



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

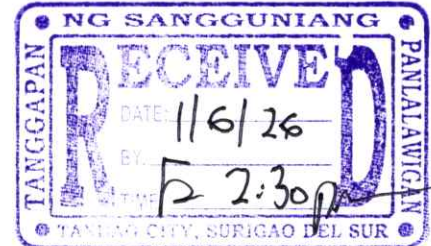
OFFICE OF THE SANGGUNIANG BAYAN

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. 23-2025 entitled, "An Ordinance the Institutionalizing the Local Disaster Risk Reduction and Management Office (LDRRMO) of the Municipality of Madrid, Surigao del Sur, and Providing for Its Organizational Structure, Staffing Pattern, and Functions", 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 Good Government, Public
Effice and Accountability *noted*

Office of the Sangguniang Bayan

RELEASED

By: *[Signature]*
Date: 1-5-2026



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.

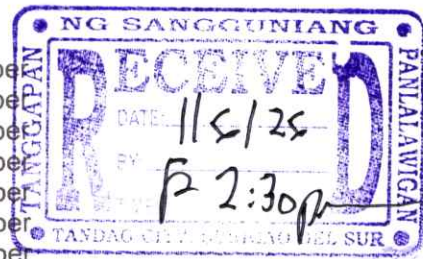
PRESENT:

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. 23

Series of 2025

“AN ORDINANCE INSTITUTIONALIZING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (LDRRMO) OF THE MUNICIPALITY OF MADRID, SURIGAO DEL SUR, AND PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE, STAFFING PATTERN, AND FUNCTIONS.”

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 health and safety of the people and instill health consciousness among them.

Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise powers necessary for the promotion of the general welfare, which includes disaster preparedness and management.

The Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates the establishment of a Local Disaster Risk Reduction and Management Office (LDRRMO) in every local government unit to ensure the effective implementation of disaster risk reduction and management programs, projects, and activities.

The Municipality of Madrid recognizes the necessity of institutionalizing a permanent office with dedicated personnel and resources to perform disaster prevention, mitigation, preparedness, response, and rehabilitation functions.

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 “Ordinance Institutionalizing the Local Disaster Risk Reduction and Management Office (LDRRMO) 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 institutional capacity for disaster risk reduction and management and climate change adaptation by establishing a fully functional Local Disaster Risk Reduction and Management Office (LDRRMO) in accordance with Republic Act No. 10121 and other pertinent laws.

SECTION 3. CREATION OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE. There is hereby created and institutionalized a Local Disaster Risk Reduction and Management Office (LDRRMO) under the Office of the Municipal Mayor.
The LDRRMO shall serve as the focal office for the implementation of the four thematic areas of DRRM:

- Prevention and Mitigation
- Preparedness
- Response, and
- Rehabilitation and Recovery

SECTION 4. ORGANIZATIONAL STRUCTURE. The LDRRMO shall have the following organizational structure:

- A. Office Head:
Municipal Disaster Risk Reduction and Management Officer (MDRRMO)
- B. Divisions / Units:
Administrative and Research Unit
Operations and Warning Unit
Training and Capacity Development Unit
Rehabilitation and Recovery Unit

The MDRRMO shall supervise these divisions, coordinate with the Municipal Mayor, and serve as the secretariat of the Municipal DRRM Council (MDRRMC).

SECTION 5. STAFFING PATTERN AND QUALIFICATIONS

POSITION TITLE	SALARY GRADE	MINIMUM QUALIFICATION	REMARKS
Municipal Disaster Risk Reduction and Management Officer (MDRRMO)	SG-24	1. Bachelor's Degree in any related field; 2. At least 3 years relevant experience in DRRM or emergency management; 3. Must have completed DRRM competency trainings	Head of Office
Administrative and Research Officer	SG-18	1. Bachelor's Degree; 2. Experience in administration, planning, or documentation	Staff
Operations and Warning Officer	SG-18	1. Bachelor's Degree in related technical field (engineering, public safety, or communications); 2. Training in emergency operations	Staff
Training and Capacity Development Officer	SG-18	1. Bachelor's Degree in Education, Public Administration, or related field; 2. Training experience in DRRM	Staff

Rehabilitation and Recovery Officer	SG-18	1. Bachelor's Degree in social work, economics, or related field; 2. Background in post-disaster recovery or planning	Staff
DRRM Operations Assistant / Volunteer Coordinator	SG-10	1. College Graduate; 2. Trained in community-based DRRM	Support Staff
Administrative Aide / Clerk	SG-6	1. At least High School Graduate; 2. Computer literate	Support Staff

(Note: The actual salary grades may be adjusted subject to the approved plantilla and DBM guidelines.)

SECTION 6. FUNCTIONS OF THE LDRRMO. The LDRRMO shall perform the following functions, consistent with Section 12 of R.A. 10121:

A. Disaster Prevention and Mitigation

Identify, assess, and map all hazards and vulnerabilities within the municipality.

Monitor and evaluate the status of local DRRM programs and projects.

Recommend risk reduction and climate change adaptation measures for inclusion in development plans and budgets.

B. Disaster Preparedness

Design and conduct training, drills, and simulation exercises for the MDRRMC, barangays, and stakeholders.

Develop and maintain an effective early warning system and ensure community-level dissemination.

Establish standard operating procedures for emergency response and coordination.

C. Disaster Response

Activate the Emergency Operations Center (EOC) during emergencies.

Coordinate the delivery of basic emergency services and relief operations.

Collect and consolidate disaster data through the DROMIC (Disaster Response Operations Monitoring and Information Center) tool.

D. Disaster Rehabilitation and Recovery

Lead post-disaster needs assessment and recovery planning.

Coordinate with national agencies for rehabilitation programs.

Monitor the implementation of recovery and reconstruction projects.

SECTION 7. FUNDING. The LDRRMO shall be funded under the Local Disaster Risk Reduction and Management Fund (LDRRMF) and may also access other local, national, or international funds, subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 8. COORDINATION AND LINKAGES. The LDRRMO shall coordinate closely with the Municipal Planning and Development Office (MPDO), Municipal Engineering Office, Municipal Health Office, and other agencies. It shall also maintain partnerships with civil society organizations, private sectors, and volunteer groups.

SECTION 9. CAPACITY DEVELOPMENT. The Municipality shall ensure the continuous training and professional development of LDRRMO personnel through accredited DRRM courses and programs by the Office of Civil Defense (OCD), DILG, and other training institutions.

SECTION 10. MONITORING AND EVALUATION. The performance of the LDRRMO shall be subject to regular monitoring and evaluation by the MDRRMC and the Office of the Municipal Mayor to ensure effectiveness and compliance with national DRRM standards.

SECTION 11. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid, the remaining provisions shall not be affected thereby.

SECTION 12. REPEALING CLAUSE. All ordinances, executive orders, and other issuances inconsistent herewith are hereby repealed or amended accordingly.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect immediately after approval and compliance with publication and posting requirements as prescribed under Republic Act No. 7160.

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