



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 47**  
*Series of 2022*

**AN ORDER RECONSTITUTING THE INCIDENT COMMAND SYSTEM (ICS),  
AMENDING ITS ORGANIZATIONAL STRUCTURE, AND APPOINTING KEY  
PERSONNEL THEREIN**

**WHEREAS**, Memorandum No. 4, Series of 2012, issued by the NDRRMC Executive Committee authorizes the use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippines DRRM System.

**WHEREAS**, the continuous implementation of ICS will provide tactical preparation in all city activities which involves big crowd participation, as well as projection of mitigation measures to reduce or eliminate risk to people and property.

**WHEREAS**, due to personnel movement, there is a need to reconstitute the organizational structure of the Incident Command System and appoint the key persons to manage the preparation of the city which will be coordinated with the component response office in the City Government.

**NOW, THEREFORE, I, ALEX L. ADVINCULA, Chairperson CDRRMC, City Mayor, City of Imus, Province of Cavite**, by virtue of the powers vested in me, hereby order THAT:

**Section 1.** The CDRRMC shall continue to implement the Incident Command System in the city as a mandatory incident management preparation for any bigger crowd participation and for disaster response operations.

**Section 2.** The Organizational Structure of the Incident Command System with its position and staff, as provided for in Republic Act No. 10121, are as follows;

**A. RESPONSIBLE OFFICIAL – HON. ALEX L. ADVINCULA,**  
*CDRRMC – CHAIRPERSON*

**B. INCIDENT COMMANDER – P/LTCOL JOSE JUNAR P. ALAMO,**  
*(For Public Safety Operations)*

**MS. MARICEL R. CAYETANO**  
*(Disaster Response Operations)*



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**C/INSP JACKIE LOU A. MASLANG**  
*(Fire Suppression Operations)*

**DR. MARIA ROSINNI DE AUSEN**  
*(Disease Response Operations)*

**C. COMMAND STAFF:**

**c. 1 PUBLIC INFORMATION OFFICER-**

**MR. ERVIN ACE H. NAVARETTE**  
*(City Information Officer)*

**MS. DARLENE LACSON**  
*(Team Leader- CDRRMO Info-Network Group)*

**c. 2 SAFETY OFFICER**

**- MS. ABBIE LYN ROBLES (EMT)**

**c. 3 LIASON OFFICER**

**- LTCOL ROY E. CASTRONUEVO**

**D. GENERAL STAFF**

**D.1 OPERATIONS SECTION -**

**PMAJ ROBERT S. DIMAPILIS**  
*(Philippine National Police)*

**C/INSP JACKIE LOU MASLANG**  
*(Bureau of Fire Protection)*

**d.1.1 STAGING AREAS**

**- CATHERINE TOSINO**  
*(PNP Personnel)*

**d.1.2 BRANCHES:**

**d.1.2.a TASK FORCES –**

**CDRRMO EMS  
BHERT  
BFP SAR**



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

	CEO TEAM
	CENRO TEAM
	VOLUNTEER (CSO)
d.1.2.b STRIKE TEAM1 –	BFP SAR
d.1.2.c STRIKE TEAM2 –	PNP SAR
d.1.2.d STRIKE TEAM3 –	CDRRMO SAR
d.1.2.e MEDICAL TEAM –	CHO EMS
	CDRRMO EMS

**D.2 PLANNING SECTION –**

**MR. REINHOLD P. ACACIO**  
*(CDRRMO)*

**MR. JADSON DE LUNA**  
*(DEPUTY CDRRMO)*

d.2.1 RESOURCE UNIT LEADER - **ENGR. CHRISTIAN MERVIN S. SARNO**  
*(City Engineering Officer)*

d.2.2 SITUATION UNIT LEADER - **MR. RAYMUNDO DG. RAMIREZ**  
*(Civil Security Unit)*

d.2.3 DEMOBILIZATION UNIT LEADER - **MR. RIZALDY T. NATO**  
*(City of Imus Traffic Management Officer)*

d.2.4 DOCUMENTATION UNIT LEADER - **MR. ERVIN ACE H. NAVARETTE**  
*(City Information Officer)*

**D.3 LOGISTIC SECTION -**

**MR. LOUIS FELIZARDO**  
*(CDRRMO)*

SERVICE BRANCH:

d.3.1 COMMUNICATION UNIT - **MS. RIEZA Y. PAGELION**  
*(CDRRMO)*

d.3.2 MEDICAL UNIT - **DR. MARIA ROSSINI DE AUSEN**  
*(City Health Officer)*



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

- d.3.3 FOOD UNIT - **MS. JOSEPHINE G. VILLANUEVA, RSW**  
(OIC, City Social Welfare Development Officer)
- SUPPORT BRANCH:
- d.3.4 SUPPLY UNIT - **HON. ALEX L. ADVINCULA**  
(City Mayor)
- d.3.5 FACILITIES UNIT - **DR. ROSEMARIE D. TORRES**  
(Department of Education)
- d.3.6 GROUND UNIT - **HON. DAVID G. SAPITAN JR.**  
(ABC-Liga President)

**D.4 FINANCE / ADMINISTRATIVE SECTION**

- MS. ARLENE DG. DUMINDING**  
(City Budget Office)
- d.4.1 TIME UNIT - **MS. ATHENA MARIE L. TOLENTINO**  
(Human Resource Management Officer)
- d.4.2 COMPENSATION CLAIM UNIT - **MR. MANUEL REYNOLD W. DELA FUENTE**  
(City Treasurer)
- d.4.3 COST UNIT - **MA. THERESA R. DOMINGUEZ**  
(City Budget Officer)

**NOTE:**

- CBO - City Budget Office  
CDRRMO - City Disaster Risk Reduction and Management Office  
CEO - City Engineering Office  
CHO - City Health Office  
CIO - City Information Office  
CPDO - City Planning and Development Office  
CSWD - City Social Welfare and Development



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

EOC	-Emergency Operation Center
DEP-ED	-Department of Education
PNP	-Philippine National Police
BFP	-Bureau of Fire Protection

**Section 3.** The basic functions of the **Incident Commander/s** shall be as follows:

- 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 meeting 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.
- k. 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

**Liaison Officer**

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

**Safety Officer**

- a. Work with operations on tactic
- b. Anticipate, detect, and correct unsafe situations
- c. Has emergency authority to stop unsafe acts/operations



**REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

**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**

- a. Provide services and support to the incident commander
- b. 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

**Section 4. Operation-** The Incident Management System shall be implemented in the following situation, as follows;

1. The assessed potential threat of typhoon, flooding, earthquake, or any disaster from minimum critical preparedness situation to extreme or a worst case scenario;
2. City or coordinated activity with bigger crowd participation;
3. National or regional coordinated assembly of VIPs;



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CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR**

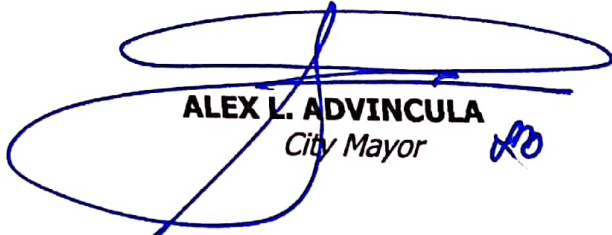
**Section 5.** All target operations shall be called upon by the CDRRMC Chairperson to convene at the soonest possible time in order to make an assessment of potential threats and critical preparedness set-up.

**Section 6. Information-** a copy of this order shall furnish all concerns for their information and guidance.

**Section 7. Separability Clause-** If any provision of this Order shall be held invalid or unconstitutional, the remaining provisions thereof not affected hereby shall remain in full force and effect.

**Section 8. Effectivity-** This Executive Order shall take effect immediately upon the approval hereof and shall remain in full force and effect unless sooner revoked or amended by the Local Chief Executive.

**DONE** and **SIGNED** this 9<sup>th</sup> day of September 2022, City of Imus.

  
**ALEX L. ADVINCULA**  
*City Mayor* 