



OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 017-2017

AN ORDER REORGANIZING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM

WHEREAS, the new RA 10121 IRR Rule 7 (h) "Philippine Risk Reduction and Management Act of 2010" provided for the establishment of an Incident Command System(ICS) as part of the country's on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

WHEREAS, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

WHEREAS, the new law has restructured the roles of key players during disaster giving local government units the capacity to manage disaster as "first responders and manage the adverse effects of emergencies and carry out recovery activities";

WHEREAS, in the implementation of such roles requires the structuring of an incidence command system that will govern responses and appropriate actions for pre disaster, during disaster and post disaster responses;

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law do hereby order the CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MMICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be the following:

COMMAND STAFF

Incident Commander
HON. ARISTEO A. BALDOS, JR.
Municipal Mavor

Deputy Incident Commander
MARLO C. ROSALES

Safety
PCI RYAN IQUIN CABAUATAN

Information
MIRASOL J. SANTOS

Liaison
DANIEL Q. FRUELDA

Operation
ENGR. TEODORO M. FORTU

Planning
ROSENIO A. TORIANO

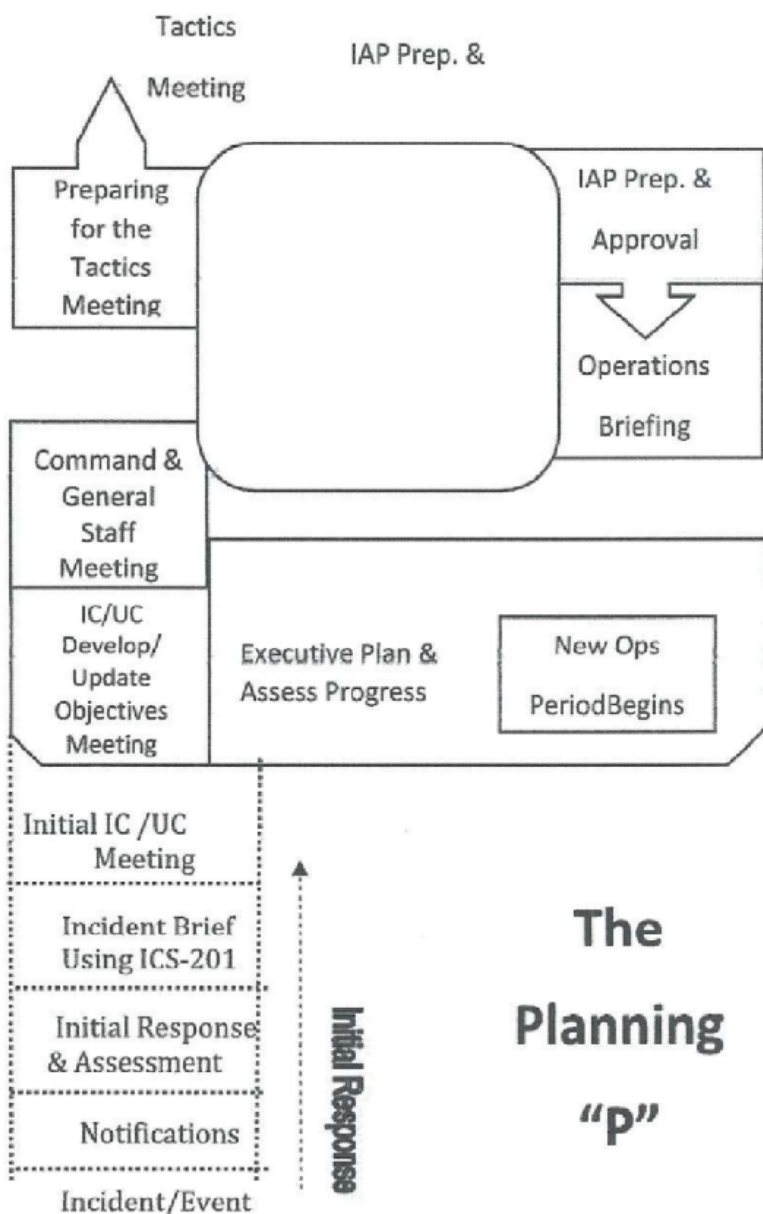
Logistics
PURA P. MENDOZA

Finance and Administration
ZAIDA D. MICIANO



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The Operational Planning System

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notification, initial response and assessment to planning meeting to tactics meeting.

Incident Command Post

Incident Command Post Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities. For incidents happening in Pinamalayan areas, incident command post will be at MDRRM Office or MDRRM Operation Center.

