

1. The budgetary source, compensation and hiring procedure for the DRRMO shall conform to the rules and policies of CSC and the DBM, among others.
 2. The DRRMO shall have the following qualifications:
 - i. Must be a resident of the LGU;
 - ii. Must be a civil service eligible (professional or its equivalent)
 - iii. Preferably with civil defense/DRM experience.
- c) The MDRRMO or BDRRMCs, in coordination with concerned national agencies and instrumentalities, shall perform the following duties and functions:
1. Design, program and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
 2. Facilitate and support risk assessments and contingency planning activities at the local level;
 3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintain a local risk map.
 4. Organize and conduct training, orientation and knowledge management activities on disaster risk reduction and management at the local level;
 5. Operate a multi-hazard early warning system, linked to disaster risk reduction 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 within rural communities;
 6. Formulate and implement a comprehensive and integrated MDRRMP in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the Municipal Development Council;
 7. Prepare and submit to the Local Sanggunian through the MDRRMC and the MDC the annual MDRRMO Plan and budget, the proposed programming of the MDRRMP, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the MDRRMO/BDRRMC;
 8. 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;
 9. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;

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10. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and countermeasures;
11. Identify and implement cost-effective risk reduction measures/strategies;
12. Maintain a database of human resource, equipment, directories and location of critical infrastructure and their capabilities such as hospitals and evacuation centers;
13. Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs and volunteer groups;
14. 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 disaster risk reduction and management in its area;
15. Organize, train, equip and supervise the local emergency response teams and the ACDVs ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfed;
16. 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;
17. Within its area, promote and raise public awareness of and compliance with this Ordinance and RA 10121 and legislative provisions relevant to the purpose of this Ordinance and RA 10121;
18. Serve as the secretariat and executive arm of the MDRRMC
19. Coordinate other disaster risk reduction and management activities;
20. Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
21. Designate area where vehicles provided by the municipal government are waiting to transport local residents to the identified evacuation centers;
22. Recommend through the MDRRMC the enactment of ordinances consistent with the requirements of this Ordinance and RA 10121;
23. Implement policies, approved plans and programs of the MDRRMC consistent with the policies and guidelines laid down in this Ordinance and RA 10121;

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24. Establish a Municipal Disaster Risk Reduction and Management Operations Center;

25. Prepare and submit, through the MDRRMC and the MDC, the report on the utilization of the MDRRMF and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG;

26. Act on matters authorized by the MDRRMC;

27. Assist the Local Chief Executive in selecting/establishment of the evacuation center of the LGU; and

28. The Sanggunian shall appropriate funds for the operation and management of the MDRRMO subject to existing laws and regulations.

d) The BDRRMC shall be a regular committee of the existing Barangay Development Council and shall be subject thereto. The Punong Barangay shall facilitate and ensure the participation of at least two (2) CSO representatives from existing and active community-based people's organizations representing the most vulnerable and marginalized groups in the barangay;

c) The Sanggunian shall appropriate funds for the operation and management of the MDRRMO subject to existing laws and regulations.

SECTION 7. Disaster Operations Center

a) There is hereby created a Disaster Operations Center or OpCen under the control and supervision of the Municipal Mayor and management of the DRRMO. It shall serve as the nerve or command center for coordination of all units and service sectors and other agencies of the government as well as NGOs and private sectors at the onset, during and post disaster activities.

b) The OpCen shall be activated on the onset of a disaster by the Municipal Mayor or DRRMO as Emergency Operations Center or EOC to serve as the nerve center for:

1. disaster and alert monitoring;
2. multi-agency operational coordination;
3. response resource mobilization;
4. information management; and
5. program coordination for operations capability upgrade.

c) As a matter of protocol and as may be required by the MDRRMC through the DRRMO, pre-designated personnel from the MDRRMC member offices or agencies shall render duty (24/7) at the EOC.

d) The operational procedures of the OpCen shall be set forth in the Manual to be formulated under Section 12 of this Ordinance.

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SECTION 8. Disaster Risk Reduction and Management Plans and Programs.

