



REPUBLIC OF THE PHILIPPINES
SANGGUNIANG PANLUNGSOD
CITY OF MANDALUYONG



ORDINANCE NO. 961, S-2024

**ORDINANCE REORGANIZING THE CITY DISASTER
RISK REDUCTION AND MANAGEMENT
DEPARTMENT (CDRRMD), PREVIOUSLY KNOWN
AS THE MANDALUYONG CITY DISASTER RISK
REDUCTION AND MANAGEMENT OFFICE
(CDRRMO) AND PROVIDING FOR ITS
STRUCTURE AND STAFFING**

WHEREAS, disasters, which are unforeseen and unexpected in nature, tremendously affect communities in their sustainable social development, while likewise posing threats to their lives and livelihood, death of millions, and collapse of people's livelihoods;

WHEREAS, irreversible economic repercussions, likewise, arise from the occurrence of disasters, with the Philippines proving to be an exposed target of these occurrences largely due to its geographical location;

WHEREAS, to institutionalize the systems in place which address the root cause of the country's vulnerability to disasters and calamities and uphold every person's right to life and property through the building of resilient local communities, Republic Act No. 10121 or the "Philippine Disaster Risk Reduction and Management Act of 2010" was enacted;

WHEREAS, the afore-cited law directs, among other things, the development of policies and plans and the implementation of actions and measures pertaining to all aspects of disaster risk reduction and management, including good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors, and preparedness for effective response and early recovery, with the same being integrated within all levels of governance including local government units;

WHEREAS, along with the creation of a City Disaster Risk Reduction and Management Council as provided for by Section 11 of the afore-mentioned law, local government units are mandated, under Section 6 Rule 6 of the Implementing Rules and Regulations (IRR) of the law to establish a Local Disaster Risk Reduction and Management Office (LDRRMO) which shall be under the Office of the City Mayor;

WHEREAS, in compliance with this mandate and in order to carry out the disaster risk reduction and management programs and projects of the City, the City of Mandaluyong through its Sangguniang Panlungsod, enacted Ordinance No. 524, S-2013 creating the Mandaluyong City Disaster Risk Reduction and Management Office (CDRRMO) and providing for its functions;

WHEREAS, the expansion of the Office, likewise, allows for better coordination, streamlined decision-making, and improvement in the delivery of services, which has been consistently recognized in the Gawad Kalasag Seal of Excellence Awards;

WHEREAS, institutionalizing new divisions, particularly the Rescue and Emergency Medical Services (EMS) and the Operations and Warning Division, allow the entry of specialized bodies which focus on concentrated matters and are critical to the performance of the Office's functions;

WHEREAS, to address the timely elevation of the CDRRMO to a Department in the City of Mandaluyong, it is necessary that an enabling act be enacted by the Sangguniang Panlungsod to reorganize the said Office to a Department, effectively converting the same to the CITY DISASTER RISK REDUCTION MANAGEMENT DEPARTMENT (CDRRMD);

NOW, THEREFORE, BE IT ORDAINED, as it is hereby ORDAINED, by the Sangguniang Panlungsod of Mandaluyong, in session duly assembled:

SECTION 1. CREATION AND REORGANIZATION. – It is hereby created and established in the City of Mandaluyong the Mandaluyong City Disaster Risk Reduction Management Department (CDRRMD), its staffing, functions, and organizational structure, previously designated as the Mandaluyong City Disaster Risk Reduction and Management Office (CDRRMO).

SECTION 2. OBJECTIVES. - It is the primary goal of the Department to set the direction, development, implementation, and coordination of disaster risk management programs within the City of Mandaluyong and organize, train, and directly supervise all city/local emergency response teams and Accredited Disaster Volunteers (ACDVs).

SECTION 3. PURPOSE. - The creation of the Mandaluyong CDRRMD reinstates and continues the performance of the functions of the CDRRMO as set out in Ordinance No. 524, S-2013, as supplemented by this Ordinance.

SECTION 4. FUNCTIONS OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT DEPARTMENT (CDRRMD). - The City Disaster Risk Reduction Management Department (CDRRMD), in coordination with concerned national agencies and instrumentalities, shall perform the following functions with impartiality:

1. Design, program and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
2. Facilitate and support risk assessments and contingency planning activities at the local level;

3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
4. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level;
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 rural communities;
6. Formulate and implement a comprehensive and integrates Local Disaster Risk Reduction and Management Policy (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction in close coordination with the Local Development Councils (LDCs);
7. Prepare and submit to the Sangguniang Panlungsod, through the Mandaluyong City Development Council, the annual MCDRRMD plan and budget, the proposed programming of the Mandaluyong City Disaster Risk Reduction Management Council (MCDRRMC), other dedicated disaster risk reduction and management resources: and other regular funding source/s and budgetary” support of the Mandaluyong City Disaster Risk Reduction and Management Department (MCDRRMD);
8. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the 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;

9. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the locality;
10. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
11. Identify and implement cost-effective risk reduction measures and strategies;
12. Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
13. Develop, strengthen and operate mechanisms for partnership or networking with the private sector, Civil Society Organizations (CSOs), and volunteer groups;
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;
15. 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 mother to breastfeed;
16. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is 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;
17. Within in its area, promote and raise public awareness of and compliance with the Ordinance and legislative provisions relevant to the purpose of the Ordinance;

18. Serve as the Secretariat and executive arm of the Mandaluyong City Disaster Risk Reduction Management Council (MCDRRMC);
19. Coordinate other disaster risk reduction and management activities;
20. Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
21. Recommend through the enactment of local ordinances consistent with the requirements of the Ordinance;
22. Implement policies, approved plans and programs of the MCDRRMC consistent with the policies and guidelines laid down in the Ordinance;
23. Establish an Emergency Operations Center, 911 Emergency Dispatch Center, Volunteer Coordinating Center and Rescue, and Emergency Medical Services Unit;
24. Prepare and submit, through the MCDRRMC and the Local Development Council (LDC), the report on the utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF) 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 the Civil Defense and the Local Government Operations Officer of the DILG; and
25. Act on other matters that may be authorized by the Mandaluyong City Disaster Risk Reduction and Management Council (MCDRRMC).

SECTION 5. CITY DISASTER RISK REDUCTION AND MANAGEMENT DEPARTMENT (CDRRMD) HEAD. - As provided by Section 3 of the IRR of Republic Act No. 10121, the Disaster Risk Reduction and Management (DRRM) Officer, or its equivalent, shall have the following qualifications:

- a. Must be civil service eligible; and
- b. Must have a Civil Defense/DRM Experience

The Local Chief Executive, subject to the applicable laws, rules, and regulations, may augment the aforementioned qualifications.

SECTION 6. STAFFING PATTERN. - The Mandaluyong CDRMD shall be composed of the following personnel:

PLANTILLA ITEM	NO. OF POSITIONS
Local Disaster Risk Reduction and Management Officer (City Government Department Head II)	1
Local Disaster Risk Reduction and Management Officer (City Government Assistant Department Head II)	1
Local Disaster Risk Reduction and Management Officer IV (Administrative Division Chief)	1
Administrative Officer V (Admin Officer III)	1
Administrative Assistant II	1
Administrative Aide I	1
Administrative Officer V (Admin Officer III)	1
Administrative Assistant II	1
Administrative Aide I	1
Administrative Officer V (Admin Officer III)	1
Administrative Assistant II	1
Administrative Aide I	1
Local Disaster Risk Reduction and Management Officer IV (Training Division Chief)	1
Local Disaster Risk Reduction and Management Officer III	1
Local Disaster Risk Reduction and Management Officer II	1
Local Disaster Risk Reduction and Management Assistant II	1
Local Disaster Risk Reduction and Management Officer III	1
Local Disaster Risk Reduction and Management Officer II	1
Local Disaster Risk Reduction and Management Assistant II	3
Local Disaster Risk Reduction and Management Officer IV (Research and Planning Division Chief)	1
Planning Officer III	1
Planning Assistant	2

