

EXECUTIVE ORDER NO 24-D
Series of 2023

"AN EXECUTIVE ORDER RECONSTITUTING THE MUNICIPAL INCIDENT COMMAND SYSTEM (ICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL"

WHEREAS, the new RA 10121 IRR Rule 7 (h) "Philippine Disaster 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;

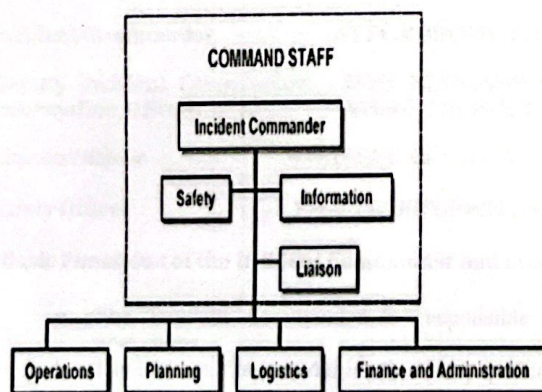
WHEREAS, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of the people affected;

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

NOW, THEREFORE, I, ATTY. ROBERTO C. CAJES, Ph.D., Municipal Mayor of Trinidad, Bohol by virtue of the powers vested in me by law do hereby order the "CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS," which shall be the following:

Primary ICS Management Functions:



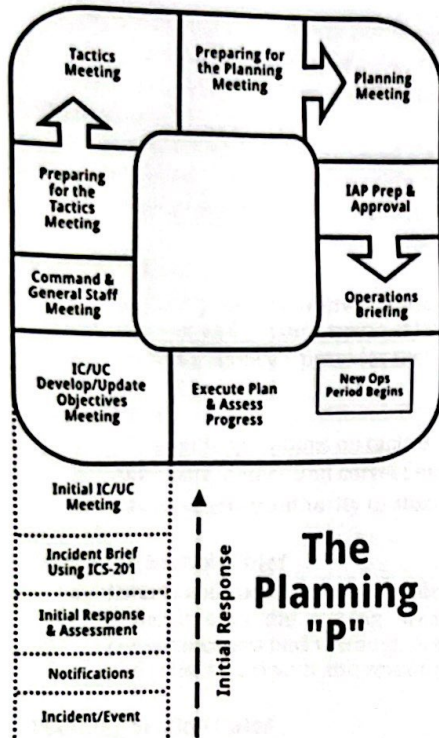
Functional responsibility = overall responsibility

Operations = direct tactical actions
Planning = collects/analyzes data and prepares action plan
Logistics = provide support
Finance/Administration = Cost Accounting and procurement



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The Operational Planning Cycle

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

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 Trinidad, and Bohol areas, the incident command post will be at MDRRM Emergency Operation Center.

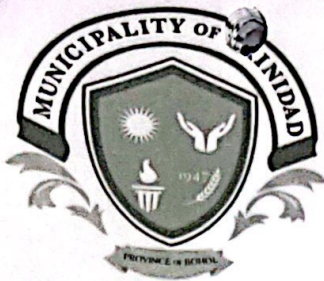
The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

COMMAND:

- Incident Commander** : **ATTY. ROBERTO C. CAJES** – Municipal Mayor
- Deputy Incident Commander:** **HON. FERNANDO B. ERIO** – Municipal Vice Mayor
- Information Officer:** **AVERIL BRIAN S. TINIO** – Municipal Administrator
- Liaison Officer** : **VANESSA C. CUTANDA** – PESO Manager Designate
- Safety Officer** : **PMAJ CHRISTOPHER RAS FERNANDEZ**, Chief, PNP Trinidad Station

Basic Functions of the Incident Commander and Command Staff

- a. The Incident Commander is responsible for overall management response operations.
- b. The Incident Commander is selected by qualifications and experience.
- c. Determines incident objectives and strategies.
- d. Establishes priorities in consultation with the staff.
- e. Establishes Incident Command Post (ICP).
- f. Establish appropriate ICS organization based on the situation
- g. Ensures planning meetings are scheduled as required.
- h. Approves and authorizes the implementation of the Incident Action Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.



