



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 24-E
Series 2023

AN EXECUTIVE ORDER REORGANIZING THE MUNICIPAL DISASTER RESPONSE CLUSTER AND NAMING THE LEAD AGENCIES/OFFICES AND MEMBERS AGENCIES/OFFICES HEREOF

WHEREAS it is a declared policy of the state to uphold the people's constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, risk reduction and management, and building the resilience of local communities to disasters including climate change impacts;

NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Ph.D. Mayor of the Municipality of Trinidad, Bohol, by virtue of the powers vested in me by law do hereby order the **REORGANIZATION OF THE MUNICIPAL DISASTER RESPONSE CLUSTER AND NAMING THE LEAD AGENCIES/OFFICES AND MEMBERS AGENCIES/OFFICES** with the following:

Section 1. Composition: The Municipal Disaster Response Cluster is composed of the following:

CLUSTER	LEAD AGENCY/OFFICE	MEMBER AGENCIES/OFFICES
Emergency Telecommunication	TREAT - Communication Unit	IT, Radio Handlers, BDRRMC Focal Persons
Food and Non-Food	MSWDO	DepEd, GSO, LCR, MTO, MASSO, MSRRMO, BFP
Health (WASH, Health, Nutrition and Psychosocial Services	MHO	MSWDO, BHWs, BNS, DepEd, MDRRMO, BFP
Law and Order	PNP	PNP, BFP, AFP, Barangay Police
Camp Coordination and Management	MSWDO	DepEd, MDRRMO, BFP, PNP, BDRRMC, MASSO
Logistics	GSO	MBO, MTO, Motorpool, MASSO, MEO
Education	DepEd	MSWDO, MHO
Search, Rescue and Retrieval	Trinidad BFP	MDRRMO, AFP, Reservists, MEO, PNP
Management of the Dead and Missing persons	MPDC	MLGOO, BFP, AFP, PNP, MDRRMO, BDRRMC, Religious Sector, MASSO
International Humanitarian Assistance	MMO	SB, MTO, MASSO, MSWDO
Protection	MSWDO	BPLO, PNP, DepEd, MHO, MENRO



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Section 2. ROLES AND FUNCTIONS OF EACH CLUSTER:

1. **Emergency Telecommunication Cluster:** The Emergency Telecommunication Cluster shall have the following roles and responsibilities.
 - a. Provide efficient and effective logistics coordinating structure that will harmonize cluster activities;
 - b. Provide communication support that would link Emergency Operation (EOC), Contingency Management Operation Clusters, and Incident Management Team;
 - c. Regularly collect information from Incident Management Team;
 - d. Provide timely updates to the MDRRMC command center and clusters;
 - e. Organize and mobilize local text brigade volunteers;
 - f. Provide communication support to operational clusters;
 - g. Consolidate reports from BDRRMC Focal Persons;
 - h. Conduct press conferences; and
 - i. Prepare and submit reports to MDRRMC.
2. **Food and Non-Food Item (NFI) Cluster.** The Food and Non-Food Items Cluster shall have the following roles and responsibilities:
 - 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 BDRRMC with regard to the updated number of evacuees for relief distribution purposes;
 - 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 are issued and kept updated;
 - g. Inform of Non-food items and food distribution schedule and entitlement to the evacuees;
 - h. Establishment of separate fast-track lines for evacuees with special needs;
 - i. Ensure food and non-food are culture-sensitive; and
 - j. Ensure safe storage and warehousing of relief goods.
3. **Health (WASH, Health, Nutrition, and Psychosocial Services) Cluster.** Health Cluster shall have the following roles and responsibilities:
 - a. Coordinate with evacuation Cluster regarding health & sanitation needed by the evacuees;
 - b. Ensure rapid health assessments are conducted upon arrival of evacuees during evacuation team;
 - c. Ensure access to basic and regular health services, including immunizations and referrals, accessible to the affected families;



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- d. Monitor, report, share information, and refer health-related concerns to health workers/hospitals;
- e. Assess and monitor the nutrition needs of affected families and recommend immediate referrals when necessary;
- f. Ensure reproduction health services are provided in the evacuation center, and couple's room;
- g. Assess and respond to mental health and psychosocial support needs of the affected families throughout the displacement stress debriefing;
- h. Implement a surveillance system for communicable diseases; and
- i. Guarantee immediate medical intervention for sexual and gender-based violence cases.

