



**EXECUTIVE ORDER NO. 2024 - 012**  
**XXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**CREATING THE PEÑAFRANCIA FESTIVAL POLICY COUNCIL,  
MULTI-AGENCY COORDINATION GROUP, AND ACTIVATING THE  
EMERGENCY OPERATIONS CENTER AND DEFINING THEIR  
FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

**WHEREAS**, Section 15, Article 14 of the 1987 Constitution declares that the State shall conserve, promote, and popularize the nation's historical and cultural heritage;

**WHEREAS**, the City of Naga has been declared as a Pilgrimage Capital of the Bicol region by virtue of Proclamation No. 33, series of 2010;

**WHEREAS**, the Peñafrancia Festival fosters a sense of unity and camaraderie among the residents of Naga City and the Bicol Region, wherein people come together, regardless of social status or background, to celebrate their shared faith and cultural heritage;

**WHEREAS**, the festival also serves as a platform for community engagement and participation, wherein civic organizations, local businesses, schools, and government agencies collaborate to organize events, parades, and religious activities, creating a strong sense of communal spirit and pride;

**WHEREAS**, there is a need to establish dedicated groups and teams to implement the principles and concepts of Incident Command System during the Peñafrancia Festival;

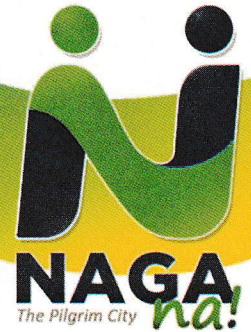
**NOW, THEREFORE, I, NELSON S. LEGACION**, by virtue of the authority vested in me by law as Mayor of Naga City, do hereby order the creation of the Peñafrancia Festival Policy Group, Multi-Agency Coordination Group (MACG), and Joint Operation Center (JOC) and prescribe their functions and responsibilities, subject to the following provisions:

**ARTICLE I**  
**PEÑAFRANCIA FESTIVAL POLICY COUNCIL**

**Section 1. Creation.** The Peñafrancia Festival Policy Council (PFC) is hereby established as the highest level of decision-making body responsible for



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providing policy guidance, strategic direction, and oversight for the overall planning and execution of the Peñafrancia Festival.

**Section 2. Composition.** The Council shall be composed of the following civil and ecclesiastical officials of the City Government of Naga and the Archdiocese of Caceres, including officials of select civic organizations.

- Chairperson: **Hon. Nelson S. Legacion**  
City Mayor
- Co-Chairperson **Most Rev. Rex Andrew C. Alarcon, DD**  
Archbishop of Caceres
- Vice Chairperson: **Hon. Cecilia Veluz – De Asis**  
City Vice Mayor
- Co-Vice Chairperson: **Very Rev. Joseph Wilfred V. Almoneda**  
Vicar General of Caceres
- Members:
- Mr. Elmer S. Baldemoro**  
City Administrator
  - Rev. Fr. Darius S. Romualdo, JCD**  
Chancellor of Caceres
  - Atty. Paul John F. Barrosa**  
Secretary to the Mayor
  - Rev. Fr. Gerome N. Pelagio**  
Secretary to the Archbishop
  - Mr. Allen Reondanga**  
City Events, Protocol and Public Information Officer
  - Rev. Fr. Glenn C. Ruiz, SThL-MA**  
Director, Commission on Liturgy of Caceres
  - Mr. Elmer Sto. Domingo**  
Chairperson, Naga City Peoples Council



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**Mr. Mario Villanueva**  
President, Metro Naga Chamber of Commerce &  
Industry

**Section 3. Functions.** The Peñafrancia Festival Policy Council (PFC) shall be responsible in:

- a. Providing policy guidance and strategic direction for the overall planning, execution, and coordination of the Peñafrancia Festival.
- b. Review and approve overarching plans, policies, and procedures related to the Peñafrancia Festival.
- c. Ensure coordination and collaboration among all relevant agencies, departments, and stakeholders involved in the Peñafrancia Festival.

**ARTICLE II**  
**PEÑAFRANCIA FESTIVAL MULTI-AGENCY COORDINATION**  
**GROUP**

**Section 4. Creation.** The Peñafrancia Festival Multi-Agency Coordination Group (PFG-MACG) is hereby established as the primary coordinating body responsible for facilitating interagency collaboration, resource coordination, and incident management during the Peñafrancia Festival.

**Section 5. Composition.** PFG-MACG shall be composed of all the heads of the following agencies, units and parishes:

**A. NATIONAL GOVERNMENT AGENCIES**

1. Office of the Civil Defense – Regional Office V
2. Philippine National Police – Regional Office V
  - a. Camarines Sur Police Provincial Office
  - b. Naga City Police Office
  - c. PNP Maritime Unit
  - d. PNP Highway Patrol Unit
3. 9<sup>th</sup> Infantry SPEAR Division, Philippine Army
4. Naval Forces Southern Luzon
5. Coast Guard District Bicol
6. Philippine Air Force Tactical Operations Group – Bicol
7. Bureau of Fire Protection – Region V
  - a. Camarines Sur Central Fire Station
  - b. Naga City Central Fire Station
8. Department of Education
  - a. Schools Division of Naga City
  - b. Schools Division of Camarines Sur



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9. Department of Public Works and Highways
10. Department of Health – Center for Health Development – Bicol
  - a. Bicol Medical Center
11. Philippine Information Agency
12. Department of Transportation
  - a. Land Transportation Office
13. Department of Information and Communications Technology
  - a. National Telecommunications Commission

**B. ARCHDIOCESE OF CACERES**

1. Naga Metropolitan Cathedral and Parish of St. John the Evangelist
2. Minor Basilica and National Shrine of Our Lady of Peñafrancia
3. Old Shrine and Parish of Our Lady of Peñafrancia
4. Holy Cross Parish
5. Cofradia de San Jose
6. Our Lady of Peñafrancia Association

**C. CITY GOVERNMENT OF NAGA**

1. Public Safety Office
2. General Services Department
3. City Engineer's Office
4. City Disaster Risk Reduction and Management Office
5. City Events, Protocol and Public Information Office
6. Solid Waste Management Office
7. City Parks and Recreational Facilities Management Office
8. City Social Welfare and Development Office
9. Naga City General Hospital
10. City Health Office
11. Market Enterprise and Promotions Office
12. BMEECO

**D. UTILITY AGENCIES**

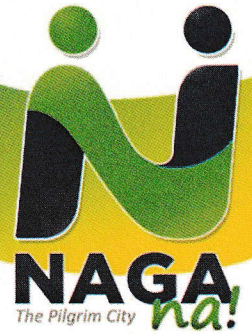
1. Camarines Sur II Electric Cooperative
2. Metropolitan Naga Water District

**E. VOLUNTEER GROUPS**

1. Kabalikat Radio Communication Group
2. Naga City Hall Press Corps
3. Kapisanan ng mga Brodkaster ng Pilipinas
4. Philippine Red Cross



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**Section 6. Functions.** PFG-MACG shall have the following functions:

- a. Facilitate effective communication, coordination, and information sharing among participating agencies and stakeholders during the Peñafrancia Festival.
- b. Develop and maintain an integrated Incident Action Plan (IAP) that aligns with the Incident Command System (ICS) framework and incorporates the objectives, strategies, and tactics for managing incidents during the Peñafrancia Festival.
- c. Coordinate resource management efforts, including assessing resource needs, requesting resources, and ensuring efficient allocation and utilization of resources during incidents.

**Section 7. Components.** The PFG-MACG shall have the following Joint Task Groups:

**1. Public Safety, Traffic Management, and Enforcement Joint Task Group:**

- a. Ensure public safety and security during the Peñafrancia Festival.
- b. Coordinate traffic management and enforce traffic regulations to maintain smooth flow and minimize congestion.
- c. Plan and implement measures to address crowd control, emergency evacuations, and public safety concerns.

**2. Security and Peace and Order Joint Task Group:**

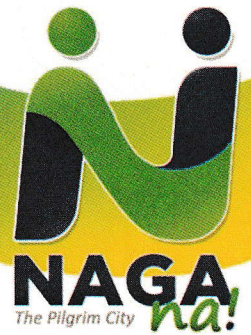
- a. Coordinate security arrangements and maintain peace and order throughout the festival.
- b. Collaborate with law enforcement agencies and security forces to deter and respond to potential threats.
- c. Develop contingency plans for handling security incidents and ensuring the safety of participants and attendees.

**3. Health and Medical Joint Task Group:**

- a. Coordinate medical services and emergency response efforts during the Peñafrancia Festival.
- b. Establish medical facilities, first aid stations, and ambulance services to provide immediate medical assistance.
- c. Develop and implement health and safety protocols, including COVID-19 prevention measures, if applicable.



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**4. Medical and Health Joint Task Group:**

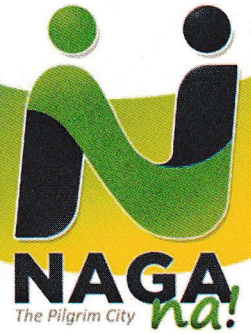
- a. Coordinate and oversee all medical and health-related aspects of the festival.
- b. Establish first aid stations and emergency medical response points throughout the festival venue.
- c. Collaborate with local healthcare providers and emergency services to ensure immediate access to medical assistance.
- d. Implement health and safety protocols, including crowd management strategies to prevent the spread of contagious diseases.
- e. Provide training for volunteers and staff on basic first aid and emergency response procedures.
- f. Monitor and evaluate the overall health situation during the festival, implementing necessary adjustments to ensure public well-being.