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- k. Has overall authority and responsibility for conducting incident operations.
- l. Ensures availability of resources and will serve as a 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 for approval of the Incident Commander before media releases

Liaison Officer

- a. Contact point for representatives of assisting and cooperating agencies (MDRRMC member and partner agencies)
- b. Assisting agency – provides tactical or service resources

Safety Officer

- a. Work with operations on tactics
- b. Anticipate, detect, and correct unsafe situations
- c. Has emergency authority to stop 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 resource status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service
- e. Prepares demobilization plan
- f. Provide technical specialists

Logistics Section Chief

Provide services and support to the incident commander

Responsible for:

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

Finance/Administration Section Chief

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



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Disaster Risk Reduction and Management Council

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

- Making policy decisions
- Establishing priorities
- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing, and disseminating information

OPERATIONS

PRE-DISASTER

1. Communication and Warning

Chairperson: **GODOFREDO MILLANA**
Co-chairpersons: **FERDINAND BALONGA**
ROEL CHAVEZ
Members: **ALL BDRRC OPERATIONS AND ADMIN OFFICERS**
RADIO HANDLERS

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 of the possible impact of a hazard so as to enable Protective or preventive actions are 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 update information advisory thru social networks, websites, Twitter, PAG-ASA, resource agencies, etc.

2. Pre-emptive/Forced Evacuation and Transportation

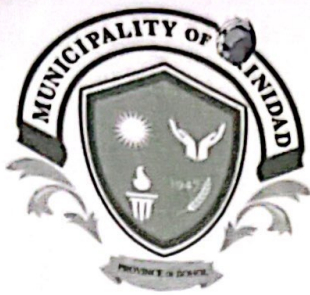
Chairperson : **PMAJ CHRISTOPHER RAS FERNANDEZ** – Chief, PNP Trinidad Station
Co-chairperson : **SFO2 CRESENCIO CAJES, JR.** – Chief, BFP Trinidad Station

Members : **Ms. ELENITA L. SAWAN** – GSO
: **Mr. MARIO LITO NUGAL** – Motorpool
: **Mr. EVAGRIO MUMAR** - Motorpool

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

Basic Functions

- Transport the evacuees to the designated evacuation center
- Transport relief goods



- c. Provide assistance in the proper and orderly distribution of supplies and materials.
- d. Responsible for providing vehicles to the teams
- e. Responsible for checking if the evacuation areas have the needed basic necessities and reporting to the barangay what is lacking in the center.

DURING DISASTER

1. Search and Rescue Team

Chairperson : **SFO2 CRESENCIO CAJES, JR.** – Chief, BFP Trinidad Station
Co-chairperson : **MDRRMO Assistant for Operations and Warning**

Members

- 1. All TREAT Personnel**
- 2. SAR Volunteers**
- 3. Barangay Emergency Response Teams**

Purpose: To save lives and minimize damage to property

Basic Functions

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

2. Camp Coordination and Management Team

Overall Coordinator: **Ms. VICKY E. CAJES**
Municipal Social Welfare and Development Officer

Members:

Dr. NOVARIZA EVANGELISTA, M.D.
Municipal Health Officer

Engr. PEOLITO G. ORIOQUE
Municipal Engineer

Ms. AVELINA C. LOPICEROS
Municipal Agriculturist

SFO2 CRESENCIO CAJES, JR.
Chief, BFP Trinidad Station

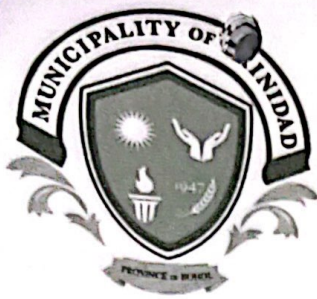
PMAJ CHRISTOPHER FERNANDEZ
Chief, PNP Trinidad Station

Dr. AMELITA CREDO, Ph.D.
SDS, Trinidad I District

Dr. PERCY TORRES, Ph.D.
SDS, Trinidad II District

Hon. REGIE AVENIDO
President, Liga ng mga Barangay

Engr. DELFIN CREDO, C.E.
Trinidad Waterworks System, Manager



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Mr. ARIEL TORTUGA
Municipal Electrician

Purpose

- a. To assist in the evacuation of affected families to prevent casualties
- b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc)
- c. To provide relief and appropriate disaster intervention

Basic Functions:

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

3. Health (WASH, Nutrition, Psychosocial Services)

Chairperson : **DR. NOVARIZA EVANGELISTA, MD. - MHO**
Co-Chairperson : **MS. VICKY CAJES, MSWO**
Members : **All BHWs, All BNS, BFP**

Purpose: Provide medical services (emergencies) & post emergencies

Basic Functions:

- a. Conduct rapid health assessment of 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 the status of the health services, especially the victims
- f. Health advises information
- g. Refer to a higher authority (TBGDH) for serious cases of medical treatment
- h. Recommend and suggest medical actions.
- i. Establish protocol of command

4. Food and Non-Food Items (NFI) Team

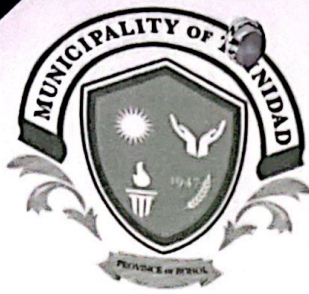
Chairperson : **Ms. VICKY E. CAJES - MSWDO**
Members : **DepEd, GSO, LCR, MTO, MACCO, MDRRMO, BDRRMC**

Purpose: To provide Non-Food Item support to affected individuals and families.

Basic Functions:

- a. Receive FNI donations and assistance from various agencies and entities.
- b. Seek the assistance of volunteers and supervise repacking of donations.
- c. Assist/supervise food and non-food distribution and preparation of relief goods distribution sheets.
- d. Coordinate with BDRRMMC with regard to the updated number of evacuees for relief distribution purposes.

Municipal Hall, Poblacion, Trinidad, Bohol, Philippines, 6324 Tel. No. (038) 544-0366; Cell No. 09171063466
Email Add.: trinidad@trinidad-bohol.gov.ph Website: www.trinidad-bohol.gov.ph



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Members : MSWDO, MHO, Day Care Workers, BDRRMC, SDRRM, TMC

Purpose: To ensure continuing education of affected children.

Basic Functions

- a. Ensure availability of temporary and safe classrooms for continuing classes, TLS.
- b. Ensure the availability of teachers to handle classes.
- c. Ensure availability of learning materials.
- d. Coordinate with other concerned national agencies for support.

POST DISASTER

1. Rapid Damage Assessment and Needs Analysis

Chairperson : ENGR. PEOLITO G. ORIOQUE – Municipal Engineer
Co-chairperson : MS. AVELINA LOPICEROS – Municipal Agriculturist
Members : MDRRMO, MPDO, MASSO, MSWDO, PNP, BFP, GSO

Purpose

- a. To list down the number of casualties (male, female, age)
- b. To account/list down a number of affected families/households (rescued/missing family members).
- c. List down injured persons that need immediate attention and medical services
- d. Feedback/reporting to public information
- e. Submit list/record of affected families to evacuation & relief team
- f. Submit a list of injured persons to emergency medical services
- g. To analyze immediate needs at the evacuation center

Basic Functions:

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

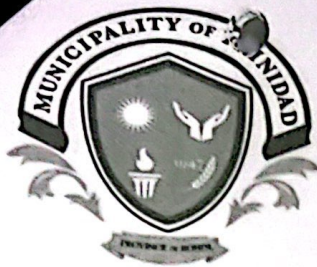
2. Rehabilitation and Recovery Team

Chairperson : ENGR. PEOLITO G. ORIOQUE
Co-chairperson : ENGR. TEODOMIRO BALONGA

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

Basic Functions:

- a. Investigation/survey extent of damage
- b. Assessment as to properties, infrastructure and etc (inventory)
- c. Submit a report to the incident commander
- d. If all requests are granted implementation will follow



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- e. Monitor and report food and non-food item needs of the evacuation center population ensuring evacuees with special needs are included.
- f. Maintain updated distribution lists and ensure that MSWDO is issued and kept updated.
- g. Disseminate the schedule of NFI distribution and entitlement to the evacuees.
- h. Establishment of separate fast-track lines for evacuees with special needs.
- i. Ensure food and non-food items are culture-sensitive.
- j. Ensure safe storage and warehousing of relief goods.

5. Fire Suppression/Prevention

Chairperson : **SFO2 CRESENCIO CAJES, JR.** -Chief, BFP Trinidad Station
Members : **ALL BFP PERSONNEL AND VOLUNTEER FIRE BRIGADE**

Purpose: To minimize the effects of the occurrence of a disastrous fire

Basic Functions

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

6. Law and Order

Chairperson : **PMAJ CHRISTOPHER RAS FERNANDEZ** - Chief, PNP Trinidad Station
Members : **PNP, BFP, PA, Barangay Police**

Purpose: Ensure that affected families are safe from exposure to crime, violence, and abuse.

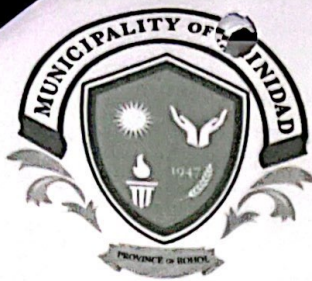
Basic Functions

- a. Ensure police visibility in the affected communities.
- b. Conduct regular patrolling of abandoned houses.
- c. Ensure safety and protection inside the evacuation center.
- d. Ensure delivery of humanitarian assistance in the designated evacuation centers.
- e. Ensure that evacuees/affected families are consulted and involved in planning for effective safety and security.
- f. Facilitate the establishment of evacuation center rules and regulations.
- g. Prepare and submit an incident report to EOC.
- h. Received complaints from evacuees for immediate intervention and referral activities.
- i. Assist in the resolution of disputes and violations of evacuation center rules.
- j. Assist in the referral flow or mechanisms of protection-related concerns to the relevant authorities.
- k. Submit a report and respond to cases of abuse and violations of rights in the evacuation Center observing confidentiality, respect, and safety /security at all times.

