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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
Pasig City

Ordinance No. 02
Series of 2015

AN ORDINANCE CREATING THE PASIG CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, QUALIFICATIONS AND APPROPRIATING FUNDS THEREOF”.

Authored by : Councilor Wilfredo F. Sityar
Co-Authored by: Councilors Christian G. Sia, Reynaldo R. San Buenaventura III, Augustin Alexee C. Santiago, Ferdinand A. Avis, Gregorio P. Rupisan, Jr., Rhichie Gerard T. Brown, Richard C. Eusebio, Orlando B. Benito, Charmie Q. Benavides, Rosalio D. Martires, Liga President Celestino U. Chua.

WHEREAS, the foremost goal of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 is to strengthen the countrys' National Disaster Risk Reduction and Management System towards sustainable economic development by mainstreaming the same in all national and local development process;

WHEREAS, under R.A. 10121, the LGUs are enjoined to *“adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated and proactive in lessening the socio-economic and environmental impacts of disaster, including climate change, and promote the involvement and participation of all sectors and all stakeholders concerned at all levels, especially the local communities”*;

WHEREAS, Section 12, R.A. 10121 states *“that there shall be established Local Disaster Risk Reduction and Management Office (LDRRMO) in every province, city and municipality, which shall be responsible for setting the directions, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction and the LDRRMO shall be under office of the governor, city or municipal mayor, and the punong barangay in case of the BDRRMC”*;

WHEREAS, R.A. 7160, Section 3 (b) states that *“there shall be established in every local government unit an accountable, efficient and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities and Section 3(h) provides that there shall be a continuing mechanism to enhance local autonomy not only be legislative enabling acts but also by administrative and organization reforms”*;

WHEREAS, R.A. 7160, Section 76 states that *“every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission”*.

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Panlungsod in session assembled that:

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SECTION 1. TITLE – This Ordinance shall be known as the ORDINANCE CREATING THE PASIG CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PCDRMO) DEFINING ITS FUNCTIONS PRESCRIBING PERSONNELS AND PROVIDING FUNDS THEREOF.

SECTION 2 . DEFINITION OF TERMS - Whenever used in this Ordinance, the terms hereunder shall have the following terms shall have the meanings hereunder:

- (a) Capacity – a combination of all strengths and resources available within the City, Barangays, organizations, government and private sectors, that can reduce the level of risks or effects of disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills, tools systems, processes, appropriate technologies and collective attributes such as social relationships, leadership and management. “Capacity” may also be described as “capability”.
- (b) Civil Society Organizations (CSOs) – non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs include non-governmental organizations, professional associations, foundations, independent research institutes, community-based organizations, faith-based organizations, people’s organizations, social movements, labor unions.
- (c) Disaster – a serious disruption of the functioning of the City involving widespread human material, economic or environmental losses and impacts, which exceeds its ability to cope using its own resources. Disasters are often described as a result of the combination of the exposure to a hazard, the condition of vulnerability that is present and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.
- (d) Disaster Preparedness – the knowledge and capacities developed by the City Government, professional response and recovery organizations, barangays and individuals to effectively anticipate, responded to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk, and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangement for coordination, evacuation, and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities.

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- (e) Emergency management – the organization and management of resources such as volunteers, funds, donations, food and non –food items, temporary/evacuation centers, and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.
- (f) Mitigation – structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation, and technological hazards and to ensure the ability of at-risk barangays, government and non-government sectors, to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include, but are not limited to, hazard-resistant construction and engineering works, the formulation and implementation of plans, programs, projects and activities, awareness raising, knowledge management, policies on land-use resource management, as well as the enforcement of comprehensive land-use planning, building and safety hazards, and legislation.
- (g) Disaster Risk Reduction and Management Framework – provides for comprehensive all-hazards, multi-sectoral, inter-agency and community-based approach to disaster risk reduction and management.
- (h) Preparedness – pre-disaster actions and measures undertaken/to be undertaken within the context of disaster risk reduction and management, based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property, such as, but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets and public information and education activities.
- (i) Private sector – comprises private corporations, households and non-profit institutions serving households.
- (j) Public sector – all persons in the civil service.
- (k) Volunteer – individual/person or group who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, or service, or resources whether full-time or part-time based on a just and essential social development cause, mission or endeavor in the belief that his/their activity is mutually meaningful and beneficial to public interest as well as to himself/themselves.
- (l) State of Calamity – a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.
- (m) Emergency – unforeseen or sudden occurrence, especially danger, demanding immediate action.