- a) The Disaster Risk Reduction and Management Plans and Programs (DRRMPP for brevity) shall complement the mandate of RA 10121 otherwise known as the "Philippine Disaster Risk Reduction Management Act of 2010" to authorize a program for pre-disaster mitigation; to provide for the direction and coordination of disaster preparations, response and recovery; to streamline the administration of disaster relief; to appropriate and/or control the municipality costs of disaster assistance and for other purposes.
- b) The DRRMPP shall provide a blue print for the municipality's prevention, mitigation, preparedness, and response protocol in the event of a disaster to minimize the destructive effects of disasters within the municipality.
- c) The DRRMPP shall be formulated with assistance from the DRRMO by the MDRRMC and in close coordination with the Municipal Development Council (MDC) to ensure the integration of the DRRMPP into the municipal development plans and budget.
- d) The MDRRMC shall, in close coordination with the DRRMO, update any existing management or risk mitigation plan of the municipality, outline the current disaster management system and structure that is in place including any purpose enhanced system and/or structure in the future and define responsibilities of individual members, sectors and units at each level of the structure.
- e) The MDRRMC shall identify list of disaster programs and projects from the duly approved BDRRMP of every barangay to be integrated in the DRRMPP with preference to those disaster-prone barangays that can be highly affected in the event of disaster.
- f) The updated and comprehensive DRRMP should provide for the coordination of disaster planning, preparedness, response and recovery by different service sectors and specify the disaster management roles and responsibilities of each service sector including the national government agencies, non-government organizations and private sector.
- g) The DRRMPP shall be reviewed annually as to its relevance, comprehensiveness and effectiveness.

SECTION 9. Declaration and Termination of State of Calamity. The declaration and lifting of the state of calamity may be issued by the Sangguniang Bayan upon recommendation of the MDRRMC, based on the results of the damage assessment and needs analysis pursuant to Sec. 16 of RA 10121.

SECTION 10. Mandatory Early Warning System

- a) In coordination with PAGASA and other line agencies, the MDRRMC shall institutionalize an Early Warning System (EWS) that shall be people-centered that comprises four (4) key elements: knowledge of the

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risks; monitoring, analysis and forecasting of the hazards, communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received.

- b) The warning to be provided by the EWS shall be timely warning so as to provide the community enough lead-time for responding, reliable so that those responsible for responding to the warning will feel confident taking action, and simple so as to be understood.

SECTION 11. Mandatory Inspection of Local Government Infrastructure Projects and Public Buildings

- a) The MDRRMC shall require the Office of the Municipal Engineer (OME) to conduct a mandatory inspection every year of LGU lifelines as well as local government infrastructure projects and public buildings relative to their strength, rigidity and resistance to wind and seismic loadings. The OME, in coordination with the DRRMO, shall formulate the mechanics and procedures in the conduct of public infrastructure audit or inspection in accordance with the mandates of the National Building Code and other relevant laws and directives to be integrated in the Manual as referred in Section 12 of this Ordinance.
- b) In the event external expertise is required, the MDRRMC is encouraged to communicate with the nearest DPWH Office.

SECTION 12. Manual on Disaster Risk Reduction and Management.

- a) The MDRRMC, with the assistance of the DRRMO, shall formulate a Manual on Disaster Risk Reduction and Management or Manual for brevity within a period of six (6) months immediately after the approval of this Ordinance.
- b) The Manual shall prescribe the different protocols in the operation, coordination and management of the different service sectors in the event of disaster. It shall also focus on the procedures and strategies at the onset, during and immediately after the disaster to ensure that lives and properties are protected and saved.
- c) The Manual shall be reviewed every three (3) years after its adoption by the Sanggunian to evaluate its relevance and effectiveness.

SECTION 13. Public Education and Community Preparedness

- a) The municipal government shall undertake, but not limited to the following activities to alert the community to the hazards and provide information on preparedness and risk reduction strategies in order to protect lives and properties;
 - 1. Provide an area within its jurisdiction where hazards maps and contingency plans for major hazards are prominently displayed;
 - 2. Disseminate information through internet and printed materials such as newsletters, brochures and pamphlets;

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