



Republic of the Philippines
Province of Aurora
MUNICIPALITY OF BALER

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BALER, AURORA WHICH WAS HELD ON DECEMBER 12, 2012 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

Present:

Hon. Nelianto C. Bihasa	Vice Mayor-Presiding Officer
Hon. Danilo M. Ong	SB Member
Hon. Karen G. Angara-Ularan	SB Member- PCL President
Hon. Noel P. Go	SB Member
Hon. Arthur L. Sanchez	SB Member
Hon. Reynaldo E. Mapindan	SB Member
Hon. Gina T. Ritual	SB Member
Hon. Sonia G. Amatorio	SB Member
Hon. Gina Z. Agapito	SB Member-ABC President
Hon. Aya Rose L. Avellaneda	SB Member-SK Fed. Chairman

Absent:

Hon. Nenita DS. Gonzales	SB Member
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ORDINANCE NO. 022-2012

“AN ORDINANCE CREATING THE LOCAL DISASTER RISK REDUCTION MANAGEMENT DIVISION UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND THE POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS”.

Whereas, Section 443 (B) (2) of RA 7160 otherwise known as the Local Government Code of 1991 empowers the Sangguniang Bayan to create such other offices as may be necessary to carry out the purposes of the Municipal Government;

Whereas, Section 447 (A) (1) (VIII) of the same Code likewise authorizes the Sangguniang Bayan to determine the positions, powers, duties and salaries of officials and employees of the municipality;

Whereas, Sec. 12 (a) (b), RA 101211 otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010 mandates that every Local Government Unit shall establish the Local Disaster Risk Reduction and Management Office (LDRRMO);

Whereas, the LDRRMO shall be under the Office of the Municipal Mayor and shall be initially organized and composed of a DRRMO to be assisted by three (3) staff responsible for (1) administration and training; (2) research and planning; and (3) operations and warning;

Now therefore, be it ordained by the Sangguniang Bayan of Baler in session assembled that:

Section 1. Name of the Office/Division. There shall be created a Local Disaster Risk and Reduction Management Division under the Office of the Municipal Mayor in the LGU-Baler.

Section 2. Powers, Duties and Function of the Office/Division. The Local Disaster Risk Reduction and Management Division shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within the territorial jurisdiction.

Section 3. There shall also be created positions under the LDRRMD in the Office of the Mayor, defining its powers, duties and functions as follows:

- a. Disaster Risk Reduction Management Officer II -SG 15
- b. Administrative Officer II - SG 11
- c. Administrative Assistant - SG 8

A. Disaster Risk Reduction and Management Officer II - SG 15

- (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, and technologies for communication within rural communities;
- (6) Formulate and implement a comprehensive and - integrated LDRRMP in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- (7) Prepare and submit to the local sanggunian through the LDRRMC and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the LDRRMO/BDRRMC;
- (8) Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, Civil Society Organizations (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;
- (10) Disseminate information and raise public awareness about those hazards. vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- (11) Identify and implement cost-effective risk reduction measures/strategies;
- (12) Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities 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 accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- (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 Act and legislative provisions relevant to the purpose of this Act;
- (18) Serves as the secretariat and executive arm of the LDRRMC;
- (19) Coordinates other disaster risk reduction and management activities;
- (20) Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- (21) Recommends through the LDRRMC the enactment of local ordinances consistent with the requirements of this Act;
- (22) Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in this Act;
- (23) Establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center;
- (24) Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF 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; and;
- (25) Act on other matters that may be authorized by the LDRRMC.

B. Administrative Officer II - SG 11

Under the general supervision of the DRRMO, shall be in-charge for administration and training of the office and shall perform the following functions::

1. Procure office supplies and equipment and all other needs of the office;
2. Prepare training proposals relative to disaster management for approval;
3. Conduct training, field exercise and drill in coordination with the proper agency;
4. Prepare report of accomplishment for consolidation and submission to RDRRMO and NDRRMO and other concern agencies;
5. Perform such other function that may be assign from time to time by the immediate supervisor.

C. Administrative Assistant - SG 8

Under the general supervision of the DRRMO, shall be in-charge for research and planning and perform the following functions:

1. In coordination with the different outstanding committees of the LDRRMC, prepares plans and strategies for evacuation and relief operations;

2. Conduct research and studies for the different places within the territorial jurisdiction of the municipality to determine whether it is hazardous and disaster risk;
3. Prepares plans and strategies for disaster risk places to prevent loss of life during calamities;
4. Prepare report of accomplishment for submission to proper authority;
5. Perform such other function that may be assign from time to time by the immediate supervisor.

Section 4. The Administrative Aide VI position (Item No. 7) as reflected in the Annual Budget CY 2012 under the Office of the Municipal Mayor shall be transferred to the LDRRM Division retaining its present level of compensation which shall be in charge for operation and warning and shall perform the following functions of Administrative Aide VI (SG-6):

1. In coordination with the concern outstanding committee of the LDRRMC, announce and issues warning precautions to public before, during and after disasters or calamities;
2. Coordinate with the evacuation, relief and rehabilitation committee of the LDRRMC whenever necessary for things that may arise as a result of disaster or calamity within the area of jurisdiction;
3. Prepares report of accomplishment for submission to proper authority;
4. Perform such other function that may be assigned from time to time by the immediate supervisor.

Section 5. Temporary Designation of Personnel. In the absence of funds appropriated for the positions herein created, the Municipal Mayor shall designate personnel who shall temporarily act on the duties and responsibilities prescribed in each position under the said division.

Section 6. Appointment and Qualification. Should there be available personal services funds for the created positions in the succeeding year/s, the DRRMO II, Administrative Officer I, and Administrative Assistant shall be appointed by the Municipal Mayor and whose appointment shall be in accordance with the civil service laws and rules and that the appointee shall have met the following qualifications.

A. Disaster Risk Reduction and Management Officer II -SG 15

- Education : Bachelor's degree
- Training : 8 hours of training relevant to disaster management
- Experience : 1 year of relevant experience
- Eligibility : Career Service Professional 2nd level eligibility

B. Administrative Officer I -SG 11

- Education : Bachelor's degree
- Training : None required
- Experience : None required
- Eligibility : Career Service Professional 2nd level eligibility

C. Administrative Assistant -SG 8

Education : Completion of 2 years college studies
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Career Service Sub-Professional 1st level eligibility

Section 7. Effectivity. This ordinance shall take effect upon its approval.

ENACTED: **12 December, 2012**

INTRODUCERS: **HON. NENITA DS. GONZALES**
HON. GINA Z. AGAPITO

I hereby certify to the correctness of the foregoing ordinance.

GLORIOSO A. VILLAFRANCA
Secretary to the Sangguniang Bayan

Attested:

NELIANTO C. BIHASA
Vice Mayor-Presiding Officer

Approved:

ARTURO J. ANGARA, DMD.
Municipal Mayor

Date: _____