



Republic of the Philippines
Province of Cagayan
Municipality of Claveria

EXECUTIVE ORDER NO. 27

Series of 2020

CREATING THE MUNICIPAL EMERGENCY OPERATION CENTER (EOC) AS A FACILITY EQUIPPED WITH PERSONNEL AND RESOURCES THAT SERVE AS REPOSITORY OF INFORMATION AND MAIN HUB FOR COORDINATION TO SUPPORT THE MANAGEMENT OF AN INCIDENT OR PLANNED EVENTS AND ACT AS THE LINK BETWEEN THE IMT AND RESPONSE CLUSTERS

WHEREAS, An EOC is a designated facility that is staffed and equipped with resources to undertake multi-stakeholder coordination, manage information and facilitate resource mobilization in anticipation of and/or to support incident operations;

WHEREAS, NDRRMC Memorandum No. 43 s 2016 requires for the interoperability of Response clusters and incident management team(s) through the EOC;

WHEREAS, NDRRMC Memorandum No. 131 s 2016 provides for the standardization of EOC in terms of establishment, operationalization and management;

WHEREAS, in the implementation of such roles requires the structuring of an EOC that will govern responses and appropriate actions for predisaster, during disaster and post disaster responses;

NOW THEREFORE, I, **CELIA T. LAYUS MD.**, Municipal Mayor of Claveria, by virtue of the powers vested in me by law do hereby order the CREATION OF THE MUNICIPAL EMERGENCY OPERATION CENTER (MEOC) STRUCTURE, ITS COMPOSITION, DEFINING ITS FUNCTIONS, which shall be the following:

Primary EOC Management Functions:

Functional responsibility:

Command = overall responsibility

Operations = direct tactical actions

Planning = collects/analyze data and prepare, report and action plan

Logistics = provide support

Finance/Administration = Cost accounting ,
procurement , advisories and declarations

The **MUNICIPAL EMERGENCY OPERATION CENTER (MEOC) STRUCTURE** is shown below and shall have the following responsibilities:

Responsible Official: Celia T. Layus, MD. – Municipal Mayor, EOC Manager: Hon. Fredelino D. Agpuldo - SB Member, Public Information Officer: Charlie Bautista Clerk-I Liaison Officer: John Henri T. Gonzales – Clerk I, Safety Officer: Jessie Eugenio (JO)

Basic Functions of the EOC manager and Command Staff

- a. The EOC Manager is responsible for overall management response operations.
- b. The EOC Manager is selected by qualifications and experience.
- c. Determines incident objectives and strategies.
- d. Establishes priorities in consultation with the staff.
- e. Establishes EOC.
- f. Establish appropriate EOC organization and Staff
- g. Ensures planning meeting are scheduled as required.
- h. Approves and authorizes the implementation of the Incident Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.
- k. Has overall authority and responsibility for conducting incident operations.
- l. Ensures availability of resources and will serve as link to higher authorities.
- m. Authorizes release of information to the news media.

Information Officer

- a. Central point for information dissemination
- b. Works closely with all the different information officers/media
- c. Ask approval of the Incident Commander before media releases

Liaison Officer

- a. Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies)
- b. Assisting agency – provides tactical or service resources

Safety Officer

- a. Work with operations on tactics
- b. Anticipate, detect, and correct unsafe situations
- c. Has emergency authority to stop unsafe acts/operations

Operation Section Chief

- a. Directs and coordinates all incident tactical operations
- b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups

Planning Section Chief

- a. Maintains resource status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service
- e. Prepares demobilization plan
- f. Provide technical specialists

Logistics Section Chief

Provide services and support to the incident commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

Finance/Administration Section Chief

- a. Monitors incident costs
- b. Maintains financial records
- c. Administer procurements
- d. Perform time recordings

Disaster Risk Reduction and Management Council

Provides the following to the EOC manager, through Responsible Officials:

- Making policy decisions
- Establishing priorities
- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing and disseminating information

OPERATIONS

PRE-DISASTER

1. Communication and Warning

Director : Donna A. Salacup

Deputy : Janet Paoig

Member

a. Juliet B. Atiagan

Purpose:

To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

Basic Functions

- To relay 24-hour weather bulletin and advisory from PAG-ASA.
- To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- To assist in the activation of warning system devices
- To furnish information on updates to responsible persons/agencies;
- Establish linkage with other agencies
- Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc.

