



## Office of the Mayor

### EXECUTIVE ORDER NO. JS2026-51

#### REORGANIZING THE EVACUATION CENTER CAMP MANAGEMENT TEAM IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

**WHEREAS**, Republic Act No. 10121 states that it shall be the policy of the state, among others, "to uphold the people's constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country's institutional capacity for disaster risk reduction and management and building the resilience of local communities to disasters including climate change impacts";

**WHEREAS**, pursuant to the Guidelines on Evacuation Center Coordination and Management, by virtue of Republic Act 7160, also known as the Local Government Code of 1991, the local governments, specifically the provincial governments, are mandated to provide immediate basic relief assistance such as food, clothing, psycho-social support, and emergency shelter to families affected by natural or human-induced. There is a need to immediately move the disaster affected families to safe evacuation centers or safe areas because of the threat of or the actual occurrence of disasters which may cause loss of lives and destruction of properties;

**WHEREAS**, NDCC Circular No. 5 series of 2007 and No. 4 series of 2008 was amended through Memorandum No. 12 series of 2008, merging several clusters and designation of lead government agencies. This includes the merging of DSWD lead cluster namely: (1) camp coordination and management, protection and emergency shelter cluster; and, (2) permanent shelter and livelihood cluster;

**WHEREAS**, the adoption of the cluster approach in the country and the approval and implementation of RA 10121, there is a need to enhance and update DSWD AO No. 36, series of 1994 to ensure its relevance to current disaster risk reduction and management practices and standards;

**WHEREAS**, it is necessary to establish a local evacuation center camp management to manage the provision of immediate basic relief assistance at centers;

**NOW, THEREFORE, I, ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, do hereby order:

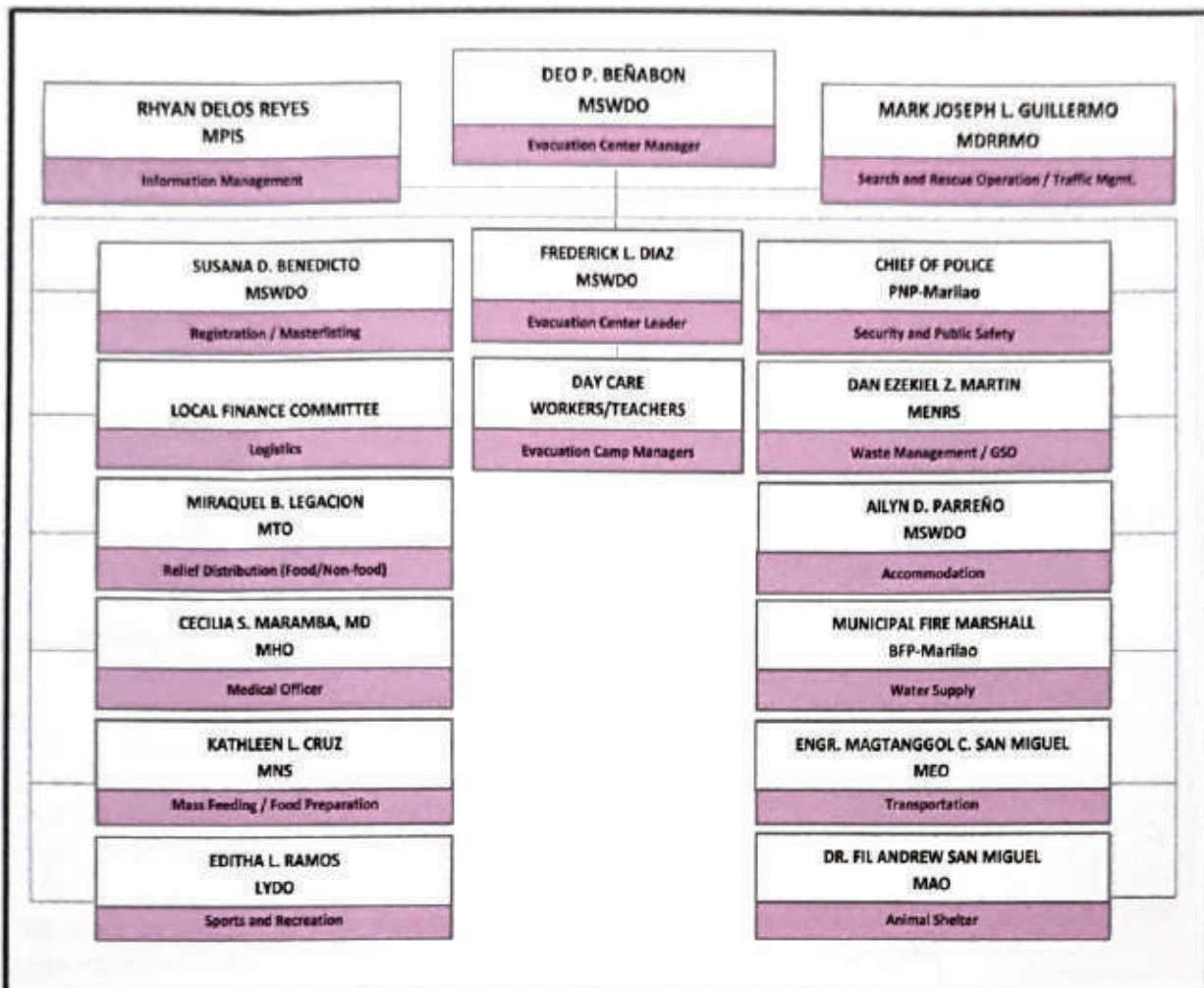
**SECTION 1. COMPOSITION OF THE EVACUATION CENTER CAMP MANAGEMENT TEAM.** The Evacuation Center Management Camp Team shall be composed of the following:





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### 1.1 EVACUATION CENTER CAMP MANAGEMENT TEAM



**SECTION 2. FUNCTIONS OF THE EVACUATION CENTER CAMP MANAGEMENT TEAM.** The different clusters of the Evacuation Center Camp Management Team shall perform the following:

- 2.1 Deploy cluster members to their assigned evacuation center;
- 2.2 Inform the building, structure, or property owners of operation;
- 2.3 Inspect the facilities to ensure that everything is in order and functional;
- 2.4 Conduct planning session, ideally before accepting Internally Displaced Person (IDP);
- 2.5 Coordinate with Food and Non-food cluster for the needs;
- 2.6 Make sure that all team members wear identifiable markers (Identification Cards, MDRRMC Vest or Shirts); and
- 2.7 Set-up visible evacuation center Information Boards, streamers with proper directions and sufficient supplies and communication capacity.





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### SECTION 2-A. DESIGNATION OF EVACUATION CENTER CAMP MANAGERS

For every evacuation center activated during disasters or emergencies, a designated Evacuation Center Camp Manager shall be assigned to supervise and manage the day-to-day operations of the evacuation facility.

The **Camp Manager** shall preferably be selected from among **Daycare Workers/Teachers**, who are familiar with the community and capable of assisting in the management of evacuees.

The Camp Manager shall operate under the supervision of the Municipal Social Welfare and Development Office (MSWDO) and shall coordinate closely with the Barangay Disaster Risk Reduction and Management Committee (BDRRMC) of the barangay where the evacuation center is located.

### SECTION 2-B. TRAINING OF CAMP MANAGERS

All designated Camp Managers shall undergo training and orientation on Evacuation Center Camp Management to be conducted by the MDRRMO in coordination with the MSWDO and other relevant agencies.

Such training shall include topics on:

- Camp Coordination and Camp Management (CCCM)
- Registration and profiling of evacuees
- Protection of vulnerable sectors
- Relief distribution coordination
- Basic disaster response protocols

This shall be consistent with Republic Act No. 10121 and the DSWD-DILG-DepEd-DOH Joint Memorandum Circular No. 1, Series of 2013 on Evacuation Center Management.

### SECTION 2-C. BARANGAY COORDINATION

The designated Camp Manager shall coordinate with the Barangay Disaster Risk Reduction and Management Committee (BDRRMC) and Barangay Officials to ensure the orderly operation of evacuation centers.

The barangay shall assist in:

- mobilizing volunteers
- maintaining peace and order through Barangay Tanods
- assisting in the registration and masterlisting of evacuees
- ensuring compliance with evacuation center rules.





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**SECTION 3. BASIC FACILITIES AND STANDARDS.** The following facilities should be made available by the Evacuation Center Camp Management Team for the IDPs prior to evacuation:

3.1. **Shelter and Accommodation.** There must be adequate shelter to cater to all evacuees with water and electricity connections.

