Hon. Cielo Krisel Lagman-Luistro
City Mayor

EXECUTIVE ORDER NO. 027-C SERIES OF 2022

RECONSTITUTION OF THE TABACO CITY-INCIDENT COMMAND SYSTEM (TC-ICS) STRUCTURE, COMPOSITION, AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL

WHEREAS, RA 10121 or otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", IRR Rule 7 (h) provides for the establishment of an Incident Command System (ICS) as part of the country's on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

WHEREAS, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of the people affected;

WHEREAS, the new law has restructured the roles of key players during emergency disasters giving local government units the capacity to manage disaster as "first responders" and manage the adverse effects of emergencies and carry out recovery activities;

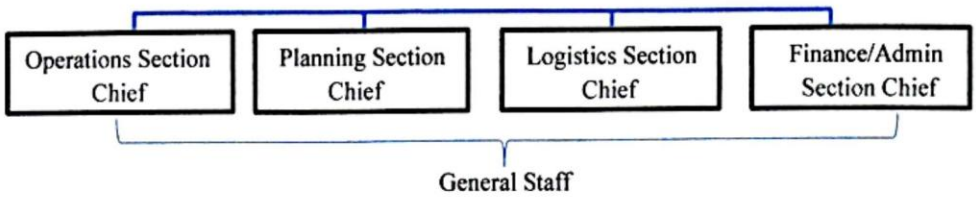
WHEREAS, Executive Order No. 82 entitled "Operationalizing the Practical Guide for National Crisis Managers and the National Crisis Managers Core Manual; Establishing the National and Local Crisis Management Organizations; and Providing Funds thereof" signed by then President Benigno S. Aquino III on September 04, 2012, requires the structuring of an Incident Command System that will govern responses and appropriate actions for pre-disaster, during a disaster and post-disaster responses.

NOW THEREFORE, I, CIELO KRISEL LAGMAN-LUISTRO, City Mayor of Tabaco, by virtue of the powers vested in me by law, do hereby **RECONSTITUTE THE TABACO CITY-INCIDENT COMMAND SYSTEM (TC-ICS) STRUCTURE, ITS COMPOSITION, AND DEFINING ITS TEAM FUNCTIONS,** and order the following:

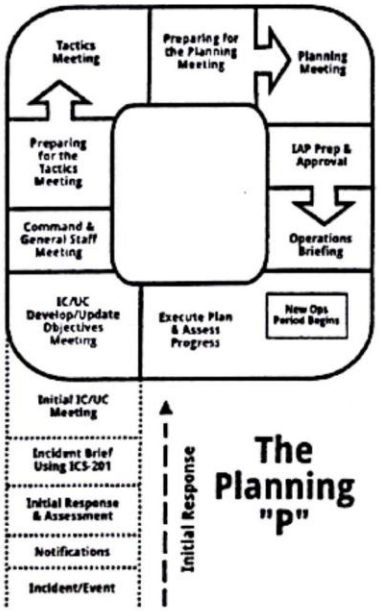
SECTION 1. THE INCIDENT COMMAND SYSTEM. The purpose of the Incident Command System, its structure, compositions, and its functions are presented below:

1.1. Primary ICS Management Structure and Functions:





Functional responsibility:
Command = overall responsibility
Operations = direct tactical actions
Planning = collects/analyzes data and prepares action plans
Logistics = provide logistic support
Finance/Administration = cost accounting and procurement



The Operational Planning Cycle
The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notification, initial response, assessment, planning meeting, and tactics meeting.

Incident Command Post
Incident Command Post will be located at the incident base where primary command functions are performed or at the other functioning incident facilities. For incidents happening within Tabaco City proper, the incident command post will be at the CDRRMO Operations Center.

The TABACO CITY- INCIDENT COMMAND SYSTEM (TC-ICS) COMPOSITION is shown below and shall have the following responsibilities:

1.2. COMMAND STAFF

Responsible Official:	**CIELO KRISEL LAGMAN-LUISTRO,** City Mayor
Deputy Responsible Official:	**HON. NESTOR T. SAN PABLO,** City Vice Mayor
Incident Commander:	**HUGO G. BUEN,** CDRRMO Head
Information Officer:	**GELACIO M. MOLATO, JR.,** LDRRMO III
Liaison Officer:	**ROWENA B. BUENCOSEJO,** LDRRMO II
Safety Officer:	**RONALD ANDREW B. GONZALES,** LDRRMO I

Basic Functions of the Command Staff Incident Commander and Deputy Incident Commander

a. The Incident Commander is responsible for the overall management of the response operations;
b. Determine incident objectives and strategies;
c. Establish priorities in consultation with the staff;
d. Establish Incident Command Post (ICP);
e. Establish appropriate ICS organization based on the situation;
f. Ensure planning meetings are scheduled as required;
g. Approve and authorize the implementation of the Incident Action Plan;
h. Ensure that adequate safety measures are in place;
i. Coordinate with key people and officials;
j. Has overall authority and responsibility for conducting incident operations;
k. Ensure availability of resources and will serve as a link to the higher authorities;
l. Authorize the release of information to the media.

