



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 010

Series of 2025

**AN ORDER TO RECONSTITUTE THE PERSONNEL FOR THE THREE
MANDATORY FUNCTIONS OF THE CITY DISASTER RISK REDUCTION AND
MANAGEMENT OFFICE OF THE CITY OF IMUS**

WHEREAS, it is declared policy of the State to uphold the people's constitutional right to life, health, safety, and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, the foremost goal of Republic Act No. 10121 (R.A. 10121) is to strengthen the country's National Disaster Risk Reduction Management System towards sustainable economic development, by mainstreaming the same in all national and local development processes;

WHEREAS, the Philippine Disaster Risk Reduction Management Act of 2010 mandates the establishment of Local Disaster Risk Reduction Management Offices in provinces, cities, and municipalities, and Barangay Disaster Risk Reduction Management Committees in barangays;

WHEREAS, Section 12 (a) of the Republic Act 10121 otherwise known as the *Philippine Disaster Risk Reduction and Management Act of 2010* stated that the Local Disaster Risk Reduction Management Office shall be under the office of the governor, city or municipal mayor, and the Punong barangay in case of the BDRRMC. The Local Disaster Risk Reduction and Management Offices shall be initially organized and composed of a DRRMO to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning and (3) operations and warming";

WHEREAS, there is a need to designate personnel for the three mandatory functions of the City Disaster Risk Reduction and Management Office to perform duties and shall be responsible for setting the direction, development, implementation, and coordination of disaster risk management programs within their territorial jurisdiction;



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NOW, THEREFORE, I, ALEX L. ADVINCULA, Chairperson CDRRMC, City Mayor, City of Imus, Province of Cavite, by virtue of the power vested in me by law, do hereby order the re-designation of personnel for the three mandatory functions of the City Disaster Risk Reduction and Management Office, to wit;

Section 1. Designation- The following personnel are hereby designated for the following functions:

Administration and Training – **Mr. MARK JEFREY B. SAUQUILLO**, *Nurse I*
Research and Planning – **Mr. REINHOLD P. ACACIO**, *LDRRMO II*
Operations and Warning – **Mr. JOHN PAUL O. CANTIGA**, *LDRRMO II*

Section 2. Tasks and Functions-

Administration and Training Officer shall:

1. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
2. Identify, assess and manage the hazards, vulnerabilities, and risks that may occur in their locality;
3. Identify and implement cost-effective risk reduction measures and strategies;
4. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
5. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably trained and competent personnel for effective civil defense and DRRM in its area;
6. Organize, train and equip and supervise the local emergency response teams and the Accredited Community Disaster Volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeeding;



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7. Within its area, promote and raise public awareness of and compliance with Republic Act No. 10121 and legislative provisions relevant to the purpose of the latter;
8. Implement policies, approve plans and programs of the Local Disaster Risk Reduction Management Council consistent with the policies and guidelines laid down in Republic Act No. 10121; and
9. Train the most vulnerable sectors (women, children, senior citizens, and Person with Disability) in DRRM, especially in disaster preparedness.

Research and Planning Officer shall:

1. Design, program, and coordinate DRRM activities, consistent with the National Disaster Risk Reduction Management Council's standards and guidelines;
2. Facilitate and support risk assessments and contingency planning activities at the local level;
3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
4. Conduct research and development initiatives on DRRM;
5. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
6. Prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual Local Disaster Risk Reduction Management Office Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the Local Disaster Risk Reduction Management Office or Barangay Disaster Risk Reduction Management Council;
7. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;



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8. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
9. Recommend through the LDRRMC the enactment of local ordinances consistent with Republic Act No. 10121;
10. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished to the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG; and
11. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

Operations and Warning Officer shall:

1. Operate a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
2. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUS, CSOs, private groups, and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
3. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
4. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter, and medical supplies for women and children, and endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
5. Coordinate other DRRM activities;



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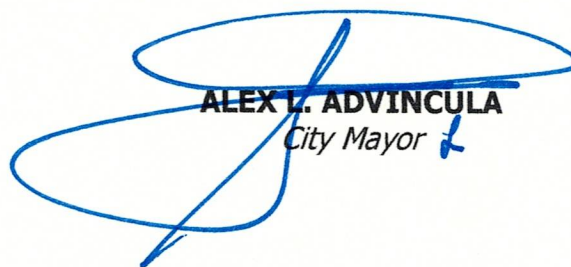
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6. Establish linkage and/or network with other LGUs for DRR and emergency response purposes;
7. Establish a provincial, city or municipal, and barangay DRRM Operations Center;
8. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and
9. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the most vulnerable areas, especially in the vulnerable sectors (women, children, senior citizens, and PWD).

Section 3. Repealing Clause- Previous issuance or any portion thereof which are inconsistent with the provision of this Executive Order is hereby amended, modified, superseded, or repealed accordingly.

Section 4. 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 20th day of February 2025, City of Imus.


ALEX L. ADVINCULA
City Mayor