- I. The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

Command

Incident Commander:	HON. ARISTEO A. BALDOS, JR.	-	Municipal Mayor
Deputy Incident Commander:	MR. MARLO C. ROSALES	-	LDRRM Officer III
Information Officer:	MS. MIRASOL J. SANTOS	-	Municipal Administrator
Liaison Officer:	MR. DANIEL Q. FRUELDA	-	LDRRM Officer II
Safety Officer:	PCI RYAN I. CABAUTAN	-	Chief of Police

Incident Commander and Command Staff

- The Incident Commander is responsible for overall management response operations.
- The Incident Commander is selected by qualifications and experience.
- Determines incident objectives and strategies.
- Establishes priorities in consultation with the staff.
- Establishes Incident Command Post (ICP).
- Establish appropriate ICS organization based on the situation.
- Ensures planning meeting are scheduled as required.



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- h. Approves and authorizes the implantation of the Incident Action Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.
- k. Has overall authority and responsibility for conducting incident operations.
- l. Ensures availability of resources and will serve as link to higher authorities.
- m. *Authorizes release of information to the news media.*

Information Officer

- a. Central point for information dissemination.
- b. Works closely with all the different information officers/ media.
- c. Ask approval of the Incident Commander before media releases.

Safety Officer

- a. Work with operations on tactics.
- b. Anticipate, detect, and correct unsafe acts/operations.

Operation Section Chief

- a. Directs and coordinates all incident tactical operations.
- b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups

Planning Section Chief

- a. Maintains resources status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service
- e. Prepares demobilization
- f. Provide technical specialization

Logistics Section Chief

- Provide services and support to the incident commander
- Responsible for:
 - Facilities
 - Transportation
 - Communications
 - Supplies
 - Equipment Maintenance and Fuel
 - Medical Services

Finance/Administration Section Chief

- a. Monitors incident costs
- b. Maintains financial records
- c. Administer procurement
- d. Perform time recordings

II. Risk Reduction and Management Council

Provides the following to the Incident Commander, through Responsibilities Officials:

- Making policy decisions
- Establishing priorities



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- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing and disseminating information

III. OPERATIONS

A. PRE-DISASTER

1. Communication and Warning

Chairperson : DANIEL Q. FRUELDA , LDRRM Officer II
Co-chairperson : GINA D. ESCAREZ, Radio Operator
Members : ALL PUNONG BARANGAYS,
MDRRMO

Purpose: To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

Basic Functions

- To relay 24-hour weather bulletin and advisory from PAG-ASA
- To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- To assist in the activation of warning system devices
- To furnish information on updates to responsible persons/agencies;
- Establish linkage with other agencies.
- Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc.

2. Pre-emptive Evacuation and Transportation

Chairperson : ENGR. MANOLITO E. MASCULINO, Zoning Officer
Co-chairperson : CRESENCIANO C. ABEL, Permits & Licenses Officer
Members : ALL PUNONG BARANGAYS,
MDRRMO

Purpose: To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

Basic Functions

- Transport the evacuees to the designated evacuation center.
- Transport relief goods
- Provide assistance in the proper and order distribution of supplies and materials
- Responsible for providing vehicles to the teams
- Responsible for checking if the evacuation areas have the basic necessities and report to the barangay what is lacking in the center

B. DURING DISASTER

1. Search and Rescue Team

Chairperson : ROLANDO S. LABAY JR., LDRRM Assistant
Co-chairperson : PO1 EMILIO G. QUIMORA, PCG
Members : PERVA, PFCC PERSONNEL,
PPSC POLICE SUPERINTENDENT EFRAEM A. CAMARA

Purpose: To save lives and minimize damage to property.

Basic Functions

- To have capable rescue personnel assigned in search and rescue operations
- To minimize further injury to people and damage to property



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2. Evacuation and Relief Operation

Chairperson : PURA P. MENDOZA, MSWDO
Co-chairperson : CHITA P. LACDANG, MCRO
Members : MDRRM PERSONNEL

Purpose: To assist in the evacuation of affected families to prevent casualties

Basic Functions:

- a. Identify beneficiaries in coordination with barangay secretary
- b. Distribution of relief goods
- c. *Frontline in the event of disaster and calamities*
- d. Lead in the relocation of victims to safe place
- e. Monitor the evacuation center
- f. Conduct of stress debriefing of victims(DSWD)
- g. To coordinate with the other teams h. Link with civic groups for continuous provision of basic necessities

3. Emergency Medical Services

Chairperson : DR. ADELAIDO A. MALALUAN, OIC MHO
Co-chairperson : DR. GUILLERMO A. GONZALES, CEO OMCDH
Members : BARANGAY HEALTH WORKERS

