



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 032

Series of 2024

AN ORDER CREATING THE CONTINUITY CORE TEAM (CCT) FOR THE CITY OF IMUS PUBLIC SERVICE CONTINUITY PLAN (PSCP)

WHEREAS, pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 s. 2018, all government members agencies of DRRM councils at all levels and other government departments, offices, bureaus, services, units, and instrumentalities are enjoined to develop their own Public Service Continuity Plan;

WHEREAS, the Civil Service Commission Memorandum Circular No. 2 series of 2021 mandates all government entities to formulate and submit their respective Public Service Continuity Plan to the Office of the Civil Defense (OCD) – Capacity Building and Training Service (CBTS);

WHEREAS, the formulation of Public Service Continuity Plan is necessary to ensure the continuity of services and functions of the agency in case of emergency, disaster incidents, or other forms of disruption;

NOW, therefore, I, HON. ALEX L. ADVINCULA, City Mayor of the City of Imus, Cavite, by virtue of the powers vested in me by law, do hereby order the creation of Continuity Core Team (CCT) of the City Government of Imus, and defining its roles and responsibilities in the implementation of the Public Service Continuity Plan.

Section 1. CREATION AND COMPOSITION- The Continuity Core Team (CCT) of the City Government of Imus is hereby created. It shall be composed of the following:

Chairperson:

Hon. Alex L. Advincula
City Mayor

Vice-Chairperson:

Mr. Hertito V. Monzon
City Administrator



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Continuity Coordinator:

**City Disaster Risk Reduction and
Management Office
(CDRRMO)**

Mr. Reinhold P. Acacio, LDRRMO II
Ms. Charis Eirene S. San Jose, Nurse I
Ms. Michelle Ivory O. Cantiga, LDRRMO II
Mr. John Caesar E. Eñano, LDRRMO II
Mr. Danise D. Dela Cruz, LDRRM Asst.
Ms. Jeanelle Francesca D. Vinluan, LDRRMO I
Ms. Catherine M. Tosino, LDRRM Asst.
Mr. John Paul O. Cantiga, LDRRMO II
Ms. Darlene R. Lacson, Bookbinder I
Mr. John Romaile D. Albay, Nurse Asst. II

Continuity Planning Team/
Technical Working Group:

Mr. Earvin R. Lucena
Social Worker
City Social Welfare and Development Office
(CSWDO)

Mr. Wilson F. Uy
Nurse II
City Health Office (CHO)

Ms. Susan E. Villansana
Population Program Worker II
City Population Office (CPO)

Mr. Glicerio M. Camama
Construction and Maintenance Man
City Engineering Office (CEO)

Ms. Haydee D. Olita
Administrative Aide III
City Veterinary Services Office (CVO)

Mr. Gilbert C. De Jesus
Ticket Checker
City Treasurer's Office (CTO)



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Ms. Marcel Joy D. Galinza
Administrative Aide II
City Legal Office (CLO)

Ms. Krissel Anne L. Andal
Information Systems Analyst I
City Information Technology and Records
Management Unit (CITRMU)

Mr. Bhemar A. Muñoz
Sector Head
OCM - City of Imus Traffic Management Unit
(CITMU)

Mr. Reiss Marc F. Dimdam
Youth Development Assistant I
OCM – Youth Affairs Office

Mr. Edwin DS Malicsi
Administrative Assistant IV
City Tourism and Heritage Office (CTHO)

Mr. Jomar B. Sarquilla
Security Guard/Tour Guide
City Tourism and Heritage Office (CTHO)

Mr. Alberto P. Frusa
Administrative Officer IV
General Services Office (GSO)

F01 Steven Ehlmerson C. Pasao
Bureau of Fire Protection (BFP)

Mr. Anthony Bungay
Department of Education, Imus City



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Section 2. DUTIES AND FUNCTIONS- The Continuity Core Team shall perform the following duties and functions:

a. Head of Agency

1. Responsible for the continuation of essential services during a disaster, emergency, or any disruptive event;
2. Ensures appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment, and training;
3. Ensures the development of strategic continuity vision and overarching policy;
4. Signs off the final plans and policies developed by the Continuity Planning Team;
5. Responsible for ensuring that continuity programs are appropriately sourced.

b. Senior Leadership

1. Endorses all required plans and programs to the Head of the Agency;
2. Notifies appropriate offices and organizations upon execution and continuity plans;
3. Supports the work of the Continuity Coordinator for the agency including the provision of the necessary budget and other resources to support the continuity program.

c. Continuity Coordinator

1. Leads the development and maintenance of the Agency's Public Service Continuity Plan, and submits funding requirements to the Head of the Agency through the Senior Official;
2. Coordinates the overall activities of the Continuity Team;
3. Coordinates continuity planning activities with policies, plans and initiatives related to critical infrastructure protections or includes critical infrastructure protection in the PSCP;
4. Provides the heads/officials of the agency with annual summary of planning activities;
5. Develops and administers a continuity program budget and submits funding requirements to the agency head;
6. Coordinate continuity exercises, document post-exercise lessons learned and conduct periodic evaluation of organizational continuity capabilities;
7. Prepare requirements and coordinate with concerned officials/personnel/offices regarding the conduct of PSCP meetings and other activities;



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8. Serves as an advocate for the continuity program.

Section 3. MEETING- The PSCP Continuity Core team shall meet whenever the need arises.

Section 4. SEPARABILITY CLAUSE- If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 5. REPEALING CLAUSE- All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 6. EFFECTIVITY- This Executive Order shall take effect immediately upon approval hereof and shall remain in full force and effect unless sooner revoked or amended by the Local Chief Executive.

DONE and **SIGNED** this 27th day of May 2024, City of Imus.


ALEX L. ADVINCULA
City Mayor