# EXECUTIVE ORDER NO. JS2025-116

**REORGANIZING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ONSCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM AND IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN**

**WHEREAS**, the new RA 10121 IRR Rule 7 (h) "Philippine Disaster Risk Reduction and Management Act of 2010" provided for the establishment of an Incident Command System (ICS) as part of 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**, the new law mandates 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;

**WHEREAS**, the new law has restructured the roles of key players during disaster giving local government units the capacity to manage disaster as "first responders and manage the adverse the effects of emergencies and carry out recovery activities";

**WHEREAS,** in the implementation of such roles requires the structuring of an incidence command system that will govern responses and appropriate actions for pre-disaster, during disaster and post disaster responses;

**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 the REORGANIZATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be the following:

**PRIMARY ICS MANAGEMENT FUNCTIONS:**

**COMMAND STAFF**

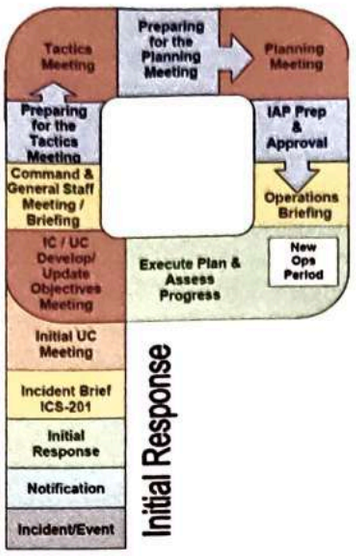
| | | |
|---|---|---|
| INCIDENT COMMANDER | : | MR. CENON M. MAYOR |
| SAFETY | : | MR. MARK JOSEPH L. GUILLERMO |
| INFORMATION | : | MR. RHYAN DC. DELOS REYES |
| LIAISON | : | MR. REYMOND ALLAN O. SANTOS |

**GENERAL STAFF**

| | | |
|---|---|---|
| OPERATIONS | : | PLTCOL JORDAN G SANTIAGO |
| PLANNING | : | MRS. JEREMY C. FRANCISCO, DLUP |
| LOGISTICS | : | ENGR. MAGTANGGOL C. SAN MIGUEL |
| FINANCE AND ADMIN. | : | MRS. EVELYN DE JESUS |
| | | MRS. MIRAQUEL LEGACION |

**FUNCTIONAL RESPONSIBILITY:**

COMMAND - overall responsibility
OPERATIONS - direct tactical actions
PLANNING - Collects/analyze data and prepare action plan
LOGISTICS - provide support
FINANCE/ADMINISTRATION - Cost accounting and procurement




**THE OPERATIONAL PLANNING CYCLE:**

The Incident Command System will follow the standard operational planning cycle from incident/event, notification, initial response and assessment to planning meeting to tactics meeting.

**INCIDENT COMMAND POST**

Incident Command Post will be located with the incident base where primary command functions are performed other incident facilities.

The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

**COMMAND:**

| | | |
|---|---|---|
| Incident Commander | : | MR. CENON M. MAYOR |
| Deputy Incident Commander | : | SINSP MARK ANTHONY P MARQUEZ |
| Information Officer | : | MR. RHYAN DC. DELOS REYES |
| Liaison Officer | : | MR. REYMOND ALLAN O. SANTOS |
| Safety Officer | : | MR. MARK JOSEPH L. GUILLERMO |

**BASIC FUNCTIONS OF THE INCIDENT COMMANDER AND COMMAND STAFF**

a. The Incident Commander is responsible for overall management response operation.
b. The Incident Commander is selected by qualifications and experience.
c. Determines incident objectives and strategies.
d. Establishes priorities in consultation with the staff.
e. Establishes Incident Command Post (ICP)
f. Establish appropriate ICS organization based on the situation.
g. Ensures planning meeting are scheduled as required.
h. Approves and authorizes the implementation of the Incident Action Plan.
i. Ensures that adequate safety measures are in place.
j. Coordinates with key people and officials.
k. Has overall authority and responsibility for conducting incident operations.
l. Ensures availability of resources and will serve as link to higher authorities.
m. Authorizes release of information to the news media.

