



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF BAYABAS



-Tanggapan ng Sangguniang Bayan-

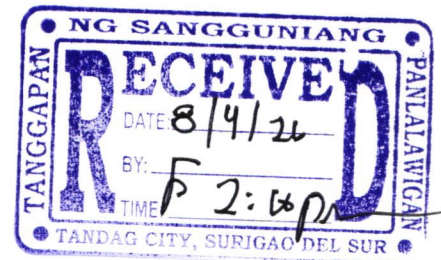
August 4, 2026

The Honorable Members
Sangguniang Panlalawigan
Surigao del Sur

Thru: Edgar G. Perez II, J.D.
Secretary to the Sangguniang Panlalawigan
Capitol Hills, Telaje, Tandag City, Surigao del Sur

Dear Honorable Ladies and Gentlemen:

Good day and Mabuhay!



This is to submit to the Sangguniang Panlalawigan Ordinance No. 17, series of 2026 of the Municipality of Bayabas, Surigao del Sur, entitled: AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO) OF THE MUNICIPALITY OF BAYABAS, PROVINCE OF SURIGAO DEL SUR, PRESCRIBING ITS ORGANIZATIONAL STRUCTURE, PLANTILLA POSITIONS AND FUNCTIONS, AND PROVIDING APPROPRIATION THEREFOR, PURSUANT TO REPUBLIC ACT NO. 10121 AND NDRRMC-DILG-DBM-CSC JOINT MEMORANDUM CIRCULAR NO. 2014-1, in six (6) copies for review and affirmation.

Looking forward to the kind and favorable action of the Sangguniang Panlalawigan on this measure for the benefit of the people of Bayabas.

Thank you, and our best regards.

Very truly yours,


KRISTIL ABI Q. ANDOY, REA
Secretary to the Sangguniang Bayan I



-Tanggapan ng Sangguniang Bayan-

EXCERPT FROM THE MINUTES OF THE 28TH-2026 REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF BAYABAS, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, BALETE, BAYABAS, SURIGAO DEL SUR ON JULY 20, 2026

PRESENT:

HON. MARIA CLARITA G. LIMBARO
Municipal Vice Mayor
Presiding Officer

REGULAR MEMBERS:

Hon. Placido B. Ronquillo II	- SB Member
Hon. Edgardo J. Butad	- SB Member
Hon. Gerald M. Ambray	- SB Member
Hon. Ian B. Armenia	- SB Member
Hon. Louime Z. Maglangit	- SB Member
Hon. Rufo L. Ordoña	- SB Member
Hon. Nicholson Y. Lozada	- SB Member
Hon. Madelyn V. Lozada	- SB Member

EX-OFFICIO MEMBERS:

Hon. Thalia Joyce B. Sapong	- Pres. - SK Federation
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ABSENT:

<i>On Sick Leave:</i>	
Hon. Eddie B. Morse	- Pres. Liga ng mga Barangay

ORDINANCE NO. 17

Series of 2026

AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO) OF THE MUNICIPALITY OF BAYABAS, PROVINCE OF SURIGAO DEL SUR, PRESCRIBING ITS ORGANIZATIONAL STRUCTURE, PLANTILLA POSITIONS AND FUNCTIONS, AND PROVIDING APPROPRIATION THEREFOR, PURSUANT TO REPUBLIC ACT NO. 10121 AND NDRRMC-DILG-DBM-CSC JOINT MEMORANDUM CIRCULAR NO. 2014-1

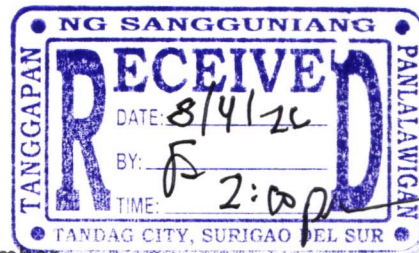
Sponsors:

Hon. Placido B. Ronquillo II; Hon. Edgardo J. Butad; Hon. Gerald M. Ambray; Hon. Ian B. Armenia; Hon. Louime Z. Maglangit; Hon. Rufo L. Ordoña; Hon. Nicholson Y. Lozada; Hon. Madelyn V. Lozada; and Hon. Thalia Joyce B. Sapong

PREFATORY STATEMENTS

WHEREAS, RA No. 10121 and JMC No. 2014-1 mandates all Local Government Units to create their respective Disaster Risk Reduction Management Offices (DRRMOs) to carry out the implementation of all disaster related matters and concerns;

WHEREAS, the Municipality of Bayabas, Surigao del Sur, in compliance to such directive and subject to its financial capacity has created the position of Local Disaster Risk Reduction Management Officer II (LDRRMO II) to head the DRRM unit of the Municipality under the Municipal Mayor's Office and with other manpower complement coming from other units with the Municipal Government on