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- (n) Response – any concerted effort by two (2) or more agencies, public or private, to provide assistance or intervention during or immediately after a disaster to meet a the life preservation and basic subsistence needs of those people affected and in the restoration of essential public activities and facilities.

SECTION 3. FUNCTIONS – The Pasig City Disaster Risk Reduction and Management Office (PCDRRMO) shall perform the following functions with impartiality given the emerging challenges brought about by disaster and risks;

1. Set the direction, development, implementation and coordination of disaster risk management programs within the city territorial jurisdiction;
2. Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
3. Facilitate and support risk assessments and contingency planning activities at the local levels;
4. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks and maintain a local risk map;
5. Organize and conduct trainings, orientations, and knowledge management activities on disaster risk reduction and management at the local level;
6. 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 urban communities;
7. Formulate and implement a comprehensive and integrated City Disaster Risk Reduction and Management Program (CDRRMP) in accordance with the national and regional (Metropolitan Manila Development Authority) framework, and policies on disaster risk reduction in close coordination with the Local Development Councils (LDCs);
8. Prepare and submit to the local Sanggunian through the Pasig City Disaster Risk Reduction and Management Council (PCDRRMC) and the City Development Council (LDC) the annual Pasig City Disaster Risk Reduction and Management Office (PCDRRMO) plan and budget, the proposed programming of the City Disaster Risk Reduction and Management Fund (CDRRMF), other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the Pasig City Disaster Risk Reduction and Management Office (PCDRRMO);



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9. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the Local Government Units (LGUs), Civil Society Organizations (CSOs), 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;

10. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;

11. Disseminate information and awareness about hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures and programs and initiatives of the City for disaster risk reduction and management;

12. Identify and implement cost-effective risk reduction measures/strategies;

13. Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;

14. Develop, strengthen and operational mechanisms for partnership or networking with the private sectors, Civil Society Organizations (CSOs), and volunteer groups;

15. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;

16. Organize, train, equip and supervise the local emergency response teams and the Accredited Community Disaster Volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;

17. 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 supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;

18. Within Pasig City, promote and raise public awareness of and compliance with Republic Act 10121 and legislative provisions relevant to the purpose of this Act;

19. Serve as the secretariat and executive arm of the Pasig City Disaster Risk Reduction and Management Council (PCDRRMC);

20. Coordinate other disaster risk reduction and management activities;

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21. Establish linkage / network with other Local Government Units (LGUs) for disaster risk reduction and emergency response purposes;
22. Recommend through the Pasig City Disaster Risk Reduction and Management Council (PCDRRMC) the enactment of local ordinances consistent with the requirements of this Republic Act 10121;
23. Implement policies, approved plans and programs of the Pasig City Disaster Risk Reduction and Management Council (PCDRRMC) consistent with the policies and guidelines laid down in this Republic Act 10121;
24. Establish and supervise the City Disaster Risk Reduction and Management Emergency Operations Center (CDRRMEOC);
25. Prepare and submit, through the Local Development Council, the report on the utilization of the Pasig City Disaster Risk Reduction and Management Fund (PCDRRMF) and other dedicated disaster risk reduction and management resources to the local Commission On Audit (COA), copy furnished the regional director of the Office of Civil Defense (OCD) and the Local Government Operations Officer of the DILG; and
26. Act on other matter that may be authorized by the Pasig City Disaster Risk Reduction and Management Council (PCDRRMC);

SECTION 4. ORGANIZATIONAL STRUCTURE – The Pasig City Disaster Risk Reduction and Management Office (PCDRRMO) shall have organizational personnel which shall be initially composed of the following:

- a) Local Disaster Risk Reduction and Management Officer IV;
- b) Local Disaster Risk Reduction and Management Officer III (For Administration and Training)
- c) Local Disaster Risk Reduction and Management Officer III (For Research and Planning)
- d) Local Disaster Risk Reduction and Management Officer III (For Operations and Warning)
- e) Local Disaster Risk Reduction and Management Officer II (For Red Center Administrator)
- f) Local Disaster Risk Reduction and Management Officer II (For Search and Rescue)
- g) Local Disaster Risk Reduction and Management Officer II (For Pasig City Fire Brigade)

