



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF TAGO
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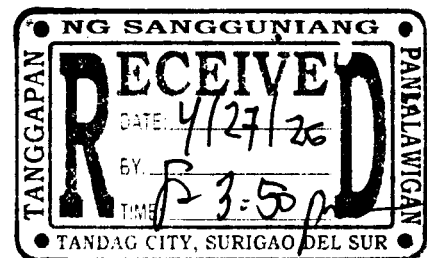
Office of the Sangguniang Bayan

April 27, 2026

THE HONORABLE SANGGUNANG PANLALAWIGAN MEMBERS

Tandag City, Surigao del Sur

THROUGH : **HONORABLE RUEL D. MOMO**
Acting Provincial Vice Governor
Tandag City, Surigao del Sur



Dear Honorable Members of the Sangguniang Panlalawigan:

Respectfully submitting **SIX (6) ORIGINAL COPIES** of **MUNICIPAL ORDINANCE NO. LP-03^[2026]**, series of 2026, entitled: **AN ORDINANCE INSTITUTIONALIZING THE USE OF THE EMERGENCY OPERATIONS CENTER (EOC) AND ACTIVATION OF THE INCIDENT COMMAND SYSTEM (ICS) AS A STANDARD, ALL-HAZARD DISASTER/ EMERGENCY/CRISIS MANAGEMENT CONCEPT IN THE MUNICIPALITY OF TAGO, SURIGAO DEL SUR**, duly approved/enacted during the 14th Regular Session^[2026] of the 13th Sangguniang Bayan of Tago, Surigao del Sur, held on April 14, 2026 at the Sangguniang Bayan Session Hall, for review and affirmation.

Very truly yours,

ZELMA A. CABRERA-CASTRO
Secretary to the Sanggunian



Republic of the Philippines
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Office of the Sangguniang Bayan
13TH SANGGUNIANG BAYAN

**EXCERPT FROM THE MINUTES OF THE 14TH REGULAR SESSION^[2026] OF
THE 13TH SANGGUNIANG BAYAN OF TAGO, SURIGAO DEL SUR HELD
ON APRIL 14, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL.**

PRESENT: **HONORABLE IRA MINETTE C. PIMENTEL**
Municipal Vice Mayor / Presiding Officer

REGULAR SB MEMBERS:

Honorable Romeo D. Momo, Jr. - Sangguniang Bayan Member
Honorable Maribel R. Espinoza - Sangguniang Bayan Member
Honorable Jessa P. Mate-Tecson - Sangguniang Bayan Member
Honorable Leo L. Pagaran - Sangguniang Bayan Member
Honorable Virginia P. Gomez - Sangguniang Bayan Member
Honorable Reynaldo G. Selades - Sangguniang Bayan Member
Honorable Levie B. Moreno - Sangguniang Bayan Member

EX-OFFICIO MEMBER/S:

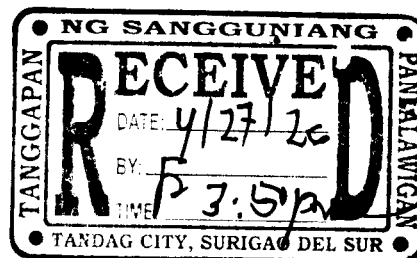
Honorable Emmanuel P. Isiang - President, Liga ng mga Barangay
Honorable Vince Dylan E. Curada - President, SK Federation

ABSENT : Honorable Noel L. Gualvez - Sangguniang Bayan Member
[On Leave of Absence]
Honorable Jenebert L. Gaco - IP Mandatory Representative
[On Official Business - Brgy Lindoy]

MUNICIPAL ORDINANCE NO. LP-03^[2026]
Series of 2026

**AN ORDINANCE INSTITUTIONALIZING THE USE OF THE
EMERGENCY OPERATIONS CENTER (EOC) AND ACTIVATION OF THE
INCIDENT COMMAND SYSTEM (ICS) AS A STANDARD, ALL-HAZARD
DISASTER/EMERGENCY/CRISIS MANAGEMENT CONCEPT IN THE
MUNICIPALITY OF TAGO, SURIGAO DEL SUR.**

Sponsored by: Honorable Emmanuel P. Isiang
Honorable Jenebert L. Gaco



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
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OSSP-26-05770

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF TAGO,
SURIGAO DEL SUR, IN SESSION ASSEMBLED, THAT:**

ARTICLE 1
TITLE, RATIONALE, LEGAL BASES AND DEFINITION OF TERMS

SECTION 1. TITLE

This Ordinance shall be known as the "Emergency Operations Center (EOC) and Incident Command System (ICS) Ordinance" in the Municipality of Tago, Surigao del Sur

SECTION 2. RATIONALE

The Incident Command System (ICS), derived from the US Forest Service model, has become a cornerstone of disaster response worldwide. This standardized approach not only ensures seamless collaboration among international aid organizations during crises but also enhances coordination within local response teams. In the Philippines, the National Disaster Risk Reduction and Management Council (NDRRMC) and the Department of the Interior and Local Government (DILG) have issued guidelines to promote the effective implementation of ICS in emergencies, emphasizing the establishment of Emergency Operations Centers (EOC) as hubs for coordination and information management.

By adhering to ICS principles and utilizing EOCs, the LGU of Tago can streamline disaster response efforts, improving communication and collaboration between various agencies and jurisdictions. This integrated approach enables quicker decision-making and more efficient resource allocation, ultimately enhancing the overall effectiveness of disaster preparedness and response at all levels. With ICS and EOCs in place, local officials can better identify and address key concerns during emergencies, ensuring a more coordinated and timely response to mitigate the impact of disasters on communities.

SECTION 3. LEGAL BASES

National Disaster Risk Reduction and Management Council (NDRRMC) issued Memorandum Circular No. 4, Series of 2012, "Implementing guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS)."

Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2015-76 to all Provincial Governors, City Mayors, Municipal Mayor, Punong Barangay, Regional Governors of ARMM, DILG-ARMM Regional Secretary, DILG Regional Directors and all others concerned to establish the ICS as an on-scene response management mechanism which is to be activated in response to disaster or emergencies.

National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 43, s. 2016, "Guidelines on the Interoperability of Incident Management Teams (IMTS) and the Response Cluster."

