



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



FINANCE & ADMIN SECTION CHIEF: Elmer Baldemoro

**DEPUTY FINANCE AND ADMIN
SECTION CHIEF:** Paul John Barrosa

SECTION 2. TASKS. The BSKE and Undas 2023 Incident Management Team is hereby mandated to:

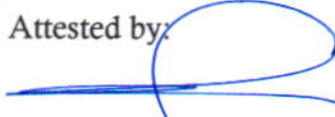
1. Undertake usual situation monitoring and submit usual reports to the City Mayor's Office, to the City Disaster Risk Reduction and Management Council and to the Regional Disaster Risk Reduction and Management Council any case of incident and other eventuality throughout the observance of Undas and the conduct of Barangay and Sangguniang Kabataan elections;
2. Ensure availability of technical staff and response personnel in the operations center;
3. Make sure that all communication equipment, especially hotline numbers and emergency e-mail addresses, are operational and accessible; and,
4. Submit to the City Mayor's Office, to the City Disaster Risk Reduction and Management Council and to the Regional Disaster Risk Reduction and Management Council all actions taken relative to the observance of Undas and the conduct of Barangay and Sangguniang Kabataan elections.

SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 25th day of October, Two Thousand and Twenty-Three in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator