



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF ILOILO  
MUNICIPALITY OF PAVIA  
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON DECEMBER 11, 2023 AT 9:00 A.M. IN THE SESSION HALL, MUNICIPAL BUILDING, PAVIA, ILOILO.

PRESENT:

- |                                |  |
|--------------------------------|--|
| 1. Hon. Edsel G. Gerochi       | -Municipal Vice Mayor<br>Presiding Officer |
| 2. Hon. Jo Jan Paul Peñol      | -Municipal Councilor                       |
| 3. Hon. Ariel Gerada           | - do-                                      |
| 4. Hon. Jose Maria Trimañez    | - do-                                      |
| 5. Hon. Daniel S. Fajardo II   | - do-                                      |
| 6. Hon. Roy Gorriceta, Sr.     | - do-                                      |
| 7. Hon. Rhia Sotomil           | - do-                                      |
| 8. Hon. Joshua Philippe Gumban | - do-                                      |
| 9. Hon. Tito J. Henarios       | -Liga President, Ex-Officio Member         |

ABSENT:

- |                                     |  |
|-------------------------------------|--|
| 1. Hon. Leonardo L. Belasa          | - Municipal Councilor                  |
| 2. Hon. Gerard Peter G. Zaldarriaga | - SK Fed. President, Ex-Officio Member |

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MUNICIPAL ORDINANCE NO. 2023-49

AN ORDINANCE INSTITUTIONALIZING THE 24/7 OPERATIONS OF THE PAVIA MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OPERATIONS CENTER (MDRRMOOC)

*Introduced by:*

**Hon. Jo Jan Paul J. Penol**

Chairman, Committee on Disaster Risk Reduction and Management

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**WHEREAS**, due to Pavia's location within a floodplain between two tributaries of Jaro River, the municipality is assessed as naturally affected and highly prone to flooding by the Department of Environment and Natural Resources

**WHEREAS**, as an urbanizing municipality, it is traversed by a busy six lane main road network which is prone to vehicular traffic accidents that pose a threat to life and property of both residents and transients in the municipality.

**WHEREAS**, the Municipality is Geo Risk-PH-assessed as vulnerable to hydro-meteorological hazards such as but not limited to typhoons and super typhoons.

**WHEREAS**, that there is a need to constantly monitor geological, hydro-meteorological and human-induced hazards and operationalize its corresponding early warning and response coordination systems.

**WHEREAS**, pursuant to Section 4.25 of the IRR of Republic Act 10121 prescribes the MDRRMO to establish a Municipal Disaster Risk Reduction and Management Office Operations Center.



Job Title/Position	Job Description
<b>MUNICIPAL DISASTER RISK REDUCTION &amp; MANAGEMENT OFFICER</b>	Set the direction, development, implementation and coordination of disaster risk management programs of the municipality.
	Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities.
	Facilitate and implement a comprehensive and integrated LDRRM Plan in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs).
	Prepare and submit to the local Sangguniang through the LDRRM Council and the LD Council the annual LDRRMO Plan and budget, the proposed programming of the LDRRM Fund, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the LDRRMO/BDRRMC.
	Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes.
	Responsible for inter-agency disaster rehabilitation and recovery activities.
	Recommend through the LDRRMC the enactment of local ordinances consistent with the requirements of RA 10121.
	Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121.
	Prepare and submit the report on the utilization of the LDRRMF and other dedicated disaster risk reduction and management resources.
	Act as emergency-operations-officer (EOD)/dispatch officer for 24/7 early warning monitoring and incident response coordination.
	Act as executive officer of the Chair of the MDRRM Council.
	Coordinate the functions of planning, administration and operations to delivery responsive and timely delivery of disaster prevention, mitigation, preparedness, response, reconstruction and recovery programs, projects and activities.

**Research and Planning Division**

<b>Local Disaster Risk Reduction and Management Officer</b>	Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines.
	Facilitate and support risk assessments and contingency planning activities at the local level.
	Maintain database of human resource, equipment, directories, and location of critical.
	Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map.
	Prepare and update local disaster risk reduction and management as well as climate change adaptation and mitigation plans in consultation with local DRRM stakeholders.
	Assist barangays in the formulation of their respective DRRM Plans.
	Organize and coordinate the DRRM and CCA vulnerability and risk assessment, climate and disaster risk assessment and other studies related to disaster resiliency and climate change adaption/mitigation.
	Identify, assess and manage the hazards vulnerabilities and risks that may occur in their locality.
	Conduct research and special studies in support of DRRM policy development.
	Coordinate the formulation of Strategic Action Plan for disaster-affected areas.
	Updates and files situational reports.
	Databank all monitoring and operation.

