



**Executive Order No. 059**  
*Series of 2022*

**AN ORDER RE-ORGANIZING THE INCIDENT COMMAND SYSTEM (ICS) AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM (MDRRMS)**

**WHEREAS**, Republic Act 10121 also known as the Philippine Disaster Risk Reduction and Management Act of 2010, was enacted to strengthen the Philippine risk reduction;

**WHEREAS**, RA 10121 provides for the development of policies and plans and implementation of actions and measures to reduce the underlying risk factors and assure preparedness for effective response and early recovery during disasters;

**WHEREAS**, Rule 7 (h) of the Implementing Rules and Regulations of RA 10121, has expressly provided for the establishment of an Incident Command System (ICS) as part of the country's on-scene disaster responses system to ensure the effective consequence management of disasters and emergencies;

**NOW THEREFORE, I, AVELINO N. AGUSTIN, JR.**, Municipal Mayor, by virtue of the powers vested in me by law, do hereby promulgate the following:

**SECTION 1. ORGANIZATION**

An Incident Command System (ICS) shall now form part of the Municipal Disaster Risk Reduction and Management Council of Cabarroguis, Quirino (MDRRMC- Cabarroguis) and shall be known as Cabarroguis MDRRMC- ICS which shall be an on-scene disaster response and management mechanism of the Municipal Disaster Risk Reduction Management System (MDRRMS)

**SECTION 2. ICS MANAGEMENT AND GUIDING PRINCIPLES**

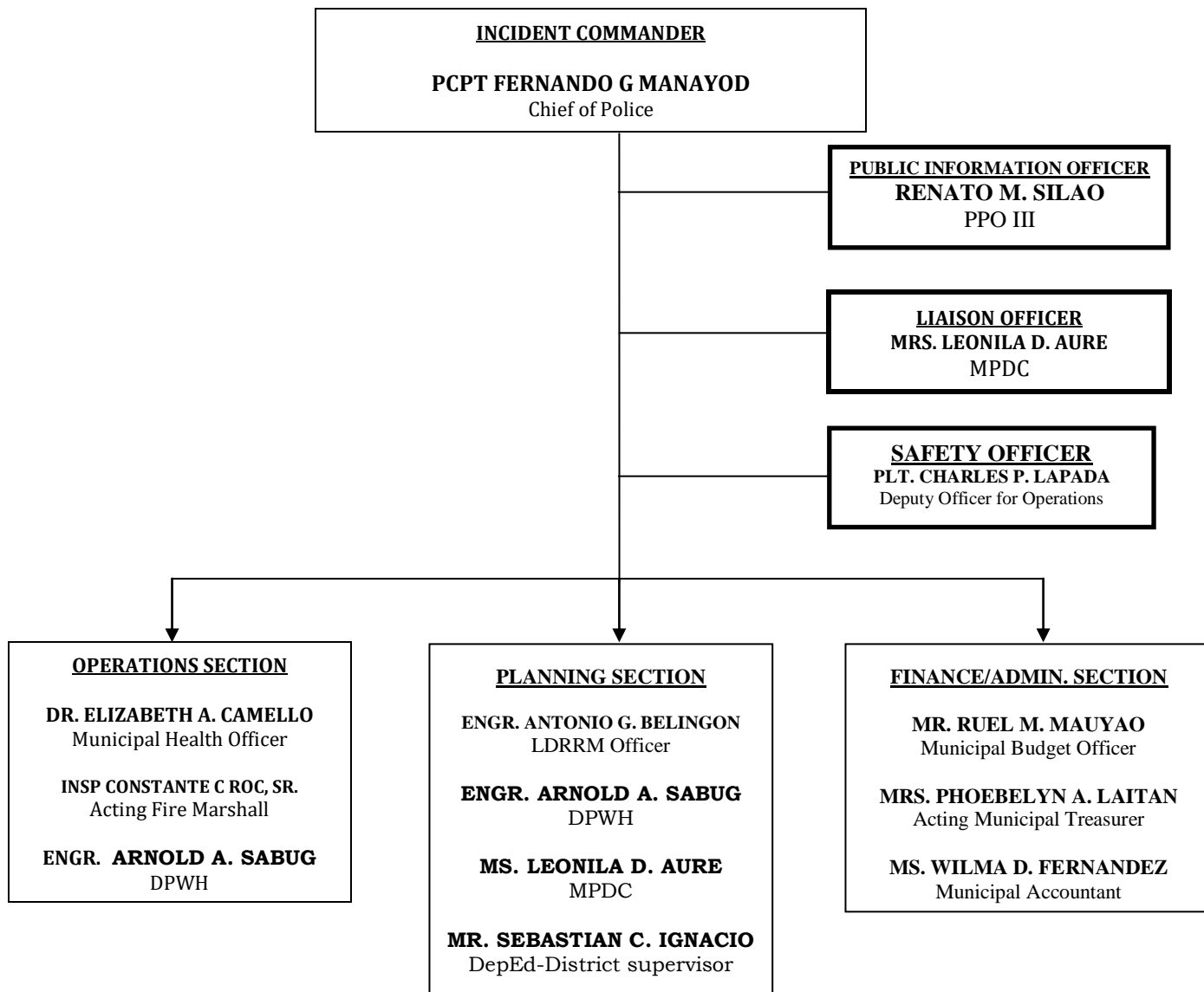
- a. **Common Terminology.** The use of common terminology on ICS will allow diverse incident management and support organization to work together across wide variety of incident management and functions and hazard scenarios.
- b. **Modular Organization.** The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- c. **Management by Objectives.** The objectives of the ICS must be disseminated to all its members to include the agency policies and directions, established incident objectives, developed strategies based on incident objectives, established measurable tactics or tasks for various incident management functional activities and documentation of results to measure performance and facilitate corrective actions.
- d. **Incident Action Plan.** A centralized, coordinated incident action planning should guide all response activities. The ICS Plan must provide a concise, coherent means of capturing and communicating the overall incident priorities, objectives, strategies and tactics in the context of both operational and support activities.
- e. **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- f. **Incident Facilities and Location.** Various types of operational support facilities should be established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes.
- g. **Resource Management.** An accurate and up-to-date picture of response utilization should be maintained because it is a critical component of incident management and emergency response.
- h. **Integrated Communications.** Incident Communications should be developed to ensure interoperability and connectivity between and among operational and support units of the various agencies involved.