Project Development Officer III	1
Administrative Assistant II	2
Administrative Aide I	1
Local Disaster Risk Reduction and Management Officer III	1
Administrative Assistant II	1
Local Disaster Risk Reduction and Management Assistant II	1
Local Disaster Risk Reduction and Management Officer IV (Operations and Warning Division Chief)	1
Local Disaster Risk Reduction and Management Officer III	1
Local Disaster Risk Reduction and Management Assistant II	1
Administrative Aide VI (Communications and Equipment Operator II)	13
Local Disaster Risk Reduction and Management Officer III	1
Local Disaster Risk Reduction and Management Assistant II	1
Administrative Aide VI (Communications and Equipment Operator II)	8
Local Disaster Risk Reduction and Management Officer III	1
Local Disaster Risk Reduction and Management Assistant II	1
Administrative Aide I	1
Local Disaster Risk Reduction and Management Officer IV (Rescue and EMS Division Chief)	1
Medical Officer III	1
Administrative Aide VI	29
Administrative Aide IV (Driver II)	34
Special Operations Officer III	1
Administrative Aide VI	27
Administrative Aide IV (Driver II)	18
Local Disaster Risk Reduction and Management Officer IV (Logistic Division Chief)	1
Local Disaster Risk Reduction and Management Officer III	1
Administrative Assistant II (Electronics and Communications Equipment Technician II)	1
Administrative Aide VI (Electrician II)	1
Administrative Aide I	1
Local Disaster Risk Reduction and Management Officer III	1
Warehouseman II	2
Administrative Aide VI	1
Administrative Aide IV (Mechanic I)	2

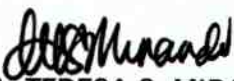
SECTION 10. SEPARABILITY CLAUSE. - Any provision or portion of this Ordinance found to be violative of the Constitution or invalid shall not impair the other provisions or parts thereof which shall continue to be in force and in effect.

SECTION 11. REPEALING CLAUSE. - Ordinances, rules, and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed or modified accordingly. Accordingly, the creation of the Mandaluyong CDRRMO is hereby repealed and as such, reorganized and reconstituted as the Mandaluyong CDRRMD.

SECTION 12. EFFECTIVITY CLAUSE. - This Ordinance shall take effect immediately upon its approval.

ENACTED on this 8th day of January 2024, in the City of Mandaluyong.

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE
WAS ENACTED BY THE SANGGUNIANG PANLUNGSOD
OF MANDALUYONG IN A REGULAR SESSION HELD ON
THE DATE AND PLACE FIRST ABOVE GIVEN.


MA. TERESA S. MIRANDA
Sanggunian Secretary

ATTESTED BY:

APPROVED BY:


BENJAMIN A. ABALOS III
City Councilor &
Acting Presiding Officer


CARMELITA A. ABALOS
Acting City Mayor

Date: JAN 12 2024

DISTRICT I

ABSENT
ANTONIO DLS. SUVA, JR.
Acting City Vice Mayor


ANJELO ELTON P. YAP
Councilor


DANILO L. DE GUZMAN
Councilor


RODOLFO M. POSADAS
Councilor

ON SPECIAL LEAVE
CARISSA MARIZ S. MANALO
Councilor


ESTANISLAO V. ALIM III
Councilor


DARWIN A. FERNANDEZ
LnB President


CHERYL N. MINA
SK Federation President

DISTRICT II

ACTING PRESIDING OFFICER
BENJAMIN A. ABALOS III
Councilor


ALEXANDER C. STA. MARIA
Councilor


REGINALD S. ANTIOJO
Councilor


LESLIE F. CRUZ
Councilor


MICHAEL B. OCAMPO
Councilor


MICHAEL ERIC G. CUEJILO
Councilor

CITY DISASTER RISK REDUCTION AND MANAGEMENT DEPARTMENT (CDRRMO)
ORGANIZATIONAL STRUCTURE
YEAR 2024-2028

I. FUNCTIONAL STATEMENT

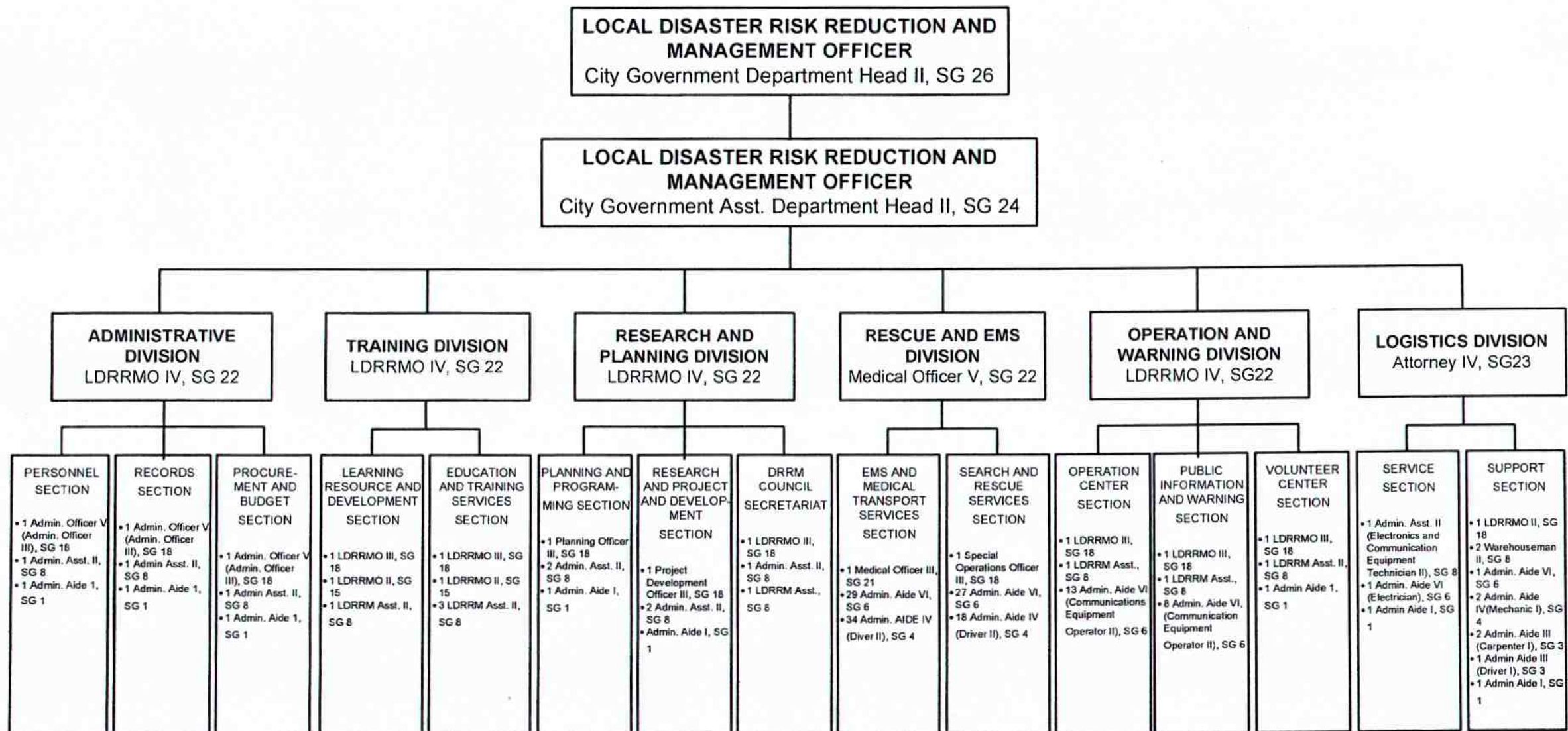
1. Design, program and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
2. Facilitate and support risk assessments and contingency planning activities at the local level;
3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
4. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level;
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 rural communities;
6. Formulate and implement a comprehensive and integrated Local Disaster Risk Reduction and Management Policy (LDRRMP) in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the Local Development Councils (LDCs);
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12. Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
13. Develop, strengthen and operate mechanisms for partnership or networking with the private sector, Civil Society Organizations (CSOs), and volunteer groups;
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25. Act on other matters that maybe authorized by the Mandaluyong City Disaster Risk Reduction Management Council (MCDRRMC).