**Administrative and Training Division**

<b>Local Disaster Risk Reduction and Management Officer II and I</b>	Conduct training needs assessment of vulnerable families, communities, special sectors and other DRRM stakeholders.
	Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level.
	Facilitate acquisition of resources needed for a continuously functional 24/7 operations.
	Disseminate information and raise public awareness about local hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures.
	Facilitate the basic and skills upgrading of both new and senior PAVERS crew.
	Design and facilitate reproduction and distribution of education, information campaign materials in print, broadcast or video.
	Serve as the secretariat of the LDRRM Council.
	Act as emergency-operations-officer (EOD)/dispatch officer for 24/7 early warning monitoring and incident response coordination.

### Logistics Division

<b>Local Disaster Risk Reduction and Management Assistant</b>	Formulate policies, plans and programs on the acquisition and disposition of family packs, hygiene kits, food packs, and other relief goods/items.
	Ensure the readiness of minimum stockpile of family packs, hygiene kits food packs and other relief goods.
	Conceptualize and operate a reliable inventory system for support logistics of all fixed assets, EMS supplies and other expendable assets.
	Ensure that provisions of response unit teams are well-supplied.
	Formulate a tagging/inventory system for all fixed assets.
	Coordinate with Administration for the acquisition of needed supplies and minimum stockpiles.

### Information & Communication Technology Division

<b>Local Disaster Risk Reduction and Management Assistant</b>	Conceptualize and maintain functionality of Multi-Hazard Early Warning and Monitoring ICT systems.
	Monitor the running progress of Information systems and communication-electronics resources of the municipality.
	Administer the communication-electronics resources.
	Update and monitor early warning information on various hydro-met and geologic hazards and submits results to Planning for archiving.
<b>Admin Aide VI</b>	Disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss.
	Perform other tasks may assign.

### Operations Division

<b>Local Disaster Risk Reduction and Management Officer II &amp; I</b>	Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the municipality, Civil Society Organizations, 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.
	Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups.
	Organize, train, equip and supervise the local emergency response team (or Pavia Emergency Responders).
	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.
	Coordinate other disaster risk reduction and management activities.
	Establish and maintain the 24/7 operation of the Municipal Disaster Risk Reduction and Management Operations Center.
	Ensure functionality and responsiveness of 24/7 Emergency Response Services Program subject to prevailing EMS and technical response protocols.
	Act as emergency-operations-officer (EOD)/dispatch officer for 24/7 early warning monitoring and incident response coordination.
	Organize and lead rapid damage assessment and needs analysis (RDANA) Team and/or post disaster needs analysis (PDANA) team.
	Lead and coordinate response actions with other members of the response cluster in the unlikely event of disasters.
<b>Admin Aide VI, IV, III Driver I</b>	Safe and secure emergency vehicle navigation of crew and patient to site of incident to receiving medical facility subject to prevailing response protocols
	Periodic maintenance and repairs of emergency vehicle by cleaning and checking the vehicle parts to assure safe transportation of official, personnel, and guests;

	Vehicle cleaning and disinfection;
	Heavy equipment operation;
	Maintenance of generator sets.

#### CHAPTER V. APPROPRIATIONS

**Section 5. Appropriation.** The funding necessary to implement the provisions of this Ordinance shall be included in the General Appropriations of the Municipality of Pavia.

#### CHAPTER VI. MISCELLANEOUS AND FINAL PROVISIONS

**Section 6. Implementing Rules and Regulations (IRR).** The Municipal Mayor may issue appropriate and relevant rules and regulation, as necessary for the proper implementation of any and all provisions of this Ordinance.

**Section 7. Repealing Clause.** All other orders and issuances, as well as pertinent rules and regulations thereof, which are inconsistent with any of the provisions in this Ordinance are hereby repealed or amended accordingly.

**Section 8. Separability Clause.** Should any provision of this Ordinance be found unconstitutional, such provision shall be severed from the remainder of this Ordinance and such action shall not affect the enforceability of the remaining provisions of this Ordinance.

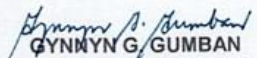
**Section 9. Effectivity.** This Ordinance shall take effect immediately upon its approval and publication in local newspapers of general circulation and information campaign has been undertaken and that all establishments named herein are given six (6) months after the approval to have a full implementation of the project.

**BE IT ORDAINED FURTHER** to furnish copies of this ordinance to the Sangguniang Panlalawigan of the Province of Iloilo for review, DILG, and other concerned agencies for their information and appropriate action.

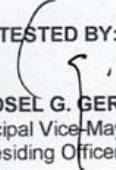
ENACTED this 11<sup>th</sup> day of December, 2023 at Pavia, Iloilo Philippines.

Approved.

I HEREBY CERTIFY to the correctness  
of the above-quoted ordinance:

  
GYNNYNG G. GUMBAN  
Secretary to the Sanggunian

ATTESTED BY:

  
HON. ESEL G. GERACHI  
Municipal Vice-Mayor  
Presiding Officer

APPROVED:

  
HON. LAURENCE ANTHONY G. GORRICETA  
Municipal Mayor