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- h) Local Disaster Risk Reduction and Management Officer II (For Network/IT Administrator)
- i) Local Disaster Risk Reduction and Management Officer I (For External Affairs)
- j) Local Disaster Risk Reduction and Management Officer I (Relief Officer)

SECTION 5. QUALIFICATIONS – The Local DRRM Officer series of position titles herein above created shall have the following qualification standards and salary grades as follows:

NO.	NAME OF POSITION	S.G.	QUALIFICATIONS
1	Local Disaster Risk Reduction and Management Officer IV	22	no person shall be appointed Local DRRM Officer IV unless he has completed a bachelor's degree with three (3) years of relevant experience on DRRM. He must have 16-hours of relevant training on DRRM and must be Career Service Professional or second level eligibility
3	Local Disaster Risk Reduction and Management Officer III	18	no person shall be appointed Local DRRM Officer III unless he has completed a bachelor's degree with two (2) years of relevant experience on DRRM. He must have eight (8) hours of relevant training on DRRM and must be a Career Service Professional or with second level eligibility
4	Local Disaster Risk Reduction and Management Officer II	15	no person shall be appointed Local DRRM Officer II unless he has completed a bachelor's degree with one (1) year of relevant experience on DRRM. He must also have four (4) hours of relevant training on DRRM and must be a Career Service Professional or with second level eligibility



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| 2 | Local Disaster Risk Reduction and Management Officer I | 11 | no person shall be appointed Local DRRM Officer I unless he has completed a bachelor's degree and Career Service Professional or second level eligibility |
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SECTION 6. DUTIES, FUNCTIONS and RESPONSIBILITIES.

1) Local Disaster Risk Reduction and Management Officer IV-

- 1.1 Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
- 1.2 Facilitate and support risk assessments and contingency planning activities at the local level;
- 1.3 Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 1.4 Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level;
- 1.5 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 urban communities;
- 1.6 Formulate and implement a comprehensive and – integrated LDRRMP in accordance with the national and regional (Metropolitan Manila Development Authority) framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- 1.7 Prepare and submit to the local sanggunian through the LDRRMC and the LDC the annual LDRRMO plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the LDRRMO/BDRRMC;
- 1.8 Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, 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;

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- 1.9 Identify, assess and manage the hazards vulnerabilities and risk that may occur in the locality;
- 1.10 Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- 1.11 Identify and implement cost-effective risk reduction measures/strategies;
- 1.12 Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- 1.13 Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- 1.14 Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;
- 1.15 Organize, train, equip and supervise the local emergency response teams and the ACDVs, ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 1.16 Respond 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 supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- 1.17 Within its area, promote and raise public awareness of and compliance with this Republic Act 10121 and legislative provisions relevant to the purpose of this Act;
- 1.18 Serve as the secretariat and executive arm of the LDRRMC;
- 1.19 Coordinate other disaster risk reduction and management activities;
- 1.20 Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- 1.21 Recommend through the LDRRMC the enactment of local ordinances consistent with the requirement of this Act;

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- 1.22 Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in Republic Act 10121;
- 1.23 Establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center;
- 1.24 Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG; and
- 1.25 Act on other matters that may be authorized by the LDRRMC;

2) Local Disaster Risk Reduction and Management Officer III for Administration and Training-

- 2.1 Assist the DRRMO Officer to organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
- 2.2 Assist the DRRMO Officer to identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
- 2.3 Assist the DRRMO Officer to identify and implement cost-effective risk reduction measures and strategies;
- 2.4 Assist the DRRMO Officer to disseminate information and raise public awareness about those hazards, vulnerabilities and risks;
- 2.5 Assist the DRRMO Officer to take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;
- 2.6 Assist the DRRMO Officer to organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 2.7 Assist the DRRMO Officer to within its area, promote and raise public awareness of, and compliance with Republic Act 10121 and legislative provision relevant to the purpose of the latter;
- 2.8 Assist the DRRMO Officer to implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in Republic Act 10121; and

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2.9 Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

3) Local Disaster Risk Reduction and Management Officer III for Research and Planning-

