



Republic of the Philippines
Province of Cavite
CITY OF BACOOR

Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor

HON. MIGUEL N. BAUTISTA
Acting City Vice Mayor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. MANOLO S. GALVEZ JR.
City Councilor

HON. RICARDO F. UGALDE
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HON. LEVY M. TELA
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City Councilor

HON. RANDY C. FRANCISCO
City Councilor-ABC President

HON. PALM ANGELS S. BUNCIO
City Councilor- SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

HON. MIGUEL N. BAUTISTA
Acting City Vice Mayor

Approved:

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor

CITY ORDINANCE NO. 521-2026 Series of 2026

AN ORDINANCE REVISING AND UPDATING THE "BACOOR CITY DISASTER MANAGEMENT CODE OF 2012," INSTITUTIONALIZING THE CITY DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM OF THE CITY OF BACOOR, ALIGNING IT WITH CURRENT NATIONAL LAWS AND POLICIES ON DISASTER RISK REDUCTION AND MANAGEMENT, CLIMATE CHANGE ADAPTATION, DATA PRIVACY, VOLUNTEER MANAGEMENT, RADIO COMMUNICATIONS, AND RELATED SECTORAL LAWS, AND FOR OTHER PURPOSES.

Sponsored by:

Hon. Manolo S. Galvez, Jr.

Co-sponsored by:

Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Reynaldo D. Palabrica, and Hon. Levy M. Tela.

WHEREAS, Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," mandates the institutionalization of disaster risk reduction and management systems at all levels of government, requiring local governments to adopt a comprehensive, proactive, and integrated approach to DRRM;

WHEREAS, Republic Act No. 12287, signed into law on September 11, 2025, allows local government units to declare a State of Imminent Disaster and implement anticipatory actions, including pre-emptive evacuation and early use of disaster response funds, to protect lives and livelihoods before disasters strike;

WHEREAS, City Ordinance No. 34, Series of 2012, institutionalized the Bacoor City Disaster Management Code, creating the Bacoor Disaster Risk Reduction and Management Council and Office, and establishing basic disaster management structures and protocols;

WHEREAS, Since the passage of City Ordinance No. 34 in 2012, significant developments have occurred in national DRRM policy and practice, including the adoption of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2020-2030, the institutionalization of Incident Command System (ICS) and Emergency Operations Center (EOC) management, the standardization of Rapid Damage Assessment and Needs Analysis (RDANA) and Post-Disaster Needs Assessment (PDNA) protocols, and the integration of climate change adaptation into DRRM frameworks;

WHEREAS, the City of Bacoor now operates a functioning Emergency Operations Center, maintains trained Incident Management Teams, and has adopted ICS as the standard incident management system, requiring formal codification of these practices in the City's disaster management framework;



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WHEREAS, Republic Act No. 10173 (Data Privacy Act of 2012) requires all government agencies, including DRRM offices, to protect the privacy and security of personal data collected during disaster operations, necessitating clear protocols on data management and information sharing;

WHEREAS, Republic Act No. 9418, otherwise known as the "Volunteer Act of 2007," recognizes the vital role of volunteers in national development and disaster risk reduction, and requires local government units to establish mechanisms for the recruitment, registration, accreditation, training, deployment, welfare, and protection of disaster volunteers, while ensuring that volunteer engagements supplement, and do not replace, permanent plantilla positions;

WHEREAS, Republic Act No. 3846, otherwise known as the Radio Control Law, as amended, and applicable National Telecommunications Commission (NTC) regulations, govern the licensing and operation of amateur radio stations in the Philippines, and amateur radio operators have historically served as vital auxiliary communicators during disasters and emergencies, complementing government communications networks;

WHEREAS, Republic Act No. 9514, otherwise known as the "Fire Code of the Philippines of 2008," as revised by its 2019 Implementing Rules and Regulations, particularly Section 35 thereof on Evacuation Centers and Facilities, sets fire safety standards that must be observed in the design, construction, and operation of evacuation centers and other DRRM facilities;

WHEREAS, Republic Act No. 11036 (Mental Health Act) and Republic Act No. 11058 (Occupational Safety and Health Standards Act) require government agencies to provide psychosocial support, stress debriefing, and occupational safety and health protections to their personnel, including disaster responders who face heightened physical and psychological risks in the course of their duties;