3.2. **Camp Management Desk.** Set-up a desk properly marked and visible.

3.3. **Toilets and Bathing Areas.** All toilets and bathing areas should be well lighted, can be locked from the inside, with adequate ventilation and conforms to the requirements of all laws, and to the specifications of the standard.

3.4. **Child-Friendly Spaces.** Must be located near a clean toilet for boys and girls.

3.5. **Community Kitchen.** The cooking area provided for by the Local Government Unit shall be utilized and equipped with cooking tools to provide hot meals for the evacuees.

3.6. **Information Board.** Must be available on a space visible and easy to update which must contain the following information:

- Name of the Evacuation Center and its location
- Name of Camp Manager, agency and contact details
- Numbers of Families, Individuals, Males, Females, Lactating Mothers, Pregnant Women, Children, Schoolchildren, Elderly disaggregated by sex, PWDs disaggregated by sex, Persons with serious Illness, 4P's Beneficiaries, Families with Damaged Houses, Casualties (Dead, Missing, Injured), Schedule of Activities.

3.7. **Storage Area.** A safe place where relief goods can be stored free from rodents/insects.

3.8. **Laundry Spaces.** There must be a space for laundry activities within the evacuation center with drainage, water tap shed and lights.

3.9. **Water Supply.** There must at least a supply of 15 liters per person per day.

3.10. **Health Station.** With a breastfeeding room, to be managed by the Municipal Health Office.

3.11. **Couple Room.** Coordinate a room at the Evacuation Center Camp Management Team to accommodate legally married evacuees-couples.

3.12. **Livestock and domestic animals' management.** To be managed by the Municipal Agriculture Office.

3.13. The standard technical specifications of all the above enumerated facilities shall conform to the International Sphere Standards and the provisions of DEPED- DSWD-DILG-DOH Joint Memorandum Circular No.1, Series of 2013.

**SECTION 4. REGISTRATION AND INFORMATION MANAGEMENT.** The Evacuation Center Camp Management Team of the MDRMMC shall be in-charge of the Registration of all evacuees, visitors and donors at the Evacuation Center including Management of all information using prescribed guide as illustrated below:

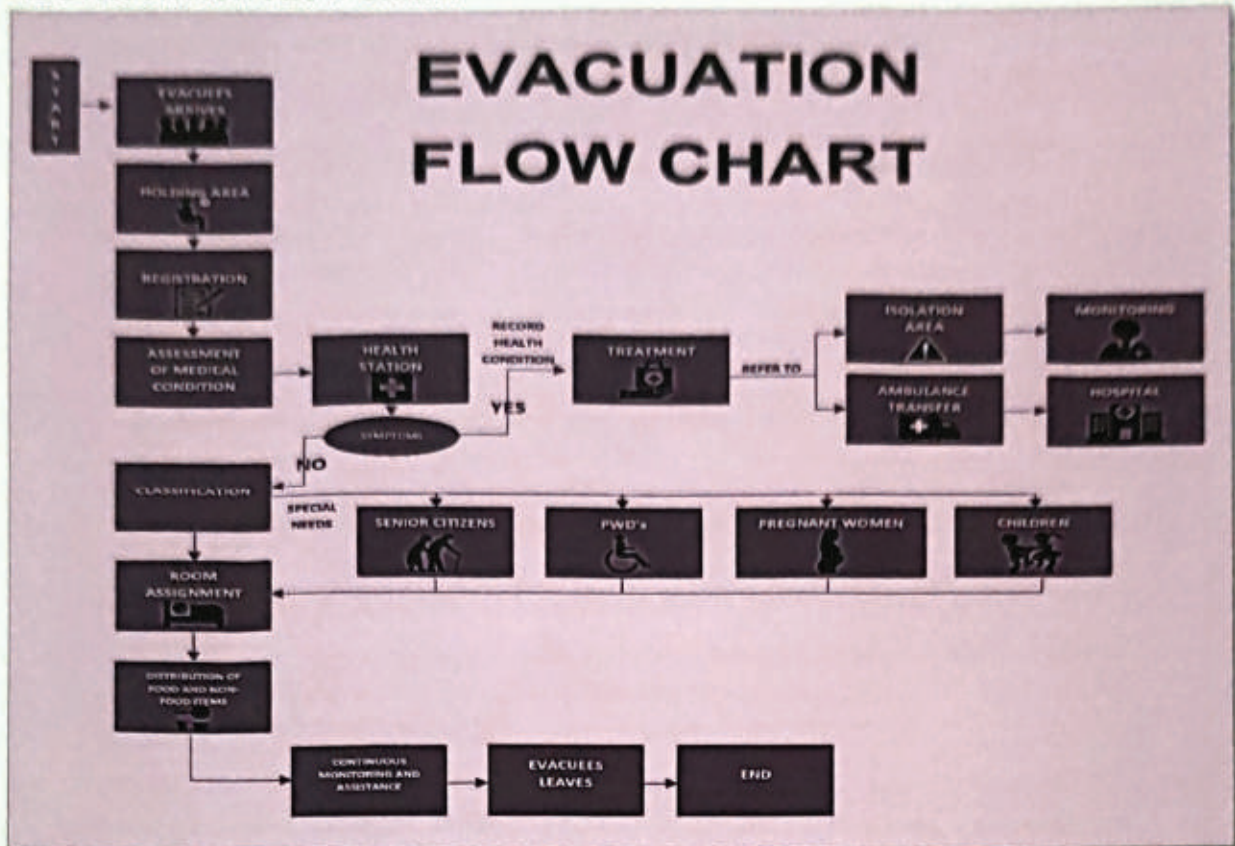




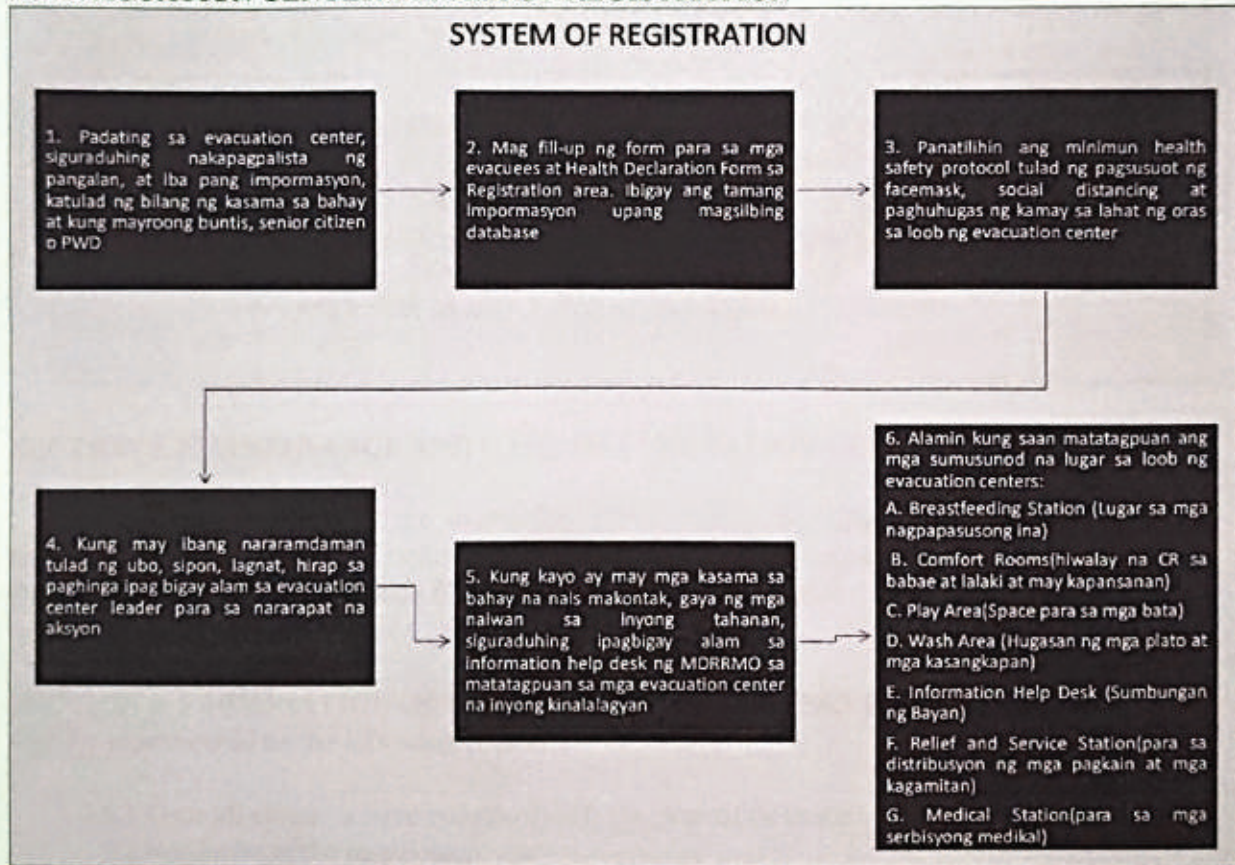


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### 4.2 EVACUATION FLOW CHART



### 4.3 EVACUATION CENTER SYSTEM OF REGISTRATION





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### 4.4 EVACUATION CENTER RULES

#### EVACUATION CAMP RULES

1. Ilabas at ipakita ang claim stub para sa pagkuha ng pagkain at Relief Goods;
2. Iwasang pakialaman ang mga gamit sa ating Evacuation Center;
3. Ingatan at pahalagahan ang anumang gamit na hiniram o ipahihiram mula sa Evacuation Center;
4. Panatiliing malinis at maayos ang ating Evacuation Center lalo na ang mga PALIKURAN upang maiwasan ang anumang sakit;
5. Para sa mga NAGPAPASUSONG INA, gamitin ang BREASTFEEDING AREA;
6. Siguraduhin na laging may nakapatnubay sa inyong mga anak sa lahat ng oras;
7. Panatiliing malinis ang kapaligiran sa lahat ng oras at siguraduhing naibalik sa ayos ang Evacuation Center bago ito iwan;
8. Kung may katanungan, makipag-ugnayan sa Registration Area o sa mga tagapangasiwa ng Evacuation Center;
9. Mahigpit na ipinagbabawal ang mga sumusunod:
  - a. ANG PAG-INOM NG ALAK, PANINIGARILYO AT PAGESUSUGAL
  - b. PAG-IINGAY AT PAG-IIKOT SA EVACUATION CENTER
  - c. PAGTATAPON NG NAPKIN AT DIAPER SA TOILET BOWL
  - d. PAGTATALIK NG MAG-ASAWA SA PAMPUBLIKONG LUGAR
  - e. PAGLALAGI SA HINDI NAKATAKDANG SILID
  - f. PAGSUWAY SA MGA ALITUNTUNIN NG EVACUATION CENTER

### SECTION 5. MAINTENANCE AND CARE OF EVACUATION CENTER FACILITIES

Repairs of damages to the evacuation center during the disaster shall be immediately undertaken to ensure safety and well-being of the evacuees and other occupants. These repairs shall be the responsibility of the Evacuation Center Camp Management Team.