7. Education Team

Chairperson : **Dr. AMELITA CREDO, Ph.D.**
SDS, Trinidad I District

Dr. PERCY TORRES, Ph.D.
SDS, Trinidad II District



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3. Search and Retrieval (SR) Team

Chairperson : TRINIDAD BFP
Members : PNP MDRRMO, AFP, Reservists, MEO

Purpose: Ensure retrieval, identification, and proper management of human remains.

1. Ensure an effective, timely, organized and systematic search and retrieval of reported missing persons
2. To ensure the safety and security of the response teams deployed by the SRR Sector;
3. Coordinate with Management of the Dead and Missing of identification and management of human remains.

Basic Functions:

- Conduct search and retrieval of reported disaster casualties and missing persons.
- Organize and deploy capable and trained response teams to conduct SRR;
- Provide resource augmentation, including manpower and equipment, to other areas as needed;
- Coordinate with the other sectors for the resource needs of the SRR teams;
- Consolidate all the activities made by the response teams into one sectoral report

4. Management of the Dead and Missing

Chairperson : Engr. MARVIS G. DELLOSA - MPDC

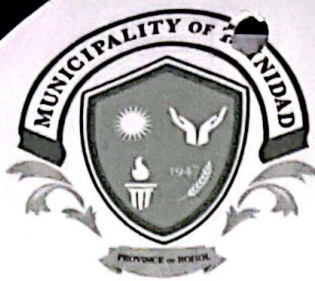
Members : MLGOO, BFP, PA, PNP, MDRRMO, BDRRMC, Religious Sector, NGO,
Representative Group Volunteers

Purpose:

1. To provide assistance in the proper identification and disposition of the remains in a sanitary manner with caution to prevent negative psychological and social impacts on the bereaved and the community.
2. To facilitate claims of identified human remains.
3. Establish safety place for retrieved dead bodies.

Basic Functions:

- a. Assist in the retrieval of the dead and missing.
- b. Facilitate the identification of retrieved human remains.
- c. Coordinate with a funeral parlor for the disposition of the remain.
- d. Provide necessary support to bereaved families.
- e. Ensure sanitation of affected areas
- f. Informed and coordinate with the concerned family claimants
- g. Coordinate with other agencies for retrieval, proper identification, disposition and transport of human remains.
- h. Submit report to the MDRRMC.



PLANNING

Members

1. **ENGR. MARVIS G. DELLOSA** - MPDC
2. **HON. REGIE V. AVENIDO** - ABC President
3. **HON. JELO S. LOFRANCO** - *President, Association DRRM Admin and Operations Officer*

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

LOGISTICS

Members

1. **MS. ELENITA L. SAWAN** - GSO
2. **MS. MEDINA MACUA** - MBO
3. **MOTORPOOL IN-CHARGE**
4. **ALL GSO PERSONNEL**
5. **HON. REGIE AVENIDO** - ABC President

Basic Functions : Provides services and support to the Incident Commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services
- Fuel and lubricants

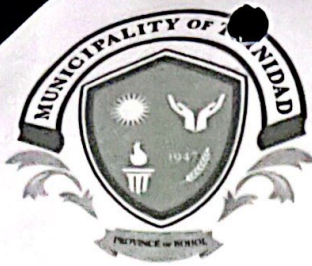
FINANCE ADMINISTRATION

Members

1. **MS. MARIA EVELYN E. BARADAS** - *Municipal Treasurer*
2. **MS. SHERYL D. CELO** - *Municipal Accountant*
3. **MS. MEDINA B. MACUA** - *Municipal Budget Officer*
4. **Hon. FERNANDO B. ERIO** - Vice Mayor, Chair, SB Comm. on Appropriation and Finance

Basic Functions

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

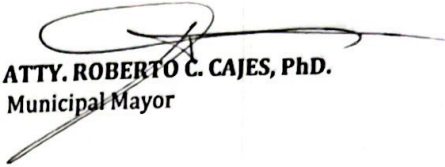


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This Executive Order shall take effect immediately.

Done this 19th day of April 2023 at Trinidad, Bohol, Philippines


ATTY. ROBERTO C. CAJÉS, Ph.D.
Municipal Mayor

Copy furnished:

- Sangguniang Bayan *by: Jinky Stafranz*
- Municipal Human Resource Management and Development Office *- by: J-11-23*
- DILG through the MLGOO *- 5/11/23*
- File