2. Pre-emptive Evacuation and Transportation

Director : Engr. Ronnie Castillejos

Deputy : Engr. Frederick vidad

Members :

1. Florendo Aguinaldo
2. William Balintec
3. Reynaldo Hidalgo
4. Kevin Madriaga
5. Rexson Galanillo
6. Donald Martinez
7. Edfel Aguinaldo
8. Michael Caligan
9. Ricardo Miranda
10. Jomar Agtang

Purpose : To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

Basic Functions

- a. Transport the evacuees to the designated evacuation center
- b. Transport relief goods
- c. Provide assistance in the proper and orderly distribution of supplies and materials
- d. Responsible for providing vehicles to the teams
- e. Responsible for checking if the evacuation areas have the needed basic necessities and report to the barangay what is lacking in the center.

DURING DISASTER

1. Search and Rescue Team

Director : SFO3 Fredelito Santiago -BFP

Deputy : PMAJ EDWIN ARAGON-PNP

Members

- 1. Rescue 41 – EDISON ESPEJO
- 2. BFP Personnel
- 3. PNP – Personnel
- 4. PCG – SN 1 JUL FRETZ MANDAC
- 5. Maritime – PCPT JONAFLO B. BARIUAN

Purpose : To save lives and minimize damage to property

Basic Functions

- a. To have capable rescue personnel assigned in search and rescue operations.
- b. To minimize further injury to people and damage to property

2. Evacuation/Camp Management and Relief Operation

Director : Joseph A. Villanueva

Deputy : Virginia M. Lagadon

Members :

- a. Municipal Nutrition Council Members and
- b. BNS
- c. Claveria Association of Day Care Workers
- d. MAO and MSWDO Staff
- e. MTO staff
- f. Mun. Assessor staff
- g. All Job Order

Purpose :

- a. To assist in the evacuation of affected families to prevent casualties
- b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc)
- c. To provide relief and appropriate disaster intervention

Basic Functions :

- a. Identify beneficiaries in coordination with barangay secretaries.
- b. Distribution of relief goods
- c. Frontline in the event of disaster and calamities
- d. Lead in the relocation of victims to a safe place
- e. Monitor the evacuation centers
- f. Conduct of stress debriefing of victims (DSWD)
- g. To coordinate with other teams
- h. Link with civic groups for continuous provision of basic necessities

3. Emergency Medical Services

Director : Dr. Milrose F. Tangonan - MHO

Deputy : – Joselito Aguirre RHU Nurse

Members :

1. All MHO Staff

Purpose: Provide medical services (emergencies) & post emergencies

Basic Functions :

- a. Conduct rapid health assessment to affected areas
- b. Disposal of dead bodies if the need arises
- c. EVS/health education/water supply, garbage disposal etc.
- d. Provision of essential medicines/medical supplies
- e. Update the incident commander on status of the health services especially the victims
- f. Health advices information
- g. Refer to higher authority (TBGDH) for serious cases of medical treatment
- h. Recommend and suggest medical actions.
- i. Establish protocol of command

4. Fire Suppression/Prevention

Director : SFO3 Fredelito Santiago BFP

Deputy : SFO1 Dexter Daquioag

Members :

1. SFO1 Ronald Valencia
2. FO3 Joy Daquioag
3. FO2 Neil Egan Martin
4. FO1 Neilsen Daluddong
5. FO1 Joel Marbin Binarao
6. FO1 hector Lagarico

Purpose : To minimized effects of the occurrence of disastrous fire

Basic Functions

- a. Conduct of fire suppression operation during conflagration.
- b. Pre and post assessment of cost of damage.
- c. Prepare reports and submit to MDRRMC Office.

5. Security and Safety

Branch Director : PMAJ Edwin Aragon– Chief Of Police

Deputy : PLT Flaviano A. Acebedo

Members :

1. PEMS Plaridel Tattao
2. PEMS Erick Soliva
3. PMSG Elenger Ancheta
4. PSSG Francis Tamayo
5. PSSG Jay Marc Vioria
6. PSSG Cezar Richie Udaundo
7. PCPL Sergio Sibal

Purpose : Ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.