**SECTION 6. TERMINATION OF EVACUATION CENTER SERVICES.** The evacuation center shall be closed based on the following criteria:

- 6.1 Once all evacuees have voluntarily left the evacuation center;
- 6.2 Readiness of the resettlement site;
- 6.3 Readiness of the evacuees return to their respective places of origin; and
- 6.4 Normalcy of the situation





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### **SECTION 7. PRE-DISASTER PREPARATION AND CAMP MANAGEMENT READINESS**

The MSWDO, in coordination with the MDRRMO and concerned barangays, shall maintain a registry of trained Camp Managers, conduct regular orientation and simulation exercises, and ensure that evacuation centers are equipped with updated camp management templates, evacuation layouts, registration forms, and information boards in accordance with national disaster management standards.

**SECTION 7. FILLING IN OF VACANCY.** Any vacancy in the membership shall automatically be filled in by the successor or duly appointed by Municipal Mayor, and who shall serve only for the unexpired term. The name of the successor will be *ipso facto* included in Section 1 of this Order.

**SECTION 8. REPEALING CLAUSE.** All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

**SECTION 9. EFFECTIVITY.** This Order shall take effect immediately.

**DONE AND EXECUTED** this 26<sup>th</sup> day of **February 2026** in the Municipality of Marilao, Province of Bulacan.

  
**ATTY. JEMINA M. SY**  
Municipal Mayor 