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
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OSSP-26-06147



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designation basis, as per Ordinance No. 15, series of 2017 in accordance to JMC No. 2014-1 and Section 325 (a) of RA 7160;

WHEREAS, based on the Regional Disaster Risk Reduction and Management Council – Caraga Region Memorandum (RDRRMC) Order No. 32, series of 2026, it was revealed through the results of all Gawad Kalasag evaluations of all LGUs within the region that there are LGUs which were not able to comply with the mandatory staffing pattern of DRRM Office; and

WHEREAS, based on the foregoing, the Sangguniang Bayan of Bayabas, Surigao del Sur recognizes the need to create the Municipal Disaster Risk Reduction Management Office (MDRRMO) anchored on RA 10121, RA 7160, JMC No. 2014-1, and DBM LBC No. 171 dated May 18, 2026 to ensure that the said office shall be effective, efficient, and responsive to its mandate.

NOW, THEREFORE:

BE IT ORDAINED by the Sangguniang Bayan of Bayabas, Province of Surigao del Sur, in session assembled:

SECTION 1. TITLE. This Ordinance shall be known as the “Ordinance Creating the Municipal Disaster Risk Reduction and Management Office (MDRRMO) of the Municipality of Bayabas, Province of Surigao del Sur.”

SECTION 2. DECLARATION OF POLICY. It is the policy of the Municipality of Bayabas to uphold and protect the constitutional rights of its people to life and property by adopting a holistic, comprehensive, integrated, and proactive approach to disaster risk reduction and management (DRRM) in accordance with Republic Act No. 10121 (“Philippine Disaster Risk Reduction and Management Act of 2010”) and its Implementing Rules and Regulations (IRR), and relevant national guidelines including the NDRRMC–DILG–DBM–CSC Joint Memorandum Circular No. 2014-1.

SECTION 3. LEGAL BASIS. This Ordinance is enacted pursuant to:

(a) Republic Act No. 10121, particularly Section 12 providing for the establishment of a Local Disaster Risk Reduction and Management Office (LDRRMO) in every province, city, and municipality;

(b) Republic Act No. 7160 (Local Government Code of 1991), particularly Sections 76, 443(c)(2), 447(a)(1)(vii–viii), authorizing LGUs to design their organizational structure and staffing pattern subject to CSC standards and to create positions necessary to carry out municipal functions;

(c) NDRRMC–DILG–DBM–CSC Joint Memorandum Circular No. 2014-1 on the organizational structure and staffing pattern of LDRRMOs;

(c) DBM LBC No. 171 dated May 18, 2026 on the Guidelines on the implementation of Personal Services (PS) Limitation on Local Government Budgets and Determination of Waived PS Items pursuant to Section 102 of the General Provisions (GPs) of the Fiscal Year 2026 General Appropriations Act (GAA), Republic Act No. 12314 and years thereafter; and

(d) Other applicable laws, rules, and regulations.

SECTION 4. CREATION OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO). There is hereby created the Municipal Disaster Risk Reduction and Management



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Office (MDRRMO) of the Municipality of Bayabas, Surigao del Sur, as a regular municipal office under the Executive Department of LGU-Bayabas to serve as the principal office responsible for the formulation, coordination and implementation of disaster risk reduction and management (DRRM) programs, projects and activities of the Municipality in accordance with RA 10121, its IRR, and related issuances. The MDRRMO shall serve as the Secretariat and executive arm of the Municipal Disaster Risk Reduction and Management Council (MDRRMC).

SECTION 5. MANDATE AND GENERAL FUNCTIONS. The MDRRMO shall be responsible for setting the direction, development, implementation, and coordination of disaster risk reduction and management programs within the territorial jurisdiction of the Municipality of Bayabas. In particular, it shall:

(a) Serve as the Secretariat and executive arm of the MDRRMC, implementing its policies, plans, and programs;

(b) Formulate, update, and oversee the implementation of the Municipal Disaster Risk Reduction and Management Plan (MDRRMP) and the Local Disaster Risk Reduction and Management Fund (LDRRMF) Investment Program in coordination with the Municipal Development Council and other stakeholders;

(c) Facilitate and support hazard, vulnerability, and risk assessments; prepare and maintain a municipal risk map; and consolidate local disaster risk information, including climate change-related risks;

(d) Operate and manage a municipal multi-hazard early warning system and emergency communications, linked to barangay DRRM committees and provincial/national offices;

(e) Organize, train, equip, and mobilize municipal emergency response teams and accredited community disaster volunteers; coordinate with the PDRRMO, OCD, BFP, PNP, AFP, DOH, DSWD, and other agencies;

