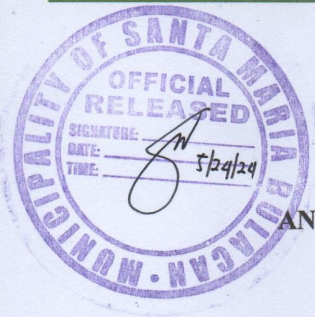




Republic of the Philippines
Province of Bulacan

MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR



EXECUTIVE ORDER NO. 031-2024

**AN ORDER REORGANIZING THE MUNICIPAL DISASTER RISK REDUCTION
AND MANAGEMENT COUNCIL (MDRRMC) AND DEFINING ITS
COMPOSITION, DUTIES, AND FUNCTIONS IN ACCORDANCE WITH
REPUBLIC ACT NO. 10121**

WHEREAS, Republic Act No. 10121, also known as the "Philippine Disaster Risk Reduction and Management Act of 2010," provides the legal framework for disaster risk reduction and management (DRRM) in the Philippines;

WHEREAS, it is imperative to strengthen the institutional capacity of the municipality to build the resilience of communities and to institutionalize arrangements and measures for reducing disaster risks, including projected climate risks, and enhancing disaster preparedness and response capabilities at all levels;

WHEREAS, recent changes in the composition of the Sanggunian Bayan Committees on DRRMC/Climate Change and Adoption and Reduction, along with the appointments of the new Municipal Budget Officer, Lorena F. Gonzales, and the new BFP Municipal Fire Marshal, Jhoson P. Decano, necessitate an adjustment to Executive Order No. 044 - 2023 to ensure alignment with the current leadership in law enforcement, specifically for the Municipal Disaster Risk Reduction and Management Council (MDRRMC);

NOW, THEREFORE, I BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Province of Bulacan, by virtue of the power vested in me by law, do hereby order the reorganization of the Municipal Disaster Risk Reduction and Management Council of this Municipality, and defining its composition, duties, and functions in accordance with Republic Act No. 10121, to wit:

SECTION 1. COMPOSITION. The Municipal Disaster Risk Reduction and Management Council (MDRRMC) shall be composed of the following:

Chairman : **BARTOLOME R. RAMOS**
Municipal Mayor

Vice Chairman: **PABLO L. JUAN**
Municipal Vice Mayor

Members : **ELMER B. CLEMENTE**
Municipal Administrator

JONATHAN RICHEL C. HALILI
Local DRRM Officer III



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RODELIO A. BERNARDO

Municipal Planning and Development Coordinator

LEOVIGILDO A. RAMOS

President, Liga ng mga Barangay

JAYFIE P. NASARRO

Municipal Local Government Operations Officer VI

MARK ANGELO R. CLEMENTE

SB Chairman, Committee on DRRMC/Climate Change
and Adaptation and Reduction

EVANGELINA P. PAROJINOG

Gender and Development Point System - Focal Person

CATHERINE L. GARCIA

Municipal Veterinary Officer

SANDRA E. FABI

Municipal Social Welfare and Development Officer

PAULINE ALYZA S. PASCUAL

Municipal Action Team Leader, 4P's

MA. CONSUELO G. FELICIANO

Municipal Health Officer

ARNEL M. GARCIA

Municipal Agriculturist

RANDY D. GERMAR

Slaughterhouse Master II

CARMELITA G. GUEVARRA

Municipal Engineer

ROMMEL Z. ENRIQUEZ

Municipal Environment and Natural Resources Officer

LORENA F. GONZALES

Municipal Budget Officer

ELIZABETH B. MENDOZA

Municipal Accountant



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ALELIE B. RAMOS

Municipal Treasurer

MARIAN P. BAUTISTA

General Services Officer

NORMA P. ESTEBAN, EdD, CESO V

School Division Superintendent

LEONORA V. BERGADO, EdD

DepED District Supervisor

East District

CECILIA P. BUENAVENTURA, EdD

DepED District Supervisor

West District

MARILOU V. CRUZ, PhD

DepED District Supervisor

Central District

PLTCOL. VOLTAIRE C. RIVERA

Chief of Police, PNP Santa Maria

FINSP. JHOSON P. DECANO

Municipal Fire Marshal Chief, BFP Santa Maria

YBBA ADMIN O. CRUZ

KABALIKAT CIVICOM Assn., Inc. Santa Maria

Chapter

Civil Society Organization

MARINA C. VIRGILIO

Konsehong Pambayan Para sa Kababaihan (KPK) Santa Maria, Bulacan Inc.

Civil Society Organization

ELSIE S. YAP

Rotary Club of Santa Maria

Religious Sector

Civil Society Organization

RUEL C. DEL ROSARIO

Santa Maria Municipal Government Employee's Association

Civil Society Organization



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RICARDO A. VILLACORTE
Philippine Red Cross, Bulacan Chapter

KRISTOFFER KENNETH DELA CRUZ
Santa Maria Business Association Inc.
Private Sector

1LT JUFET KARL BARRIENTOS
Commanding Officer, Alpha Company 70IB, Philippine
Army

EUSTACIO DS. SANTOS
Traffic Operations Officer -SMTMU

ROSALINDA D. POLICARPIO
Designated Municipal Nutrition Action Officer

SILVESTRE I. LUCIANO
Master Specialist III

Secretariat : Municipal Disaster Risk Reduction and
Management Office

SECTION II. DUTIES AND FUNCTIONS. The following shall be the
duties and functions of the Municipal Disaster Risk Reduction and Management
Council (MDRRMC):

CHAIRMAN:

1. Convenes the Council as often as necessary to effectively coordinate local efforts on disaster preparedness, emergency operations, relief, recovery, and rehabilitation activities.
2. Develops plans to protect life and property and to minimize damage in the event of a civil defense emergency or other disaster.
3. Coordinates directly with the MDRRMC Officer to conduct the required emergency operations.

MEMBERS:

Municipal Disaster Risk Reduction Management Officer

1. Assists the MDRRMC Chairperson in supervising all committees/units.
2. Ensures well-coordinated actions among committees/units.
3. Spearheads the operations of the entire council.
4. Operates a multi-hazard early warning system, linked to disaster information, to provide accurate and timely advice to emergency responders.



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5. Conducts continuous disaster monitoring, mobilizes instruments, and utilizes CSOs and private groups to protect and preserve life.
6. Disseminates information and raises public awareness about hazards, vulnerabilities, early warning signs, and countermeasures.

Municipal Planning and Development Officer/ABC President/DILG

1. Evaluates information and advises member-agencies of the Municipal Disaster Control Center about impending disasters.
2. Makes recommendations on how to prevent disasters, if possible, and/or suggests precautionary measures to minimize the effects of disasters.
3. Determines courses of action based on recommendations from concerned agencies/units.
4. Recommends the implementation of existing plans.
5. Monitors and evaluates the implementation of plans, programs, and activities related to disaster risk management.
6. Prepares appropriate recommendations to proper authorities through the council for the possible declaration of a State of Calamity in affected areas, which will serve as a basis for requesting the release of calamity funds to ameliorate the suffering of disaster victims.
7. Prepares appropriate reports upon termination of operations.

Municipal Social Welfare Development Officer/Municipal Action Team Leader 4P's/General Services Officer

1. Conducts a survey of urgent items needed to help disaster/calamity victims and gathers necessary statistics on resources such as food, clothing, construction materials, medical supplies, transportation, and other rehabilitative items.
2. Minimizes human suffering during disasters and civil emergencies.
3. Provides rapid restoration of morale for those affected by disasters and emergencies.
4. Distributes relief goods to victims.
5. Refers cases to other agencies as needed.
6. Regularly updates data and furnishes it to all concerned agencies for ready reference and guidance.

Nutrition Officer

1. Protects the nutritional status of vulnerable groups affected by the calamity.
2. Supervises and trains nutrition teams in evacuation centers during calamities.

Municipal Health Officer

1. Protects life through health and medical care for the populace.



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2. Preserves life through proper medical aid and provision of medical facilities.
3. Minimizes casualties through proper information dissemination and mobilization of all medical resources.
4. Stocks enough medical supplies and medicines necessary for the period.

Municipal Agriculture Officer/Municipal Veterinary/Market Master

1. Assesses, reports, and restores farm and livestock damages.
2. Conducts surveys of rehabilitation items needed to help victims of calamities and gathers necessary statistics on resources such as seeds, planting materials, pesticides, fertilizers, livestock, and fingerlings.
3. Continuously updates data and furnishes it to all concerned for ready reference and guidance.

Municipal Engineer/MENRO/Santa Maria Rescue Team/Santa Maria Traffic and Management Unit/Philippine Red Cross

1. Gains access to and removes persons, victims, and casualties from disaster-affected areas and undertakes emergency repairs on damaged structures, utilities, and facilities.
2. Provides for the movement of rescue teams and equipment, rescued persons and/or evacuees, medical health teams, casualties, engineering and utility crews, and emergency labor parties.
3. Coordinates the transport needs of other disaster action teams.
4. Systematically evacuates the populace and properties in case of emergencies or calamities.
5. Establishes temporary evacuation centers for the affected populace.

Municipal Budget Officer/Municipal Accountant/Municipal Treasurer

1. Submits recommendations for the allocation of needed resources.
2. Ensures the availability of funds.
3. Expedites the disbursement of funds, especially during disasters/calamities.

Division Superintendent of Schools/District Supervisor DepEd/Local PNP Chief/Philippine Army

1. Maintains peace and order and safeguards essential facilities during natural disasters.

Local BFP Chief

1. Ensures public safety through the prevention and suppression of all kinds of destructive fires.



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Civic/Social Organizations/Private Sector

1. Assists the MDRRMC in any possible form.
2. May mobilize and augment disaster response efforts.
3. Convenes local councils as provided by the ACT and these Rules.

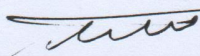
SECTION III. SECRETARIAT: The Municipal Disaster Risk Reduction and Management Office (MDRRMO), is designated as the Secretariat. Its role is to assist the Municipal Disaster Risk Reduction and Management Council (MDRRMC) in fulfilling their roles and responsibilities. This assistance includes providing administrative and logistical services, as well as preparing meeting agendas and documentation.

SECTION IV. MEETINGS: The Municipal Disaster Risk Reduction and Management Council (MDRRMC) shall be held every first month of every quarter on dates and place to be determined by the body. The Chairperson of the Local Councils may call for a special meeting as he deems necessary. During meetings, the MDRRMC shall ensure that a quorum is met. Additionally, they shall ensure that proceedings and agreements are well documented.

SECTION V. SEPARABILITY. If any part, section, or provision of this Executive Order is held invalid or unconstitutional, other provisions not affected thereby shall remain in full force and effect.

SECTION VI. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 23rd day of May 2024 here at the Municipal Hall of Santa Maria, Bulacan.


BARTOLOME R. RAMOS
Municipal Mayor