National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 44, s. 2016, "Guidelines on the mobilization of Incident Management Teams (IMTs)."

National Disaster Risk Reduction and Management Council (NDRRMC) issued Memorandum Circular No. 131, Series of 2018, "Guidelines in the Establishment, Operationalization and Management of the Emergency Operations Center (EOC)."

SECTION 4. DEFINITION OF TERMS

As used in this ordinance, the following shall mean:

- a. All-Hazards - any incident, natural or human-induced, that warrants action to protect life, property, environment, public health, or safety and minimize disruptions of government, social or economic activities.
- b. Area Command - an organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or of a very large or evolving incident that has multiple Incident Management Teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. It is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
- c. Assistant - title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders
- d. Base - the location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base). The Incident Command Post may be co-located with the Base
- e. Branch - the organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area
- f. Camp - a geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel

- g. Chain of Command - series of command, control, executive or management positions in hierarchical order of authority; an orderly line of authority within the ranks of the incident management organization
- h. Chief - The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration and Intelligence/Investigations (if established as a separate Section)
- i. Command - the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority
- j. Command Staff - Consists of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have assistant or assistants, as needed
- k. Common Terminology - normally used words and phrases-avoids the use different words/phrases for same concepts, consistency
- l. Community - consists of people, property, services, livelihoods and environment; a legally constituted administrative local government unit of a country, e.g. municipality or district.
- m. Coordination - bringing together of organizations and elements to ensure effective counter disaster response. It is primarily concerned with the systematic acquisition and application of resources (organization, manpower and equipment) in accordance with the requirements imposed by the threat of impact of disaster.
- n. Delegation of Authority - a statement or instruction given to the Incident Commander by the Agency Executive or Responsible Official delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.
- o. Deputy - a fully qualified individual who, in the absence of the superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff and Branch Directors.
- p. Disaster - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources; an actual threat to public health and safety where the local government and the emergency services are unable to meet the immediate needs of the community; an event in which the local emergency management measures are insufficient to cope with a hazard, whether due to a lack of time, capacity or resources, resulting in unacceptable levels of damage or number of casualties.

- q. Disaster Response - the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short term needs and is sometimes called "disaster relief".
- r. Emergency - unforeseen or sudden occurrence, especially danger, demanding immediate action; an actual threat to an individual's life or to public health and safety which needs immediate response.
- s. Emergency Management - the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular, preparedness, response and initial recovery steps; a management process that is applied to deal with the actual or implied effects of hazards.
- t. Emergency Operations Center - the physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.
- u. Finance/Administration Section - the ICS functional section responsible for approving and tracking all expenditures and spending related to the incident.
- v. Function - refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management need.
- w. General Staff - a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administrative Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
- x. Hazard - a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood or services, social and economic disruption, or environmental damage; any potential threat to public safety and/or public health; any phenomenon which has the potential to cause disruption or damage to people, their property, their services or their environment, i.e., their communities. The four classes of hazards are natural, technological, biological and societal hazards.
- y. Incident - an occurrence or event, natural or human-induced, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

- z. Incident Action Plan (IAP) - an oral or written plan containing the general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- aa. Incident Command - responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.
- bb. Incident Commander (IC) - the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- cc. Incident Command Post (ICP) - the field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.
- dd. Incident Command System (ICS) - is a standardized, on-scene, all-hazard incident management concept; allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is non-permanent organization and is activated only in response to disasters or emergencies.
- ee. Incident Management Team (IMT) - an Incident Commander and the appropriate Command and General Staff personnel assigned to the incident. IMTs are generally grouped in five types. Types I and II are National Teams, Type III are Regional Teams, Type IV are discipline or large jurisdiction- specific, while Type V are ad-hoc incident command organizations typically used by smaller jurisdictions.
- ff. Interoperability - allows emergency management / response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video- on-demand, in real time, when needed and when authorized.
- gg. Liaison Officer - a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
- hh. Logistics Section - the section responsible for providing facilities, services, and material support for the incident.
- ii. Preparedness - measures taken to strengthen the capacity of the emergency services to respond in an emergency
- jj. Responsible Official - the official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident; he is normally the Chairperson of the MDRMC and the Local Chief Executive or his duly authorized representative.

- kk. Tactics - refers to those activities, resources and maneuvers that are directly applied to achieve goals; deploying and directing resources on an incident accomplish the objectives designated by the strategy.
- ll. Unified Command (UC) - an Incident Command System management option that can be used when more than one agency has incident jurisdiction or when incidents cross political boundaries/ jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
- mm. Unity of Command - the concept by which each person within an organization report to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective; principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

ARTICLE II INCIDENT COMMAND SYSTEM

SECTION 5. POLICY STATEMENTS AND INSTITUTIONALIZATION OF THE INCIDENT COMMAND SYSTEM (ICS)

In line with the municipality's policy to bolster disaster resilience and management capabilities, an all-hazards Incident Command System (ICS) is hereby established and institutionalized within the municipality. This system aims to enhance the capacity of both national and local government units (LGUs), alongside partner stakeholders, in effectively responding to disasters and reducing associated risks, including those posed by climate projections.

As part of the ICS institutionalization process, efforts will be directed towards capacity building initiatives, including ICS training, establishment of All-Hazard Incident Management Teams (IMTs), and development of protocols for IMT notification, activation, deployment, and deactivation. This includes deploying personnel such as Search and Rescue teams, Rapid Damage and Needs Assessment teams, and Incident Management Teams, with resource allocation determined by the scale and scope of the incident.

SECTION 6. BASIC INCIDENT COMMAND SYSTEMS CONCEPTS AND PRINCIPLES

To ensure the standard use and application of ICS, the following basic concepts principles for on-scene disaster operations are hereby adopted:

A. FOURTEEN (14) MANAGEMENT CHARACTERISTICS OF ICS

ICS is based on fourteen (14) proven management characteristics, each of which contributes to the strength and efficiency of the overall system. These are as follows:

1. COMMON TERMINOLOGY

The use of common terminology in ICS will allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios. This common terminology applies to the following:

A. ORGANIZATIONAL FUNCTION

Major functions and functional units with incident management responsibilities are named and defined. Terminology for the following organizational elements is standard and consistent, namely, Command, Planning, Operations, Logistics and Administration and Finance.