WHEREAS, the 1987 Philippine Constitution, Executive Order No. 292 (Administrative Code of 1987), and applicable Civil Service Commission (CSC) rules require that appointments to government positions, including those in the BDRMO, observe the merit and fitness principle and approved qualification standards, and that human resource development, competency-building, and succession planning be institutionalized consistent with the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);

WHEREAS, the integration of disaster risk reduction and climate change adaptation into local plans, programs, and budgets is mandated by RA 10121, RA 9729 (Climate Change Act), RA 10174 (People's Survival Fund Act), and RA 10821 (Children's Emergency Relief and Protection Act), requiring alignment with sectoral laws on environment (RA 9003, RA 9275, RA 8749), climate finance, child protection, and sustainable development;

WHEREAS, Section 458 (a)(1)(iv) of Republic Act No. 7160 (Local Government Code of 1991) authorizes the Sangguniang Panlungsod to approve ordinances adopting measures to protect city inhabitants from natural and man-made disasters and to provide relief and assistance to affected populations;



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WHEREAS, there is an urgent need to update City Ordinance No. 34 to reflect current operational realities, institutionalize modern DRRM systems and tools, incorporate anticipatory action frameworks, strengthen data privacy protections, formally recognize volunteer and amateur radio roles, integrate human resource management and responder welfare safeguards, recognize the roles of social welfare and employment recovery offices, and ensure full compliance with all applicable national laws and policies;

NOW THEREFORE, BE IT ORDAINED by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite, in regular session assembled, that:



CHAPTER I: GENERAL PROVISIONS

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Section 1. Title.

This Ordinance shall be known as the “City of Bacoor Disaster Risk Reduction and Management and Climate Change Adaptation Code of 2026,” hereinafter referred to as the “City of Bacoor DRRM-CCA Code.”

Section 2. Declaration of Policy.

It is the policy of the City Government of Bacoor to adopt a proactive, integrated, and risk-informed approach to disaster risk reduction and management (DRRM) and climate change adaptation (CCA), placing greater emphasis on prevention, mitigation, preparedness, and anticipatory actions, while ensuring timely, humane, and principled response, early recovery, and “build back better” rehabilitation and recovery.

The City shall:

- Integrate DRRM and CCA into all local plans, programs, projects, and budgets, including but not limited to the Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP), Local Climate Change Action Plan (LCCAP), Local Development Investment Program (LDIP), and Annual Investment Program (AIP).
- Institutionalize the Incident Command System (ICS), Emergency Operations Center (EOC) management, and all-hazards Incident Management Teams (IMTs) as the standard system for on-scene incident management and inter-agency coordination.
- Adopt and operationalize the national guidelines on Rapid Damage Assessment and Needs Analysis (RDANA) and Post-Disaster Needs Assessment (PDNA), and constitute permanent RDANA and PDNA Teams.
- Implement anticipatory actions and early or forced evacuations in accordance with Republic Act No. 12287 and related national policies, to protect lives and livelihoods from imminent disasters.
- Protect the rights, safety, dignity, and privacy of all persons affected by disasters, with particular attention to children, women, older persons, persons with disability, persons with chronic illness, and other vulnerable and marginalized groups, consistent with RA 10121, RA 10821, RA 10173, RA 9710, RA 7610, and other applicable laws.
- Institutionalize and support disaster risk reduction volunteers, community-based organizations, and accredited civil society organizations consistent with RA 9418 (Volunteer Act of 2007), ensuring that volunteer engagements supplement, and do not replace, permanent plantilla positions.
- Recognize and integrate amateur radio operators as an auxiliary communications resource in DRRM operations, consistent with RA 3846 (Radio Control Law, as amended) and NTC regulations.



