



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Naga, 4400



EXECUTIVE ORDER NO. 022

Series of 2025

**PROVIDING MECHANISMS FOR THE ESTABLISHMENT AND
MANAGEMENT OF THE NAGA CITY EMERGENCY OPERATIONS CENTER
(EOC) AND DESIGNATING CERTAIN PERSONNEL TO SERVE AS EOC
MANAGER AND UNIT HEAD**

WHEREAS, the City of Naga, due to its geographical location, remains highly vulnerable to natural disasters such as typhoons, earthquakes, and floods, which pose serious threats to life, property, and critical infrastructure;

WHEREAS, large-scale emergencies—whether natural or human-induced—may overwhelm the capacities of the city government if not managed through a well-coordinated and structured emergency response system;

WHEREAS, the City Government of Naga, consistent with Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010, seeks to reduce disaster risks and mitigate their impact through the institutionalization of preparedness and response mechanisms;

WHEREAS, Executive Order No. 2022-021, Series of 2022, created the Naga City Disaster Risk Reduction and Management Council (CDRRMC), chaired by the City Mayor, to oversee disaster-related policies, programs, and operations;

WHEREAS, Rule 6, Section 4(24) of the Implementing Rules and Regulations of RA 10121 mandates the establishment of a Local Disaster Risk Reduction and Management Operations Center that functions 24/7 during emergencies;

WHEREAS, to operationalize this mandate, the establishment and proper management of the Naga City Emergency Operations Center (EOC) is both a legal obligation and a practical necessity in enhancing disaster readiness and ensuring timely and coordinated response;

NOW THEREFORE, I, MARIA LEONOR G. ROBREDO, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

Room 201, 2nd Floor, Naga City Hall, J. Miranda Ave,
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SECTION 1. Establishment of the Naga City Operations Center. The Naga City Operations Center is hereby established and shall be temporarily housed at the Public Safety Office. It shall serve as the central coordination hub for disaster risk reduction and management activities, operating 24/7 to monitor threats, disseminate alerts, coordinate multi-agency response, and facilitate resource mobilization before, during, and after emergencies.

SECTION 2. Activation of the Emergency Operations Center (EOC). The Operations Center shall be automatically activated as the Emergency Operations Center (EOC) in the following instances:

- A. A credible threat of an impending natural or human-induced hazard;
- B. A planned event with anticipated security or safety risks;
- C. An ongoing incident or emergency requiring coordinated response;
- D. A request for support or augmentation involving multiple stakeholders;
- E. Upon directive of the Responsible Official or Chairperson of the CDRRMC.

SECTION 3. Functions and Responsibilities of the EOC. The Naga City Emergency Operations Center shall:

- A. Ensure interoperability between the Incident Command System (ICS) and Response Clusters;
- B. Serve as the centralized coordination hub for incident management and planned event operations;
- C. Act as a vital link between Incident Management Teams (IMTs) and the Response Cluster;
- D. Serve as the central repository of disaster-related reports, assessments, and other documentation;
- E. Host convergence activities and ensure coordinated response through systems for command, control, and communication;
- F. Operate as an advanced command post and ensure the accurate exchange of situational data;



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- G. Monitor potential and ongoing emergency events 24/7, with attention to high-impact scenarios;
- H. Disseminate public information and early warning advisories to increase community awareness and preparedness;
- I. Facilitate coordination among government agencies, non-government organizations, private sector partners, and volunteers during emergencies.

SECTION 4. Management Structure of the EOC. Upon activation, the Naga City EOC shall be managed and operated by the following personnel:

- A. EOC Manager: *Mr. Renee Absalon E. Abiada, LDRRMO II*
 - 1. Supervises all EOC operations and support functions
 - 2. Obtains response directives from the Responsible Official
 - 3. Leads briefings and situation updates for CDRRMC
 - 4. Reviews reports, plans, and documents for action and approval
- B. Operations Unit Head: *Mr. Alfredo E. Gutierrez*
 - 1. Guides operational objectives and implementation
 - 2. Oversees coordination of disaster response activities
 - 3. Prepares relevant documentation for operational execution

The EOC shall report directly to the CDRRMO.

SECTION 5. Standard Alert Level Codes. The EOC shall adopt the following standard codes:

- A. WHITE (Normal) – Routine operations, monitoring, and readiness
- B. BLUE (Early Warning) – Heightened alert; at least 50% of personnel and resources on standby
- C. RED (Full Operations) – Maximum readiness; all resources mobilized for imminent or ongoing response

SECTION 6. Deactivation and Downgrade of Alert Status. The EOC may be deactivated, or its alert level downgraded, under the following circumstances:

- A. The emergency has subsided and conditions have normalized
- B. Tactical operations no longer require centralized coordination



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- C. Response can be adequately handled by the barangay or concerned agency
- D. Upon directive of the Responsible Official

SECTION 7. Adoption Clause. All national policies, circulars, and standard operating procedures related to the establishment, management, and operation of Emergency Operations Centers issued by national government agencies shall be deemed adopted and made integral to this Order.


SECTION 8. AMENDMENTS AND INTERPRETATION. This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.


SECTION 9. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 11. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 22nd day of July, 2025.


MARIA LEONOR GERONA ROBREDO
City Mayor

Attested by: 
RAYNOR RODRIGUEZ