



Republic of the Philippines
Province of Surigao del Sur
Municipality of Madrid

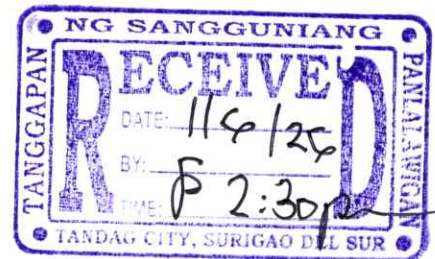
OFFICE OF THE SANGGUNIANG BAYAN

January 6, 2026

Hon. MANUEL O. ALMEDA, SR.

Vice-Governor/ Presiding Officer

Office of the Sangguniang Panlalawigan
Province of Surigao del Sur
Capitol Site, Tandag City



Thru: EDGAR G. PEREZ II, JD

Secretary to the Sangguniang the Sangguniang Panlalawigan
Office of the Sangguniang Panlalawigan

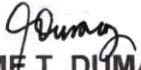
Dear Vice Governor Alameda:

Greetings from the Office of Sangguniang Bayan Madrid!

Respectfully submitting herewith the attachments for Municipal Ord. No. 18-2025 entitled, *"An Ordinance Mandating the Use of Disaster Response Operations Monitoring and Information Center (DROMIC) Tools in all evacuation protocols and disaster response operations in the Municipality of Madrid, Surigao del Sur, and for other purposes"*, duly approved by the Sangguniang Bayan of Madrid during its 20th Regular Session held on 24th day of November 2025.

Thank you for your kind attention and appropriate action.

By the authority of the Sangguniang Bayan:


JAIME T. DUMAY, JR.
Acting SB Secretary/ LLSO I

Refer To: Committee on Disaster Risk Reduction
and Climate Change Adaptation
noted

Office of the Sangguniang Bayan
RELEASED
By: *Thung*
Date: 1-5-2024



Republic of the Philippines
Municipality of Madrid
Province of Surigao del Sur

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 20TH REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON TUESDAY, NOVEMBER 24, 2025 AT THE SB SESSION HALL, 2ND FLOOR, MADRID OPERATIONS CENTER, MADRID, SURIGAO DEL SUR.

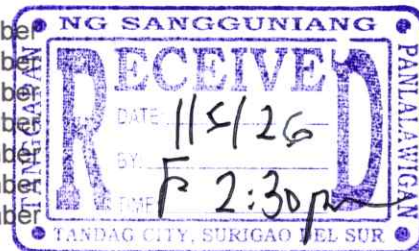
PRESENT:

HON. GLENN F. TEVES
Vice Mayor/ Presiding Officer

REGULAR MEMBERS:

HON. MA. LINA PATRICIA Y. PORTILLANO
HON. BENJIE LESLY Y. MELASA
HON. APRIL GRACE A. MATA
HON. MAURICE Y. URQUIA
HON. CORAZON D. ARJONA
HON. JOCILLE D. URIARTE
HON. DOMINGO P. CORTES

- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member



EX-OFFICIO MEMBERS:

HON. BENJAMIN A. TINDOGAN
HON. VIDAL B. DAHONOG, JR.

- IPMR / SB Member
- ABC Pres. / SB Member

ON OFFICIAL BUSINESS:

HON. CHRISTY JANE D. SULLANO

- SK Fed. Pres. /SB Member

ABSENT:

HON. AL VINTON U. MAGABILI

- SB Member/ Sick Leave

MUNICIPAL ORDINANCE NO. 18
Series of 2025

"AN ORDINANCE MANDATING THE USE OF THE DISASTER RESPONSE OPERATIONS MONITORING AND INFORMATION CENTER (DROMIC) TOOLS IN ALL EVACUATION PROTOCOLS AND DISASTER RESPONSE OPERATIONS IN THE MUNICIPALITY OF MADRID, SURIGAO DEL SUR, AND FOR OTHER PURPOSES."

