



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 060
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, ALEX L. ADVINCULA, Chairperson of CDRRMC, 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



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Continuity Coordinator: City Disaster Risk Reduction and
Management Office (CDRRMO)

Mr. Reinhold P. Acacio

Local Disaster Risk Reduction Management Officer II

Ms. Charis Eirene S. San Jose

Nurse I

Ms. Michelle Ivory O. Cantiga

Local Disaster Risk Reduction Management Officer II

Mr. John Caesar E. Eñano

Local Disaster Risk Reduction Management Officer II

Mr. Danise D. Dela Cruz

Local Disaster Risk Reduction Management Assistant

Ms. Jeanelle Francesca D. Vinluan

Local Disaster Risk Reduction Management Officer I

Mr. Mark Jeffrey B. Sauquillo

Nurse I

Ms. Maria Lailani D. Llamas

Local Disaster Risk Reduction Management Officer II

Ms. Nicole Kyle A. Bungay

Sports Development Officer I

Ms. Faye Abigail P. Tangcoy

Nurse I



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Ms. Leona L. Reyes

Local Disaster Risk Reduction Management Officer I

Ms. Jonalyn B. Bella

Local Disaster Risk Reduction Management Officer I

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)

Ms. Marcel Joy D. Galinza

Administrative Aide II

City Legal Office



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Ms. Krissel Anne L. Andral

*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 Ehlmeron C. Pasao

Bureau of Fire Protection (BFP)

Mr. Anthony Bungay

Department of Education Imus City

Ms. Emelita P. Saringayat

*Accounting Clerk III
City Accounting and Internal Audit Services*



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Mr. Bryan B. Sanchez

Administrative Aide III

City Accounting and Internal Audit Services

Ms. Raquel E. Dumlao

Administrative Aide IV

City General Services Office

Ms. Maria Ellis A. Estologa

Administrative Aide III

City General Services Office

Mr. Jhomar S. Sanchez

Administrative Assistant

City Environment and Natural Resources Office

Ms. Awdrey V. Billones

Administrative Officer III

Gender and Development Unit

Ms. Abeline B. Arquiza

Local Revenue Collection Officer III

Human Resource Management Office

Ms. Evelyn B. Royo

Human Resource Management Officer I

Human Resource Management Office

Mr. Zecel N. Secretario

Administrative Aide II

Business Permit and Licensing Office

Ms. Sheryline S. Tintiman

Head

Office of the City Mayor – Civil Society Organization



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Mr. Romeo G. Saria

Administrative Aide III

Economic Enterprise and Management Office

Ms. Joan Claire Rosido

Office of the Senior Citizen Affairs

Mr. John Lester S. Bautista

Data Entry Machine Operator III

Tricycle Regulatory Unit

Mr. Mario D. Quebral

Administrative Aide I

Office of the City Assessor

Mr. Roderick C. Biazon

Principal Draftsman A

City Planning and Development Office

Mr. Joseph M. Padlan

Information Systems Analyst I

Ospital ng Imus

Ms. Analisa Mangiam

Office of the City Mayor

Mr. Ken Sapinoso

Security Guard I

Civil Security Unit

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;



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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. Coordinates the overall activities of the Continuity Team;
 2. Provides an annual summary of planning activities to the organization head.
- d. **Continuity Planning Team**
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 continuity planning activities with policies, plans and initiatives related to critical infrastructure protections or includes critical infrastructure protection in the PSCP;
 3. Provides the heads/officials of the agency with annual summary of planning activities;
 4. Develops and administers a continuity program budget and submits funding requirements to the agency head;
 5. Coordinate continuity exercises, document post-exercise lessons learned and conduct periodic evaluation of organizational continuity capabilities;
 6. Prepare requirements and coordinate with concerned officials/personnel/offices regarding the conduct of PSCP meetings and other activities;
 7. Serves as an advocate for the continuity program.



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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 10th day of September 2024, City of Imus.

ALEX L. ADVINCULA
City Mayor ✎