B. RESOURCE DESCRIPTIONS

Major resources, including personnel, facilities, major equipment and supply items that support incident management activities are given common names and are "typed" with respect to their capabilities as follows: "Assigned", "Available" and "Out-of-Service". This is to help avoid confusion and to enhance interoperability.

C. INCIDENT FACILITIES

Common terminology is used to designate the facilities established in the vicinity of the incident area that will be used during the course of the incident.

2. MODULAR ORGANIZATION

The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with Incident Command, which bases the ICS organization on the requirements of the situation.

3. MANAGEMENT BY OBJECTIVES

Management by objectives is communicated throughout the entire ICS organization and includes:

- a. Knowing agency policy and direction.
- b. Establishing incident objectives.
- c. Developing strategies based on incident objectives.
- d. Establishing specific, measurable tactics or tasks for various incident management functional activities, and directing efforts to accomplish them, in support of defined strategies.
- e. Documenting results to measure performance and facilitate corrective actions.

4. INCIDENT ACTION PLAN

Centralized, coordinated incident action planning should guide all response activities. An Incident Action Plan (IAP) provides a concise, coherent means of capturing and communicating the overall incident priorities, objectives, strategies, and tactics in the context of both operational and support activities.

5. SPAN OF CONTROL

Manageable span of control is key to effective and efficient incident management. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

6. INCIDENT FACILITIES AND LOCATION

Various types of operational support facilities should be established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The IC will direct the identification and location of facilities based on the requirements of the situation. ICS facilities should include Incident Command Posts, Bases, Camps, Staging Areas, mass casualty triage areas, point- of-distribution sites, and others as required.

7. RESOURCE MANAGEMENT

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management and emergency response. Resources to be identified include personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation.

8. INTEGRATED COMMUNICATIONS

Incident communications should be developed through the use of a common Communications plan to ensure interoperability and connectivity between and among operational and support units of the various agencies involved. Preparedness planning should therefore endeavor to address the equipment, systems, and protocols necessary to achieve integrated voice and data communications.

9. ESTABLISHMENT AND TRANSFER OF COMMAND

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

10. CHAIN OF COMMAND AND UNITY OF COMMAND

At all times during disaster operations, chain of command and unity of command shall be observed. This is to ensure clarity in reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

11. UNIFIED COMMAND

In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, a Unified Command approach should be applied to allow agencies with different legal, geographic, and functional authorities and responsibilities work together effectively without affecting individual agency authority, responsibility, or accountability.

12. ACCOUNTABILITY

Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. To this end, Check-In/CheckOut, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control, and Resource Tracking must be adhered to within the Incident Command System (ICS).

13. DISPATCH/DEPLOYMENT

Resources should respond only when requested or when dispatched by an appropriate authority through established resource management systems. Resources not requested must refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

14. INFORMATION AND INTELLIGENCE MANAGEMENT

The incident management organization must establish a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence.

B. INCIDENT COMMAND AND GENERAL STAFF

The Incident Command, which comprises the Command and General Staff, shall be responsible for overall management of the incident. The Command and General Staff are typically located at the Incident Command Post (ICP).

1. INCIDENT COMMAND

The command function may be conducted in one of two general ways:

A. SINGLE INCIDENT COMMAND

Single incident command may be applied when an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap. Overall incident management responsibility rests on the appropriate jurisdictional authority. In some cases where incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if agreed upon.

B. UNIFIED COMMAND (UC)

UC for incident management may be applied when a disaster or emergency affects several areas or jurisdictions or requires multiagency engagement. Unified Command, as an incident management option, provides the necessary guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its authority, responsibility, and accountability.

2. COMMAND STAFF

In an incident command organization, the Command Staff shall include a Public Information Officer, a Safety Officer, and a Liaison Officer, who report directly to the IC/UC and may have assistants as necessary. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the IC/UC.

A. PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. Whether the command structure is single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The IC/UC must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information or Media Center in order to ensure consistency in the provision of information to the public.

B. SAFETY OFFICER

The Safety Officer monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC/UC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the IC/UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations. The Safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.

C. LIAISON OFFICER

The Liaison Officer is Incident Command's point of contact for DRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident related matters. Under either a single-IC or a UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer.

3. GENERAL STAFF

The General Staff is responsible for the functional aspects of the incident command structure. The General Staff shall consist of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. The Section Chiefs may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents.

A. OPERATIONS SECTION

This Section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives in the IAP. The Operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The Operations Section Chief will establish tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the IAP.

THE OPERATIONS SECTION IS COMPOSED OF THE FOLLOWING:

1. BRANCHES

Branches may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control. Branches are identified by the use of Roman numerals or by functional area.

2. DIVISIONS AND GROUPS

Divisions and/or Groups are established when the number of resources exceeds the manageable span of control of Incident Command and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, Incident Command may assign evacuation or mass-care responsibilities to a functional Group in the Operations Section. Additional levels of supervision may also exist below the Division or Group level.

3. RESOURCES

Resources may be organized and managed in three different ways, depending on the requirements of the incident.

- a. **Single Resources:** Individual personnel or equipment and any associated operators.
- b. **Task Forces:** Any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
- c. **Strike Teams:** A set number of resources of the same kind and type that have an established minimum number of personnel. All resource elements within a Strike Team must have common communications and a designated leader.

The use of Task Forces and Strike Teams is encouraged, when appropriate, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

B. PLANNING SECTION

The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC/UC and incident management personnel. This Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on Operations Section input and guidance from the IC/UC.

As shown in the ICS organization below, the Planning Section is comprised of four primary Units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. Within the Planning Section, the following primary Units fulfill functional requirements:

1. **RESOURCES UNIT:** Responsible for recording the status of resources committed to the incident. This Unit also evaluates resources committed currently to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
2. **SITUATION UNIT:** Responsible for the collection, organization, and analysis of incident status information, and for analysis of situation as it progresses.
3. **DEMOBILIZATION UNIT:** Responsible for ensuring orderly, safe, efficient demobilization of incident resources.
4. **DOCUMENTATION UNIT:** Responsible for collecting, recording, safeguarding all documents relevant to the incident.
5. **TECHNICAL SPECIALIST(S):** Personnel with special skills that can be used anywhere within the ICS organization.

