

Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 24-A
Series of 2023

"AN ORDER ESTABLISHING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATION CENTER OF THE MUNICIPALITY OF TRINIDAD, BOHOL"

WHEREAS, the geographical location of the Municipality of Trinidad, Bohol is vulnerable to natural disasters such as typhoons, earthquakes, flooding, and landslides as well as human-induced disaster that pose a clear and imminent peril against lives and properties;

WHEREAS, it is settled that the government is under onus to protect human lives at all times and that disaster of such severity and magnitude renders an effective response beyond the capabilities of the government;

WHEREAS, in line with the objective of the National Government to have zero casualties and thus mitigate the effects of man-made natural disasters and consistent with the provision of RA 10121 otherwise known as the "Philippine Risk Reduction and Management Act of 2010";

WHEREAS, pursuant to the IRR of RA 10121, the Municipal Disaster Risk Reduction and Management Council shall establish an Operating Facility on a 24/7 basis before, during, and after calamity to be known as the Municipal Disaster Risk Reduction and Management Operation Center (MDRRMOC) of Trinidad, Bohol;

WHEREAS, the 2nd floor of the newly built MDRRM building is identified as the MDRRM Operation Center which serves as the repository of information and the center of coordination in times of emergencies, disasters, and adversities;

NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Local Chief Executive, Local Government Unit of Trinidad, Bohol, by virtue of the power vested in me by law, hereby orders the **ESTABLISHMENT OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATION CENTER OF THE MUNICIPALITY OF TRINIDAD, BOHOL.**

Section 1. CREATION

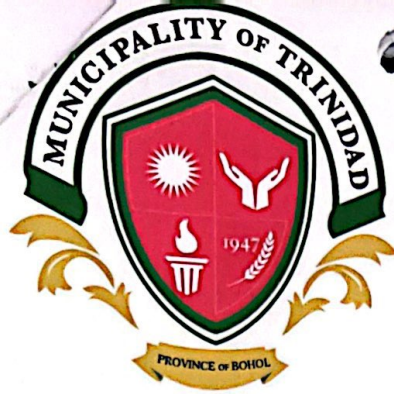
There shall be a Disaster Risk Reduction and Management Operation Center in the Municipality of Trinidad, Bohol herein referred as Municipal Disaster Risk Reduction and Management Operation Center.

The Municipal Disaster Risk Reduction and Management Operation Center shall be manned 24/7 by trained Trinidad Response Emergency Assistance Team personnel operating under the supervision of the Local Disaster Risk Reduction Management Office and MDRRMC.

Section 2. POWER AND FUNCTION.

The Municipal Disaster Risk Reduction and Management Operation Center shall have the following tasks and responsibilities.

- a) The Operation Center shall serve as a convergence area for all stakeholders for a coordinated response during an emergency;
- b) It shall provide accurate information for appropriate action or response;
- c) Strengthen linkage with the private sectors, CSOs, NGOs, INGOs volunteer and other stakeholders;



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- d) Monitor all emergency-related events (Natural or Manmade) on a 24/7 basis especially those with potential impact on the municipality;
- e) Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction;
- f) Disseminate information and raise public awareness about hazards, vulnerabilities and risks, their nature, effects, early warning signs, and countermeasures;
- g) Serves as Radio Communication Network Center for transmitting and receiving emergency reports from different barangays;
- h) Ensure that communication equipment (e.g., radio, mobile phones) are at all times available, functional, and ready for use in emergencies and disasters;
- i) Coordinate with all government agencies, NGOs, and CSOs, during emergencies; and
- j) Establish a Municipal DRRM hotline for emergency and /or disaster purposes.

The Operation Center of the MDRRMO shall coordinate closely with the Provincial DRRMO Bohol. Information gathered and verified will be submitted to the Chairman of the Provincial Disaster Risk Reduction and Management Council through the office of PDRRM and copy furnished to the Office of Civil Defense for transmission to the National Disaster Risk Reduction and Management Center.

Section 3. ORGANIZATION AND MANAGEMENT.

(A) Organization structure

The Operation Center shall be organized and managed by the Local Disaster Risk Reduction and Management Officer.

