



ADMINISTRATIVE ORDER NO. 2023 – 003

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**CONSTITUTING CITY CAMP MANAGEMENT COMMITTEE UNDER
THE CITY DISASTER RISK REDUCTION AND MANAGEMENT
COUNCIL AND CAMP MANAGEMENT TEAMS FOR DESIGNATED
EVACUATION CENTERS IN NAGA CITY**

WHEREAS, Naga City oversees two (2) evacuation centers, namely the Naga City Event and Evacuation Center I in Sta. Cruz and the PAGCOR-Naga City Event and Evacuation Center II in Balatas;

WHEREAS, schools, while not the primary choice for evacuation centers, may be utilized when no other suitable place or structure is available;

WHEREAS, certain barangay facilities are repurposed as evacuation centers in anticipation of impending calamities or emergencies;

WHEREAS, DSWD-DILG-DOH-DEPED Joint Memorandum Circular No. 02 series of 2021 outlines the "Guidelines on Camp Coordination and Camp Management and Internally Displaced Persons Protection (IDP)";

WHEREAS, the aforementioned guidelines provide comprehensive instructions for activities before, during, and after the displacement of families affected by natural and human-induced hazards, including key stakeholders' responsibilities, implementation of camp coordination/camp management activities, camp facilities, corresponding standards, and protection services;

WHEREAS, there is a need to establish organized structures with clearly defined roles, responsibilities, and lines of coordination for the efficient performance of camp management tasks;

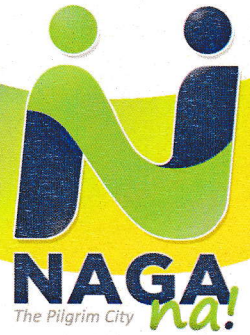
NOW THEREFORE, I, NELSON S. LEGACION, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Camp Management Committee (CMC). A CMC is hereby created under the City Disaster Risk Reduction and Management Council to coordinate the delivery of assistance and services to the IDPs to be composed of the following:

Over-All Coordinator **Ms. Annabel SJ. Vargas**
City Social Welfare and Development Officer



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



Members

Hon. Ma. Corazon M. Peñaflor
City Councilor and Liga ng Barangay
President

Engr. Alexander B. Caning
City Engineer

Dr. Ronaldo Amoranto
City Health Officer

Dr. Susan Collano, CESO V
Schools Division Superintendent

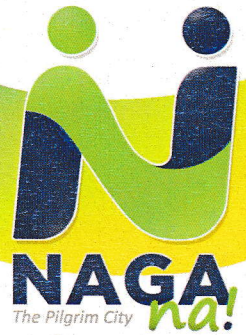
PCOL Nelson A Pacalso
City Director, Naga City Police Office

Section 2. Functions of the CMC. The Camp Management Committee (CMC) shall have the following functions:

- a. Develop a Camp Management Plan (CMP) which includes resource mapping;
- b. Ensure training of Camp Management Teams;
- c. Conduct pre-disaster profiling of all families using the DAFAC or other approved profiling system provided by DSWD/LGU and assign a permanent serial number per family indicated in the DAFAC forms. The LGU may use its own template/form provided that all information in the DAFAC will be captured in such a template/form.
- d. Activate the Camp Management Teams and hold pre-camp conference/orientation and planning;
- e. Activate Camp Management Teams (CMT) when camp is opened by the LDRRMC/local chief executive;
- f. Coordinate and monitor service delivery, needs assessment, and identify gaps in camps; f. Coordinate the mobilization of local resources or request for augmentation from higher DRRMCs and national government agencies or external donors as required;
- g. Identify and map the agencies and groups aiding the various camps, including the type of assistance being provided (3Ws re: Who, What and Where);
- h. Make available to the CMTs the contact information of agencies/offices involved in the referral system for GBV cases;
- i. Develop area-specific protocols to help the Committee implement the objectives of this Guidelines responsive to local context and needs;
- j. Ensure that agencies, groups, and organizations aiding the camps are aware of this Guidelines and the standards set forth hereto;



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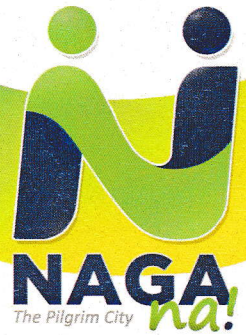
- k. Conduct capacity-building activities and refresher courses to designated camp managers/teams and volunteers;
- l. Enter into an agreement with the private building, structure or property owners that will be used as camps. [note: this agreement can include duration, number of families/persons, duties and responsibilities of the LGU and property owner and property rentals];
- m. Maintain an adequate supply of the Camp Management Toolkit;
- n. Coordinate with and report to the National Camp Coordination and Camp Management (CCCM) Cluster in times of major emergencies in their Area of Responsibility (AOR);
- o. Monitor and address needs related to the use of schools as evacuation centers and concerns on the need to continue learning in camps during emergencies;
- p. Monitor the establishment and functionality of Child and Women Friendly Spaces;
- q. Ensure the activation of the Comprehensive Emergency Program for Children; and
- r. Request for the conduct of MHPSS for camp managers.