C. LOGISTICS SECTION

All incident support needs are provided by the Logistics Section. The Logistics Section is managed by the Logistics Section Chief who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

SIX (6) UNITS MAY BE ESTABLISHED WITHIN THE LOGISTICS SECTION:

1. **Supply Unit:** Responsible for ordering, receiving, processing and storing all incident-related resources. All incident resources will be ordered through the Supply Unit, including tactical and support resources (including personnel) and all expendable and nonexpendable support supplies. As needed, the Supply Unit will manage tool operations, including the storage, disbursement and service of all tools and portable non-expendable equipment.
2. **Facilities Unit:** Responsible for the set-up, maintenance and demobilization of all incident support facilities except for Staging Areas. These facilities are Incident Command Post, Incident Base, Camps and other facilities within the incident area are to be used for feeding, sleeping and sanitation services.
3. **Ground Support Unit:** Primarily responsible for the maintenance, service and refueling of all mobile equipment and vehicles, with the exception of aviation resources. The Ground Support Unit is also responsible for the ground transportation of personnel, supplies, equipment and the development of the Incident Traffic Plan.
4. **Communications Unit:** Responsible for developing plans for the use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the incident Communications Center and the distribution and maintenance of communications equipment.
5. **Food Unit:** Responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas) as well as providing food to personnel unable to leave tactical field assignments.
6. **Medical Unit:** Most major incidents require the establishment of a medical unit that is responsible for all medical services for incident assigned personnel. The Medical Unit will develop an Incident Medical Plan (to be included in the Incident Action Plan), develop procedures for managing major medical emergencies, provide medical aid and assist the Finance/ Administration Section with injury related claims.

The Logistics Section Chief will determine the need to activate or deactivate unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

D. FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section is responsible for managing all the financial aspects of an incident. Not all incidents will require a Finance/Administration Section. It is only when there is a specific need for Finance/Administration services will the section be activated.

The Finance/Administration Section has four units:

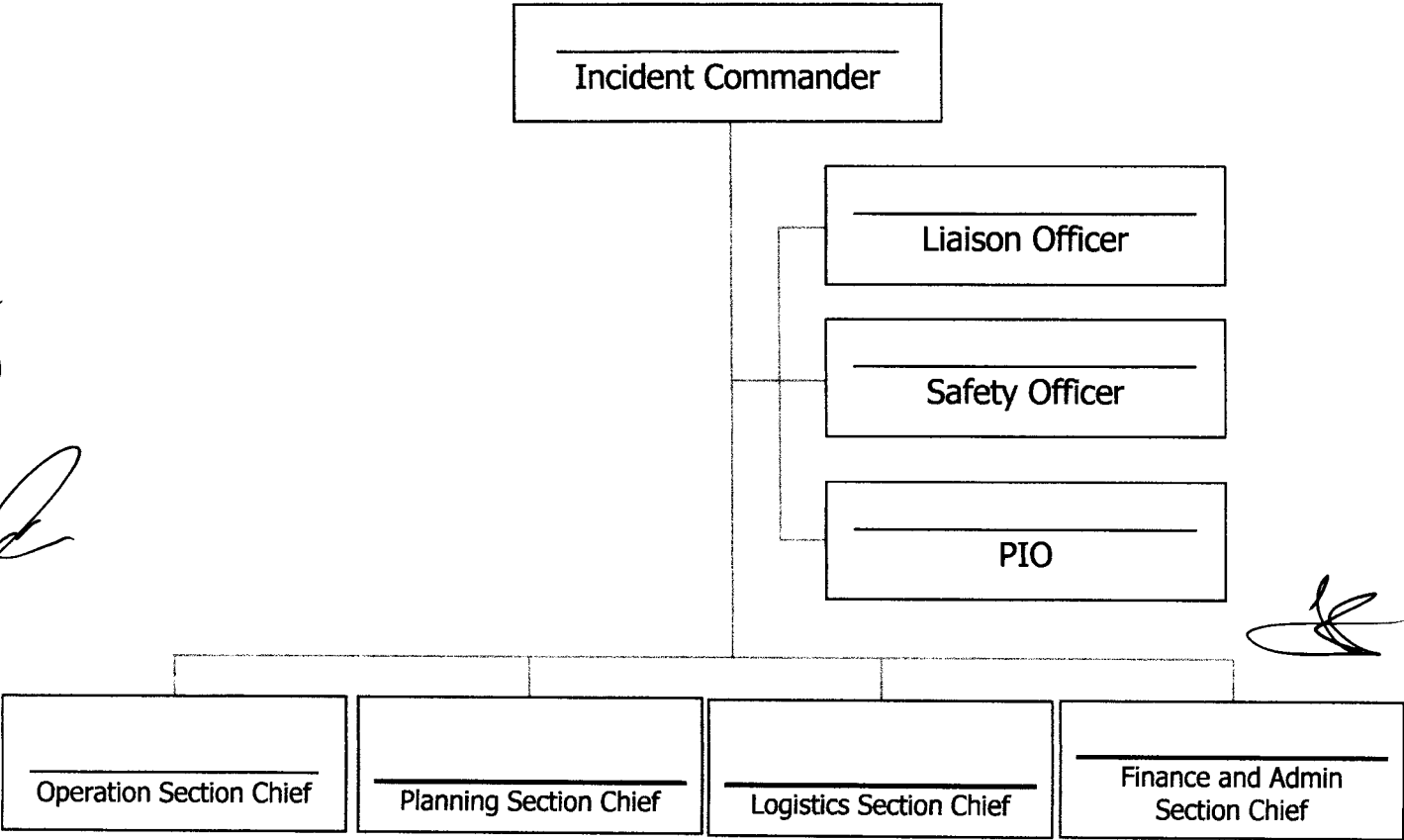
- 1. Time Unit: Responsible for ensuring the accurate recording of daily personnel time, compliance with the LGU time recording policies and managing commissary operations if established in the incident.
- 2. Procurement Unit: All financial matters pertaining to vendor contracts, leases and fiscal agreements are managed by Procurement Unit.
- 3. Compensation Unit: Compensation for injury and Claims contained in this Unit.
- 4. Cost Unit: Provides all incident cost analysis. It ensures the proper identification of all equipment and personnel repairing payment, records all cost data, analyzes and prepares estimates of incident costs and maintains accurate records of incident cost.