- 3.1 Assist the DRRMO Officer to design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;
- 3.2 Assist the DRRMO Officer to facilitate and support risk assessments and contingency planning activities at the local level;
- 3.3 Assist the DRRMO Officer to consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 3.4 Conduct research and development initiatives on DRRM;
- 3.5 Assist the DRRMO Officer to formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national and regional (Metropolitan Manila Development Authority) framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- 3.6 Assist the DRRMO Officer to prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan and Budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
- 3.7 Assist the DRRMO Officer to maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- 3.8 Assist the DRRMO Officer to serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
- 3.9 Assist the DRRMO Officer to recommend through the LDRRMC the enactment of local ordinances consistent with Republic Act 10121;
- 3.10 Assist the DRRMO Officer to prepare and submit through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officers of the DILG; and



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3.11 Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

**4) Local Disaster Risk Reduction and Management Officer III
for Operation and Warning-**

- 4.1 Assist the DRRMO Officer to operate a multi-hazard early warning system, linked to DRR 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 urban communities;
- 4.2 Assist the DRRMO Officer to conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, 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;
- 4.3 Assist the DRRMO Officer to develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- 4.4 Assist the DRRMO Officer to 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 supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- 4.5 Coordinate other DRRM activities;
- 4.6 Assist the DRRMO Officer to establish a city DRRM Operations Center;
- 4.7 Assist the DRRMO Officer to give early warning to the most vulnerable sectors (women, children, senior citizen, and PWD) to respond to their needs; and
- 4.8 Assist the DRRMO Officer to respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizen, and PWD).



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**5) Local Disaster Risk Reduction and Management Officer II
 Red Center Administrator-**

- 5.1 Will manage and administer the needs of the Center and its staff, from training schedules, maintenance of facility, facilitate inquiries;
- 5.2 Control & monitor stocks and equipment of the center;
- 5.3 Advertisement/PR/Promotion of the center, reports directly to the City DRRMO Head and DRRMO Admin & Training Officer;
- 5.4 Scheduling of instructors in RED and other requests related to community seminars, drill evaluators, cbdrm seminars, e-book seminars, school seminars, etc.;
- 5.5 Main role is to assist in developing existing training or creating new training to meet SAR-Fire-DRRM operational needs. Also conduct internal evaluation/validation of training to ensure what we are teaching is meeting the operational needs of the SAR-Fire-DRRM community.
- 5.6 To update and coordinate to the Office of Civil Defense and DILG for the programs and new developed programs for the Center. Brief the PCDRRM Council and the Local Development Council of the RED Training Center performance and requirements.
- 5.7 Recommend to DRRMO Head & to get approval from the Chairman of PCDRRMC for new programs for the Center and endorse to the PCDRRMC members and Sangguniang Panlungsod for update of Ordinance.

**6) Local Disaster Risk Reduction and Management Officer II
 for Search and Rescue-**

- 6.1 Performs and manages various rescue and medical skills;
- 6.2 Helps in drill evaluation and implementation;
- 6.3 Prepares training plan for its personnel;
- 6.4 Conducts trainings and seminars;
- 6.5 Implements Incident Command System procedure;

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- 6.6 Maintains all equipment in good condition and readiness;
- 6.7 Performs other related duties assigned by the Operations Div. Officer and of the DRRMO;
- 6.8 Maintains physical fitness program to its members;
- 6.9 Recommends procurement of rescue equipment and its maintenance;
- 6.10 Conducts personnel inspection on grooming standard, performance, proper uniforms and personal hygiene;
- 6.11 Stocks of supplies for replenishments;
- 6.12 Responsible for vehicle necessities such as fuel, spare parts and its maintenance;

7) Local Disaster Risk Reduction and Management Officer II for Pasig City Fire Brigade-

- 7.1 Performs and manages various fire and medical skills;
- 7.2 Helps in drill evaluation and implementation;
- 7.3 Prepares training plan for its personnel;
- 7.4 Conducts trainings and seminars;
- 7.5 Implements incident Command System procedure;
- 7.6 Maintains all equipment in good condition and readiness;
- 7.7 Performs other related duties assigned by the Operations Div. Officer and of the DRRMO;
- 7.8 Maintains physical fitness program to its members;
- 7.9 Recommends procurement of fire equipment and its maintenance;
- 7.10 Conducts personnel inspection on grooming standard, performance, proper uniforms and personal hygiene;

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Clark R. S. Borch

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- 7.11 Stocks of supplies for replenishments;
- 7.12 Responsible for vehicle necessities such as fuel, spare parts and its maintenance;

**8) Local Disaster Risk Reduction and Management Officer II
for Network /IT Administrator-**

- 8.1 Responsible on the maintenance and administration of all computer hardware, servers, firewalls, IP phones, fiber optic, patches, CCTV and software systems;
- 8.2 Maintenance and monitoring of active data network;
- 8.3 Providing network assignment, management and implementation of routing protocols;
- 8.4 Network monitoring and testing
- 8.5 Installing and implementing security programs;

**9) Local Disaster Risk Reduction and Management Officer I
for External Affair-**

- 9.1 Performs coordination to agencies, offices, organizations;
- 9.2 Helps in promoting DRRM activities and programs;
- 9.3 Conducts seminars and drills;
- 9.4 Assist the DRRMO Admin and DRRMO Head;
- 9.5 Acts as DRRMO's information officer;

**10) Local Disaster Risk Reduction and Management Officer I
for Relief Officer**

- 10.1 Prepares relief stocks;
- 10.2 Maintains a certain quantity of relief goods for quick response;
- 10.3 Monitors and prepares request of goods;



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- 10.4 Creates an inventory of relief goods;
- 10.5 Organize repacking group;
- 10.6 Ensure relief goods are delivered;
- 10.7 Coordinates with CSWD and C# for update on list of evacuation centers and number of evacuees;

SECTION 7. ADMINISTRATIVE SUPERVISION – In order to implement a comprehensive and integrated Local DRRM operations, the Pasig City Disaster Risk Reduction and Management Office shall exercise administrative supervision over the following offices:

- a. RED Center
- b. Pasig City Search and Rescue
- c. Pasig City Fire Brigade
- d. C3 Communication, Monitoring Warning
- e. Network / IT Administration
- f. K-9 Operations
- g. Pasig City Fire Boat
- h. ITs Traffic Section

SECTION 8. SALARIES, ALLOWANCES AND OTHER BENEFITS – The plantilla positions heretofore created shall have the following salaries, allowances and other benefits.

Position:

• **Local DRRM Officer IV- (S.G. 22 – P42,652.00)**

SALARY	P42,652.00 x 12	=	511,824.00
GSIS (Life & Ret.)	5,118.24x12	=	61,418.88
PAG-IBIG	100.00x 12 x 12	=	1,200.00
ECC	100x 12	=	1,200.00
PHILHEALTH	437.50x 12	=	5,250.00
PERA	2,000.00 x 12	=	24,000.00
13 th MONTH PAY	42,652.00	=	42,652.00
CASH GIFT	5,000.00	=	5,000.00
PRODUCTIVITY	2,000.00	=	2,000.00
CLOTHING ALLOWANCE	5,000.00	=	5,000.00
TOTAL		=	659,544.88

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• **Local DRRM Officer III- (S.G. 18 – P31,351.00) x 3**

SALARY	P31,351.00 x 12	=	1,128,636.00
GSIS (Life & Ret.)	3,762.00 x 3 x 12	=	135,436.32
PAG-IBIG	100.00 x 3 x 12	=	3,600.00
ECC	100.00 x 3 x 12	=	3,600.00
PHILHEALTH	387.50 x 3 x 12	=	13,950.00
PERA	2,000.00 x 3 x 12	=	72,000.00
13 th MONTH PAY	31,351.00 x 3	=	94,053.00
CASH GIFT	5,000.00 x 3	=	15,000.00
PRODUCTIVITY	2,000.00 x 3	=	6,000.00
CLOTHING ALLOWANCE	5,000.00 x 3	=	15,000.00
TOTAL		=	1,487,275.32

• **Local DRRM Officer II- (S.G. 15 – P24,887.00) x 4**

SALARY	P24,887.00 x 4 x 12=		1,194,576.00
GSIS (Life & Ret.)	2,986.44 x 4 x 12	=	143,349.12
PAG-IBIG	100.00 x 4 x 12	=	4,800.00
ECC	100.00 x 4 x 12	=	4,800.00
PHILHEALTH	300.00 x 4 x 12	=	14,400.00
PERA	2,000.00 x 4 x 12	=	96,000.00
13 th MONTH PAY	24,887.00 x 4	=	99,548.00
CASH GIFT	5,000.00 x 4	=	20,000.00
PRODUCTIVITY	2,000.00 x 4	=	8,000.00
CLOTHING ALLOWANCE	5,000.00 x 4	=	20,000.00
TOTAL		=	1,605,473.12