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Cristina R. Malawig
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Certified by:

Miguel N. Bautista
HON. MIGUEL N. BAUTISTA
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Approved:

Catherine Sarino-Evaristo
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- Institutionalize merit-based staffing, continuing competency development, succession planning, and responder welfare and occupational safety and health protections for BDRRMO personnel, IMT members, and other DRRM responders, consistent with the 1987 Constitution, EO 292, applicable CSC rules, RA 11036, and RA 11058.
- Recognize the roles of social welfare and employment recovery offices in humanitarian response and post-disaster rehabilitation, consistent with RA 10121, RA 7160, and RA 10821.
- Ensure that all DRRM-CCA projects and activities are consistent with RA 9003 (Ecological Solid Waste Management Act), RA 9275 (Clean Water Act), RA 8749 (Clean Air Act), RA 9729 (Climate Change Act), RA 10174 (People's Survival Fund Act), RA 10821 (Children's Emergency Relief and Protection Act), RA 12076 (Ligtas Pinoy Centers Act), RA 9514 (Fire Code of the Philippines), RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), and other relevant national and local issuances.

Section 3. Definition of Terms.

Unless otherwise stated, all terms shall be construed in accordance with RA 10121 and its Implementing Rules and Regulations (IRR), the National Disaster Risk Reduction and Management Plan (NDRRMP) 2020-2030, and other applicable national issuances.

Section 3 of City Ordinance No. 34, Series of 2012, is hereby carried over and reproduced below as the foundational glossary of this Code, for purposes of continuity and to avoid any gap in defined terms upon the repeal of City Ordinance No. 34 under Section 69 of this Code. For purposes of this Code, the following terms shall be defined:

- "Adaptation" – the adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.
- "Bacoor Disaster Risk Reduction and Management Office" or "BDRRMO" – the office created by virtue of Municipal Ordinance No. 11-S-2011 by the erstwhile Sangguniang Bayan of Bacoor in compliance with the pertinent provisions of Republic Act No. 10121, subsequently elevated to a full city department through City Ordinance No. 50-2015, and continued and reorganized under this Code with the expanded structure, divisions, and staffing provided in Sections 7 and 8 hereof.
- "Calamity" – a state of deep distress or misery caused by misfortune or loss brought about by natural or man-made hazards.
- "Capacity" – a combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills and collective attributes such as social



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relationships, leadership and management. Capacity may also be described as capability.

- (c) **“Civil Society Organizations” or “CSOs”** – non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs unite people to advance shared goals and interests. They have a presence in public life, expressing the interests and values of their members or others, and are based on ethical, cultural, scientific, religious or philanthropic considerations. CSOs include nongovernment organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people’s organizations, social movements, and labor unions.
- (f) **“Climate Change”** – a change in climate that can be identified by changes in the mean and/or variability of its properties and that persists for an extended period, typically decades or longer, whether due to natural variability or as a result of human activity.
- (g) **“Community-Based Disaster Risk Reduction and Management” or “CBDRRM”** – a process of disaster risk reduction and management in which at-risk communities are actively engaged in the identification, analysis, treatment, monitoring and evaluation of disaster risks in order to reduce their vulnerabilities and enhance their capacities, and where the people are at the heart of decision-making and implementation of disaster risk reduction and management activities.
- (h) **“Complex Emergency”** – a form of human-induced emergency in which the cause of the emergency as well as the assistance to the afflicted is complicated by intense level of political considerations such as in areas afflicted by insurgency, civil war, or military coups.
- (i) **“Contingency Planning”** – a management process that analyzes specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.
- (j) **“Disaster”** – a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are 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.
- (k) **“Mitigation” or “Disaster Mitigation”** – the lessening or limitation of the adverse impacts of hazards and related disasters, through



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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 communities to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include, but are not limited to, engineering techniques and hazard-resistant construction and engineering works; the formulation and implementation of plans, programs, projects and activities; awareness raising and knowledge management; improved environmental policies; policies on land-use and resource management; and the enforcement of comprehensive land-use planning, building and safety standards, and legislation.

- (l) **“Preparedness” or “Disaster Preparedness”** – the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions, comprising pre-disaster actions and measures undertaken within the context of disaster risk reduction and management, based on sound risk analysis and good linkages with early warning systems. Preparedness aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery, and includes such activities as community organizing, contingency planning, hazard mapping, insuring of assets, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises, and public information and education initiatives. This also includes the development/enhancement of an overall preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans that define measures geared to help at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster. These must be supported by formal institutional, legal and budgetary capacities.
- (m) **“Disaster Prevention”** – the outright avoidance of adverse impacts of hazards and related disasters. It expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance such as construction of dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high-risk zones, and seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake.
- (n) **“Disaster Response”** – 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. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called “disaster relief.”
- (o) **“Disaster Risk”** – the potential disaster losses in lives, health status, livelihood, assets and services, which could occur to a particular community or a society over some specified future time period.



