



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER NO. 24 Series of 2019

DESIGNATION OF GENERAL FUNCTIONS AND RESPONSIBILITIES OF THE MUNICIPAL DISASTER AND RISK REDUCTION MANAGEMENT OFFICE STAFF

WHEREAS, the LDRRMO, with their territorial jurisdiction, shall be responsible for setting the direction, development, implementation, and coordination of disaster risk reduction and management programs,

WHEREAS, there is a need to designate the General Functions and Responsibilities of the MDRRMC Staff based of implementing rules and regulations under Section 12 paragraph (b) of **Republic Act No. 10121**;

NOW THEREFORE, I, DR. CEZAR T. QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby designate the following functions and responsibilities and those that may be authorized by the LDRRMC:

Section 1. Administration and Training Staff. The staff of the Administration and Training Division shall have the following functions and responsibilities:

1. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
2. Identify, assess and manage the hazards, vulnerabilities and risk that may occur in their locality;
3. Identify and implement cost-effective risk reduction measures and strategies;
4. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risk;
5. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, susceptibly-trained and competent personnel for effective civil defense and DRRM in its area;



6. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;

7. Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;

8. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA10121;

9. Train the most vulnerable sectors (women, children, senior citizens, and PDW) in DRRM, especially in disaster preparedness.

Section 2. Research and Planning Staff. The staff of the Research and Planning Division shall have the following functions and responsibilities:

1. Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;

2. Facilitate and support risk assessments and contingency planning activities at the local level;

3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;

4. Conduct research and development initiatives on DRRM;

5. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);

6. Prepare and submit to the Sangguniang Bayan through the Local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC;

7. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;

8. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);

9. Recommend through the LDRRMC the enactment of local ordinance consistent with RA 10121;

10. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, r of the copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG; and

11. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

SECTION 3. OPERATIONS AND WARNING STAFF. The staff of the Operations and Warning Division shall have the following functions and responsibilities

1. Operate a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communications within rural communities;

2. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;

3. Develop, strengthen, and operationalize mechanism for partnership or networking with the private sector, CSOs, and volunteer groups;

4. Respond to and manage the adverse effects of emergencies and carry out recover activities in the effected area, ensuring that there is efficient mechanism for immediate deliver of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support t each other;

5. Coordinate to DRRM activities

6. Establish linkage and/or network with other LGUs for DRR and emergency response purposes;

7. Establish municipal and barangay DRRM Operations Center;

8. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and

9. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD).

SECTION 4. SEPARABILITY CLAUSE. If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 5. REPEALING CLAUSE. All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

SECTION 6. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately.

Let copies of this Order be furnished to all Offices and Departments for their information and guidance.

DONE this 29th day of July, 2019 in the Municipality of Bayambang, Pangasinan, Philippines.


DR. CEZAR T. QUIAMBAO
Municipal Mayor