Basic Functions :

- a. Police visibility at the site
- b. Monitor peace and order situation
- c. Coordinate with barangay tanod/barangay officials at the site
- d. Report incident to the commander on post for any unusual peace and order situation
- e. Crowd control during relief distribution

POST DISASTER

1. Damage Assessment/Needs Analysis

Director : Victor Santos - MLGOO

Deputy : Engr. Edgar B. Llapitan –On Infrastructure

Member :

1. Virginia M. Lagadon – On Agriculture
2. Zyrille Vioria – On affected families

Purpose

- a. To list down number of casualties (male, female, age)
- b. To account/list down number of affected families/household (rescued/missing family members)
- c. List down injured persons that need immediate attention and medical services
- d. Feedback/reporting to public information
- e. Submit list/record of affected families to evacuation & relief team
- f. Submit list of injured persons to emergency medical services
- g. To analyze immediate needs at evacuation center

1. Alex V. Raya – JO (Report Developer)
2. Jarret Queja – JO (Report Developer)

Basic Functions

- a. Maintains resource status
- b. Maintains situation status
- c. Prepares Incident Action Plan
- d. Provide documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist

LOGISTICS

Section Chief : Jeffrey L. Salmon -Mun. Accountant

Deputy : Engr. Edgar B. Llapitan

Members

- 1.– Mun. accounting Office staff
2. – MCR staff

Basic Functions : Provides services and support to the Incident Management Team

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services

FINANCE ADMINISTRATION

Section Chief : Joanne Hazel Neyra - Municipal Budget Officer

Deputy : Violeta T. Tajon – Mun. Treasurer

Members

- 1.– Randolph Elizer Simon – Mun. Registrar
2. – Hon. Romeo R. Rafol-SB Member
3. – MPDC staff

Basic Functions :

- a. Manage the listing of affected families rescued and brought to the evacuation center
 - List of injured
 - List of casualties
 - List of missing persons
- b. Assess the immediate needs of the affected families in the evacuation center
- c. Manage the listing of damaged to property
- d. Submit to report to headquarters/Mayor
- e. Update the headquarters every 3 hours

2. Rehabilitation and Recovery Team

Branch director : Engr. Edgar B. Llapitan

Deputy : Arch. Ryan Garcia

Member :

- a. All Engineering personnel
- b. Mun. Fleet

Purpose :

To rehabilitate/recover/repair damaged properties after the occurrence of the calamity/disaster.

Basic Functions :

- a. Investigation/survey extent of damage
- b. Assessment as to properties, infrastructure and etc (inventory)
- c. Submit report to incident commander
- d. If all request granted implementation will follow

3. Retrieval Operation

Branch Director : SN1 Jul Fretz Mandac -PCG

Deputy : Edison Espejo – Rescue 41 President (External)

Member :

- a. Alexander Agra-MFARMC
- b. Rescue 41 members
- c. PCG personnel
- d. Maritime

Purpose :

- a. To find or retrieve any missing persons or bodies as reported
- b. To find important things or properties as reported missing

Basic Functions :

- a. After the search and rescue operation, retrieval operation will commence.
- b. To find missing bodies and or property
- c. Coordinate with all the teams

PLANNING

Section Chief : Rodolfo V. Gapusan – EMS I/MENRO Designate/Estrella D. Andres-MPDC

Members

Basic Functions

- a. Monitors incident costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 6th day of November, 2020 at Claveria, Cagayan, Philippines


CELIA T. LAYUS, MD.
Municipal Mayor

RESPONSIBLE OFFICIAL (RO) – HON. CELIA T. LAYUS ,MD.