E. THE INCIDENT COMMAND SYSTEM ORGANIZATION

The ICS organization, as an on-scene level command and management structure, should be located at the ICP, which is generally located at or in the immediate vicinity of the incident site. It is not a permanent structure nor will replace other similar organizations in public and private agencies or entities. It is designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

INCIDENT COMMAND SYSTEM

ORGANIZATIONAL CHART



SECTION 7. DUTIES AND RESPONSIBILITIES OF THE INCIDENT MANAGEMENT TEAM (IMT)

The IMT shall perform the following duties and responsibilities, to wit;

- a. Overall, in-charge of planning, organizing, staffing, directing. Coordinating, reporting and managing on-scene response decisions.
- b. Manages all resources checked-in for disaster response operation by the MDRRMC, government departments, bureaus, agencies, offices, units and instrumentalities, including civil society organizations, private sector and other stakeholders.
- c. Receives and implements the directives of the Responsible Official to respond to the incident.
- d. Ensures the safety of all personnel and other resources deployed for operations.
- e. Manages the provision of logistical requirements to support the conduct of the operations
- f. Documents and reports all situation updates and actions taken to the Responsible Official through the Emergency Operations Center (EOC).
- g. Requests for additional resources from the Responsible Official through the EOC.
- h. Facilitates the complete process on demobilization of resources.

SECTION 8. SELECTION OF AN INCIDENT MANAGEMENT TEAM (IMT) MEMBER

- a. The criteria for the selection of any IMT member are as follows:
 1. Must come from a government agency/office of LGU Tago, civil society organization or private sector, or a private individual with authorization to operate in the area.
 2. Preferably, must have completed the ICS training requirements and standards set by the Office of Civil Defense (OCD).
 3. Must be allowed by the sending agency/office/unit/organization to be deployed as an IMT member even on short notice from the Responsible Official.
- b. The Responsible Official shall have the primary responsibility to select the Incident Commander (IC) through the delegation of authority. Once designated, the IC shall select the appropriate members of the Command and General Staff to compose the whole Incident Management Team (IMT).



- c. All selected IMT members from the LGU shall temporarily be relieved from their regular office duties and responsibilities to perform in fulltime the expected functions of their respective IMT positions.

SECTION 9. GUIDELINES IN THE ACTIVATION OF INCIDENT MANAGEMENT TEAM (IMT)

The following are the guidelines in the activation of IMT, to wit;

- a. For disasters or incidents, the criteria for the activation of the IMT according to levels are as follows:

IMT Level	Criteria
Barangay IMT	Incident affects one (1) Barangay
Municipal IMT	Incident affects two or more barangays

- b. For management of planned events, the IMT shall be activated in response to the worse case disaster or incident scenario.
- c. The Responsible Official (RO) shall decide for the activation of the IMT based on any of the following:
1. Recommendation from Pre-Disaster Risk Assessment - Actions, Protocols and Programs (PDRA-APP).
 2. Recommendation from Rapid Damage Assessment and Needs Analysis (RDANA).
 3. Recommendation from intelligence reports.
 4. Official request for higher-level IMT assistance from another RO.
 5. Absence of report or contact from LGU presumed to be affected.
 6. Occurrence of sudden onset of disasters with immediate great impact.
 7. Recommendation from other relevant sources of information.
- d. The Responsible Official shall issue a formal memorandum to officially activate the IMT for dissemination to all relevant stakeholders. The said memorandum shall clearly specify the names and affiliations of the members of the IMT.
- e. Once activated, all IMT members shall report to the designated assembly area by the Responsible Official for briefing.
- f. In the event that there is already an initial IMT that is activated, transfer of command shall take place to the higher IMT level, when deemed necessary.

SECTION 10. CONCEPT OF INCIDENT MANAGEMENT TEAM OPERATION

The following shall be the concept of IMT operation, to wit;

- a. After the conduct of briefing by the RO, the IMT shall proceed to the designated area of operation, establish the ICP and other appropriate ICS facilities.
- b. All resources of assisting DRRMCs, government departments, bureaus, agencies, office units and instrumentalities including civil society organizations, private sector and other stakeholders shall be required to check-in to the IMT. Once checked-in, the said resources shall work under the command and control of the IMT.
- c. The IMT shall request for additional resources to the Responsible Official through the EOC to be provided by the Response Cluster.
- d. The RO shall communicate directives and guidance to the IMT through the EOC for implementation.
- e. All status updates and actions taken shall be documented by the IMT to be reported to the EOC for inclusion to the official periodic situational report.
- f. The IMT, with clearance from the RO shall have the decision to expand or downsize the response organization depending on the size and complexity of the incident. For this purpose, resources that are no longer needed for the operation shall be demobilized.
- g. The maximum duration of the IMT shall be up to fifteen (15) days. Afterwards, the RO shall designate new members of the IMT.

SECTION 11. TERMINATION OF THE OPERATION

- A. The decision to terminate the operation of the IMT shall be recommended by the Incident Commander (IC), for approval of the RESPONSIBLE Official, based on any of the following conditions, to wit;
 - a. For disasters or any incident
 1. The emergency phase has been lifted on the ground as indicated by decreased need for response activities and tactical resources and the situation is proceeding to early recovery.
 2. The lower level IMT can already handle the management of the disaster or incident.
 - b. For planned events
 1. The conduct of the planned event has ended and resources are ready proceed for demobilization.
 2. The lower level IMT can already handle the management of the planned event.

B. During the termination process

- a. The IMT shall facilitate the demobilization of all appropriate resources.
 - b. For the planned events, resources shall be demobilized within five (5) days after the conduct of the event except for cases in which longer duration for the operations is required.
 - c. The IMT shall transfer the command to the lower level IMT and turnover all necessary reports, tools and other response documents.
- C. Upon termination of operation, the IC shall organize a team to close out meeting D. with the Command Staff and General Staff to discuss the strengths, areas for improvement and recommendations for the operation. There shall also be a conduct of Critical Incidents Stress Debriefing/Psychosocial Debriefing for the IMT members key providers. The output of the team closes out meetings is the After Action Review that shall contain the consolidated evaluation of the IMT's performance as well as lessons learned for future operations.
- D. The IMT shall participate in the close out meeting to be organized by the RO. During the meeting, the IMT shall endorse the necessary reports, tools and other response documents to include the After Action Review.