**INFORMATION OFFICER**

a. Central point for information dissemination
b. Works closely with all the different information officers/media
c. Ask approval of the Incident Commander before media releases

**LIAISON OFFICER**

a. Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies)
b. Assisting agency- provides tactical or service resources

**SAFETY OFFICER**

a. Work with operations on tactics
b. Anticipate, detect, and correct unsafe situations
c. Has emergency authority to stop unsafe acts/operations

**OPERATION SECTION CHIEF**

a. Directs and coordinates all incident tactical operations
b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups.

**PLANNING SECTION CHIEF**

a. Maintains resource status
b. Maintain situation status
c. Prepares Incident Action Plan
d. Provides documentation Service
e. Prepares demobilization plan
f. Provide technical specialists

**LOGISTICS SECTION CHIEF**

a. Provide Services and support to the incident commander
   Responsible for:
   - Facilities
   - Transportation
   - Communications
   - Supplies
   - Equipment Maintenance and Fuel
   - Food Services
   - Medical Services

**FINANCE/ADMINISTRATION SECTION CHIEF**

a. Monitors incident costs
b. Maintains financial records
c. Administer procurements
d. Perform time recordings

**DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

a. Provides the following to the Incident Commander, through Responsible Officials:
   - Making policy decisions
   - Establishing priorities
   - Resolving critical resource issues
   - Mobilizing and tracking resources
   - Collecting, analyzing and disseminating information

**OPERATIONS: PRE-DISASTER**

**1. Communication and Warning**
Chairperson : MRS. DOROTHY B. BONIFACIO
Focal Person : MR. RHYAN DC. DELOS REYES

Purpose: To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

Basic Functions:
a. To relay 24-hour weather bulletin and advisory from PAG-ASA.
b. To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
c. To assist in the activation of warning system devices.
d. To furnish information on updates to responsible persons/agencies.
e. Establish linkage with other agencies.
f. Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc.

**2. Pre-Emptive Evacuation and Transportation**
Chairperson : MR. DAN EZEKIEL Z. MARTIN
Co-Chairperson: PSSg. MARVIN D. MIJARES

Members : All LGU Drivers

Purpose: To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

Basic Functions:
a. Transport the evacuees to the designated evacuation center.
b. Transport relief good.
c. Provide Assistance in the proper and orderly distribution of supplies and materials.
d. Responsible for providing vehicles to the teams.
e. Responsible for checking if the evacuation areas have the needed basic necessities and report to the barangay what is lacking in the center.

**DURING THE DISASTER**

**1. Search and Rescue Team**
Chairperson : MR. MARK JOSEPH L. GUILLERMO
Co-Chairperson: MR. FERDINAND BONIFACIO
Members : Engineering Personnel
PNP Personnel
BFP Personnel

Purpose: To save lives and minimize damage to property.

Basic Functions:
a. To have capable rescue personnel assigned in search and rescue operations.
b. To minimize further injury to people and damage to property.

**2. Evacuation and Relief Operation**

Chairperson: MR. DEO P. BEÑABON
Co-Chairperson: MRS. KATHLEEN L. CRUZ
Members : Municipal Nutrition Council Members
Day Care Workers

Purpose:
a. To assist in the evacuation of affected families to prevent casualties
b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc.)
c. To provide relief and appropriate disaster intervention

Basic Functions:
a. Identify beneficiaries in coordination with barangay secretaries
b. Distribution of relief goods
c. Frontline in the event of disaster and calamities
d. Lead in the relocation of victims to a safe place
e. Monitor the evacuation centers
f. Conduct of stress debriefing of victims (DSWD)
g. To coordinate with other teams
h. Link with civic groups for continuous provision of basic necessities.

**3. Emergency Medical Services**

Chairperson: CECILIA S. MARAMBA, MD
Members: MHO Personnel

Purpose: Provide medical services (emergencies) and post emergencies

Basic Functions:
a. Conduct rapid health assessment to affected areas.
b. Disposal of dead bodies if the need arises.
c. EVS/ health education/water supply, garbage disposal etc.
d. Provision of essential medicines/medical supplies.
e. Update the incident commander on status of the health services especially the victims.
f. Health advices information.
g. Refer to higher authority (TBGDH) for serious cases of medical treatment.
h. Recommend and suggest medical actions.
i. Establish protocol of command.

**4. Fire Suppression/Prevention**

Chairperson: SINSP MARK ANTHONY P MARQUEZ
Members: All BFP Personnel volunteer fire brigade

Purpose: To minimized effects of the occurrence of disastrous fire

Basic Functions:
a. Conduct fire suppression operation during conflagration.
b. Pre and post assessment of cost of damage.
c. Prepare reports and submit to MDRRMC Office.

**5. Security and Safety**
Chairperson: PLTCOL JORDAN G SANTIAGO

Purpose: Ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.

Basic Functions:
a. Police visibility at the site.
b. Monitor peace and order situation.
c. Coordinate with barangay tanod/barangay officials at the site.
d. Report incident to the commander on post for any unusual peace and order situation.
e. Crowd control during relief distribution.

**POST DISASTER:**

**1. Damage Assessment/Needs Analysis**
Chairperson: MR. MARK JOSEPH L. GUILLERMO
Co-Chairperson: ENGR. MAGTANGGOL C. SAN MIGUEL (on infrastructure)
Co-Chairperson: MRS. WILLIAN DARENE A. GESMUNDO (on agriculture)

Purpose:
a. To list down number of casualties.
b. To account/ list down number of affected families/household (rescued/missing family members).
c. List down injured persons that need immediate attention and medical services.
d. Feedback/reporting to public information.
e. Submit list/record of affected families to evacuation and relief team.
f. Submit list of injured persons to emergency medical services.
g. To analyze immediate needs at evacuation center.

Basic Functions:
a. Manage the listing of affected families rescued and brought to the evacuation center-list of injured-list of casualties-list of missing persons.
b. Assess the immediate needs of the affected families in the evacuation center.
c. Manage the listing of damaged to property.
d. Submit to report to headquarter/Mayor.
e. Update the headquarters every 3 hours.

**2. Rehabilitation and Recovery Team**
Chairperson: MRS. JEREMY C. FRANCISCO, DLUP
Co-Chairperson: ENGR. MAGTANGGOL C. SAN MIGUEL

Purpose: To rehabilitate/recover/repair damaged properties after the occurrence of the calamity/disaster.

Basic Functions:
a. Investigation/survey extent of damage
b. Assessment as to properties, infrastructure and etc.
c. Submit report to incident commander
d. If all request granted implementation will follow

**3. Retrieval Operation**

Chairperson: MR. FERDINAND BONIFACIO
Co-Chairperson: MR. JAYSON RAMOS

Members : Engineering Personnel
PNP Personnel
BFP Personnel

Purpose:
a. To find or retrieve any missing persons or bodies as reported.
b. To find important things or properties as reported missing.

Basic Functions:
a. After the search and rescue operation, retrieval operation will commence.
b. To find missing bodies and or property.
c. Coordinate with all the teams.

**PLANNING**

Members:
1. MRS. JEREMY C. FRANCISCO, DLUP
2. MR. MARK JOSEPH L. GUILLERMO
3. MR. REYMOND ALLAN O. SANTOS

Basic Functions:
a. Maintains resource status.
b. Maintains situation status.
c. Prepares Incident Action Plan.
d. Provide documentation service.
e. Prepares demobilization plan.
f. Provide technical specialist.

**LOGISTICS**

Members:
1. ENGR. MAGTANGGOL C. SAN MIGUEL
2. MR. DEO P. BEÑABON
3. MR. JOHN REY SAN MIGUEL
4. ABC President

Basic Functions:
Provides services and support to the Incident Commander

Responsible for:
- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance fuel
- Food services
- Medical services

**FINANCE ADMINISTRATION**

Members:

1. MRS. MIRAQUEL LEGACION
2. MRS. ELENA P. SALAZAR
3. MRS. ROSALIE S. VILLADOS
4. HON. ARIEL P. AMADOR

Basic Functions:

a. Monitors incident costs
b. Maintain financial records
c. Administers procurement contracts
d. Perform time recording

**SECTION 7. Filling in of Vacancy.** Any vacancy in the membership of the Incident Management Team (IMT) shall automatically be filled in by the successor duly elected or appointed by the respective organization to which he or she belongs, if applicable. The concerned organization must submit the name of the successor to the Office of the Mayor for their information and guidance. 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 Clause**. This Executive Order shall take effect immediately.

**DONE** this **2nd** day of **December 2025**, at the Municipality of Marilao, Province of Bulacan.

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