Emergency Operation Center Manager (EOCM) – Hon. FREDELINO A. AGPULDO SB Member

LIAISON OFFICER - JOHN HENRI GONZALES

PIO – CHARLIE BAUTISTA

Safety Officer - Jessie Eugenio

Operations Section Chief – JAYZON M. SACRO (LDRRMO)/Deputy Edwin Q. Andres (LDRRMA)

SRR – PNP,BFP,PCG, MARITIME,R-41

EVACUATION AND CAMP MGT./RELIEF OPERATION - JOSEPH A. VILLANUEVA (MSWDO)/,VIRGINIA M. LAGADON (MAO)

CLEARING OPERATION – Engr. RONNIE CASTILLEJOS (Engr. II)/Engr. FREDERICK VIDAD

HEALTH – DR. MILROSE F. TANGONAN (MHO)/ MR. JOEL AGUIRRE (PHN)

Planning Section Chief – Mr. RODOLFO V. GAPUSAN(EMS-I,MENRO Designate/Estrella D. andres MPDC

REPORT DEVELOPER – JARRET QUEJA (JO),ALEX RAYA(JO)

- FLEET MEMBERS**
1. FLORENDO AGUINALDO
 2. WILLIAM BALINTEC
 3. MICHAEL CALIGAN
 4. KEVIN MADRIAGA
 5. Flacido Leano
 6. REXSON GAYANILLO
 7. REYNALDO HIDALGO
 8. BRANDON LEANO
 9. EDFEL AGUINALDO
 10. DONALD MARTINEZ

Logistics Section Chief – Mr. JEFFREY SALMON (MACCT.)/Deputy Engr. EDGAR LLAPITAN (MEO)

- EQUIPMENT/ASSETS**
1. Dumptrucks -
 2. Backhoe -
 3. Utility Vehicle –
 4. Water asset
 5. Rescue Vehicle
 6. Ambulance
 7. Firetruck
 8. Grader
 9. Payloader

1. PPEs
- 2.

Finance and Administration Section Chief – Joanne Hazel A. Neyra,/Deputy Violeta T. Tajon – Mun. Treasurer

ADVISORY/DECLARATION – Hon. Romeo R. Rafol SB Member/Deputy MR. RANDOLPH ELIZER SIMON/ COVID TASK FORCE SECRETARIAT

Composite SRR Teams

Team 1 Leader :PCPT JONAFLO B. BARIUAN PNP/MARITIME

Barangays Covered : Centro 1-8,Taggat Norte,Taggat sur and Kilkiling

Contact No. **09550950427**

Members

Name	Agency	Expertise
PMSg Jomar L. Sagun	Maritime	SRR/Driver
Pat Nancy DC Turaray	Maritime	RN/SRR
FO1 Joel Marbin Binarao	BFP	BLS/EMT/Rapelling
FO1 Neilsen Paul Daluddong	BFP	BLS/EMT/Rapelling
PEMS Plaridel Tattao	PNP	SAR
Edison Espejo	R41	WASAR/BLS/Rapelling
Roan Jay Daleja	R41	WASAR/BLS/Rapelling
Pfc. Albert Q. Layco	PN(M)	SRR/SAR
PSSG Teodolfo F. Ferrer	Maritime	SRR
Pfc. Ryan S. Obsenares	PN(M)	SRR/SAR

Team 2. Leader :PMAJ Edwin Aragon PNP

Barangays Covered : Mabnang,Union,Lablabig,CadcaDir East/West,San Vicente,Bacsay Cataraoan Sur/Norte

Contact No. **09064386222**

Members

Name	Agency	Expertise
PMSg Elenger Ancheta	PNP	SAR/Driver
PMSg Francis D. Tamayo	PNP	SAR
PSSg Frederick C. Nicolas	BFP	SRR
SFO1 Ronald Valencia	BFP	BLS/EMT/Rapelling
FO2 Neil Egan Martin	BFP	BLS/EMT/Rapelling
Melandro Llamag	R41	WASAR/BLS
James Daleja	R41	WASAR/BLS
Cpl Jestoni H. Calderon	PN(M)	SRR/SAR
CPL Joric Gabol	PN(M)	SRR/SAR

Team 3. Leader :SFO3 Fredelito Santiago -BFP

Barangays Covered : Dibalio,D. Leano,Culao,Pata East/West,Magdalena Buenavista,San Isidro,Santiago,Mapula-pula

Contact No. **09166079684**

Members

Name	Agency	Expertise
SFO1 Dexter Daquioag	BFP	BLS/EMT/Rapelling/Ropemanship
Fo1 Roubie Salvador	BFP	BLS/EMT/Rapelling/Ropemanship
PSSg Jaymarc Vioria	PNP	SAR
PSSg Cezar Richie Udaundo	PNP	SAR
FO1 Rainier Martin	BFP	BLS/EMT/Rapelling
FO3 Joy Daquioag	BFP	BLS/EMT/Rapelling/Ropemanship
John Keith Lubera	R41	WASAR/BLS
Jomar Vidad	R41	WASAR/BLS
PSSG Warlito DC Cabang	Maritime	SRR

