



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 59

Series of 2022

ESTABLISHMENT OF AN INCIDENT COMMAND SYSTEM AND STRUCTURE IN THE MUNICIPALITY OF BAYAMBANG FOR A STANDARD, ON-SCENE, ALL HAZARD INCIDENT MANAGEMENT

WHEREAS, the Philippines is at risk to various disasters caused by either human or natural phenomena that necessitates the establishment of an effective and efficient response management system;

WHEREAS, planned events such as fiestas, parades, sports events, conferences, and concerts being held in the Municipality requires an efficient incident command system to prevent loss of life, physical injury, or damage to property and the environment;

WHEREAS, the Incident Command System (ICS) is a standard, on-scene, all hazard incident management concept that can be used by all Disaster Risk Reduction Management Council (DRRMC) member agencies and response groups;

NOW THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, the Responsible Officer do hereby establish, organize and mobilize an Incident Command System and Structure for the Municipality to plan, prepare, execute mitigation and incident management measures:

SECTION 1. COMPOSITION. The Incident Management Team is hereby created and organized with the following Composition:

RESPONSIBLE OFFICER:

HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, *Municipal Mayor*

COMMAND STAFF

INCIDENT COMMANDERS:

OVERALL SUPERVISING:

RODELYNN RAJINI SAGARINO-VIDAD

Municipal Administrator

"Baley ko, Pawilen ko, Aroen ko, tan Tubangan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS

April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M

April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Sari, Bayambang
Pangasinan, Philippines

FIRE INCIDENT:

RANDY FABRO

OIC, Fire Marshal, BFP

SECURITY INCIDENT:

ROMMEL P. BAGSIC

OIC, Municipal Police Station-Bayambang

HEALTH OUTBREAK:

PAZ F. VALLO

Municipal Health Officer

AGRICULTURE OUTBREAK:

ZYRA N. ORPIANO

OIC, Municipal Agriculture Office

PUBLIC INFORMATION OFFICERS:

RESTY S. ODON

Public Information Officer

RAFAEL L. SAYGO

Head, MTCAO

SAFETY OFFICERS:

JOJO J. DE GUZMAN

Staff, Municipal Engineering Office

LEONARDO F. SOLOMON

Chief, BPSO

LIAISON OFFICERS:

RICKY V. BULALAKAW

ICT Officer

ISMAEL MALICDEM JR.

Municipal Civil Registrar

GENERAL STAFF

OPERATION SECTION CHIEFS:

FELIPE RIVERA JR.

Head, Internal PMO

ROLAND M. AGBUYA

Rural Health Physician, RHU III

PLANNING SECTION CHIEFS:

MA-LENE S. TORIO

OIC, MPDC

ADRIENNE A. ESTRADA

Rural Health Physician, RHU II

LOGISTICS SECTION CHIEFS:

CHINITA S. DE VERA

Head, GSO

PETER B. CARAGAN

Municipal Budget Officer

FINANCE/ ADMINISTRATIVE SECTION CHIEFS:

LUISITA B. DANAN

Municipal Treasurer

NORA R. ZAFRA

MGDH1 (HRMO)

SECTION 2. FUNCTIONS AND RESPONSIBILITIES. The Incident Management Team shall have the following respective functions:

- A. The **RESPONSIBLE OFFICER** shall:
 - a. Provide overall policy direction and guidance;
 - b. Serve as a link to other higher authorities; and
 - c. Delegate authority to the Incident Commander to manage the incident.

- B. The **INCIDENT COMMANDER** shall:
 - a. Be responsible for the overall management of response operations;
 - b. Act as First Responder to the incident;
 - c. Assess the situation or receives a briefing from the Responsible Officer or/ outgoing Incident Commander;
 - d. Determine incident objectives;
 - e. Establish Incident Command Post (ICP);
 - f. Establish appropriate ICS organization based on the organization;

- g. Establish response priorities in consultation with the Command and General Staff;
- h. Coordinate activities for all Command and General Staff;
- i. Ensure planning meetings are scheduled as required;
- j. Approve and authorize the implementation of the Incident Action plan;
- k. Ensure that adequate safety measures are in place;
- l. Approve requests for additional resources and for their release;
- m. Coordinate with key people and officials;
- n. Keep the Responsible Officer informed of the incident status; and
- o. Authorize release of information to the media.

C. The **PUBLIC INFORMATION OFFICER** shall be:

- a. The focal person for information dissemination;
- b. Works closely with all other information officers or the media.

D. The **LIAISON OFFICER** shall be the Contact point of representative of assisting and cooperating agencies.

E. The **SAFETY OFFICER** shall:

- a. Work with Operations Section on tactics;
- b. Anticipate, detect, and correct unsafe situations; and
- c. Have emergency authority to stop unsafe acts or operations.

F. The **OPERATIONS SECTION CHIEF** shall be responsible for managing, directing and coordinating all tactical operations. He/she shall determine whether to expand the Operations Section as generally dictated by the number of tactical resources involved and as influenced by span of control considerations.

G. The **PLANNING SECTION CHIEF** shall:

- a. Be responsible for planning services;
- b. Collect, evaluate and process situation and resources status information;
- c. Develop Incident Action Plan to accomplish objectives;
- d. Maintain situation and resource status; and
- e. Assign Technical Specialists whenever needed depending on the requirements of the incident.

H. The **LOGISTICS SECTION CHIEF** shall provide resources and all other services to the incident such as, but not limited to, facilities, transportation, communications, supplies, equipment maintenance, fuel, food services and medical services.

I. The **FINANCE AND ADMINISTRATIVE SECTION CHIEF** shall:

- a. Monitor incident costs;
- b. Maintain financial records;
- c. Administer procurement contracts; and
- d. Perform time recording.

SECTION 3. FLOW OF INFORMATION. There shall be a complete freedom of Information flow within the Incident Command System to the highest possible extent. Orders, directives resource request and status changes must follow the chain of command, as seen in the diagram attached to this Executive Order unless otherwise directed.

SECTION 4. OVERSIGHT. MDRRMO will serve as the oversight and recommending officer in all hazard incident management.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Copies of this Order be furnished to concerned offices for their information and guidance.

DONE this 5th day of October 2022 in the Municipality of Bayambang, Pangasinan, Philippines.



HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