(f) Conduct information, education, and communication campaigns on DRRM and climate change adaptation for all sectors, including vulnerable and marginalized groups;

(g) Establish and maintain a Municipal Disaster Risk Reduction and Management Operations Center (MDRRMOC) to serve as the command and coordination hub during emergencies;

(h) Manage the receipt, inventory, pre-positioning, and distribution of relief goods, equipment, and other DRRM resources, in coordination with the MSWDO and other offices;

(i) Conduct damage assessment and needs analysis (DANA) immediately after disasters and submit reports to the MDRRMC, PDRRMO, and OCD;

(j) Prepare and submit to the Sangguniang Bayan, through the MDRRMC and Municipal Development Council, the annual MDRRMO work and financial plan, the proposed LDRRMF programming, and reports on fund utilization in accordance with RA 10121 and COA rules;

(k) Develop partnerships and linkages with CSOs, NGOs, the private sector, academe, and other LGUs for DRRM and emergency response;



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(I) Perform such other DRRM-related functions as may be assigned by the Municipal Mayor, the MDRRMC, or higher authorities consistent with RA 10121 and its IRR.

SECTION 6. ORGANIZATIONAL STRUCTURE. The MDRRMO shall be initially composed of a Municipal Disaster Risk Reduction and Management Officer (MDRRMO) to be assisted by three (3) staff responsible for: (1) Administration and Training; (2) Research and Planning; and (3) Operations and Warning pursuant to JMC 2014-1. The organizational structure of the MDRRMO is presented as follows:



The MDRRMO shall coordinate closely with the Barangay Disaster Risk Reduction and Management Committees (BDRRMCs) and the Provincial DRRM Office (PDRRMO).

SECTION 7. PLANTILLA POSITIONS AND SALARY GRADES. The following initial mandatory plantilla positions are hereby created for the MDRRMO in accordance to Section 5.3 of JMC 2014-1, with salary grades in accordance with the Salary Standardization Law and CSC qualification standards:

Head of Office:

Municipal Government Department Head I

(Municipal Disaster Risk Reduction and Management Officer)

Salary Grade: 24

Research and Planning:

Local Disaster Risk Reduction and Management Officer II

Salary Grade: 15

Administration and Training:

Local DRRM Assistant

Salary Grade: 8

Operation and Warning:

Local DRRM Assistant

Salary Grade: 8

Additional positions may be created in the future by separate ordinance or through the annual budget process, consistent with the municipality's income class, workload, and CSC/DBM guidelines.

SECTION 8. QUALIFICATION STANDARDS. All positions created under this Ordinance shall be filled in accordance with the Civil Service Commission's qualification standards, selection and appointment rules, and other pertinent human resource policies. The Municipal Human Resource Management Office (MHRMO) shall assist in the recruitment, screening, and appointment processes.



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SECTION 9. Functions of the Municipal Disaster Risk Reduction and Management Officer (Head of Office). The Municipal DRRM Officer shall:

- a. Head the MDRRMO and supervise all its personnel and operations.
- b. Serve as a member and secretariat of the Municipal DRRM Council.
- c. Oversee the preparation, updating, and implementation of the Municipal DRRM Plans and contingency plans.
- d. Advise the Municipal Mayor and the MDRRMC on matters relating to DRRM, including the declaration or lifting of states of calamity at the municipal level.
- e. Represent the LGU in DRRM-related meetings, trainings, and activities as may be authorized by the Municipal Mayor.

9.1 Research and Planning Section Functions

- a) Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;
- b) Facilitate and support risk assessments and contingency planning activities at the local level;
- c) Consolidate local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintain a local risk map;
- d) Conduct research and development initiatives in DRRM;
- e) Formulate and implement a comprehensive and integrated Local DRRM plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- f) Prepare and submit to the Local Sanggunian through the Local LDRRMF Council and the LDC the annual LDRRMO Plan and Budget, the propose programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC;
- g) Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- h) Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
- i) Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
- j) Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning;
- k) Performs other related duties from time to time as directed by his/her superior.

9.2 Administration and Training Section Functions

- a) Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- b) Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
- c) Identify and implement cost-effective risk reduction measures and or strategies;
- d) Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;



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- e) Take all necessary steps on continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
- f) Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs) ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- g) Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
- h) Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121;
- i) Performs other related duties from time to time as directed by his/her superior.

9.3 Operations and Warning Section Functions

- a) Operate a multi-hazard warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
- b) Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- c) Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- d) Coordinate other DRRM activities;
- e) Establish linkage and or network with other LGUs for DRR and emergency response;
- f) Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs;
- g) Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas specially to the vulnerable sectors (women, children, senior citizens and PWD);
- h) Perform other related duties from time to time as directed by his/her supervisor.

