



Republic of the Philippines
Province of Surigao del Sur
Municipality of Barobo
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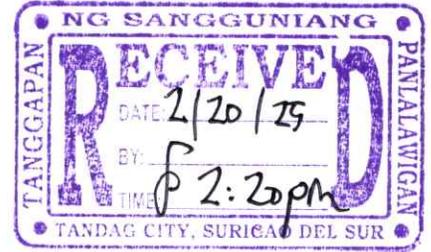
OFFICE OF THE SANGGUNIANG SECRETARY

February 18, 2025

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN

Thru: EDGAR G. PEREZ II, J.D.

Secretary to the Sangguniang Panlalawigan



Sir;

We are respectfully forwarding to your level a copy of **Ordinance No. 01, series of 2025**, enacted by the Sangguniang Bayan, for your review and approval.

ORDINANCE NO. 01
Series of 2025

“ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT, THIS LOCAL GOVERNMENT UNIT; AND TO CREATE THE POSITION OF LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER I CHARGED IN OPERATIONS AND WARNING TO COMPLETELY COMPLEMENT THE STAFFING OF THE SAID OFFICE, AS AMENDED”

Kindly acknowledge receipt thereof.

Thank you.

Very truly yours,


MAY FLOR A. CAGOCO
Sanggunian Secretary



Republic of the Philippines
Province of Surigao del Sur
Municipality of Barobo
OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

In compliance to Section 59 of RA 7160, Article 113, IRR of RA 7610, the hereunder approved ordinance is hereby posted:

ORDINANCE NO. 01, SERIES OF 2025 "ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT, THIS LOCAL GOVERNMENT UNIT; AND TO CREATE THE POSITION OF LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER I CHARGED IN OPERATIONS AND WARNING TO COMPLETELY COMPLEMENT THE STAFFING OF THE SAID OFFICE, AS AMENDED"

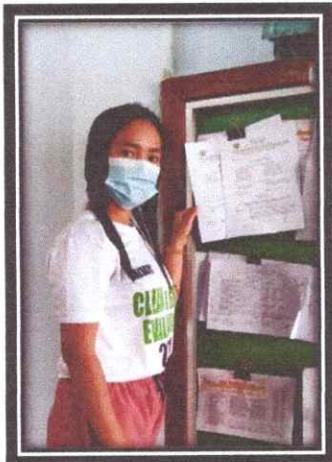
DATE ENACTED: JANUARY 14, 2025

DATE APPROVED: FEBRUARY 17, 2025

DATE POSTED: FEBRUARY 18, 2025

PLACE OF POSTING: PUBLIC TERMINAL


MAY FLOR M. CAGOCO
Sangguniang Secretary





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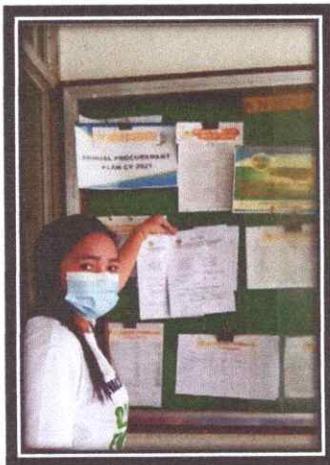
DATE ENACTED: JANUARY 14, 2025

DATE APPROVED: FEBRUARY 17, 2025

DATE POSTED: FEBRUARY 18, 2025

PLACE OF POSTING: MUNICIPAL HALL


MAY FLOR M. CAGOCO
Sangguniang Secretary





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Province of Surigao del Sur
Municipality of Barobo
OFFICE OF THE SANGGUNIANG BAYAN

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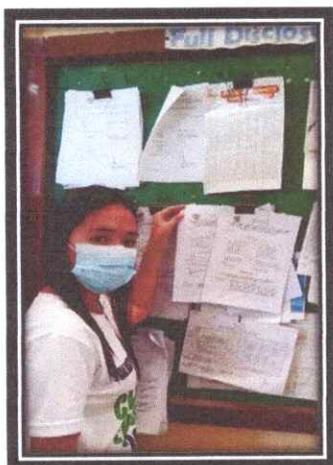
DATE ENACTED: JANUARY 14, 2025