1.3. Information Officer

a. Central point for information dissemination;
b. Works closely with all the different information officers/media;
c. Asks for approval of the Incident Commander before the media release reports.

1.4. 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.

1.5. Safety Officer

a. Works with operations on tactics;
b. Anticipates, detects, and corrects unsafe situations;
c. Has emergency authority to stop unsafe acts/operations.

1.6. GENERAL STAFF

1.6.1. Operations Section Chief

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

1.6.2. 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.

1.6.3. 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

1.6.4. Finance/Administration Section Chief

a. Monitors incident costs;

b. Maintains financial records;

c. Administer procurements;

d. Perform time recordings.

SECTION 2. TABACO CITY LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL. Provides the following to the Incident Commander, through Responsible Officials:

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

SECTION 3. OPERATIONS SECTION. The ICS-Operations Section's structures, organizations, composition, and functions are presented below:

3.1 PRE-DISASTER

3.1.1 Communication and Warning

Chairperson: **HUGO G. BUEN,** CDRRMO Head

Co-chairperson: **GELACIO M. MOLATO, JR.,** LDRRMO III

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:

a. To relay 24-hour weather bulletin and advisory from PAG-ASA;

b. To forewarn vulnerable areas of the possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials;

c. To assist in the activation of warning system devices;

d. To furnish information on updates to responsible persons/agencies;

e. Establish linkage with other agencies;

f. Post and update information advisory thru social networks, websites, Twitter, PAG-ASA, resource agencies, etc.

3.1.2. Pre-emptive Evacuation and Transportation

Chairperson:	**HUGO G. BUEN,** CDRRMO Head
Co-Chairperson:	**RONALD ANDREW B. GONZALES,** LDRRMO I
Members:	**PLTCOL JONATHAN P. LLADOC,** Acting Chief of Police
	SINSP VIOLETA F. RAMIREZ, City Fire Marshal
	PCG Tabaco
	Navy Reserve Force
	All LGU Drivers

Purpose: To provide vehicles for transporting evacuees to the assigned evacuation centers and to give information to the CDRRMO Operations Center on 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 basic necessities and reporting to the barangays the resources that are lacking in the centers.

3.2. DURING DISASTER

3.2.1 Search and Rescue Team

Chairperson:	**SINSP VIOLETA F. RAMIREZ,** City Fire Marshal
Co-chairperson:	**HUGO G. BUEN,** CDRRMO Head
Members:	**PLTCOL JONATHAN P. LLADOC,** Acting-Chief of Police
	ENGR. DINDO BONGALOSA, OIC-City Engineer
	DR. AUDWIN C. AZADA, City Health Officer
	CDRRMO Responders
	PCG Tabaco

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.

3.2.2. Evacuation and Relief Operation

Chairperson:	**MA. SALOME B. VILLANUEVA,** CSWDO
Co-chairperson:	**ENGR. ROLAND B. GARCIA,** GSO Head
Members:	**HON. EDDIE S. PEROL,** LnB President
	DR. SOCORRO V. DELA ROSA, SDS Tabaco
	HUGO G. BUEN, CDRRMO Head
	Civil Security Unit
	Anti-Squatting Team

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. Be the frontline in the event of disaster and calamities;

d. Lead the relocation of victims to a safe place;

e. Monitor the evacuation centers;

f. Conduct stress debriefing of victims (DSWD);

g. Coordinate with other teams;

h. Link with civic groups for continuous provision of basic necessities.

3.2.3. Emergency Medical Services

Chairperson: **DR. AUDWIN C. AZADA**, City Health Officer

Co-Chairperson: **SINSP VIOLETA F. RAMIREZ,** City Fire Marshal

Purpose: Provide medical services (emergencies) & post emergencies.

Basic Functions:

a. Conduct rapid health assessment of affected areas;

b. Dispose of dead bodies if the need arises;

c. Health education/water supply, garbage disposal, etc.;

d. Provide essential medicines/medical supplies;

e. Update the incident commander on the status of the health services, especially the victims;

f. Disseminate Health advice information;

g. Refer to higher authority for serious cases of medical treatment;

h. Recommend and suggest medical actions;

i. Establish protocol of command.