Author: HON. BENJIE LESLY Y. MELASA
Committee on Disaster Risk-Reduction and Management

Enacted: All members present

EXPLANATORY NOTE

Section 2(d) of Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," mandates the adoption of a disaster risk reduction and management approach that is comprehensive, integrated, and responsive to all levels of governance. The Department of Social Welfare and Development (DSWD), through the Disaster Response Management Bureau (DRMB), developed the DROMIC Tools to standardize the data collection, monitoring, and reporting processes during disaster and calamity situations.

The DROMIC Tools are used for recording disaster incidents, evacuation details, number and status of evacuees, and relief assistance provided — ensuring reliable, consistent, and evidence-based decision-making during response operations.

The institutionalization of the DROMIC Tools in the Municipality of Madrid will enhance the efficiency, transparency, and accuracy of disaster response and evacuation management, aligning with the standards set by the National Disaster Risk Reduction and Management Council (NDRRMC) and DSWD.

It is imperative to adopt a uniform and systematic data gathering and reporting process at the barangay and municipal levels to ensure timely coordination and effective delivery of humanitarian assistance.

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Madrid, Surigao del Sur, in session duly assembled, that:



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the
Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph

Date: _____
Time: _____
Received by: _____

SECTION 1. TITLE. This Ordinance shall be known as the "DROMIC Utilization and Evacuation Data Protocol Ordinance of the Municipality of Madrid."

SECTION 2. POLICY STATEMENT. It is hereby declared the policy of the Municipality of Madrid to ensure efficient, transparent, and accountable management of disaster response and evacuation operations through the mandatory use of standardized DROMIC Tools prescribed by DSWD.

SECTION 3. MANDATORY USE OF DROMIC TOOLS. All Barangay Disaster Risk Reduction and Management Committees (BDRRMCs), the Municipal Disaster Risk Reduction and Management Office (MDRRMO), and all agencies involved in evacuation and disaster response operations are hereby mandated to:

- a. Use the official DROMIC Forms and Tools for data collection and reporting;
- b. Submit regular situation reports (SitReps) to the MDRRMO during disaster events;
- c. Ensure accuracy, timeliness, and consistency of submitted data; and
- d. Coordinate with the Municipal Social Welfare and Development Office (MSWDO) and MDRRMO for validation of reports.

SECTION 4. CAPACITY BUILDING. The MDRRMO and MSWDO, in coordination with DSWD and the Provincial DRRMO, shall conduct training and orientation sessions on the use of DROMIC tools for all Barangay DRRMCs, camp managers, and emergency response teams.

SECTION 5. MONITORING AND EVALUATION. The MDRRMO shall be responsible for monitoring the compliance of barangays with this ordinance and shall compile, consolidate, and submit the DROMIC reports to the Provincial and Regional DROMIC Centers as required.

SECTION 6. FUNDING. Funds necessary for the implementation of this Ordinance shall be charged to the 5% Local Disaster Risk Reduction and Management Fund (LDRRMF), subject to availability and existing budgeting laws.

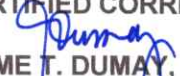
SECTION 7. PENALTY CLAUSE. Non-compliance or willful neglect of duties under this Ordinance by any responsible officer or personnel may be subject to administrative action as may be provided by the Civil Service Commission and relevant laws.

SECTION 8. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid, the remaining provisions not affected thereby shall remain in full force and effect.

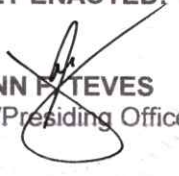
SECTION 9. EFFECTIVITY. This Ordinance shall take effect immediately after approval and publication in a newspaper of local circulation or posting in at least three (3) conspicuous places within the Municipality of Madrid.

ENACTED: this 24th day of November 2025 at Madrid, Surigao del Sur

CERTIFIED CORRECT:


JAIME T. DUMAY, JR.
LLO I/Acting SB Secretary

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**


HON. GLENN P. TEVES
Vice Mayor/Presiding Officer

APPROVED:


JUAN PAOLO L. LOPEZ
Municipal Mayor

Date: **'JAN 05 2026'**