



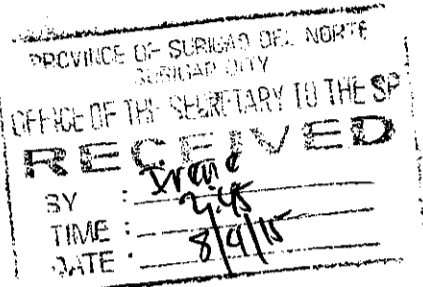
Republic of the Philippines
Caraga Region XIII
Province of Surigao del Norte
Municipality of Alegria

SANGGUNIANG BAYAN OF ALEGRIA

EXCERPTS FROM THE MINUTES OF THE SANGGUNIANG BAYAN OF ALEGRIA, SURIGAO DEL NORTE, HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON JULY 21, 2015.

PRESENT:

Hon. Uldarico S. Uriarte, Jr., MD.	-	Mun. Vice Mayor, Presiding Officer
Hon. Ma. Theresa E. Paz	-	SB Member
Hon. Ernesto C. Odjinar, Sr.	-	SB Member
Hon. Erlinda B. Silvosa	-	SB Member
Hon. Arnold L. Dagcuta	-	SB Member
Hon. Gerry Z. Bacud	-	SB Member
Hon. Nimfa N. Sagaral	-	SB Member
Hon. Josie C. Jalasan	-	SB Member
Hon. Reynaldo B. Ranay	-	SB Member



ABSENT: Hon. Cheryl A. Woolery - LNMB President (on Official Travel)

Ordinance No. 003, Series of 2015

Introduced by: Hon. Arnold L. Dagcuta

Chairperson: Committee on Finance, Ways & Means and Appropriation

"AN ORDINANCE CREATING THE LOCAL DISASTER RISK REDUCTION MANAGEMENT DIVISION UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND THE POSITIONS UNDER SAID OFFICE, DETERMINING THE POWERS, DUTIES AND FUNCTIONS THEREOF"

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, Section 12 (a) (b), RA 10121 otherwise known as "Philippine Disaster Risk Reduction and Management Act 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 Alegria 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 of Alegria, Surigao del Norte.

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 be also created positions under the LDRRMD in the Office of the Mayor, defining its powers, duties and functions as follow:

- a. Disaster Risk Reduction Management Officer II – SG 15
- b. Administrative Assistant – SG 8 (3)



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Duties of the MDRRMO:

- (1) Design program and coordinate disaster risk reduction and management activities consistent with the National Council's standard guidelines;
- (2) Facilitate and support risk assessment and contingency planning activities at the local level;
- (3) Consolidate local disaster risk information which includes natural hazards, vulnerabilities, 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 a disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within the 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 (LDC's);
- (7) Prepare and submit to the local sanggunian through the LDRRMC and the LDC the annual LDRRMO Plan and budget, the proposal 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 the existing policies and procedures;
- (9) Identify, assess and manage the hazards vulnerabilities and risks that may occur in the 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 other 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 and workers are equipped with the 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, to 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) Coordinate other disaster risk reduction and management activities;
- (20) Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- (21) Recommends to through the LDRRMC the enactment of local ordinances consistent with the requirement of this Act;
- (22) Implement policies, approve 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 Operation 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;



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(25) Act on other matters that maybe authorized by the LDRRMC.

(B). 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. 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 exercises and drill in coordination with the proper agency;
4. Prepare a report of accomplishment for consolidation and submission to RDRRMO and NDRRMO and other concerned agencies;
5. Perform such other function that may be assigned from time to time by the immediate supervisor.
6. In coordination with the different outstanding committees of the LDRRMC, prepare plans and strategies for evacuation and relief operations;
7. Conduct research and studies for the different places within the territorial jurisdiction of the municipality to determine whether it is hazardous and disaster risk;
8. Prepare plans and strategies for disaster risk places to prevent loss of life during calamities;
9. Prepare report of accomplishment for submission to proper authority;
10. Perform such other functions that may be assigned from time to time by the immediate supervisor.

Section 4. Temporary Designation of Personnel. In the absence of funds appropriated for the positions herein created in the succeeding year/s, the Municipal Mayor shall designate personnel who shall temporarily act on the duties and responsibilities prescribed in each position under the said division.

Section 5. Appointment and Qualification. Should there be available personal services(PS) funds for the created positions in the succeeding year/s, the DRRMO II, and Administrative Assistants 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:

1. Disaster Risk Reduction and Management Officer II (LDRRMO 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 2 nd Level eligible

2. Administrative Assistant – SG 8

Education	:	Completion of two (2) years college studies
Training	:	4 hours of training relevant training
Experience	:	1 year of relevant experience
Eligibility	:	Career Service Professional 1 st Level eligible

Section 6. Effectivity. This ordinance shall take effect upon its approval.

ADOPTED AND APPROVED. July 21, 2015 on motion of Hon. Arnold L. Dagcuta duly seconded b Hon. Reynaldo B. Ranay.

Let copies of this ordinance be forwarded to the Sangguniang Panlalawigan of Surigao del Norte for appropriate review and approval.

CERTIFIED TRUE AND CORRECT:

ATTESTED:


MARIA ELENA J. BUCONG
SB Secretary


ULDARICO S. URIARTE, JR., MD.
Municipal Vice Mayor/Presiding Officer

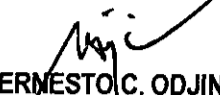


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MA. THERESA E. PAZ
SB Member


ERNESTO C. ODJINAR, SR.
SB Member


ERLINDA B. SILVOSA
SB Member


ARNOLD L. DAGCUTA
SB Member


GERRY Z. BACUD
SB Member


NIMFA N. SAGARAL
SB Member


JOSIE C. JALASAN
SB Member


REYNALDO B. RANAY
SB Member

APPROVED:


DOMINADOR G. ESMA, JR.
Municipal Mayor