, NTE
SUBMISSION OF REPORTS TO HR - RECRUITMENT	ISSUANCE OF CLARIFICATORY CONFERENCE	HR - RECRUITMENT	RESOLUTION OF CLARIFICATORY CONFERENCE
ENDORSEMENT OF REPORT TO LEGAL IF NECESSARY	FILING NECESSARY CHARGES	LEGAL TEAM	AFFIDAVIT FOR CAUSE OF ACTION





# LIST OF CLIENTS

## GOVERNMENT INSTITUTIONS:

- City of Guihulngan
- City Government of Dumaguete
- Department of Agrarian Reform – Negros Oriental
- Department of Migrant Workers
- Dumaguete City Water District
- Games & Amusement Board
- Junob National High School
- Land Transportation Franchising Regulatory Board
- Philippine Statistics Authority - NCR
- Province of Negros Oriental

## PRIVATE:

- DSV Air & Sea
- Hosseins Persian Kebab
- I Fern
- Kirin Resources Inc.
- MKN Realty Development Inc.
- Nemco Cooperative
- Philippine Deposit Insurance Corporation
- Riverbanks Development Corp.
- Romena Marketing
- SEARI Landers
- Landers Superstore – Arca South
- Landers Superstore – Bacolod
- Landers Superstore – Fairview
- Landers Superstore – Davao
- SL Agritech Corporation
- Solid One Engineering & Industrial Sales Inc.
- SP1 IT Solution
- Sol De Luna Café
- Seven Dragon Food Galore Inc
- The DIY Shop
- Tops & Bottoms
- Robinson Malls – Batangas City
- Robinson Mall – Lipa
- Robinson Mall – Magnolia

# GET IN TOUCH WITH US



**0968-210-5070**  
**0945259-2024**

**/ (02) 8912-1588**  
**Local: 2007**



**<https://www.commandersec.com.ph/>**



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**marketing.tsai2023@gmail.com**



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**No.133, 15th Avenue, Cubao Quezon City**