- i. **Establishment and Transfer of Command.** Command function must be clearly established from the beginning of the incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
- j. **Chain of Command and Unity of Command.** Chain of command and unity of command shall be observed to ensure clarity in reporting relationships and eliminating the confusion caused by multiple, conflicting directives.
- k. **Unified Command.** Unified command approach should be applied to allow agencies with different legal and functional authorities and responsibilities work together without compromising individual agency authority, responsibility or accountability.
- l. **Accountability.** Effective accountability of resources is essential.
- m. **Dispatch/Deployment.** Resources should respond only when requested or when dispatched by the appropriate authority through established resource management systems.
- n. **Information and Intelligence Management.** A process of gathering, analyzing, assessing, sharing and managing incident-related information and intelligence.

**SECTION 3. STRUCTURE**

The Cabarroguis – MDRRMC- ICS shall have the following structure:

- Incident Commander - PCPT. FERNANDO G. MANAYOD – Chief of Police
- Operations Section - DR. ELIZABETH A. CAMELLO - Municipal Health Officer  
INSP CONSTANTE C ROC, SR. - Acting Municipal Fire Marshall  
ENGR. ARNOLD A. SABUG - District Engineer
- Planning Section- ENGR. ANTONIO G. BELINGON - LDRRMO  
MRS. LEONILA D. AURE – MPDC  
ENGR. ARNOLD A. SABUG - District Engineer  
MR. SEBASTIAN C. IGNACIO - DepEd District Supervisor
- Finance/ Admin. Section - MR. RUEL M. MAUYAO - Municipal Budget Office  
MRS. PHOEBELYN A. LAITAN – Acting Municipal Treasurer  
MS. WILMA D. FERNANDEZ - Municipal Accountant



## **SECTION 4. FUNCTIONS**

The member of the Cabarroguis-MDRRMC-ICS shall perform the following functions:

### **A. INCIDENT COMMANDER**

- Shall be responsible for all incident activities
- Oversee the development of strategies and tactics
- Order the release of resources
- Shall have the overall authority and responsibility for conducting incident operations and
- Shall be responsible for the management of all incident operations at the incident site.

### **B. OPERATIONS SECTION**

This section is responsible for all inter-agency and tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control and restoring normal operations. It also takes care of the collection, evaluation and dissemination of incident situation information and intelligence to the IC and incident management personnel.

- PIO- conduct interfacing with the public and media and/or with other agencies with incident-related information requirements
- Safety Officer- monitors incident operations and advises the IC on all matters relating to operational safety to include health and safety of emergency responder personnel
- Liaison Officer- act as the IC's point of contact for DRRMC and other concerned agencies

### **C. PLANNING SECTION**

This section status reports, displays situation information, maintains the status of resources assigned to the incident and prepares and documents the IAP, based on Operations Section input and guidance from the IC. The plan provides direction for actions to be taken during the specific operational period that the plan covers.

- The situation unit collects, organizes, and analyzes incident status information.
- The demobilization unit assures an orderly, safe, and efficient demobilization of incident resources.
- Technical specialist have special skills and can be used anywhere within the ICS organization.

### **D. FINANCE/ ADMINISTRATIVE SECTION**

This section basically monitors cost, resources and logistical needs.

- The resources unit-records the status of all resources committed to the incident, and anticipates resource needs.
  - Obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
  - Providing communication services, food services, and medical services.
  - Setting up and maintaining incident facilities.
  - Providing support transportation.
- These sections may also procure special equipment, contract with a vendor, or develop cost estimates for alternative response strategies and may have the following units:
  1. Procurement Unit- handles financial matters related to vendor contracts.
  2. Time Unit- records time for incident personnel and hired equipment.
  3. Cost Unit- tracks costs, analyzes cost data, makes cost estimates, and recommends cost-saving measures.
  4. Compensation/Claims Unit-handle claims for property damage, injuries, or facilities at the incident.

## **SECTION 5. SECRETARIAT**

The MDRRMO-Designate shall serve as the secretariat and executive arm of the Cabarroguis-MDRRMC-ICS.

## **SECTION 6. FUNDING**

The Local Calamity Fund shall henceforth be known as the Local Disaster Risk Reduction and Management Fund (LDRRMF) which is not less than five percent (5%) of the estimated revenue from regular sources. The said fund shall support risk management activities such as, but not limited to, pre-disaster preparedness programs, including trainings, procurement of life-saving/rescue equipment, supplies and medicines; support post-disaster activities such as, but not limited to, payment of premiums on calamity insurance and construction of evacuation centers. Thirty percent (30%) of the appropriated LDRRMF shall be allocated as Quick Respond Fund or standby fund for relief and recovery program, to include the operation of the ICS.

## **SECTION 7. REPEALING CLAUSE**

Any order, issuance and memoranda inconsistent with the provisions, or portions thereof, of this executive order are hereby repealed or modified accordingly.

## **SECTION 8. EFFECTIVITY**

This Executive Order shall take effect immediately.

Done this 29<sup>th</sup> day of July, 2022 at Cabarroguis, Quirino.

  
**AVELINO N. AGUSTIN, JR.**  
*Municipal Mayor*