4. Law and Order Cluster. The Law-and-Order Cluster shall have the following:

- a. Ensure that affected families are safe from exposure to crime, violence, and abuse;
- 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; and
- k. Monitor, report, and respond to cases of abuse and violations of rights in the Evacuation Center observing confidentiality, respect, and safety/security at all times.

5. Camp Coordination and Management Cluster. The Camp Coordination and Evacuation Cluster shall have the following roles and responsibilities:

- a. Coordinate and monitor the delivery of services and conduct of activities of different agencies and organizations;
- b. Establish participative and transparent governance and management system, including the crafting of essential house rules;
- c. Ensure the inclusion of the evacuees, especially women, persons with disability, and persons with special needs, in the management activities and decision-making processes;
- d. Register the evacuees and roll out the information management system provided for in these guidelines;
- e. In coordination with the CCCM Committee, mediate and encourage dialogue among evacuees and the host community towards peaceful coexistence;
- f. Coordinate with law enforcement agencies and Barangay Tanods in the maintenance of peace and order inside the Centers, safety, preservation, and security of school properties and facilities during the period of occupation by evacuees;



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- g. Coordinate with the building/property owner of the evacuation center and ensure their inclusion in the decision-making process concerning the use, care, and maintenance of facilities;
 - h. Prepare and submit Evacuation Center and Camp Management Plan to MDRRMC for approval;
 - i. Conduct regular inspections of designated evacuation centers and their facilities;
 - j. Coordinate and monitor service delivery, needs assessment, and identify gaps in designated evacuation centers;
 - k. Ensure protection and safety to evacuees;
 - l. Regularly submit reports and updates to MDRRMC Command Center;
 - m. Ensure that the required assistance, services, and protection of the evacuees are provided in a timely manner and are based on the standards; and
 - n. Organize the evacuees identifying their leader to ensure harmonious coordination and collaboration between Camp management and Evacuees.
6. **Logistics Clusters.** The Logistic Cluster shall have the following roles and responsibilities:
- a. Ensure availability and functionality of vehicles and equipment upon activation of CP;
 - b. Ensure enough stock of fuel, oil, and repair materials;
 - c. Ensured availability of drivers and alternate drivers;
 - d. Coordinate with the private sector for additional transport vehicles; and
 - e. Provide other support as per request for EOC.
7. **Education Cluster.** The Education Cluster shall have the following roles and responsibilities:
- a. Ensure availability of temporary and safe classrooms for continuing classes;
 - b. Ensure availability of teachers to handle classes;
 - c. Ensure availability of learning materials; and
 - d. Coordinate with other concerned national agencies for support.
8. **Search, Rescue, and Retrieval Cluster.** The SRR Cluster shall have the following roles and responsibilities:
- a. Organize and deploy capable and trained response learns to conduct SRR;
 - b. Provide resource augmentation to include manpower and equipment to other areas as needed;
 - c. Coordinate with the other sectors for the resources needed for the SRR team;
 - d. Consolidate all the activities made by the response teams into one sectoral report.
9. **Management of the Dead and Missing Cluster.** The Management of the Dead and Missing Cluster shall have the following roles and responsibilities:
- a. Assist in the retrieval of the dead and missing persons;
 - b. Facilitate the identification of retrieved human remains;
 - c. Provide necessary support to bereaved families;
 - d. Ensure sanitation of affected areas;
 - e. Informed and coordinate with the concerned family claimants;



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- f. Coordinate with other agencies for retrieval, proper identification, disposition, and transport of human remains; and
 - g. Submit a report to the MDRRMC.
10. **International Humanitarian Assistance (IHA) Cluster.** The IHA shall have the following roles and responsibilities:
- a. Ensure check-ins, proper management, and monitoring of humanitarian aid and support;
 - b. Ensure proper disposition of international assistance;
 - c. Maintain records of receipts and expenditures and inventories of received international aid and support; and
 - d. Submit a report to the MDRRMC.
11. **Protection Cluster.** The Protection Cluster shall have the following roles and responsibilities:
- a. Prevent and respond to human rights violations of affected populations;
 - b. Ensure protection of affected populations, especially women and children; and
 - c. Submit a report to the MDRRMC.

Section 3. Effectivity. This Executive Order shall take effect immediately.

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


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

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