DATE APPROVED: FEBRUARY 17, 2025

DATE POSTED: FEBRUARY 18, 2025

PLACE OF POSTING: PUBLIC MARKET

MAY FLOR M. CAGOCO
Sangguniang Secretary





Refer to: Committee on Good
Government, Public Ethics
and Accountability

OFFICE OF THE SANGGUNIANG BAYAN

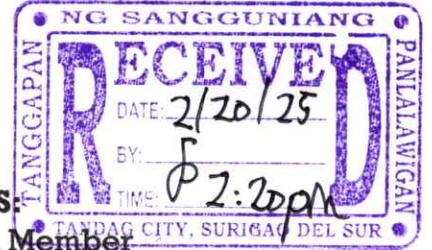
Purok-1A, Poblacion, Barobo, Surigao del Sur Area Code: (086) 311-1355 sangguniangbayan.barobo@gmail.com

used

**EXCERPTS FROM THE MINUTES OF THE 2ND REGULAR SESSION OF
THE SANGGUNIANG BAYAN OF BAROBO, SURIGAO DEL SUR,
HELD ON JANUARY 14, 2025 AT THE SB SESSION HALL**

Present: 8

HON. ALLAN C. BERNAL
Vice Mayor / Regular Presiding Officer



REGULAR SANGGUNIANG BAYAN MEMBERS:

- Hon. Narciso A. Moresca - Sangguniang Bayan Member
- Hon. Richard B. Balahay - Sangguniang Bayan Member
- Hon. Charisse R. Ferrer - Sangguniang Bayan Member
- Hon. Eunizel S. Bacolod - Sangguniang Bayan Member
- Hon. Nancy P. Silva - Sangguniang Bayan Member
- Hon. Elyneth S. Mosquera - Sangguniang Bayan Member

EX-OFFICIO MEMBERS:

- Hon. Arnel A. Templanza - ABC President/Ex-Officio Member

On Official Business: 1

- Hon. Matias V. Caybot - Sangguniang Bayan Member

On Sick Leave: 1

- Hon. Robert Louis D. Avila, III - Sangguniang Bayan Member

On Special Leave: 1

- Hon. Ethel M. Rosales - SK Fed. President/Ex-Officio Member

Guest: 1

- PMSg Ivan Rod T Suello - Chief Investigator, Barobo-MPS;
President, Sepak Takraw Barobo Club

SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Pantlalawigan
Telephone No.: (086) - 2115832
E-Mail: tpsurigaosur@yahoo.com
tpsurigaodelsur@gmail.com
OSSP-SDS-2025-4480
Time: _____
Received by: _____

**ORDINANCE NO. 01
Series of 2025**

**“ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL
DISASTER RISK REDUCTION AND MANAGEMENT, THIS LOCAL
GOVERNMENT UNIT; AND TO CREATE THE POSITION OF
LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER I
CHARGED IN OPERATIONS AND WARNING TO COMPLETELY
COMPLEMENT THE STAFFING OF THE SAID OFFICE,
AS AMENDED”**

Sponsored by : **HON. RICHARD B. BALAHAY**

Co-Sponsored by: **HON. NARCISO A. MORESCA, HON. CHARISSE R. FERRER, HON. EUNIZEL S. BACOLOD, HON. NANCY P. SILVA, HON. ELYNETH S. MOSQUERA, and HON. ARNEL A. TEMPLANZA**

WHEREAS, REPUBLIC ACT No. 10121 - AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM, PROVIDING FOR THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT FRAMEWORK AND INSTITUTIONALIZING THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT PLAN, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES, wherein, Section 12 thereof provides:

“Section 12. Local Disaster Risk Reduction and Management Office (LDRRMO). - (a) There shall be established an LDRRMO in every xxx municipality, which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction.

(b) The LDRRMO shall be under the office of the xxx municipal mayor. The LDRRMO 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”;*

WHEREAS, the Sangguniang Panlalawigan, on its review and approval of the CY 2024 Annual Budget for this municipality, it was conditionally approved with emphatic annotation that Section 12 of RA 10121 should be complied with;

WHEREAS, the Office of the Executive has submitted a letter-request to the Sangguniang Bayan for an enactment of an Ordinance creating the Municipal Disaster Risk Reduction Management Office as required of in Section 12 (a) of Republic Act 10121; and the creation a position of Local Disaster Risk Reduction Management Officer I charged on Operations and Warning to complement the staffing pattern of said office as provided for in Section 12 (b) of said Act;

WHEREAS, with the existing roster of personnel in this LGU, employees performing on local disaster risk reduction and management were under the Office of the Executive, but with the creation of LDRRMO, this will now be a separate office;

WHEREAS, Section 2.0, (b) of JMC Circular No. 2014-1 of the National Disaster Risk Reduction and Management Council (NDRRMC), Department of Interior and Local Government (DILG) and the Civil Service Commission (CSC), dated April 4, 2014, provides that:

“The LDRRMO shall be under the Office of the xxx Municipal Mayor, which shall be composed of DRRMO to be assisted by three (3) staff responsible for:

- (1) Administration and Training;
- (2) Research Planning;
- (3) Operations and Warning;

WHEREAS, this Sangguniang Bayan had enacted Ordinance No. 11, Series of 2024, entitled **ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT, THIS LOCAL GOVERNMENT UNIT; AND TO CREATE THE POSITION OF LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER I CHARGED IN OPERATIONS AND WARNING TO COMPLETELY COMPLEMENT THE STAFFING OF THE SAID OFFICE**, but was returned by the Sangguniang Panlawigan for **rectification** through its SP Resolution No. 2605-24, S. 2024, based on the following observations:

1. The Sangguniang Bayan of Barobo failed to present the Organizational Structure and Staffing Pattern of the newly created department including the position descriptions in adherence to CSC MC 12-2022, dated September 20, 2022;
2. The creation of Local Disaster Risk Reduction Management Officer I, SG 11 substantially complies with the Position Classification System and LBS 137-2021. It is however, recommended that the LGU shall adhere to the qualifications set forth for the position under NDRRMC-DILG-DBM-CSC JMC 2014-1, dated April 4, 2014;

WHEREAS, as rectification, all the observations were complied herewith.

NOW THEREFORE:

BE IT ORDAINED, by the Sangguniang Bayan of Barobo, Surigao del Sur, duly assembled in session, **THAT:**

Section 1. CREATION OF LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICE (LDRRMO). There is hereby created a Local Disaster Risk Reduction Management Office in this Local Government Unit, which composes the following:

Position Title	Salary Grade	Item in the Plantilla of Personnel	Qualification
1. Local DRRM Officer III	18	1	Education: Bachelor's Degree Experience: 2 years of relevant experience on DRRM Training: 8 hours of relevant training on DRRM Eligibility: Career Service Professional/ 2 nd Level Eligibility
2. LDRRM Officer I (Administration and Training)	11	2	Education: Bachelor's Degree Experience: None Required Training: None Required Eligibility: Career Service Professional/ 2 nd Level Eligibility
3. LDRRM Officer I (Research and Planning)	11	3	Education: Bachelor's Degree Experience: None Required Training: None Required Eligibility: Career Service Professional/ 2 nd Level Eligibility
4. LDRRM Officer I (Operations and Warning)	11	4	Education: Bachelor's Degree Experience: None Required Training: None Required Eligibility: Career Service Professional/ 2 nd Level Eligibility
5. Administrative Aide III (Utility Worker II)	3	5	Education: Must be able to read and write Experience: None Required Training: None Required Eligibility: None Required (MC 11, s. 96 Cat. III)

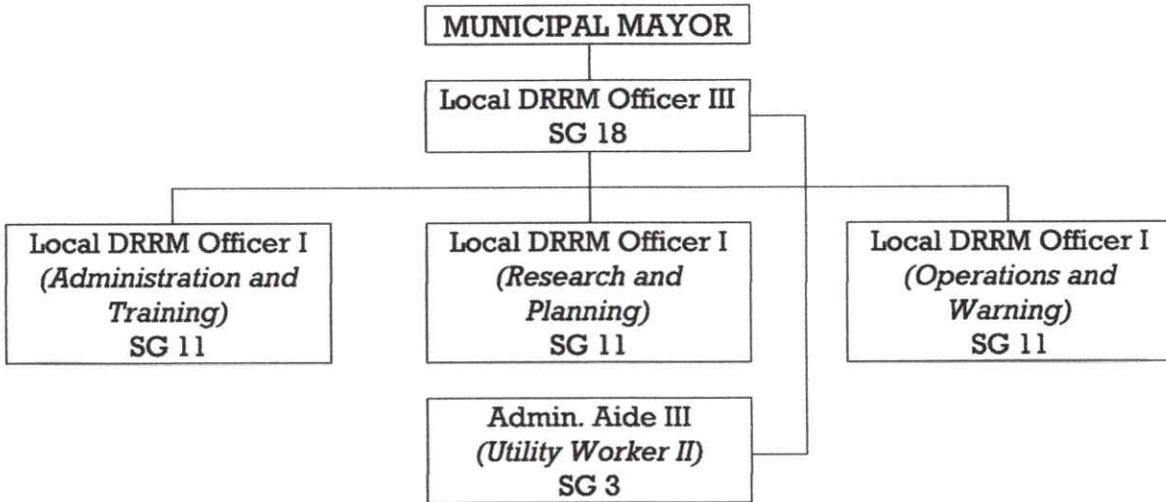
Section 2. CREATION OF POSITION OF LOCAL RISK REDUCTION MANAGEMENT OFFICER I – (OPERATIONS AND WARNING). To complement Section 12 of said Republic Act, there is hereby created the position of Local Disaster Risk Reduction Management Officer I charged of Operations and Warning for the stakeholders, volunteers and other persons tapped to undertake the management, rescue and operations, and other activities that may be undertaken to mitigate occurrences of disasters, more specifically described as follows:





