



EXECUTIVE ORDER NO. 061
Series of 2025

**INSTITUTIONALIZING THE POLICY ON EVACUATION MANAGEMENT IN
THE CITY OF NAGA**

WHEREAS, Republic Act No. 10121, otherwise known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, mandates all local government units to establish institutional mechanisms to reduce disaster risks and ensure the safety and welfare of affected populations;

WHEREAS, Republic Act No. 7160, or the *Local Government Code of 1991*, empowers local governments to promote health, safety, and general welfare, including measures to protect citizens during calamities and emergencies;

WHEREAS, Republic Act No. 10821, or the *Children's Emergency Relief and Protection Act*, directs local governments to safeguard the rights and welfare of children and other vulnerable groups during disasters;

WHEREAS, the City of Naga recognizes that well-managed and humane evacuation is a vital component of disaster response—ensuring the safety, dignity, and welfare of evacuees while maintaining order, coordination, and efficient resource utilization;

WHEREAS, the City Social Welfare and Development Office (CSWDO), in coordination with the City Disaster Risk Reduction and Management Office (CDRRMO), has developed a comprehensive *Policy on Evacuation Management* outlining pre-evacuation planning, camp coordination, evacuee registration and welfare, and post-evacuation rehabilitation;

WHEREAS, institutionalizing this policy will ensure that all departments, barangays, and partner institutions adhere to unified standards and protocols for safe, organized, and inclusive evacuation operations;

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:



SECTION 1. INSTITUTIONALIZATION OF THE POLICY. The *Policy on Evacuation Management* is hereby institutionalized as the official framework guiding all evacuation-related activities of the City Government of Naga—covering preparedness, camp management, humanitarian response, and post-evacuation recovery.

Available national and international guidelines and standards on evacuation and camp management shall serve as suppletory references to this policy.

SECTION 2. LEAD AND SUPPORTING OFFICES. The City Social Welfare and Development Office (CSWDO) shall serve as the Lead Implementing Office for evacuation operations, in close coordination with the City Disaster Risk Reduction and Management Office (CDRRMO), City Disaster Risk Reduction and Management Council (CDRRMC), concerned city departments, barangay councils, and accredited volunteer organizations.

SECTION 3. COVERAGE. This Executive Order shall cover all departments, offices, and personnel of the City Government of Naga, including barangay officials, volunteers, and accredited civil society organizations involved in disaster risk reduction and management.

SECTION 4. IMPLEMENTATION PHASES. Evacuation management shall be implemented through the following three phases:

1. **Pre-Evacuation Phase** – focuses on planning, data preparation, resource readiness, and coordination prior to the occurrence of displacement;
2. **Evacuation Phase** – involves the organized movement, registration, and welfare management of evacuees during the disaster; and
3. **Post-Evacuation Phase** – includes the debriefing, rehabilitation, and reporting processes after evacuees return to their communities.

Detailed procedures and operational guidelines for each phase are contained in **Annex "A"** of this Executive Order, which shall form an integral part hereof. The CSWDO and CDRRMO may update said annex periodically, subject to approval by the City Mayor.



SECTION 5. MONITORING AND EVALUATION. The CDRRMO, in partnership with the CSWDO, shall conduct regular monitoring, evaluation, and documentation of all evacuation activities and submit periodic reports to the City Mayor and the CDRRMC.

SECTION 6. CAMP MANAGEMENT TEAM COMPOSITION. The Camp Management Teams shall be responsible for overseeing camp operations, ensuring the safety, welfare, and orderly conduct of evacuees, and implementing the standards set under the Policy on Disaster Risk Reduction Management, Prevention, Mitigation, Preparedness, Response, and Rehabilitation.


An initial list of members and their assignments for designated evacuation centers is provided in Annex "B" of this Executive Order. The list may be updated or modified as necessary by the City Mayor, upon the recommendation of the City Disaster Risk Reduction and Management Office (CDRRMO) and the City Social Welfare and Development Office (CSWDO), without need for further amendment to this Order.

SECTION 7. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

SECTION 8. 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 9. 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 7th day of November, 2025.


MARIA LEONOR GERONA ROBREDO
City Mayor

Attested by:  **RAYNOR RODRIGUEZ**



Annex A: Detailed Operational Procedures for Evacuation Management

I. PRE-EVACUATION PHASE

This phase focuses on planning, preparation, and coordination prior to any displacement. It includes profiling of potential evacuees, identification and assessment of evacuation centers, prepositioning of relief goods, and activation protocols once pre-emptive evacuation is declared.