**5. Emergency Joint Task Group:**

- a. Develop and implement emergency response plans for various potential scenarios, including natural disasters, accidents, and security incidents.
- b. Coordinate with local law enforcement, fire departments, and other relevant agencies to ensure a swift and effective emergency response.
- c. Establish communication channels for real-time information exchange among all involved emergency services.
- d. Conduct regular drills and simulations to test the readiness and effectiveness of emergency response procedures.
- e. Manage evacuation procedures and designated safe zones in case of emergencies.
- f. Collaborate with the public and private sectors to secure resources and support for emergency response efforts.
- g. Provide public education on emergency preparedness and appropriate actions to take in different emergency situations.

**6. Public Information Joint Task Group:**

- a. Facilitate effective communication and dissemination of information to the public, participants, and stakeholders.
- b. Manage media relations and press releases related to the Peñafrancia Festival.
- c. Monitor social media channels and respond to inquiries, feedback, and emerging issues promptly.



**7. Utilities Joint Task Group:**

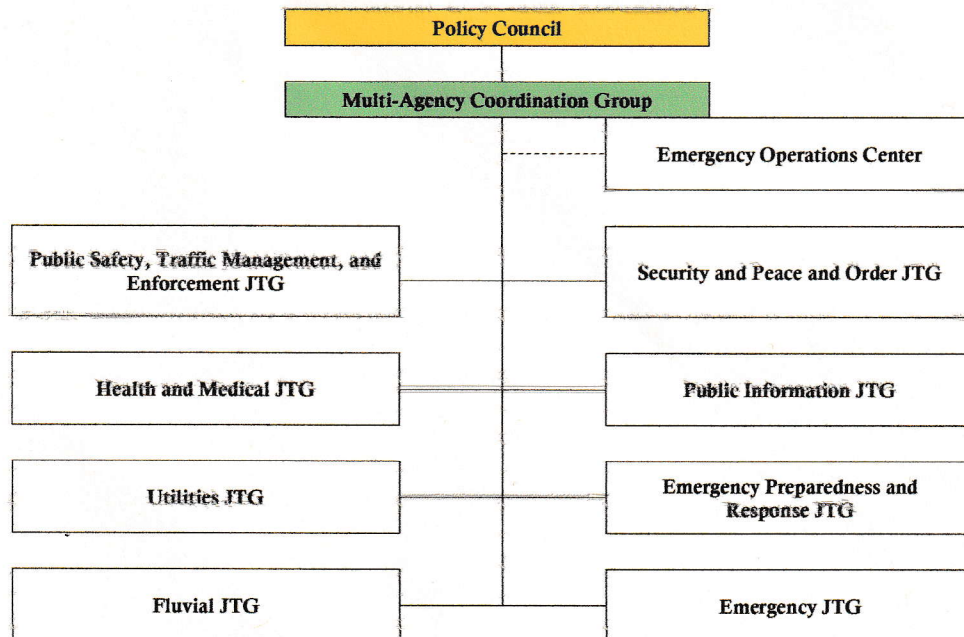
- a. Coordinate utilities and infrastructure support services during the festival.
- b. Ensure uninterrupted power supply, water availability, sanitation facilities, and waste management.
- c. Collaborate with relevant agencies to address any utility-related issues or emergencies that may arise.

**8. Emergency Preparedness and Response Joint Task Group:**

- a. Develop and maintain emergency response plans, including incident management procedures and protocols.
- b. Coordinate with relevant agencies to enhance preparedness and ensure a timely and effective response to incidents and emergencies.
- c. Conduct drills and exercises to test the readiness and coordination of response teams.

**9. Fluvial Joint Task Group:**

- a. Coordinate the planning, preparation, and execution of the fluvial procession during the Peñafrancia Festival.
- b. Ensure the safety of participants and watercraft involved in the fluvial procession.
- c. Collaborate with maritime agencies and local authorities to enforce safety regulations and manage waterway traffic.





**ARTICLE III**  
**EMERGENCY OPERATIONS CENTER**

**Section 7 Activation.** The Emergency Operation Center (EOC) established under Administrative Order No. 2023-002 is hereby activated as the central hub for coordination, communication, and operational support during the Peñafrancia Festival.

**Section 8. Responsibilities** The EOC shall:

- a. Serve as the central hub for situational awareness, coordination, and decision-making during the Peñafrancia Festival.
- b. Monitor and evaluate the overall operational status, incident progress, and resource availability during incidents.
- c. Coordinate the deployment of resources, assets, and personnel based on the priorities and needs identified by the PFG-MACG.

**Section 9. Reporting and Accountability.** The PFC, MACG, and JOC shall provide regular reports on their activities, progress, and challenges to the City Mayor or the designated authority overseeing the Peñafrancia Festival. All personnel assigned shall be accountable for the effective implementation of their assigned functions and responsibilities as outlined in this Executive Order.

**Section 10. Funding.** The operation of the MACG and EOC shall be funded from the allocation for Emergency Operations under the 2024 Calamity Fund.

**Section 11. Effectivity.** This Executive Order shall take effect immediately.

Issued this 16<sup>th</sup> day of May 2024 in the City of Naga, Philippines.

**NELSON S. LEGACION**  
City Mayor

Attested by:

**ELMER S. BALDEMORO**  
City Administrator