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(p) **"Disaster Risk Reduction"** – the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposures to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.

(q) **"Disaster Risk Reduction and Management"** – the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place.

(r) **"Disaster Risk Reduction and Management Plan"** – the set of programs and objectives formulated by the BDRRMO and approved by the CDRRMC under Section 5 of this Code.

(s) **"Disaster Risk Reduction and Management Information System"** – a specialized database which contains, among others, information on disasters and their human, material, economic and environmental impact, risk assessment and mapping and vulnerable groups. This system is further elaborated as the City's DRRM Information System and Geographic Information System (GIS) under Section 48 of this Code, which additionally incorporates hazard, exposure, vulnerability, capacity, and damage/loss data, subject to RA 10173 and applicable data privacy and cybersecurity policies.

(t) **"Early Warning System"** – the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss. A people-centered early warning system necessarily comprises four (4) key elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. The expression "end-to-end warning system" is also used to emphasize that warning systems need to span all steps from hazard detection to community response.

(u) **"Emergency"** – unforeseen or sudden occurrence, especially danger, demanding immediate action.

(v) **"Emergency Management"** – the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

(w) **"Exposure"** – the degree to which the elements at risk are likely to experience hazard events of different magnitudes.



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- (x) **"Geographical Information System"** – a database which contains, among others, geo-hazard assessments, information on climate change, and climate risk reduction and management.
- (y) **"Hazard"** – a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.
- (z) **"Incident Commander"** – the person responsible for all aspects of an emergency response including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan. For purposes of this Code, the incident commander may be any City Government employee who first arrives at the disaster area who has undergone the requisite disaster response training, consistent with Section 12 of this Code. The role of incident commander may be assumed by senior or higher qualified officers upon their arrival or as the situation dictates.
- (aa) **"Land-Use Planning"** – the process undertaken by public authorities to identify, evaluate and decide on different options for the use of land, including consideration of long-term economic, social and environmental objectives and the implications for different communities and interest groups, and the subsequent formulation and promulgation of plans that describe the permitted or acceptable uses.
- (bb) **"National Disaster Risk Reduction and Management Framework"** or **"NDRRMF"** – provides for comprehensive, all hazards, multi-sectoral, inter-agency and community-based approach to disaster risk reduction and management.
- (cc) **"National Disaster Risk Reduction and Management Plan"** or **"NDRRMP"** – the document formulated and implemented by the Office of Civil Defense (OCD) that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives. The NDRRMP provides for the identification of hazards, vulnerabilities and risks to be managed at the national level; disaster risk reduction and management approaches and strategies to be applied in managing said hazards and risks; agency roles, responsibilities and lines of authority at all government levels; and vertical and horizontal coordination of disaster risk reduction and management in the pre-disaster and post-disaster phases. It shall be in conformity with the NDRRMF.
- (dd) **"Post-Disaster Recovery"** – the restoration and improvement, where appropriate, of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors, in accordance with the principles of "build back better" as further defined in this Section.
- (ee) **"Private Sector"** – the key actor in the realm of the economy where the central social concern and process are the mutually beneficial



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production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households and nonprofit institutions serving households.

- (ff) **"Public Sector Employees"** – all persons in the civil service.
- (gg) **"Quarantine"** – the forced isolation of goods, products, animals, or people in a definite area for the purposes of preventing the spread of something dangerous which may, or may not, be a disease, or a biological agent, and the like.
- (hh) **"Rehabilitation"** – measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.
- (ii) **"Resilience"** – the ability of a system, community or society exposed to hazards to resist, absorb, accommodate and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.
- (jj) **"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 the life preservation and basic subsistence needs of those people affected and in the restoration of essential public activities and facilities.
- (kk) **"Risk"** – the combination of the probability of an event and its negative consequences.
- (ll) **"Risk Assessment"** – a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend. Risk assessments with associated risk mapping include: a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical, social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios.
- (mm) **"Risk Management"** – the systematic approach and practice of managing uncertainty to minimize potential harm and loss. It comprises risk assessment and analysis, and the implementation of strategies and specific actions to control, reduce and transfer risks. It is widely practiced by organizations to minimize risk in investment decisions and to address operational risks such as those of business disruption, production failure, environmental damage, social impacts and damage from fire and natural hazards.
- (nn) **"Risk Transfer"** – the process of formally or informally shifting the financial consequences of particular risks from one party to another



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whereby a household, community, enterprise or state authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

(oo) **"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.

(pp) **"Sustainable Development"** – development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two (2) key concepts: (1) the concept of "needs," in particular, the essential needs of the world's poor, to which overriding priority should be given; and (2) the idea of limitations imposed by the state of technology and social organizations on the environment's ability to meet present and future needs. It is the harmonious integration of a sound and viable economy, responsible governance, social cohesion and harmony, and ecological integrity to ensure that human development now and through future generations is a life-enhancing process.

(qq) **"Vulnerability"** – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. Vulnerability may arise from various physical, social, economic, and environmental factors such as poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management.

(rr) **"Vulnerable and Marginalized Groups"** – those that face higher exposure to disaster risk and poverty including, but not limited to, women, children, older persons, persons with disability, and ethnic minorities.

In addition to the foregoing, and consistent with developments in national DRRM law and practice since 2012, the following terms are hereby adopted for purposes of this Code:

(ss) **"Build Back Better (BBB)"** – a principle in post-disaster recovery and reconstruction that aims to restore affected communities and infrastructure to a condition that is safer, more resilient, and more sustainable than pre-disaster conditions, integrating disaster risk reduction measures and climate change adaptation into the recovery process, consistent with the Sendai Framework for Disaster Risk Reduction 2015–2030.

(tt) **"City Disaster Risk Reduction and Management Council (CDRRMC)"** – the multi-sectoral body at the city level responsible for setting the direction, development, implementation, and coordination of DRRM programs within Bacoor, consistent with RA 10121. This Council was known as the "Bacoor Disaster Risk Reduction and Management Council" or "BDRRMC" under City Ordinance No. 34, Series of 2012, and is renamed the CDRRMC under



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Section 4 of this Code to avoid confusion with the BDRRMO (the office/secretariat) defined in paragraph (b) above.

- (uu) **"Barangay Disaster Risk Reduction and Management Committee (BDRRMC)"** – the committee or council established at the barangay level, either as a separate BDRRMC or as a DRRM committee under the Barangay Development Council, consistent with national policies.
- (vv) **"Disaster Volunteer"** – any person who, out of civic duty, voluntarily and without expectation of material reward, offers time, service, and expertise for disaster risk reduction, preparedness, response, and recovery activities, and who has been duly registered with and accredited by the City, consistent with RA 9418. Disaster volunteers supplement, and do not replace, the permanent plantilla positions of the City Government.
- (ww) **"Emergency Operations Center (EOC)"** – a physical and/or virtual facility from which the coordination and support of incident management activities (information management, resource coordination, policy and strategic direction) are carried out during emergencies and other significant incidents.
- (xx) **"Force Majeure"** – an extraordinary event or circumstance beyond human control, such as an act of God, act of nature, or an extreme natural event (e.g., typhoon, earthquake, volcanic eruption, tsunami, pandemic) that, despite the exercise of due diligence, cannot be foreseen or, if foreseeable, was inevitable.
- (yy) **"Incident Command System (ICS)"** – a standardized on-scene emergency management concept specifically designed to allow responders to adopt an integrated organizational structure, consistent with the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries, as recognized by the NDRRMC and OCD.
- (zz) **"Incident Management Team (IMT)"** – a pre-designated and trained multi-disciplinary team, operating under ICS, responsible for on-scene incident management, including command, operations, planning, logistics, and finance/administration.
- (aaa) **"Local Disaster Risk Reduction and Management Fund (LDRRMF)"** – the fund mandated under Section 21 of RA 10121, equivalent to not less than five percent (5%) of the estimated revenue from regular sources of the local government unit, to support disaster risk reduction and management activities.
- (bbb) **"Post-Disaster Needs Assessment (PDNA)"** – a government-led, multi-sectoral process that assesses damages, losses, and recovery needs over the medium to long term following a disaster, consistent with national PDNA frameworks.
- (ccc) **"Pre-Disaster Risk Assessment (PDRA)"** – a systematic evaluation of potential disaster risks based on scientific and technical information, used as basis for declaring a State of Imminent Disaster and implementing anticipatory actions under RA 12287.