1. Database profiling of all prospective evacuees in the 27 barangays shall be prepared and maintained by the City Social Welfare and Development Office (CSWDO) as the official repository and accountable office for the DSWD Family Assistance Card in Emergencies and Disasters (FACED) Form. A summary of the list shall be distributed to the CSWDO staff assigned to each evacuation center.
2. Other forms such as the Relief Distribution Sheet (RDS), Evacuation Center (EC) Information Board, and Registration Form of Evacuees, among others, must be ready and distributed to the designated staff prior to activation.
3. Mapping of evacuation centers, including assessment of their location, capacity, and structural integrity, shall be conducted by the CSWDO. The master list shall be submitted to the Emergency Operations Center (EOC).
4. An inventory of available goods and supplies, as well as a list of items to be procured, shall be prepared by the CSWDO. A written report shall be submitted to the Head of CSWDO for proper disposition.
5. Prepositioning of goods shall be undertaken by the CSWDO, subject to the recommendation of the respective Camp Management Team regarding the number of goods to be allocated per evacuation center. Release of goods shall be based on the final report submitted to the CSWDO.
6. All evacuation centers must be ready and operational once pre-emptive evacuation is announced in anticipation of hazards that may pose danger to Naga City.
7. On the first day of evacuation, food consumption of the evacuees shall be provided by the concerned barangay. Succeeding days shall be on a counterpart basis between the City Government of Naga and the concerned barangay.
8. City Government personnel assigned to LGU-operated evacuation centers shall serve as camp coordinators tasked to oversee the welfare of evacuees and the condition of facilities. Camp managers for each city-operated EC shall



be designated by the CDRRMO Head, taking into account personnel who have completed training on Camp Coordination and Camp Management.

9. Disaster Response Operations Management, Information, and Communication (DROMIC) reporting and updating shall be the responsibility of the designated CSWDO staff. They shall ensure the collection of EC Information Boards and the timely encoding of data into the DROMIC database and reporting to the EOC.

II. EVACUATION PHASE

This phase covers the organized movement, registration, and management of evacuees within designated evacuation centers, ensuring the protection and welfare of all affected individuals, especially vulnerable groups.

1. Upon registration, evacuees shall be given tent or room assignments, prioritizing vulnerable persons such as persons with disabilities (PWDs), senior citizens, pregnant women, and children.
2. Camp managers shall strictly observe the maximum capacity of each evacuation center. In case of excess evacuees, they shall be referred to the nearest available evacuation center or coordinated through the overall camp manager and the EOC.
3. Orientation on house rules and camp protocols shall be conducted in every evacuation center.
4. CSWDO staff assigned to monitor barangay evacuation centers shall conduct regular on-site monitoring to ensure the welfare of evacuees and the adequacy of facilities.
5. EC Information Boards from each evacuation center shall be submitted by the assigned camp coordinators and CSWDO monitors. The initial report on the number of evacuees shall be submitted one (1) hour after activation of the evacuation center, with succeeding reports every two (2) hours.
6. Registration of evacuees shall be suspended at 10:00 p.m., and the final report of each evacuation center shall be submitted within the prescribed time, unless circumstances warrant the continuation of registration.
7. A final roll call of evacuees, based on the Registration Forms, shall be conducted at 11:30 p.m. to ensure that all are accounted for.
8. At 12:00 midnight, lights shall be turned off, and all evacuees must remain in their assigned tents or areas.



9. Summary reports based on the EC Information Board shall be submitted to the Emergency Operations Center every six (6) hours.

III. POST-EVACUATION PHASE

This phase ensures orderly decampment, rehabilitation, and reporting after evacuees have safely returned to their communities.

1. Debriefing sessions shall be conducted for evacuees and camp personnel to assess experiences and address psychosocial needs.
2. Restoration and cleanup of the evacuation centers shall be undertaken by the evacuees under the supervision of the Camp Management Team.
3. Cleaning and disinfection of all tents, sleeping materials, and other equipment used in evacuation centers shall be conducted prior to storage or redeployment to ensure sanitation and readiness for future use.
4. Distribution of family food packs or other forms of assistance, when available and authorized, shall be undertaken after decampment and restoration activities.
5. Post-operation reports and documentation shall be prepared and submitted to the overall camp manager for consolidation and endorsement to the CDRRMO and CSWDO.