



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



dissemination and monitoring of multi-agency and multi-level operational coordination response and resource mobilization and information management.

Section 2. Naga City Emergency Operations Center. The Operations Center shall automatically be activated as Emergency Operations Center in the following instances:

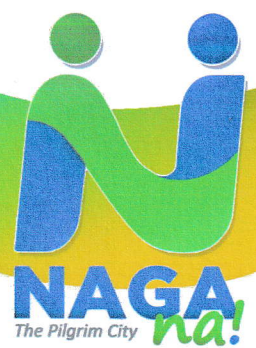
1. There is a threat of an impending natural or human-induced hazard;
2. There is upcoming planned event with anticipated threat.
3. There is an ongoing incident or emergency;
4. There is a request for support or augmentation that requires multi – stakeholder coordination;
5. As directed by the Responsible Official (RO) or Chairperson of NDRRMC.

Section 3. Function and Responsibilities. The Emergency Operations Center shall perform the following functions:

1. Facilitate the interoperability of the Incident Command System (ICS) and Response Cluster;
2. Serve as the repository of information and main hub for coordination to support the management of an incident or planned event;
3. Act as link between the Incident Management Teams (IMTs) and the Response Cluster;
4. Serve as an information facility wherein all reports and other pertinent documents relating to disaster issues coming from different agencies, offices and barangay are retained;
5. Serve as convergence area of all stakeholders for coordinated response during emergency with systems in place for Command, Communication and Control;
6. Serve as advanced command post and provide accurate exchange information for appropriate action or response;
7. Strengthen linkages with the private sector, civil society, non-government organizations, volunteer individuals and groups, as well as other stakeholders;
8. Monitor all potential and current emergency related events, whether natural or human-induced at all hours of the day, or 24/7 paying close attention to those possible catastrophic results or effects;
9. Disseminate information and raise public awareness about hazards, vulnerabilities and risk, their nature, effects, early warning signs and counter measures;
10. Coordinate, in times of emergencies, with all government agencies, non-government organizations, the private sector, civil society, volunteer individuals and groups.



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Section 4. Management of EOC. Once activated, the Naga City EOC shall be managed and operated by the following:

1. The EOC Manager shall be **Mr. Renee Absalon E. Abiada**, LDRRMO II with following functions:
 - a. Obtains response directives and priorities from the Responsible Official (RO) or the City Disaster Risk Reduction and Management Officer
 - b. Supervises all operational and support functions;
 - c. Attends meetings and briefings;
 - d. Checks reports, correspondences, and other documentary requirements for approval of concerned authorities
 - e. Leads the provision of briefing on situation updates for the information of LDRRMC members;
2. The Operations Unit to be headed by **Mr. Samuel Troy Benito** shall have the following responsibilities:
 - a. Provides key strategic objectives and priorities to the Planning Section;
 - b. Facilitates implementation of instructions for coordination and consequence management;
 - c. Develops correspondences and other documentary requirements for execution of disaster response activities;
 - d. Coordinates with concerned agencies and stakeholders regarding the conduct of disaster response activities;
3. The Planning Unit to be headed by **Mr. Edilberto San Carlos** shall have the following responsibilities:
 - a. Manages EOC message distribution; collects, analyzes, and displays damage assessment and response data regarding emergency operations; conducts planning meetings; collects, disseminates and maintains EOC documentation;
 - b. On extended operations, coordinates the development and distribution of the EOC Action Plan.
 - c. Gather, validates and analyse information about the current situation
 - d. Maintain information briefing materials, status displays and other documentary references about the latest situation update.
4. The Logistics Unit to be headed **Mr. Kevin Baldemoro** by shall ensure functionality and maintenance of EOC equipment, tools and supplies used for coordination and communication;



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5. The Finance and Administration Unit to be headed by **Ms. Maridel Bayrante** shall ensure availability of funds to support CDRRMO DEOC operational activities and arrange for provisions for supplies, materials and sustenance needs of personnel;
6. Communication and Support Services Unit to be headed by **Ms. Janet Barrios** shall facilitate communication between different response teams, government agencies, and other stakeholders involved in emergency operations. This includes establishing and maintaining communication channels, such as radio, phone lines, and digital platforms.

Section 5. Standard Codes for Alert Levels. The Naga City EOC hereby adopts the following standard codes for alert levels:

1. **WHITE (NORMAL SITUATION).** This refers to regular or normal operations, monitoring and reporting.
2. **BLUE (EARLY WARNING)** This pertains to a condition of standby readiness in preparation for a full-scale response operation. In this condition, at least 50% of human and material resources are made available for duty deployment.
3. **RED (OPERATIONS).** This signifies the highest level of readiness in anticipation of an imminent emergency, or in response to a sudden onset of disaster. In this condition all human and materials resources are made available for duty and deployment.

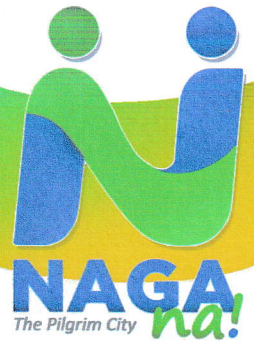
Section 6. Deactivation or Downgrading of Alert Status. Deactivation of the DEOC or downgrading of the alert status may be made in any of the following instances:

1. The situation has improved, and the emergency has been alleviated;
2. Tactical operations no longer require the support of the DEOC;
3. The emergency can already be effectively managed by the barangay or individual agencies or organizations;
4. As may be directed by the Responsible Official

Section 7. Adoption Clause. All E/OC standard operating procedures issued by national government agencies or higher authorities on the management, operation and establishment of Operation Center or Emergency Operation Center are hereby adopted and/or incorporated in this Executive Order.



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Section 8. Effectivity. This Executive Order shall take effect immediately upon its signing and it shall remain in full force and effect until repealed, revoked or amended accordingly.

Issued on this 22nd day of January 2023 in the City of Naga.


NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator