EXECUTIVE ORDER NO. JS2025-117

AN ORDER ACTIVATING THE PAMBAYANG DALUBHASAAN NG MARILAO (PDM) AS THE ALTERNATE EMERGENY OPERATIONS CENTER (EOC) IN TIMES OF CALAMITIES AND DISASTERS IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

WHEREAS, Section 16 of the Local Government Code of 1991 states that, "Every local government unit shall exercise the power expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare, Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of people to a balance ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants";

WHEREAS, Section 2 of Republic Act No. 10121, or better known as the Philippine Disaster Risk Reduction and Management Act of 2010, provides for the mandate of Local Government Units to strengthen the capacity of the Local Government and communities in mitigating and preparing for, responding to, and recovering from the impact of disasters;

WHEREAS, NDRRMC Memorandum No. 131 s. 2018 or the Guidelines on the Establishment, Operationalization and Management of Emergency operation Center, an Operation Center (OpCen) is a designated facility that is staffed and equipped with resources to undertake multi-stakeholder coordination, manage information and facilitate resource mobilization in anticipation of and/or to support incident operations.;

WHEREAS, Back-up or alternate Emergency Operations Center (EOC) may be established as needed in order to ensure continuity of operation amidst disruption;

NOW, THEREFORE, I, **ATTY. JEMINA M. SY,** Municipal Mayor of Marilao, by the virtue of the powers vested in me by the law, do hereby order the ACTIVATION OF PAMBAYANG DALUBHASAAN NG MARILAO (PDM) AS THE ALTERNATE EMERGENY OPERATIONS CENTER (EOC) IN TIMES OF CALAMITIES AND DISASTERS IN THE MUNICIPALITY OF MARILAO, BULACAN.

SECTION 1. ALTERNATE EMERGENCY OPERATION CENTER (EOC)

The MDRRM Operations Center Building is the permanent Operations Center (OpCen) of the Municipal Government located at Municipal Compound, Barangay Patubig, Marilao, Bulacan. It shall be headed by the Local Disaster Risk Reduction and Management (LDRRM) Officer and shall be manned at all hours of the day, or 24/7, by the DRRM staff members for daily normal operating procedures.

In the event of a major disaster, the back-up or alternate Emergency Operations Center (EOC) shall be lodged in Pambayang Dalubhasaan ng Marilao (PDM) locate at Barangay Abangan Norte, Marilao, Bulacan to be headed by the Municipal Mayor, Chairperson of the MDRRMC to ensure the continuity of operations and prevent any disruption. It shall be manned at all hours of the day, or 24/7, by the DRRM staff who will be appointed by the Municipal Mayor.

SECTION 2. COMPOSITION AND RESPECTIVE FUNCTIONS

The EOC shall be managed according to the six (6) broad EOC functions, namely:

- EOC Manager
  i. Obtain response directives and priorities from the Responsible Official (RO) or Local DRRM Officer;
  ii. Supervise all operational and support functions being performed at the EOC;
  iii. Attend meetings and briefings on behalf of the EOC duty team;
  iv. Check reports, correspondences and other documentary requirements prepared by the EOC duty team for approval of concerned authorities; and
  v. Lead the provision of briefing on situation updates for the information of LDRRMC Members.

- Operations Coordinator
  i. Facilitates implementation of instructions for coordination and consequence management;
  ii. Develop correspondences and other documentary requirements for execution of disaster response activities;
  iii. Coordinate and follow-up with concerned agencies and stakeholders regarding the conduct of response activities; and
  iv. Serve as lead secretariat support during Disaster Response meetings.

- Planning Coordinator
  i. Gather, validate and analyze information about the current situation;
  ii. Develop EOC Situational Report with analysis and recommendations;
  iii. Maintain information briefing materials, status displays and other documentary references about the latest situation update; and
  iv. Provide secretariat support during Disaster Response meetings and briefings.

- Logistics Coordinator
  i. Ensure functionality and maintenance of EOC equipment, tools and supplies use for coordination and communication;
  ii. Provide information and communications technology (ICT) support for report development, communication, coordination, meetings and briefings; and
  iii. Provide secretariat support during Disaster Response meetings and briefings.

- Finance/ Admin Coordinator
  i. Ensure availability of funds to support EOC operational activities;
  ii. Arrange for provision of meals and snacks for EOC duty personnel;
  iii. Provide utility and security services at the EOC;
  iv. Serve as message center for administrative documents within the EOC; and
  v. Provide secretariat support during Disaster Response meetings and briefings.

- EREID Task Force
  i. Leads the coordination on EREID concerns;
  ii. Ensure adherence to health and safety measures inside EOC; and
  iii. Provide secretariat support during Disaster Response meetings and briefings.

SECTION 3. OPERATIONS CENTER FUNCTIONS

The Operations Center shall perform the following functions, namely:

A.) Serves as information facility and clearing house wherein all reports and other pertinent documents relating to disaster issues coming from different office/agencies and barangays are retained;
B.) Serve as convergence area for all stakeholders for coordinated response during emergency with systems in place for Command, Communication and Control;
C.) Strengthen linkages with the private sector, civil society organizations (CSOs), non-government organizations (NGOs), volunteer individuals and groups and other stakeholders;
D.) Monitor all potential and current emergency related events, whether natural or human-induced disasters at all hours of the day, or 24/7, paying close attention to those with possible catastrophic results or effects;
E.) Disseminate information and raise public awareness about hazards, vulnerabilities and risk, their nature, effects, early warning signs and counter-measures;
F.) Serves as the radio communication network center for transmitting and receiving emergency reports from the municipalities different agencies, the private sectors, civil society organizations (CSOs), non-government organizations (NGOs), volunteer individuals and groups and other stakeholders, including those from different cities and municipalities, provincial, regional and national agencies;
G.) Ensure that pieces and units of communication equipment are at all times available, functional and ready for use in emergencies and disasters;
H.) Coordinate, in times of emergencies, with all government agencies, the private sectors, civil society organizations (CSOs), non-government organizations (NGOs), volunteer individuals and groups; and
I.) Perform such other functions as may be necessary to accomplish the foregoing.

SECTION 4. OPERATIONS CENTER TO EMERGENCY OPERATIONS CENTER TRANSFORMATION

During emergencies or disaster situations, the Operations Center shall be transformed into an Emergency Operations Center (EOC).

SECTION 5. EMERGENCY OPERATIONS CENTER (EOC) FUNCTIONS

The EOC shall serve as the central coordination point for the following:

A.) Facilitate the interoperability of the Incident Command System (ICS) and Response Clusters;
B.) Serves as repository of information and main hub for coordination to support the management of an incident; and
C.) Act as the link between the Incident Management Teams (IMTs) and Response Clusters.

SECTION 6. OPERATIONALIZATION

A.) The triggers for the activation of the EOC or upgrading of alert status shall be any of the following:
   1. There is a threat of an impending natural or human-induced hazard;
   2. There is upcoming planned event with anticipated threat;
   3. There is an ongoing 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 (RO) or Chairperson MDRRMC.

B.) Standard Codes for Alert Levels

1. Alert Status: WHITE
   This refers to regular or normal operations, monitoring and reporting.
   Indicators: Normal Situation
   i. Agency Specific Action;
   ii. Agency Monitoring;
   iii. Agency Routine.

   Response Level: 0
   Action:
   i. Daily Administrative and Operational Activities;
   ii. Continuous preparedness activities.

2. Alert Status: BLUE
   This pertains to a condition of standby-readiness in preparation for a full scale response operation. In this condition, at least 50% of human and material resources are made available for duty deployment.
   Indicators: Early Warning
   i. Detection;
   ii. Tracking
   iii. Monitoring;
   iv. Early Actions;
   v. Result of the Pre-Disaster Risk Assessment (PDRA)

   Response Level: 1
   Action:
   i. Risk Analysis and Monitoring;
   ii. Minimum Preparedness Action;
   iii. Advance Preparedness Action;
   iv. Contingency Planning for Response.

3. Alert Status: RED
   This signifies the highest level of readiness in anticipation of an imminent emergency situation, or in response to a sudden onset of disaster. In this condition, all human and material resources are made available for duty and deployment.
   Indicators: Operations
   i. Result of PDRA-App;
   ii. IMT Activation;
   iii. Agency/ Cluster/ Inter-Cluster Operations.

   Response Level: 2 or 3
   Action:
   i. Response Cluster Operations;
   ii. Incident Management Team Operations;
   iii. Resource Provider – Resource Employer; and
   iv. Rapid Damage Assessment and Needs Analysis (RDANA) Operations

C.) During normal conditions, the Operations Center shall undertake regular situation monitoring with periodic release of reports, warnings and advisories in accordance with the mandates and authorities of the concerned agency or organization.

D.) During emergencies or disaster situations, the Operations Center shall be transformed into an EOC and undertake multi-stakeholder functions appropriate to the agency or organization such as, but not limited to, dissemination of warnings and advisories, development and release if situation reports, development of common operating picture for response, facilitation of acquiring, assignment, and tracking of resources to be dispatched and deployed on-scene.

E.) In the context of Incident Command System (ICS) and Response Clusters:

1. The EOC shall serve as the link between the Response Clusters as the "resource providers" and the IMT as the "resource employer";
2. All requests 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 ICP shall not be co-located;
4. The IC shall recommend for the termination of operations depending on the situation updates at the ground for the approval of the Responsible Official (RO);
5. All actions of the EOC, Response Clusters and the IMT shall be derived from the priorities and decisions of the RO.

F.) Deactivation of the EOC or downgrading of the alert status may be any of the following instances, namely:

1. The situation has improved, and the emergency has been alleviated;
2. Tactical operations no longer require the support of the EOC;
3. The emergency situation can already be effectively managed by lower levels EOCs and/or individual agencies or organizations; and
4. As may be directed by the RO.

SECTION 7. FUNDING. The following guidelines shall govern on the availability of access to use of and accounting of funds related to the operations of the Alternate Operations Center (EOC), if necessary.

A.) Funding for the maintenance and operations of the alternate EOC shall form part of the projects and activities to be sourced against the LDRRM Fund. The said funding will be incorporated in the LDRRM Plan and integrated in the approved Annual Investment Plan (AIP) of the LGU.

SECTION 8. PROHIBITED ACTS. Section 19 of Republic Act No. 10121 is made an integral part hereof.

a) Dereliction of duties which leads to destruction, loss of lives, critical damage of facilities and misuse of funds;
b) Preventing the entry and distribution of relief goods in disaster-stricken areas, including appropriate technology, tools, equipment, accessories, disaster teams/experts;
c) Buying, for consumption or resale, from disaster relief agencies any relief goods, equipment or other and commodities which are intended for distribution to disaster affected communities;
d) Buying, for consumption or resale, from the recipient disaster affected persons any relief goods, equipment or other aid commodities received by them;
e) Selling of relief goods, equipment or other aid commodities which are intended for distribution to disaster victims;
f) Forcibly seizing relief goods, equipment or other aid commodities intended for or consigned to a specific group of victims or relief agency;
g) Diverting or mis delivery of relief goods, equipment or other aid commodities to persons other than the rightful recipient or consignee;
h) Accepting, possessing, using or disposing relief goods, equipment or other aid commodities not intended for nor consigned to him/her;

i) Misrepresenting the source of relief goods, equipment or other aid commodities by:
   i. Either covering, replacing or defacing the labels of the containers to make it appear that the goods, equipment or other aid commodities came from another agency or persons;
   ii. Repacking the! goods, equipment or other aid commodities into containers with different markings to make it appear that the goods came from another agency or persons or was released upon the instance of a particular agency or persons;
   iii. Making false verbal claim that the goods, equipment or other and commodity m its untampered original containers actually came from another agency or persons or was released upon the instance of a particular agency or persons;
j) Substituting or replacing relief goods, equipment or other aid commodities with the same items or inferior/cheaper quality;
k) Illegal solicitations by persons or organizations representing others as defined in the standards and guidelines set by the NDRRMC;
l) Deliberate use of false at inflated data in support of the request for funding, relief goods, equipment or other aid commodities for emergency assistance or livelihood projects; and
m) Tampering with or stealing hazard monitoring and disaster preparedness equipment and paraphernalia.

SECTION 9. PENAL PROVISION. Republic Act No. 10121 shall provide for the penal sanctions on any person or entity that commits any of the prohibited acts enumerated therein.

SECTION 10. REPEALING CLAUSE. Any order or directive that is inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

SECTION 11. SEPARABILITY CLAUSE. Any provision found herein judicially decided found illegal or administratively declared infirm shall not affect untouched provisions.

SECTION 12. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately upon signing thereof and it shall remain in full force and effect until repealed, revoked or amended accordingly.

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

ATTY. JEMINA M. SY
Municipal Mayor