SECTION 10. Appropriations. The amount necessary for the personal services, maintenance and other operating expenses, and capital outlay requirements of the MDRRMO shall be sourced from the General Fund of the Municipality.

SECTION 11. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected shall continue to be in full force and effect.

SECTION 12. REPEALING CLAUSE. All ordinances, resolutions, rules, and regulations, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.



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SECTION 13. EFFECTIVITY. This Ordinance shall take effect after compliance with the posting and publication requirements under the Local Government Code of 1991 and other applicable laws, but this shall be implemented to commence on fiscal year 2027.

ENACTED this 20th day of July, 2026, at Bayabas, Surigao del Sur, upon motion of Hon. Louime Z. Maglangit, duly seconded by all Sangguniang Bayan Members present, there being a quorum.

As disposed of by the Presiding Officer

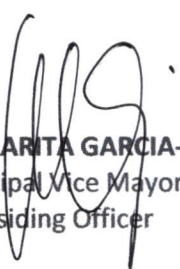
IN FAVOR	: (9)	Hon. Placido B. Ronquillo II; Hon. Edgardo J. Butad; Hon. Gerald M. Ambray; Hon. Ian B. Armenia; Hon. Louime Z. Maglangit; Hon. Rufo L. Ordoña; Hon. Nicholson Y. Lozada; Hon. Madelyn V. Lozada; and Hon. Thalia Joyce B. Sapong
AGAINST	: (0)	None
ABSTAINED	: (0)	None

I hereby certify that the foregoing Ordinance was enacted by the 12th Sangguniang Bayan of Bayabas, Surigao del Sur, during its 28th Regular Session held on the date and place first above given.

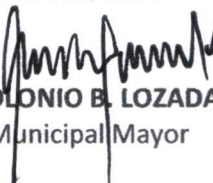
CERTIFIED CORRECT:


KRISTIL ABI Q. ANDOY, REA
Secretary to the SB I

ATTESTED & CERTIFIED
TO BE DULY ENACTED:


HON. MARIA CLARITA GARCIA-LIMBARO
Municipal Vice Mayor
Presiding Officer

APPROVED:


HON. APOLONIO B. LOZADA, DVM
Municipal Mayor

Date: 8-4-26



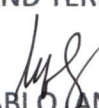
TANGGAPAN NG SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

In compliance to Section 59 of RA 7160, Article 113, IRR of RA 7160, the hereunder approved ordinance is hereby posted:

“AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO) OF THE MUNICIPALITY OF BAYABAS, PROVINCE OF SURIGAO DEL SUR, PRESCRIBING ITS ORGANIZATIONAL STRUCTURE, PLANTILLA POSITIONS AND FUNCTIONS, AND PROVIDING APPROPRIATION THEREFOR, PURSUANT TO REPUBLIC ACT NO. 10121 AND NDRRMC-DILG-DBM-CSC JOINT MEMORANDUM CIRCULAR NO. 2014-1”

DATE ENACTED : JULY 20, 2026
DATE APPROVED : AUGUST 4, 2026
DATE POSTED : AUGUST 4, 2026
PLACE POSTED : TSB BULLETIN BOARD AND TERMINAL BULLETIN BOARD


KRISTIL ABI Q. ANDOY, REA
Secretary to the Sangguniang Bayan I



Republika ng Pilipinas
Lalawigan ng Surigao del Sur
Bayan ng Bayabas

Tanggapan ng Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 28TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF BAYABAS, SURIGAO DEL SUR HELD AT THE SB SESSION HALL, BALETE, BAYABAS, SURIGAO DEL SUR ON JULY 20, 2026

PRESENT: HON. MARIA CLARITA G. LIMBARO
Municipal Vice Mayor
Presiding Officer

REGULAR MEMBERS:

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Hon. Loume Z. Maglangit	- SB Member
Hon. Rulo L. Ordofia	- SB Member
Hon. Nicholson Y. Lozada	- SB Member
Hon. Madelyn V. Lozada	- SB Member

EX-OFFICIO MEMBERS:

Hon. Thalia Joyce B. Sapong	- Pres. - SK Federation
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ABSENT: On Sick Leave:
Hon. Eddie B. Morse - Pres. Liga ng mga Barangay

ORDINANCE NO. 17
Series of 2026

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Sponsors:

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PREFATORY STATEMENTS

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WHEREAS, the Municipality of Bayabas, Surigao del Sur, in compliance to such directive and subject to its financial capacity has created the position of Local Disaster Risk Reduction Management Officer II (LDRRMO II) to head the DRRM unit of the Municipality under the Municipal Mayor's Office and with other manpower complement coming from other units with the Municipal Government on

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