II. ORGANIZATIONAL CHART

CITY DISASTER RISK REDUCTION AND MANAGEMENT DEPARTMENT



TOTAL NUMBER OF POSITION: 187

III. SUMMARY OF POSITIONS

PLANTILLA ITEMS		SALARY GRADE	NO. OF POSITIONS
1.	Local Disaster Risk Reduction and Management Officer (City Government Department Head II)	26	1
2.	Local Disaster Risk Reduction and Management Officer (City Government Assistant Department Head II)	24	1
3.	Local Disaster Risk Reduction and Management Officer IV (Administrative Division Chief)	22	1
4.	Local Disaster Risk Reduction and Management Officer IV (Training Division Chief)	22	1
5.	Local Disaster Risk Reduction and Management Officer IV (Research and Planning Division Chief)	22	1
6.	Local Disaster Risk Reduction and Management Officer IV (Operations and Warning Division Chief)	22	1
7.	Local Disaster Risk Reduction and Management Officer IV (Rescue and EMS Division Chief)	22	1
8.	Local Disaster Risk Reduction and Management Officer IV (Logistic Division Chief)	22	1
9.	Medical Officer III	21	1
10.	Administrative Officer V (Admin Officer III)	18	3
11.	Local Disaster Risk Reduction and Management Officer III	18	8

PLANTILLA ITEMS		SALARY GRADE	NO. OF POSITIONS
12.	Planning Officer III	18	1
13.	Project Development Officer III	18	1
14.	Special Operations Officer III	18	1
15.	Local Disaster Risk Reduction and Management Officer II	15	2
16.	Administrative Assistant II	8	6
17.	Local Disaster Risk Reduction and Management Assistant II	8	8
18.	Planning Assistant	8	2
19.	Administrative Assistant II (Electronics and Communications Equipment Technician II)	8	1
20.	Warehouseman II	8	2
21.	Administrative Aide VI (Communications Equipment Operator II)	6	21
22.	Administrative Aide VI	6	57
23.	Administrative Aide VI (Electrician II)	6	1
24.	Administrative Aide IV (Driver II)	4	34

PLANTILLA ITEMS		SALARY GRADE	NO. OF POSITIONS
25.	Administrative Aide IV (Driver II)	4	18
26.	Administrative Aide IV (Mechanic I)	4	2
27.	Administrative Aide III (Carpenter I)	3	2
28.	Administrative Aide III (Driver I)	3	1
29.	Administrative Aide I	1	7
TOTAL NUMBER OF POSITIONS			187

IV. QUALIFICATION STANDARD OF EACH POSITION

PLANTILLA ITEMS		SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1.	Local Disaster Risk Reduction and Management Officer (City Government Department Head II)	26	Bachelor's Degree	5 years in position involving management and supervision, 1 year of which is relevant to DRRM	32 hours of training in management and supervision on DRRM	Career Service (Professional)/Second Level Eligibility
2.	Local Disaster Risk Reduction and Management Officer (City Government Assistant Department Head II)	24	Bachelor's Degree	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	24 hours training in management and supervision in DRRM	Career Service (Professional)/Second Level Eligibility
3.	Local Disaster Risk Reduction and Management Officer IV (Division Chief)	22	Bachelor's Degree	3 years of relevant experience on DRRM	16 hours of relevant training on DRRM	Career Service (Professional)/Second Level Eligibility
4.	Medical Officer III	21	Doctor of Medicine	None Required	None Required	Filipino Citizen R.A. No. 1080
5.	Local Disaster Risk Reduction and Management Officer III	18	Bachelor's Degree	2 years of relevant experience on DRRM	8 Hours of relevant training on DRRM	Career Service (Professional)/Second Level Eligibility
6.	Administrative Officer V	18	Bachelor's degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility

PLANTILLA ITEMS		SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
7.	Special Operation Officer III	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility
8.	Project Development Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility
9.	Planning Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility
10.	Local Disaster Risk Reduction and Management Officer II	15	Bachelor's Degree	1 year of relevant experience on DRRM	4 Hours of relevant training on DRRM	Career Service (Professional)/Second Level Eligibility
11.	Local Disaster Risk Reduction and Management Assistant	8	Completion of 2 years in college	1 year of relevant experience on DRRM	4 Hours of training in management and supervision on DRRM	Career Service (Sub-Professional)/First Level Eligibility
12.	Warehouseman II	8	Completion of two-year studies in college	1-year relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/First Level Eligibility
13.	Administrative Assistant II (Clerk IV)	8	Completion of two-year studies in college	1-year relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/First Level Eligibility