3.2.4. Fire Suppression/Prevention

Chairperson: **SINSP VIOLETA F. RAMIREZ,** City Fire Marshal

Co-Chairperson: **SO4 RONALDO A. CELESTIAL,** Deputy City Fire Marshal

Members: **ENGR. ROY RAÑOLA,** Tabaco Tsinoy Fire Volunteer, President
ROY BORROMEO, Kabalikat Civicom
CDRRMO Tabaco Fire Support Unit
LICOMCEN Fire Brigade
222 RESCUE CIVIC ORG.

Purpose: To minimize the effects of the occurrence of disastrous fires.

Basic Functions:

a. Conduct fire suppression operations during conflagrations;

b. Pre and post-assessment of cost of damage;

c. Prepare reports and submit them to CDRRMO Operations Center.

3.2.5. Security and Safety

Chairperson: **PLTCOL JONATHAN P. LLADOC,** Acting Chief of Police
Co-Chairperson: **HENNIE JUANA B. COLARINA,** Public Safety Office Head

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

Basic Functions:

a. Provide Police visibility at the site;
b. Monitor peace and order situation;
c. Coordinate with barangay tanod/barangay officials at the site;
d. Report incidents to the commander on post for any unusual peace and order situation;
e. Conduct crowd control measures during relief distribution.

3.3. POST-DISASTER

3.3.1. Damage Assessment/Needs Analysis

Chairperson: **ENGR. DINDO B. BONGALOSA,** OIC-City Engineer
Co-chairperson: **ENGR. MARIA AILEEN BOMBON,** OIC-City Agriculturist

Purpose:

a. List down the number of casualties (male, female, age);
b. Account/list down the number of affected families/households (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 a list of injured persons to emergency medical services;
g. Analyze immediate needs at evacuation centers.

Basic Functions:

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

3.3.2. Rehabilitation and Recovery Team

Chairperson: **ENGR. NOEL S. BONAOBRA, EnP,** CPDO Head
Co-chairperson: **ENGR. DINDO B. BONGALOSA,** OIC-City Engineer

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 reports to incident commander;
d. If all requests are granted, implementation will follow.

3.3.3. Retrieval Operation

Chairperson: **SINSP VIOLETA F. RAMIREZ,** City Fire Marshal
Co-chairperson: **DR. AUDWIN C. AZADA,** City Health Officer
Members: **HUGO G. BUEN,** CDRRMO Head

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. Find missing bodies and or property;
c. Coordinate with all the teams.

SECTION 4. PLANNING SECTION. The ICS-Planning Section shall be composed of the following:

4.1. Members: **ENGR. NOEL S. BONAOBRA, EnP,** CPDO Head
HUGO G. BUEN, CDRRMO Head
ENGR. ROLAND B. GARCIA, GSO Head
HON. EDDIE S. PEROL, LnB President

4.2. 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;

SECTION 5. LOGISTICS SECTION. The ICS-Logistics Section shall be composed of the following:

5.1. Members: **ENGR. DINDO B. BONGALOSA**, City Engineer
ENGR. ROLAND B. GARCIA, GSO Head
HUGO G. BUEN, CDRRMO Head
DR. AUDWIN C. AZADA, City Health Officer
HON. EDDIE S. PEROL, LnB President
City Mayor's Office

5.2. Basic Functions: Provides services and support to the Incident Commander
Responsible for:

1. Facilities
2. Transportation
3. Communications
4. Supplies
5. Equipment maintenance and fuel
6. Food services
7. Medical services

SECTION 6. FINANCE ADMINISTRATION. The ICS-Finance Administration shall be composed of the following:

6.1. Members: **RAFAEL C. KALLOS, Ph.D.,** City Treasurer
EVANGELINA BORITO, City Accountant
SHERRY A. TRILLES, City Budget Officer

HON. LUIS RENIR B. BURCE Chairman on Appropriation and Finance

6.2. Basic Functions:

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

SECTION 7. REPEALING CLAUSE. All local orders, directives, and issuances or parts thereof which are inconsistent with this executive order are hereby repealed and modified accordingly.

SECTION 8. SEPARABILITY CLAUSE. If for any reason any section or provision of this order is declared invalid. The remaining portions not affected shall continue to be in full force and effect.

SECTION 9. EFFECTIVITY. This Executive Order shall take effect immediately upon approval.

ISSUED this 29th day of September 2022, in Tabaco City, Albay, Philippines.

CIELO KRISEL LAGMAN-LUISTRO
City Mayor