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(ddd) **"Quick Response Fund (QRF)"** – the portion of the LDRRMF allocated as stand-by fund for relief and recovery programs, including anticipatory actions, equivalent to at least thirty percent (30%) of the LDRRMF.

(eee) **"Rapid Damage Assessment and Needs Analysis (RDANA)"** – a multi-sectoral process to determine the extent of damage and priority needs immediately after a disaster, using nationally prescribed RDANA tools and guidelines issued by the OCD/NDRRMC.

(fff) **"State of Imminent Disaster (SoID) / Anticipatory Actions"** – the conditions, triggers, and corresponding actions defined under RA 12287, its IRR, and related guidelines, allowing early activation of DRRM measures, including pre-emptive evacuation and anticipatory use of funds, prior to an actual disaster.

(ggg) **"Affected Population"** – the individuals, families, and communities impacted by a disaster or emergency, including displaced persons and evacuees. This Code uses the terms "affected families," "affected individuals," or "displaced persons" in preference to the term "victims," consistent with humanitarian protection principles that emphasize dignity and agency.

In case of conflict between the definitions in this Section and any definition provided under RA 10121, its IRR, or subsequent national DRRM issuances, the national definition shall control.



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CHAPTER II: CITY DRRM STRUCTURE AND INSTITUTIONAL ARRANGEMENTS

Section 4. City Disaster Risk Reduction and Management Council (CDRRMC).

The existing Bacoor Disaster Risk Reduction and Management Council (BDRRMC) is hereby renamed and reorganized as the City Disaster Risk Reduction and Management Council (CDRRMC), consistent with RA 10121, without prejudice to the continuity of existing rights and obligations.

The CDRRMC shall be composed of, but not limited to, the following:

- City Mayor – Chairperson
- City Vice Mayor – Vice Chairperson
- City Administrator – Member
- Head, BDRRMO/LDRRMO – Member and Secretariat Head
- Chairperson, Sangguniang Panlungsod Committee on Peace and Order and Public Safety – Member
- Chairperson, Sangguniang Panlungsod Committee on Environment and Natural Resources – Member
- Head, City Planning and Development Coordinating Office – Member
- Head, Office of Social Welfare and Development (OSWD) – Member
- Head, Office of the City Health Services – Member
- Head, Office of the City Engineer – Member
- Head, City Budget Department – Member
- Head, City Environment Service Department – Member
- Head, Office of the General Services – Member
- Head, Human Resources Development and Management Department – Member
- Head, Public Employment Service Office – Member
- Superintendent/Representative, Department of Education (DepEd) – Member
- Representative, Bacoor City Component Police Station – Member
- Representative, Bureau of Fire Protection – Member
- Representative, Armed Forces of the Philippines – Member
- Representative, Philippine Coast Guard (PCG), where applicable – Member
- Representative, Philippine Red Cross – Cavite Chapter – Member
- President, Liga ng mga Barangay – Member
- President, Sangguniang Kabataan Federation – Member
- At least one (1) accredited representative from civil society organizations (CSOs)
- At least one (1) representative from the business/private sector
- At least one (1) representative from each of the following vulnerable sectors: women, children and youth, older persons, persons with disability, and urban poor/informal settlers
- Representative, accredited disaster volunteer organizations (consistent with RA 9418)
- Representatives from other relevant offices or sectors as may be determined by the CDRRMC



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Section 5. Powers and Functions of the CDRRMC.

The CDRRMC shall perform the functions of a Local DRRM Council under RA 10121, including but not limited to:

- Approve, monitor, and evaluate the City DRRM Plan (CDRRMP) and ensure its regular review, updating, and testing, in harmony with national and local plans.
- Ensure mainstreaming of DRRM and CCA into local development plans, programs, and budgets, including the CLUP, CDP, LCCAP, Local Nutrition Action Plan (LNAP), sectoral plans, and annual budgets.
- Recommend declarations of State of Calamity and State of Imminent Disaster, and the implementation of forced or pre-emptive evacuation and other anticipatory actions, in accordance with RA 10121 and RA 12287.
- Oversee the institutionalization and use of ICS, EOC, IMTs, RDANA, and PDNA in city operations.
- Approve protocols on data management, information sharing, and privacy for DRRM information systems, consistent with RA 10173 and city-wide data privacy policies.
- Mobilize resources and recommend appropriation and utilization of the Local DRRM Fund (LDRRMF) and other DRRM-related resources.
- Promote and oversee community-based DRRM and CCA, including the formation and support of barangay DRRMCs and volunteers.
- Approve the City DRRM Training and Capacity Building Program, ensuring regular training on ICS, EOC operations, RDANA/PDANA, and anticipatory action for city personnel and barangay officials.
- Approve an Annual Human Resource Development and Capacity Building Program for BDRRMO personnel, IMT members, and other DRRM responders, consistent with Civil Service Commission (CSC) learning and development policies and the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), in coordination with the Human Resources Development and Management Department.
- Establish and maintain coordination mechanisms with the Provincial DRRM Council, neighboring LGUs, national agencies, CSOs, private sector, and international organizations.
- Approve the City Disaster Volunteer Management Program consistent with RA 9418.
- Perform such other functions as may be provided by law, national policy, or subsequent ordinances and resolutions of the Sangguniang Panlungsod.

Section 6. Meetings and Procedures of the CDRRMC.

The CDRRMC shall convene in regular session at least once every three (3) months, or more frequently as circumstances require. Special meetings may be called by the Chairperson or upon written request of at least one-third (1/3) of the members.

A majority of the members shall constitute a quorum. Decisions shall be made by consensus or, when necessary, by majority vote of members present.

The CDRRMC shall promulgate its own internal rules of procedure, consistent with this Code and applicable national guidelines.

Section 7. Standing Committees of the CDRRMC.

The CDRRMC shall operate through four (4) standing committees, corresponding to the four thematic pillars of Republic Act No. 10121. Each committee shall be



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chaired by the city official designated below and shall be composed of, but not limited to, the member offices grouped thereunder. The composition of each committee may be expanded by the CDRRMC through a resolution. The BDRRMO shall provide secretariat support to all standing committees.

(a) Committee on Disaster Preparedness

Chair: City Local Government Operations Officer (CLGOO)

Mandate: Community awareness and education, training and capacity building, early warning systems, evacuation planning, pre-positioning of resources, simulation exercises, drills, and multi-hazard preparedness planning at the city and barangay levels.

Members: Department of Education (DepEd), Liga ng mga Barangay, Sangguniang Kabataan Federation, Local Youth Development Office, City Information and Community Relations Department, Office of the City Civil Registry, Bacoar City Culture, History, Arts and Tourism Office (BCCHATO), E-Governance Department, Human Resources Development and Management Department (HRDMD).

(b) Committee on Disaster Response

Chair: Head, Office of Social Welfare and Development (OSWD)

Mandate: Search, rescue and retrieval, emergency medical services, evacuation operations, provision of food and non-food relief assistance, camp coordination and management, protection of displaced persons, and coordination of humanitarian assistance during and immediately after disasters.

Members: Office of the City Health Services (OCHS), Bureau of Fire Protection (BFP), Bacoar City Component Police Station (BCPS), Armed Forces of the Philippines (AFP), Philippine Coast Guard (PCG), Philippine Red Cross – Cavite Chapter, Office of the General Services (OGS), City Sports Development Department, BJMP – Male Dormitory, BJMP – Female Dormitory, Department of Public Safety, City Bacoar Traffic Management Department, City Cemetery Office, Bacoar City Complaints Desk, Office of the Senior Citizens Affairs, Person with Disability Affairs Office, Office of the Population Development, Office of Veterinary Services (OVS), accredited disaster volunteer organization representative.

(c) Committee on Disaster Prevention and Mitigation

Chair: Head, Office of the City Engineer

Mandate: Hazard mapping and risk assessment, enforcement of land use regulations and no-build zones, engineering and structural mitigation measures, environmental management, climate change adaptation measures, retrofitting and resilience of critical infrastructure, and compliance with environmental, fire safety, and building safety standards.

Members: City Environment Service Department (CESD), Chairperson of the Sangguniang Panlungsod Committee on Peace and Order and Public Safety, Chairperson of the Sangguniang Panlungsod Committee on Environment and Natural Resources, Zoning and Land Development Department, Office of the City Building Official (OCBO), Office of the City Legal Service, Business Permits and



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Licensing Department, Office of the City Architecture Planning and Design, at least one (1) accredited CSO representative.