The Municipal Disaster Risk Reduction and Management Office has three (3) divisions as Administration and Training, Planning and Research, and Operation and Warning. The functions set the direction, development, implementation, and coordination of the Disaster Risk Reduction and Management program and activities within their territorial jurisdictions pursuant to RA 10121.

(B) The Function and Responsibilities of the following divisions, to wit:

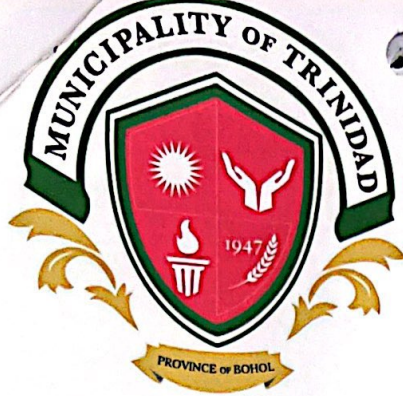
a) Administrative Training Operations:

1. Organize and conduct training, orientation, knowledge, and management activities on Disaster Risk Reduction and Management Concerns.
2. Prepare and submit the MDRRMO Plan and Budget, proposed programming of MDRRMF, other regular funding sources, and budgetary support.
3. Organize, train, and supervise the local emergency response team.
4. Disseminate information and raise public awareness about hazards, vulnerabilities, and risks, their nature, effects, early warning signs counter emergency measures.
5. Develop, strengthen, and an operational mechanism for partnership or develop networking with the private sector, CSO, and other volunteer groups.
6. Prepare and submit the report on the utilization of the MDRRMF and other Disaster Risk Reduction and Management Resources to the Commission on Audit, copy furnished to the concerned offices.
7. Coordinate other disaster risk reduction and management activities.
8. Act on other matters relative to administrative functions.

b) Planning and Research Division

1. Design program and coordinate Disaster Risk Reduction and Management activities consistent with the National Council Standards.
2. Facilitate and support risk assessment and contingency planning activities.

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3. Coordinate Local Disaster Risk Information which includes natural hazards, vulnerabilities, and climate change risks, and maintain local risk maps.
 4. Identify, assess, and manage hazard vulnerabilities and risks.
 5. Maintain a database of human resources, equipment directions, and locations or critical infrastructures and their capacities.
 6. Take all necessary steps on a continuing basis to maintain, provide or arrange the provision of or to otherwise make available, suitable-trained and competent personnel for effective delivery of basic services.
 7. Formulate and implement a comprehensive and integrated MDRRMF in accordance with the National Framework and Policies on disaster risk reduction and in harmony with the Municipal Legislative Priority Agenda.
 8. Act on other matters that may be authorized and deemed necessary.
- c) Operation and Warning Division:**
1. Operate a multi-hazard early warning system, linked to disaster risk reduction.
 2. Provide accurate and timely advice to national and local emergency organizations.
 3. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter, and medical supplies for women and children, and;
 4. Act as other matter that may be authorized and deemed necessary;
- d) Rescue and Communication Section**
1. The communication section shall be responsible to receive and transmit information regarding impending emergencies and disasters and act as vital means of communication during emergency activities.
 2. The Rescue Section shall handle or take the lead on actual rescue activities during emergencies and or disasters and constantly give recommendations to make rescue activities as efficient and effective as possible.

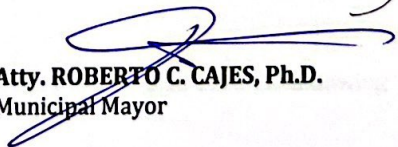
Section 4. FUNDING REQUIREMENT FOR THE EMERGENCY OPERATION CENTER.

The operational budgetary requirements of establishing and maintaining the Municipal Disaster Risk Reduction and Management Operation Center shall be allocated and specified under the Local Disaster Risk Reduction Management Fund (LDRRMF).

Section 5. Effectivity

This Executive order shall take effect immediately.

Done this 19th day of April 2023, at Trinidad Municipal Hall, Poblacion, Trinidad, Bohol.


Atty. ROBERTO C. CAJES, Ph.D.
Municipal Mayor

Copy furnished:

- Sangguniang Bayan *by: [Signature] 5/11/23*
- Municipal Human Resource Management and Development Office - *[Signature] 5-18-23*
- DILG through the MLGOO - *[Signature] 5/11/23*
- File