SECTION 12. COMPENSATION FOR THE IMT

Employees of the LGU and other stakeholders who part of the IMT are will be compensated, in excess of their working hours, subject to the availability of funds and the approval of the Local Chief Executive.

**ARTICLE III
EMERGENCY OPERATIONS CENTER**

SECTION 13. INSTITUTIONALIZATION OF EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) is hereby institutionalized in the municipality of Tago to streamline emergency response efforts, enhance coordination among relevant agencies, and ensure the swift and effective deployment of resources during times of crisis. This underscores the LGU unwavering dedication to ensuring the safety and resilience of our community in the face of emergencies.

SECTION 14. POLICY STATEMENT

The LGU of Tago aimed to standardize the operation of the Emergency Operations Center (EOC) and ensure their effective interoperability with the other elements of emergency management and disaster response, which includes the IMTS, Response Clusters, and EOC of other agencies and organizations.

SECTION 15. OPERATING GUIDELINES

- a. Establishment of Emergency Operations Center
 1. The Emergency Operations Center (EOC) shall be established in the Municipality of Tago, Surigao del Sur.
 2. The EOC shall be provided with appropriate human resources and equipped with physical requirements such as, but not limited to, computer systems, communication tools and equipment, monitoring tools and equipment, work areas/workstations, meeting room/conference room, meal area, rest area for duty personnel taking breaks, back-up power source, and service vehicles, as needed.
 3. The EOC shall establish communication links with other relevant agencies and EOCs of other LGUS, Response Clusters, IMT in charge, and other relevant stakeholders for effective coordination and response to disasters.
 4. The quantity design and specifications for the EOC physical requirements shall be determined by the Municipal Disaster Risk Reduction and Management Council (MDRRMC) with the approval of the Sangguniang Bayan based on the actual resource needs, staffing requirements mandates and functions.
 5. The EOC shall be established in a strategic location that are safe from existing or emerging hazards (natural and/or human-induced) and accessible to personnel rendering duty.
 6. Back-up or alternate EOC may be established, as needed, based on Contingency Plan (CP), Public Service Continuity Plan (PSCP) or other relevant plans in order to ensure continuity of operations amidst any disruption.
 7. Funding for the establishment, maintenance and operation of the EOC shall form part of the projects and activities to be sourced against the Municipal Disaster Risk Reduction and Management Fund. The said funding will be incorporated in the Municipal Disaster Risk Reduction and Management Plan and integrated into the approved Annual Investment Plan (AIP).

SECTION 16. LOCATION OF THE EMERGENCY OPERATIONS CENTER

The Municipal Disaster Risk Reduction and Management Council (MDRRMC) shall recommend the suitable location of the Emergency Operations Center (EOC). It shall be approved by the Sangguniang Bayan through a resolution.

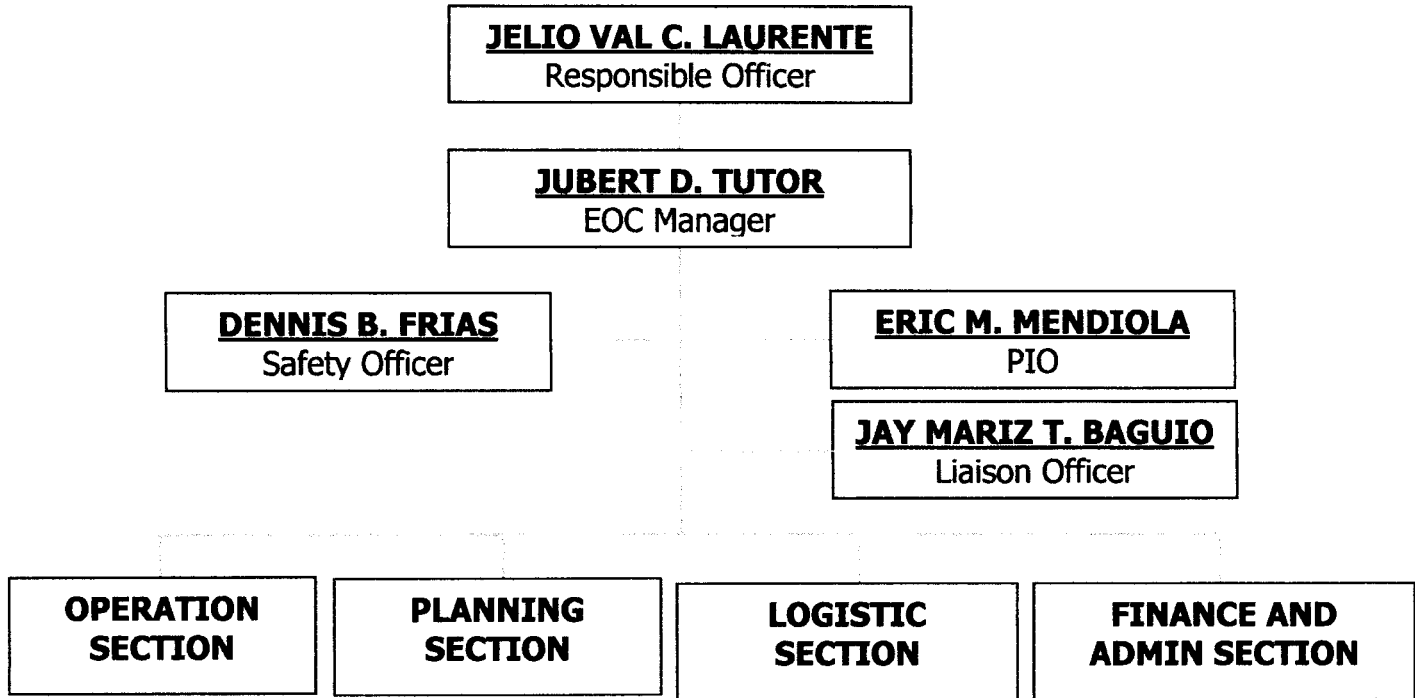
SECTION 17. OPERATIONALIZATION OF EMERGENCY OPERATIONS CENTER (EOC)

- a. The triggers for the activation of EOC or upgrading of alert status shall be the following, to wit:
 1. There is a threat of an impending natural or human-induced hazard.