Section 3. ORGANIZATIONAL STRUCTURE OF THE LOCAL DISASTER AND RISK REDUCTION MANAGEMENT OFFICE (LDRRMO).

Herein in the Organizational Structure of the LDRRMO.



Section 4. DUTIES AND FUNCTIONS OF THE OFFICE AND THE PERSONNEL:

A. LDRRMO III:

Acts as Head of the Office. Responsible in setting the direction, development, implementation, and coordination of disaster risk reduction and management programs within the territorial jurisdiction of the Municipality of Barobo; and holds overall supervision over the Staff of the Office.

B. LDRRMO I - RESEARCH AND PLANNING:

1. Design, program, and coordinate DRRM activities, consistent with the NDRRMC'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. Conduct research and development initiatives on DRRM;
5. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);

6. Prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan and Budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
7. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
8. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
9. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
10. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of the Civil Defense (OCD) and the local government operations officer of the DILG; and
11. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

C. LDRMMO I – ADMINISTRATION AND TRAINING:

1. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
2. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
3. Identify and implement cost-effective risk reduction measures and strategies;
4. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
5. 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 DRRM in its area;
6. 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 mother to breastfeed;
7. Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
8. Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121; and
9. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

D. LDRMMO I - OPERATIONS & WARNING:

1. Operate a multi-hazard early warning system, linked to DRR 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;
2. 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;
3. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
4. 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;
5. Coordinate other DRRM activities;
6. Establish linkage and/or network with other LGUs for DRR and emergency response purposes;
7. Establish a municipal and barangay DRRM Operations Center;
8. Give early warning to the most vulnerable sectors, (women, children, senior citizens, and PWD) to respond to their needs; and
9. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors, (women, children, senior citizen and PWD).

E. ADMINISTRATIVE AIDE III (Utility Worker II):

Extends administrative support to the LDRRM Office, more particularly the LDRRM OFFICER III, being the Head of the Office.

Section 5. DEFINITION OF ACRONYMS. Herein below are the definition of acronyms as used in this Ordinance, viz:

Act	- refers to Republic Act 10121
BDRRMC	- Barangay Disaster Risk Reduction and Management Center
CSO	- Civil Society Organization
DRRMP	- Disaster Risk Reduction Management Plan
LDRRMC	- Local Disaster Risk Reduction and Management Council
LDRRMF	- Local Disaster Risk Reduction and Management Fund

- LDRRMO - Local Disaster Risk Reduction and Management Office
- LGU - Local Government Unit of Barobo, Surigao del Sur
- OCD - Office of the Civil Defense

Section 6. EFFECTIVITY. This Ordinance shall take effect immediately upon approval.

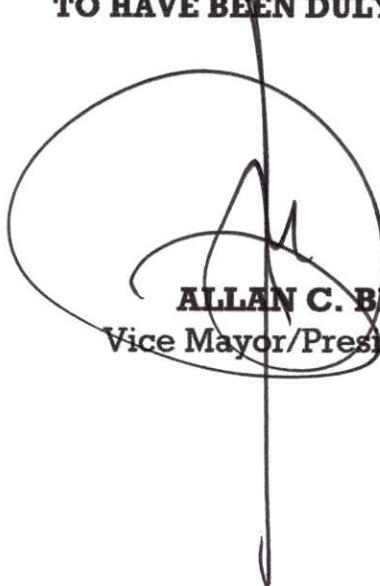
ENACTED: January 14, 2025

FINALLY VOTED: January 14, 2025

I HEREBY CERTIFY the correctness of the foregoing Ordinance No. 1, Series of 2025.


MAY FLORA A. CAGOCO
 Sanggunian Secretary

**ATTESTED AND CERTIFIED
 TO HAVE BEEN DULY ADOPTED:**


ALLAN C. BERNAL
 Vice Mayor/Presiding Officer

APPROVED:


JOEY S. PAMA
 Municipal Mayor

FEB 17 2025