

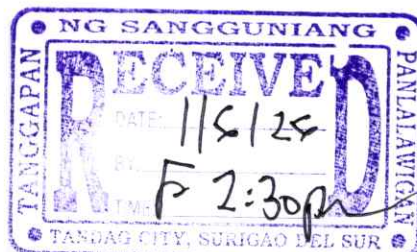


Republic of the Philippines
Province of Surigao del Sur
Municipality of Madrid

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. 22-2025 entitled, "An Ordinance the Institutionalization of the Incident Command System (ICS) in all Barangays and Local Government Offices of 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

Office of the Sangguniang Bayan
RELEASED
By: *[Signature]*
Date: *1-5-2026*



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

noted

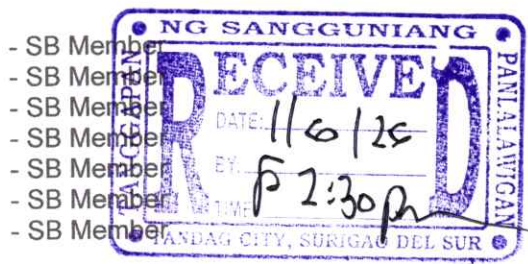
OFFICE OF THE SANGGUNIANG BAYAN

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. 22
Series of 2025

“AN ORDINANCE MANDATING THE INSTITUTIONALIZATION OF THE INCIDENT COMMAND SYSTEM (ICS) IN ALL BARANGAYS AND LOCAL GOVERNMENT OFFICES OF 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 declares that the State shall protect and promote the right to life and property and shall promote the safety and general welfare of the people.

The Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates all local government units to strengthen their institutional capacities for disaster risk reduction and management, and to establish and implement mechanisms for coordination, command, and control during emergencies and disasters.

The Incident Command System (ICS) is a standardized on-scene, all-hazards incident management concept that allows responders to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

The National Disaster Risk Reduction and Management Council (NDRRMC), through Memorandum Circular No. 4, s. 2012, has adopted the ICS as the standard incident management system for all government agencies and response organizations in the Philippines.

The institutionalization of ICS in all barangays and municipal offices will ensure effective coordination, communication, and command in times of emergencies, thus promoting safety, order, and efficiency in disaster response operations;



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: _____

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

SECTION 1. TITLE. This Ordinance shall be known as the "Incident Command System (ICS) Institutionalization Ordinance of the Municipality of Madrid, Surigao del Sur."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality of Madrid to strengthen its disaster preparedness and response mechanisms by institutionalizing the Incident Command System (ICS) in all barangays and municipal departments, ensuring a unified command, coordination, and control structure during emergencies, disasters, and planned events.

SECTION 3. DEFINITION OF TERMS. For purposes of this Ordinance:

- a. Incident Command System (ICS) – a standard, on-scene, all-hazards incident management concept that enables coordinated response among various agencies through a common organizational structure.
- b. Incident Commander (IC) – the overall leader responsible for all incident activities, including the development of strategies and the release of resources.
- c. Emergency Operations Center (EOC) – the physical or virtual location where coordination and support to incident command operations are facilitated.
- d. Barangay Incident Command Post (BICP) – the designated on-site command area where the Barangay Incident Commander manages the emergency operations.

SECTION 4. COVERAGE. This Ordinance shall apply to:

All Barangays within the Municipality of Madrid; and

All Municipal Government Offices, departments, and agencies.

Each barangay and LGU office shall adopt and implement the ICS framework appropriate to its level of operation and function.

SECTION 5. INSTITUTIONALIZATION OF ICS. The Incident Command System (ICS) is hereby institutionalized in all Barangay Disaster Risk Reduction and Management Committees (BDRRMCs) and all Municipal Government Offices as the standard mechanism for on-scene incident management.

All emergency response operations, planned events, or disaster management activities within the Municipality shall utilize the ICS structure as prescribed by the NDRRMC.

The ICS shall be integrated into all local DRRM plans, contingency plans, and standard operating procedures (SOPs) of both the municipal and barangay levels.

SECTION 6. LEAD OFFICE. The Municipal Disaster Risk Reduction and Management Office (MDRRMO) shall:

Serve as the Lead Implementing Office of the ICS;

Conduct orientation, training, and simulation exercises for all municipal offices and barangays;

Establish an Incident Management Team (IMT) for municipal-level incidents; and

Provide technical assistance to all barangays in organizing their Barangay Incident Management Teams (BIMTs).

SECTION 7. BARANGAY IMPLEMENTATION. Each Barangay Disaster Risk Reduction and Management Committee (BDRRMC) shall:

Designate a Barangay Incident Commander and assign members to key ICS positions (Operations, Planning, Logistics, Finance/Admin).

Conduct regular ICS drills or tabletop exercises.

Adopt a Barangay Incident Command Post (BICP) within its emergency response plan.

Maintain coordination with the MDRRMO and the Municipal EOC.

SECTION 8. CAPACITY BUILDING. The MDRRMO, in coordination with the DILG and OCD-Caraga, shall:

Conduct ICS training programs (ICS Levels I to IV) for municipal and barangay officials and responders;

Develop local ICS manuals and templates adapted to the context of Madrid;

Include ICS competency as part of the annual DRRM capacity-building program of the Municipality.

SECTION 9. FUNDING. Funding for the implementation of this Ordinance shall be sourced from the Local Disaster Risk Reduction and Management Fund (LDRRMF) and may be augmented by the general fund or other available sources, subject to existing budgeting and accounting rules.

SECTION 10. MONITORING AND EVALUATION. The MDRRMO shall monitor and evaluate the implementation of ICS across all barangays and LGU offices and submit an annual report to the Municipal DRRM Council and the Sangguniang Bayan on the compliance status and progress of ICS institutionalization.

SECTION 11. PENALTY CLAUSE. Failure of any barangay or municipal office to comply with the provisions of this Ordinance without valid reason shall subject the responsible officials to administrative action under existing laws and regulations, after due process.

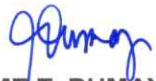
SECTION 12. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

SECTION 13. REPEALING CLAUSE. All ordinances, resolutions, executive orders, or portions thereof inconsistent with this Ordinance are hereby repealed or amended accordingly.

SECTION 14. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately after approval and compliance with the posting and publication requirements as provided in the Local Government Code of 1991.

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

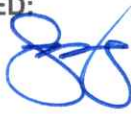
CERTIFIED CORRECT:


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

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


HON. GLENN F. TEVES
Vice Mayor/Presiding Officer

APPROVED:


JUAN PAOLO L. LOPEZ
Municipal Mayor

Date: JAN 05 2026