2. There is an upcoming planned event with anticipated threat.
 3. There is an on-going incident or emergency situation.
 4. There is a request for support or augmentation that requires multi-stakeholder coordination.
 5. As directed by the Responsible Official.
- b. The EOC shall have their respective standard codes for alert levels that are consistent with the mandate and authority of the LGU.
 - c. The EOC alert levels may be adjusted depending on the size, scope and complexity of the incident, staffing requirements and resource support needs.
 - d. During normal condition, the EOC shall undertake regular situation monitoring with periodic release of reports, warnings and advisories.
 - e. During emergencies or disaster situations, the Emergency Operations Center shall undertake multi-stakeholder functions such as, but not limited to, dissemination of warnings and advisories, development and release of situation reports, development of common operating picture for response, facilitation of acquiring, assignment and tracking of resources to be dispatched and deployed on-scene.
 - f. In the context of ICS and Response Clusters:
 1. The EOC shall serve as the link between the Response Clusters as the "resource providers" and the Incident Management Team (IMT) as the "resource employer"
 2. All request for resources of the IMT shall be communicated to the EOC. The EOC shall then coordinate with the Response Clusters to provide the said resource requests.
 3. The EOC and the Incident Command Post (ICP) shall not be co-located.
 4. The Incident Commander (IC) shall recommend for the termination of operations depending on the situation updates at the ground for the approval.
 5. All actions of the EOC, Response Clusters and the IMT shall be derived from the priorities and decisions of the Responsible Official (RO).
 - g. The triggers for the deactivation of the EOC or downgrading of alert status shall be any of the following, to wit;
 1. The situation has improved and the emergency has been alleviated.
 2. Tactical operations no longer require the support by the EOC.
 3. As directed by the Responsible Official (RO).

SECTION 18. MANAGEMENT OF EMERGENCY OPERATIONS CENTER

a. The EOC shall be organized in accordance with the five (5) management functions:



1. **Management/Manager:** Provision of overall leadership in the EOC
2. **The Public Information Officer:** is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
3. **The Safety Officer:** monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel.
4. **The Liaison Officer:** is Incident Command's point of contact for DRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident related matters.
5. **Operations:** Facilitation of multi-stakeholder coordination in support of the emergency response.
6. **Planning:** Performance of all functions pertaining to information management, situation reporting, action planning, report development and dissemination.
7. **Logistics:** Facilitation of all logistical requirements to support the activities of the EOC such as the maintenance of facilities, installation of equipment, provision of transportation services and provision of meals and medical needs for duty personnel.
8. **Finance/Administration:** Management of all financial and administrative concerns of the EOC.

- b. The EOC shall have designated units or positions to perform the five (5) management functions, as appropriate, consistent with the mandates and authority of the LGU.
- c. The EOC duty composition, schedules of tour of duty, detailed roles and responsibilities for each unit or position and other organizational requirements shall be formulated by the MDRRMC and duly approved by the Sangguniang Bayan.
- d. During emergencies or disaster situations, all non-emergency related activities of all municipal offices shall be suspended as appropriate to support the manpower and operational requirements of the EOC in accordance with the Public Service Continuity Plan (PSCP).

SECTION 19. INSTITUTIONAL ARRANGEMENTS

The LGU of Tago, through its MDRRMO, shall strive to have an institutional arrangement with the following relevant national government agencies:

A. OFFICE OF CIVIL DEFENSE (OCD)

1. Development and implementation of training programs on EOC operationalization and management.
2. Formulation of prescribed templates, tools and forms for situation report development, resource management, information dissemination and other related EOC activities.
3. Standardize the development, release and dissemination of advisories, alerts and warnings by the EOCs from the national, regional, provincial and other municipal EOCs.
4. Develop guidelines and standards on EOC communication flow, information tracking, monitoring and feedback mechanism.

B. DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST): Provision of Science-Based Recommendations and Standards for the establishment of Disaster-Resilient EOC.

C. DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG): Monitor the establishment of the EOC in the municipality of Tago.

D. DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD): To facilitate the harmonization of the Response Clusters with the EOC and IMT.

E. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC):

1. Develop respective Standard Operating Procedures (SOPs), policies and operating manuals that are consistent with National Disaster Risk Reduction and Management Council memorandum circulars relating to the EOC that is suitable to the actual needs and settings.
2. Provide inputs and recommendations to the Office of Civil Defense (OCD) for the continued enhancement and updating of standards for EOC operationalization and management.