Team 4. Leader :SN1 Jul Fretz Mandac - PCG

Barangays Covered : Pinas,San Antonio,Capannikian,Tabbugan, Sto. Nino,Luzon,Malilitao,Sto. Tomas,Alimoan

Contact No. **09178428232**

Members

Name	Agency	Expertise
SN2 James Moratil	PCG	
FO1 Hector Lagarico	BFP	BLS/EMT/Rapelling/Ropemanship
PSSg Jaymarc Vioria	PNP	SAR
PSSg Cezar Richie Udaundo	PNP	SAR
FO1 Judeli Noble De Guzman	BFP	BLS/EMT/Rapelling
Lloyd Valentin	R41	WASAR/BLS

Ranulfo Llanillo	R41	WASAR/BLS
Joel Balanay	R41	WASAR/BLS
Pat Joseph A. Mamba Jr.		

Relief/Evacuation/Rescue Team

Team 5. Leader :_Robert Nebab Sr. R41

Barangays Covered :

Contact No. 09367236409

Members

Name	Organization	Expertise
Robert Nebab Sr.	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Rodel Leonador	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Geoffrey Agarma	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Walter Viernes	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Melandro Llamag	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Junafer Zabala	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Catalino Daoang	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Gilbert Calumpit	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Filbert Ignacio	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Rolando Quilala	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Florentino Abian	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Antonino Caoili jr.	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Sonny Calasag	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Richard Idigpio	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Alfin Taguicana	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Virgilio Valencia	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Joselito Lagran	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Arghie Maruquin	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Rodney Abalos	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP

Wilson Guntang	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
John Paul Pambid	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Osias hernandez	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Rolando Caronan	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Jesus Tagala	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Burigsay	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP
Robert agonez	R41	WASAR/BLS/RAPELLING/ROPEMANSHIP

Note : Marines and Rescue 41 on standby for deployment and substitute to exhausted SRR Teams.



MUNICIPAL EMERGENCY OPERATION CENTER ACTIVATION AND DEACTIVATION PROTOCOLS



1) ACTIVATION

- In the context of a threat (e.g. Tsunami, Stormsurge, Gale warning, Typhoon etc.)
- In anticipation of threat during an event
- In response to an ongoing incident or emergency situation (e.g. Flashflood, Landslide)
- To provide augmentation to other DRRMc, Agency/Organization and IMT working on the ground.
- More than one(1) barangay becomes involved in an incident
- An incident could expand rapidly
- The locality is at risk
- A similar incident in the past require activation
- An emergency is imminent
- Anticipated significant impacts on the population
- Need for support in acquiring additional resources
- If Memo from CVDRRMC is on blue alert
- As directed by The Responsible Official (LCE)

LEVELS OF ACTIVATION: MDRRM Operations Center

NORMAL	EMERGENCY
<p style="text-align: center;"><u>WHITE</u></p> <ul style="list-style-type: none"> • Normal Operations • Monitoring, Coordination and Reporting • During relief operation 	<p style="text-align: center;"><u>BLUE</u></p> <ul style="list-style-type: none"> • Early stages of emergency situation • Heightened monitoring, coordination and reporting <hr/> <p style="text-align: center;"><u>RED</u></p> <ul style="list-style-type: none"> • Imminent emergency situation • Highest level of monitoring, coordination and Reporting

2) ADJUSTING LEVELS OF ACTIVATION

The EOC activation levels may adjust due to:

- Size, scope and complexity of the incident
- Staffing requirements
- Resource support needs

3) DEACTIVATION

- Situation has improved
- Tactical operations no longer require the support by the EOC
- Emergency situation can be effectively managed by lower level IMT and or barangay/organizations
- As directed by the Responsible Official (LCE)

Prepared by :


FOR. JAYZON M. SACRO, ENP.

Noted by :


CELIA T. LAYUS ,MD.

Local Chief Executive/MDRRMC Chairman