• **Local DRRM Officer I- (S.G. 11 – P18,549.00) x 2**

SALARY	P18,549.00 x 2 x 12=		445,176.00
GSIS (Life & Ret.)	2,225.48 x 2 x 12	=	53,421.12
PAG-IBIG	100.00 x 2 x 12	=	2,400.00
ECC	100.00 x 2 x 12	=	2,400.00
PHILHEALTH	225.00 x 2 x 12	=	5,400.00
PERA	2,000.00 x 2 x 12	=	48,000.00
13 th MONTH PAY	18,549.00 x 2	=	37,098.00
CASH GIFT	5,000.00 x 2	=	10,000.00
PRODUCTIVITY	2,000.00 x 2	=	4,000.00
CLOTHING ALLOWANCE	5,000.00 x 2	=	10,000.00
TOTAL		=	617,895.12

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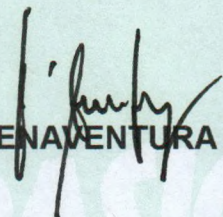
AN ORDINANCE CREATING THE PASIG CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, QUALIFICATIONS AND APPROPRIATING FUNDS THEREOF".

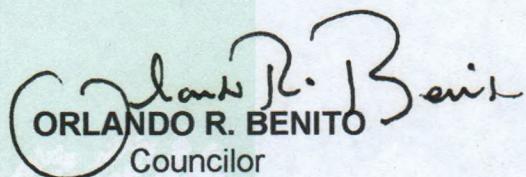
SECTION 9. APPROPRIATION – There is hereby appropriated the sum of FOUR MILLION THREE HUNDRED SEVENTY THOUSAND ONE HUNDRED EIGHTY EIGHT AND 44/100 PESOS (P4,370,188.44) to cover the payment for salaries, allowances and other mandatory expenses of personnel chargeable against any available funds in the City Treasury.

SECTION 10. REPEALING CLAUSE – This Ordinance repeals Ordinance No. 18, Series of 2010, also known as "An Ordinance creating the Pasig City Disaster Risk Reduction and Management Office, defining its function and prescribing personnel complement, salary grade, qualifications and appropriating funds thereof". Any other Ordinances or issuances which are inconsistent herewith are hereby repealed or modified accordingly.

SECTION 10. EFFECTIVITY – This Ordinance shall take effect immediately upon its approval

APPROVED, this 05th day of **February 2015** at Pasig City.


REYNALDO R. SAN BUENAVENTURA III
Councilor


ORLANDO R. BENITO
Councilor

AUGUSTIN ALEXEE C. SANTIAGO
Councilor

CHARMIE Q. BENAVIDES
Councilor

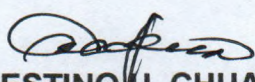

FERDINAND A. AVIS
Councilor


ROSALIO D. MARTIRES
Councilor


GREGORIO P. RUPISAN JR.
Councilor


WILFREDO F. SITYAR
Councilor

RHICHIE GERARD T. BROWN
Councilor


CELESTINO U. CHUA
LIGA President



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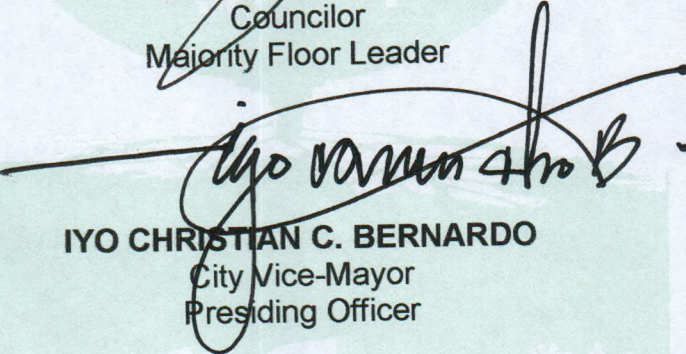
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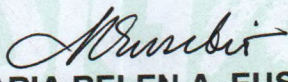
CHRISTIAN G. SIA
Councilor
Minority Floor Leader


RICHARD C. EUSEBIO
Councilor
Majority Floor Leader

Attested by:


IYO CHRISTIAN C. BERNARDO
City Vice-Mayor
Presiding Officer

APPROVED:


MARIA BELEN A. EUSEBIO
City Mayor

Attested by:


LOIDA U. VILLANUEVA
Acting City Council Secretary