Basic Functions:

- a. Conduct rapid health assessment to affected areas
- b. Disposal of dead bodies if the need arises
- c. EVS/ health education/ water supply, garbage disposal etc.
- d. Provision of essential medicines/ medical supplies
- e. Update the incident commander on status of the health services especially the victims
- f. Health advices information
- g. *Refer to higher authority (TBGDH) for serious cases of medical treatment*
- h. Recommend and suggest medical actions.
- i. Establish protocol of command

4. Fire Suppression/ Prevention

Chairperson : SFO3 BENJAMIN H. NAVARRO, BFP
Co-chairperson : BFP PERSONNEL, FIRE BRIGADE, PFCC

Purpose: To minimize effects of the occurrence of disastrous fire

Basic Functions

- a. Conduct of fire suppression operating during conflagration
- b. Pre and post assessment of cost of damage
- c. Prepare reports and submit to MDRRMC Office.

5. Security and Safety

Chairperson : PC1 RYAN IQUIN CABAUTAN, PNPChief of Police
Members : PNP, RESERVIST, BARANGAY TANODS

Purpose: ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.



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Basic Functions:

- Police visibility at the site
- Monitor peace and order situation
- Coordinate with barangay tanod/ barangay official at the site
- Report incident to the commander on post for any unusual peace or order situation
- Crowd control during relief distribution

C. POST DISASTER

1. Damage Assessment/ Needs Analysis

Chairperson : **DANNY S. VILLACRUSIS, MAO**
Co-chairperson : **ENGR. ROY C. LUCBAN, Infrastructure Enforcement Officer**
Members : **MAO, MSWDO, MHO, PNP, MDRRMO**

Purpose:

- To list down number of casualties (male, female, age)
- To account/list down number of affected families/household (rescued/missing family members)
- List down injured persons that need immediate attention and medical services
- Feedback/reporting to public information
- Submit list of injured persons to emergency medical services
- To analyze immediate needs at evacuation center

Basic Functions:

- Manage the listing affected families rescued and brought to the evacuation center- List of injured - List of casualties- List of missing persons
- Assess the immediate needs of the affected families in the evacuation center
- Manage the listing of damaged to property
- Submit to report to headquarters/ Mayor
- Update the headquarters every 3 hours

2. Rehabilitation and Recovery Team

Chairperson : **ENGR. TEODORO M. FORTU, MEO**
Co-chairperson : **ENGR. MANOLITO E. MASCULINO, ZONING Officer**
Members : **MEO, MAO, MSWDO, MPDO, MDRRMO**

Purpose: To rehabilitate/ recover/ repair damage properties after the occurrence of the calamity/ disaster.

Basic Functions:

- Investigation/ survey extent of damage
- Assessment as to properties, infrastructure and etc. (inventory)
- Submit report to incident commander
- If all request granted implementation will follow

3. Retrieval Operation

Chairperson : **PC1 RYAN IQUIN CABAUTAN, PNP Chief of Police**
Co-Chairperson : **DR. ADELAIDO A. MALALUAN, OIC MHO**
Member : **BFP, MEO, OMCDH, PNP**

Purpose:

- To find or retrieve any missing persons or bodies as reported
- To find important things or properties as reported missing

Basic Functions:

- After the search and rescue operation, retrieval operation will commence.
- To find missing bodies and or property
- Coordinate with all teams

4. PLANNING



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Chairperson : ROSENIO A. TORIANO, MPDO
Co-chairperson : NEMIA B. MONSANTO, HRMO
Members : MDRRMO Personnel

Basic Functions:

- a. Maintains resource status
- b. Maintains situation status
- c. Prepares Incident Action Plan
- d. Provide documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist

5. LOGISTICS

Chairperson : PURA P. MENDOZA
Co-Chairperson : ARIEL L. CUDIAMAT, Radio Operator/Supply & Logistic Officer
Members : MEO, MHO, MSWDO, MDRRMO, MAO

Basic Functions: Provides services and support to the Incident Commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

6. FINANCE ADMINISTRATION


Chairperson : ZAIDA D. MICIANO, MBO
Co-chairperson : JUDY DG. MORENTE, MAgO
Members : PLARIDEL CUIPADO, MTO
ACCOUNTING OFFICE, TREASURER OFFICE, BUDGET OFFICE

Basic Functions

- a. Monitors incident costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 25th day of May, 2017 at Pinamalayan, Oriental Mindoro


ARISTEO A. BALDOS, JR.
Municipal Mayor