



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

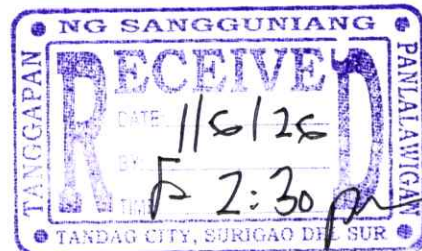
OFFICE OF THE SANGGUNIANG BAYAN

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!

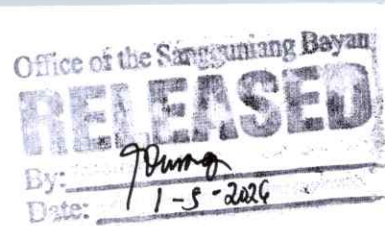
Respectfully submitting herewith the attachments for Municipal Ord. No. 19-2025 entitled, "An Ordinance Establishing the Evacuation Centers and Mandating Evacuation Protocols during Disasters in the Municipality of Madrid, Surigao del Sur, and for other purposes", duly approved by the Sangguniang Bayan 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



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

EX-OFFICIO MEMBERS:

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

ON OFFICIAL BUSINESS:

HON. CHRISTY JANE D. SULLANO

ABSENT:

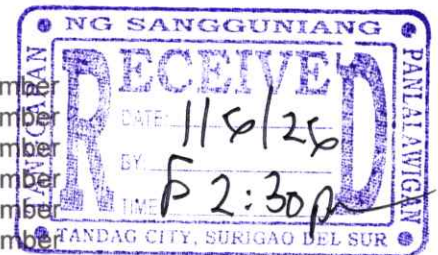
HON. AL VINTON U. MAGABILI

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

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

- SK Fed. Pres. /SB Member

- SB Member/ Sick Leave



MUNICIPAL ORDINANCE NO. 19
Series of 2025

“AN ORDINANCE ESTABLISHING THE EVACUATION CENTERS AND MANDATING EVACUATION PROTOCOLS DURING DISASTERS 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 15, Article II of the 1987 Philippine Constitution provides that the State shall protect and promote the right to health and safety of the people and instill health consciousness among them. The Republic Act No. 10121, otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010,” mandates every local government unit to strengthen its institutional capacity for disaster risk reduction and management, including preparedness, response, and rehabilitation. Section 12 of RA 10121 also mandates every local government unit to establish an LDRRMO responsible for ensuring the operation of disaster risk reduction and management activities, including the management of evacuation centers.

The Republic Act No. 10821, otherwise known as the “Children’s Emergency Relief and Protection Act,” directs LGUs to establish permanent evacuation centers equipped with facilities that address the basic needs of affected individuals, especially women, children, the elderly, and persons with disabilities.

The establishment of evacuation centers and the formulation of evacuation protocols will ensure the safety, protection, and well-being of the residents of Madrid during disasters and emergencies.

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 "Evacuation Center Establishment and Evacuation Protocol Ordinance of the Municipality of Madrid."

SECTION 2. POLICY STATEMENT. It is hereby declared the policy of the Municipality of Madrid to ensure the safety, dignity, and welfare of its constituents during disasters and emergencies by establishing designated evacuation centers and enforcing standardized evacuation protocols in coordination with the Municipal Disaster Risk Reduction and Management Council (MDRRMC) and Barangay DRRMCs.

SECTION 3. ESTABLISHMENT OF EVACUATION CENTERS.

a. The Municipality of Madrid shall establish and maintain permanent and temporary evacuation centers strategically located in safe areas within the municipality and barangays.

b. The Municipal Engineer's Office, in coordination with the MDRRMO, MSWDO, and the Municipal Health Office (MHO), shall ensure that all designated evacuation centers meet the minimum standards prescribed by DSWD, DILG, and OCD, such as:

Structural safety and accessibility;

Adequate space and ventilation;

Water, sanitation, and hygiene (WASH) facilities;

Gender-sensitive and child-friendly spaces;

Separate accommodations for men and women, and provisions for persons with disabilities (PWDs) and senior citizens.

c. Each barangay shall identify at least one (1) designated evacuation site and submit it to the MDRRMO for inclusion in the Municipal Evacuation Center Database and hazard maps.

SECTION 4. EVACUATION PROTOCOLS. The MDRRMO, in coordination with Barangay DRRMCs and partner agencies, shall adopt and implement Evacuation Protocols covering the following components:

- a. Early Warning and Pre-Emptive Evacuation. Activation of early warning systems and dissemination of advisories to at-risk communities prior to the onset of disasters.
- b. Evacuation Activation. Evacuation orders shall be issued by the Municipal Mayor or the MDRRMO, in coordination with Punong Barangays, upon recommendation of the Municipal DRRMC.
- c. Evacuation Transport and Security. Designated transport routes and security assistance shall be provided by the PNP, BFP, and other response agencies to ensure orderly movement.
- d. Camp Coordination and Camp Management. Trained Camp Managers shall oversee the management of evacuation centers, including registration, relief distribution, and maintenance of order.
- e. Evacuee Registration and Data Management. Each evacuee or family shall be registered upon entry using standard data collection forms for accurate monitoring and assistance provision.
- f. Return and Recovery. Evacuation centers shall be vacated only upon clearance from the MDRRMO, ensuring that returning families' homes are safe for re-entry.

SECTION 5. RESPONSIBILITIES OF THE MDRRMO. The Municipal Disaster Risk Reduction and Management Office (MDRRMO) shall:

- a. Identify, map, and maintain all evacuation centers;
- b. Develop and disseminate evacuation protocols to all barangays;
- c. Conduct regular drills, orientations, and simulations for barangay officials and responders;
- d. Coordinate with the DSWD, MHO, PNP, and other agencies in providing services to evacuees; and
- e. Maintain updated records and reports on the usage and condition of evacuation centers.

SECTION 6. FUNDING. Funds necessary for the implementation of this Ordinance shall be sourced from the Local Disaster Risk Reduction and Management Fund (LDRRMF) and other available funding sources, subject to existing accounting and auditing rules.

SECTION 7. PENALTY CLAUSE. Any public officer or personnel who willfully neglects their duties or refuses to comply with this Ordinance shall be subject to administrative sanctions in accordance with existing laws and regulations.

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

SECTION 9. EFFECTIVITY. This Ordinance shall take effect immediately upon approval and after 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