Section 3. Camp Management Team (CMT). Part of the CMP is the organization of the CMT in every evacuation center, whether barangay or city-owned or supervised, which shall be activated and deployed to the camp assigned to them during disasters to be composed of the following:

1. Camp Manager
2. Assistant Manager
3. Administrative and Records Officer
4. School Head for Schools occupied as Evacuation Center or Property Owner for non-school camps
5. Information Management Officer
6. Security Officers

Section 4. Functions of the CMT. The CMT shall serve in the following capacities:

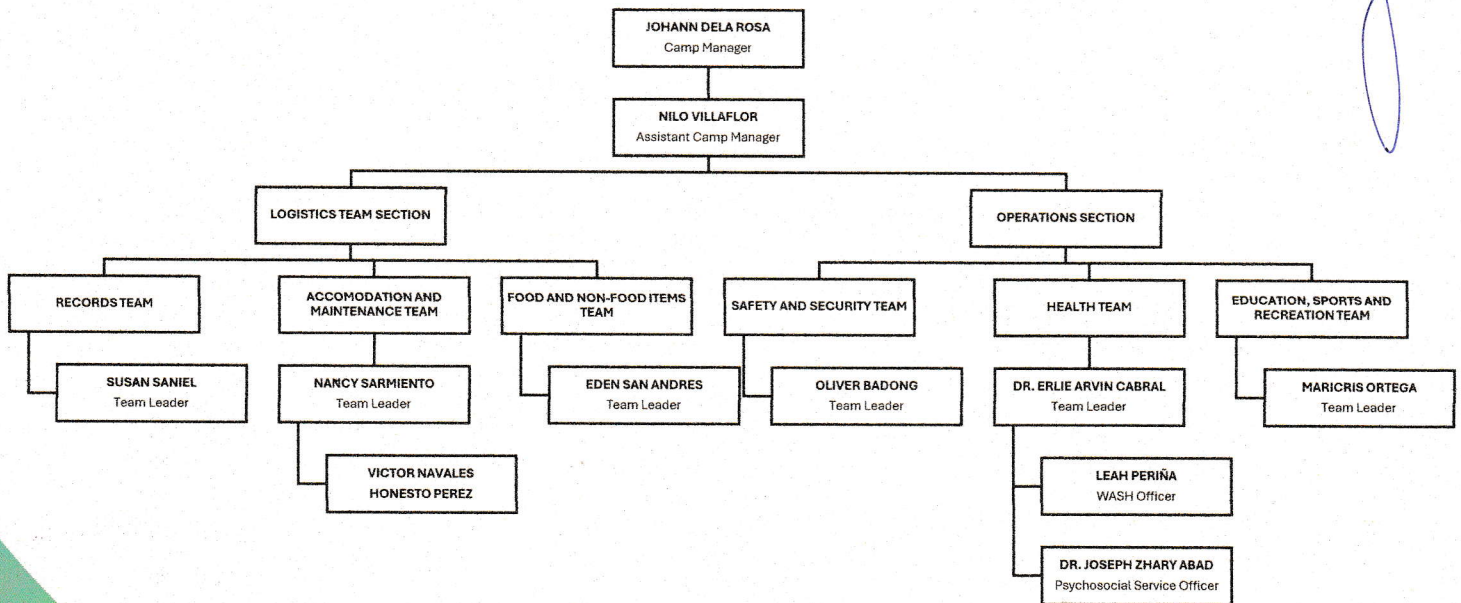
- a. Organize and ensure the participation of IDPs in managing the camp;
- b. Register IDPs and ensure regular updating on the status of displaced families and individuals including their movements after displacement. A consolidation of the status shall be displayed in the Information Board.
- c. Conduct regular monitoring on the functionality of basic camp facilities (e.g. electricity, water, toilets, bathrooms, laundry area, kitchen, etc.)
- d. Ensure that the required assistance, services, and protection of the IDPs are provided in a timely manner and are based on the minimum standards;
- e. Coordinate, monitor, and report the status of delivery of services and conduct of activities to the CMC;

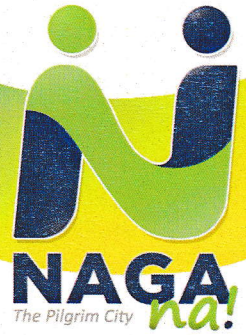


- f. Establish participative and transparent governance and management system, including the IDP-led formulation of house rules;
- g. Ensure the inclusion of the IDPs, especially women, children, persons with disability, older persons and persons with special needs, in the management activities and decision-making processes;
- h. In coordination with the CMC, mediate and encourage dialogue among IDPs and the host community towards peaceful coexistence;
- i. Establish a mechanism/system to address complaints and grievances;
- j. Coordinate with the education cluster in ensuring learning continuity in school/s used as evacuation centers;
- k. Report to the CMC if there are orphaned, unaccompanied, and separated children inside camps;
- l. Coordinate with Barangay Peace and Order Council and law enforcement agencies in the maintenance of peace and order inside the camps; and
- m. Coordinate with the building/property owner and ensure their involvement in the decision-making process concerning the use, care, and maintenance of facilities.

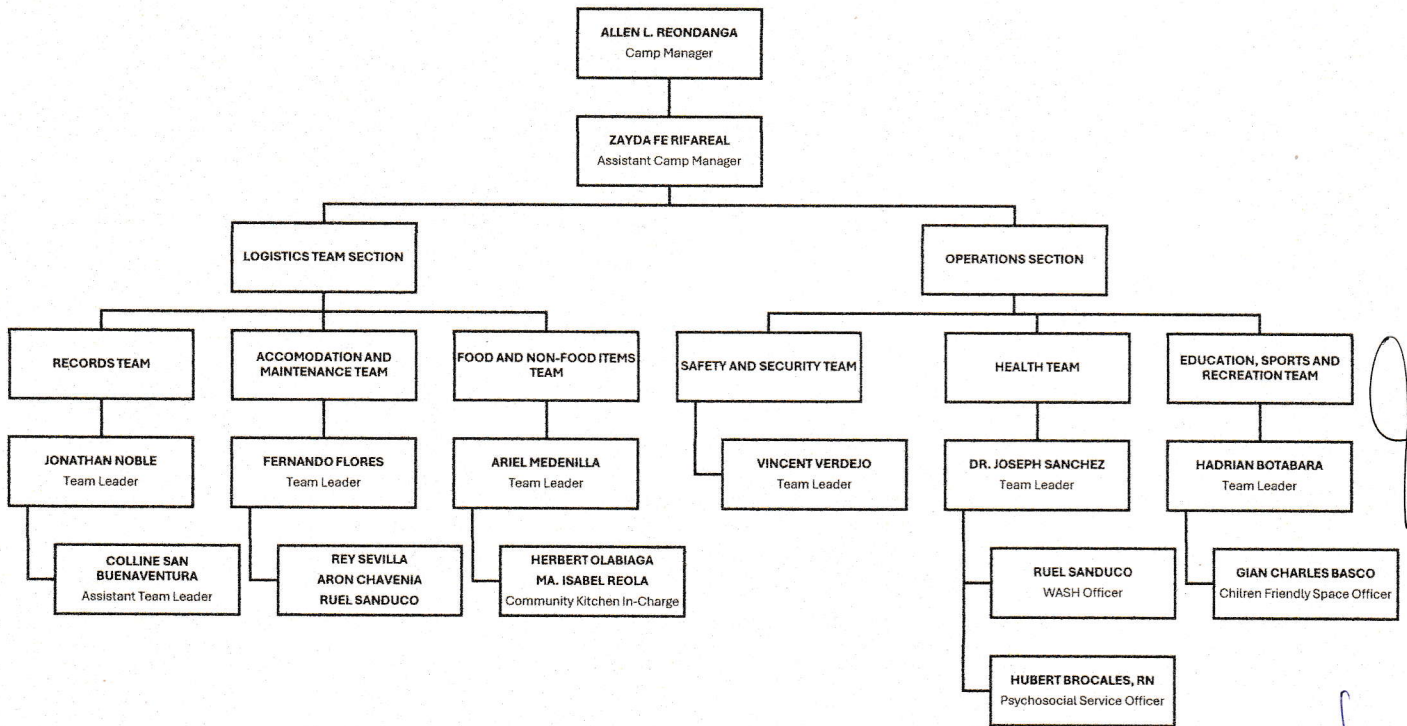
Section 5. Camp Management Team Structure for the Barangay-Based or operated Evacuation Centers. Barangay Governments shall follow the Camp Management Team Structure laid down below and shall submit the same to the Camp Management Committee for consolidation and as basis for training needs assessment.

Section 6. Camp Management Team Structure for the Naga City Event and Evacuation Center I in Sta. Cruz. The following personnel shall serve as Camp Management Team members for the Naga City Event and Evacuation Center I in Sta. Cruz.





Section 7. Camp Management Team Structure for the Naga City Event and Evacuation Center II in Barangay Balatas. The following personnel shall serve as Camp Management Team members for the Naga City Event and Evacuation Center II in Barangay Balatas:



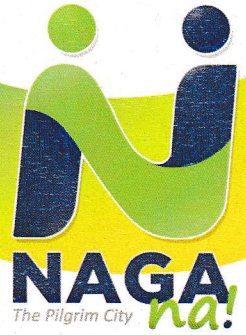
Section 8. Funding. The amount necessary for the implementation of programs and activities on camp management shall be charged from the available funds of the LDRRMF, whether current or unexpended portion, as authorized and appropriated for the purpose after following the required procedures under the law.

Section 9. Incorporation Clause. All applicable provisions of DSWD-DILG-DOH-DEPED Joint Memorandum Circular No. 02 series of 2021 are hereby incorporated.

Section 10. Effectivity. This Administrative Order shall become effective immediately upon its approval.



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



Issued this 25th of August 2023 in the City of Naga, Republic of the Philippines.

Attested by:

ELMER S. BALDEMORO
City Administrator

NELSON S. LEGACION
City Mayor