

EXECUTIVE ORDER NO. 2023-013

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**REORGANIZING THE CITY DISASTER RISK REDUCTION
 AND MANAGEMENT OFFICE PURSUANT TO NCDDRM-C-DILG-DBM-CSC
 JOINT MEMORANDUM CIRCULAR NO. 2014-1**

WHEREAS, Section 12 of Republic Act No. 10121 otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010, provides that local government units must establish an LDRRMO which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction;

WHEREAS, Joint Memorandum Circular No. 2014-1 dated April 14, 2014 issued by the National Disaster Risk Reduction and Management Council, Department of the Interior and Local Government, Department of Budget and Management and the Civil Service Commission has laid down the guidelines for the establishment of Local DRRM Offices;

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

Section 1. Structure of CDRMMO. The City Disaster Risk Reduction and Management Office (CDRRMO) shall be initially composed of a Local DRRM Officer to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning.

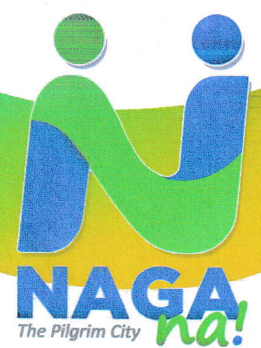
Section 2. Functions and Responsibilities of the CDRRMO. The CDRRMO shall be responsible for setting the direction, development, implementation, and coordination of disaster risk reduction and management programs, and shall perform the following functions and those that may be authorized by the CDRRMC:

1. DRRM Research and Planning

- a. Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;
- b. Facilitate and support risk assessments and contingency planning activities at the local level;
- c. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- d. Conduct research and development initiatives on DRRM;
- e. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national and regional framework, and policies on DRR in close coordination with the City Development Council (CDC);
- f. Prepare and submit to the Sangguniang Panlungsod through the CDRRMC and the CDC the annual CDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding sources and budgetary support of the LDRRMO;



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- g. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- h. Serve as the Secretariat and executive arm of the CDRRMC;
- i. Recommend through the CDRRMC the enactment of local ordinances consistent with RA 10121;
- j. Prepare and submit, through the CDRRMC and the CDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG; and
- k. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

2. DRRM Administration and Training

- a. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- b. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
- c. Identify and implement cost-effective risk reduction measures and strategies;
- d. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- e. 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;
- f. Organize, train, 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 breastfeed;
- g. Promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
- h. Implement policies, approve plans and programs of the LDRRMF consistent with the policies and guidelines laid down in RA 10121; and
- i. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

3. DRRM Operations and Warning

- a. 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 communities;
- b. 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;

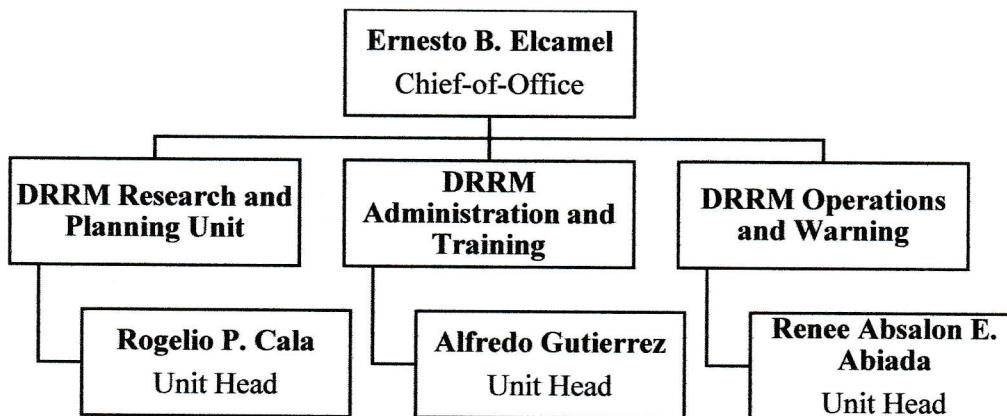


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- c. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- d. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, 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;
- e. Coordinate other DRRM activities;
- f. Establish linkage and/or network with other LGUs for DRR and emergency response purposes;
- g. Establish a provincial, city or municipal, and barangay DRRM Operations Center;
- h. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and
- i. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD).

Section 3. Designations. The following personnel are hereby assigned, reassigned and/or designated to assume the following units:



Section 4. Effectivity. This Executive Order shall take effect immediately.

Issued this 11th day of May, Two Thousand and Twenty-Three in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

ELMER S. BALDEMORO
City Administrator