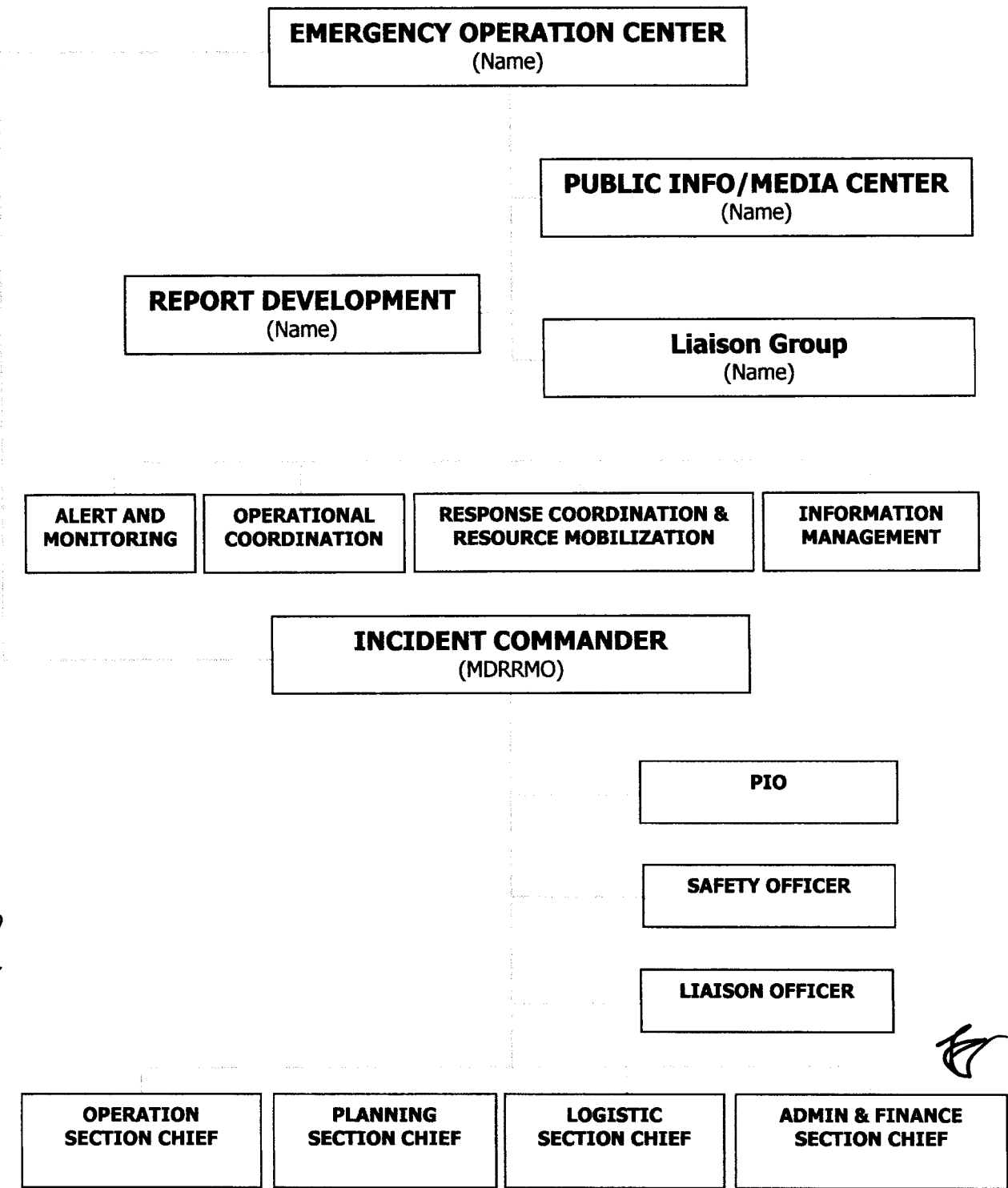
SECTION 20. COMPENSATION FOR THE EOC MEMBERS

Employees of the LGU of Tago who are not assigned in the MDRRMO and member of the MDRRMC, who will be utilized as part of the EOC will be compensated, in excess of their working hours, subject to the availability of funds and the approval of the Local Chief Executive.

ARTICLE IV
EMERGENCY OPERATIONS CENTER (EOC) - INCIDENT COMMAND
SYSTEM INTEROPERABILITY

SECTION 21. EOC - ICS INTEROPERABILITY ORGANIZATIONAL
CHART

INCIDENT COMMAND SYSTEM (ICS) ORGANIZATIONAL CHART



SECTION 22. EOC - ICS INTEROPERABILITY GUIDELINES

The following are the interoperability guidelines of the EOC and ICS, to wit;

- a. The MDRRMC, through its Chairperson, the Local Chief Executive and likewise the Responsible Official, provides the Incident Commander his policy directions and strategic objectives, the mission and authority to achieve the overall priorities of the on-scene disaster response operations, namely, life safety, incident stabilization and property/environmental conservation and protection.
- b. The Emergency Operations Center, which is generally located away from the disaster site, supports the Incident Commander by making executive/policy decisions, coordinating interagency relations, mobilizing and tracking resources, collecting, analyzing and disseminating information and continuously providing alert/advisories/bulletins and monitoring and monitoring the situation.
- c. The EOC does not command the on-scene level of the incident. The Incident Commander manages the incident at the scene with the support of relevant Command and General Staff depending on the complexity of the situation. The Incident Commander also keeps the Responsible Official and the EOC of all important matters pertaining to the incident.

**ARTICLE V
FINAL PROVISIONS**

SECTION 23. MANUAL OF OPERATIONS

The Municipal Disaster Risk Reduction and Management Council (MDRRMC), through the Municipal Disaster Risk Reduction and Management Office (MDRRMO), shall formulate a Manual of Operations for the effective execution this Ordinance.

This manual will serve as a comprehensive guide, outlining protocols, responsibilities, and coordination mechanisms crucial for disaster response and management. Through this initiative, the LGU of Tago aims to standardize procedures, enhance inter-agency cooperation, and ensure a swift and coordinated response to emergencies within the municipality. The MDRRMO shall spearhead the development process in consultation with relevant stakeholders to ensure its relevance and applicability to local contexts.

SECTION 24. FUNDING

The funds necessary for the effective implementation of this ordinance shall be taken from the funds of the Municipal Disaster Risk Reduction and Management Office (MDRRMO) and the amount of which shall be determined in coordination with the Office of the Municipal Mayor through work and financial planning and shall be included in the Annual Investment Plan (AIP) of the municipal government.

SECTION 25. REPEALING CLAUSE

Any portion of an ordinance, order or memorandum of local effect inconsistent with the provision/s of this ordinance is hereby repealed or modified accordingly.

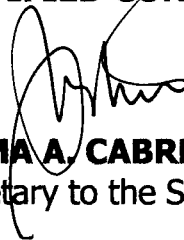
SECTION 26. SEPARABILITY CLAUSE

If any portion of this ordinance is declared invalid or unconstitutional, other portions hereof not affected by such declaration shall remain in full force and effect.

SECTION 27. EFFECTIVITY. This Ordinance shall take effect upon approval of the Municipal Mayor. Posting shall be done in the bulletin boards at the entrance of the municipal hall, public transport terminals in Barangays Purisima, Victoria Crossing and Gamut, and in the Twenty Four (24) Barangays, this municipality not later than five (5) days after approval of the Municipal Mayor.

ENACTED this 14th day of April, 2026, upon motion of Honorable Emmanuel P. Isiang, duly seconded by Honorable Levie B. Moreno, Honorable Romeo D. Momo, Jr., and Honorable Reynaldo G. Selades, without objection.

CERTIFIED CORRECT:



ZELMA A. CABRERA-CASTRO
Secretary to the Sanggunian

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



IRA MINETTE C. PIMENTEL
Municipal Vice Mayor/Presiding Officer

APPROVED:



JELIO VALDE LAURENTE
Municipal Mayor

Date: April 27, 2026