(d) Committee on Disaster Rehabilitation and Recovery

Chair: Head, City Planning and Development Coordinating Office (CPDCO)

Mandate: Post-Disaster Needs Assessment (PDNA), recovery and reconstruction planning, "build back better" implementation, livelihood restoration, employment recovery, resettlement, restoration of basic services, and long-term community resilience building.

Members: Office of the Agricultural Services, City Budget Department, City Finance Department, Office of the Accounting and Internal Audit Services, City Livelihood and Development Department, Office for the Development of Cooperatives, Public Employment Service Office (PESO), Local Economic Development and Investments Promotions Office, Housing, Urban Development and Resettlement Department (HUDRD), City Assessor's Department, at least one (1) representative from the business/private sector.

Each committee shall meet at least once every two (2) months, or as often as necessary to carry out its mandate, and shall submit regular reports and recommendations to the CDRRMC through the BDRRMO. The chairperson of each committee may convene the committee independently as circumstances require.

Each committee shall be monitored and evaluated by the CDRRMC, through the BDRRMO, based on indicators of thematic performance, meeting attendance and frequency, and completion of committee action items. Each committee shall also maintain a databank of concepts, technical references, best practices, and lessons learned relevant to its thematic area, for institutional knowledge management and continuity. The specific monitoring and evaluation indicators, reporting templates, and databank management procedures shall be provided in the Implementing Rules and Regulations (IRR) of this Code.

Section 8. Bacoor Disaster Risk Reduction and Management Office (BDRRMO).

The BDRRMO, established under RA 10121, shall serve as the primary implementing and coordinating office for all DRRM and CCA activities of the City. It shall act as the secretariat and executive arm of the CDRRMC.

The BDRRMO shall be headed by a City DRRMO with the rank equivalent to a department head, supported by four (4) division chiefs responsible for: (a) Operations and Warning; (b) Research and Planning; (c) Administration and Training; and (d) Logistics and Procurement.

The organizational structure, plantilla positions, staffing pattern, qualification standards, and career progression of the BDRRMO shall be governed by a separate ordinance institutionalizing the BDRRMO, without prejudice to the functions assigned to the BDRRMO under this Code. Pending enactment of that ordinance, BDRRMO staffing shall continue to observe the merit and fitness principle and applicable Civil Service Commission (CSC) rules, consistent with the 1987 Constitution and Executive Order No. 292 (Administrative Code of 1987).



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Key functions of the BDRRMO include:

- Implement and coordinate DRRM and CCA programs, projects, and activities across all thematic areas;
- Manage and operate the City Emergency Operations Center (EOC) and DRRM Information System;
- Conduct PDRA, RDANA, and PDNA operations and coordinate all-hazards IMTs;
- Manage the LDRRMF in accordance with RA 10121, DILG-DBM-COA Joint Memorandum Circulars, and this Code;
- Coordinate with barangays, CSOs, private sector, and national agencies on DRRM and CCA activities;
- Manage the City's disaster volunteer program and maintain a roster of accredited volunteers, ensuring that volunteer engagements supplement, and do not replace, BDRRMO plantilla positions;
- Coordinate with amateur radio operators and other auxiliary communications resources;
- Prepare and submit required reports to the CDRRMC, Sangguniang Panlungsod, City Mayor, and national authorities.

Section 9. Barangay Disaster Risk Reduction and Management Committees (BDRRMCs).

Every barangay in Bacoar shall organize and maintain a Barangay Disaster Risk Reduction and Management Committee (BDRRMC), or a DRRM Committee under the Barangay Development Council, consistent with RA 10121 and DILG/OCD guidelines.

Each BDRRMC shall:

- Prepare and implement a Barangay DRRM Plan consistent with the CDRRMP and barangay development plans;
- Maintain a barangay-level ICS structure and designate trained Barangay Incident Commanders;
- Maintain an updated list and maps of hazard-prone areas, vulnerable populations, and local resources;
- Implement early warning, evacuation, and relief measures in coordination with the BDRRMO and CDRRMC;
- Report incidents, damages, and needs through the prescribed ICS, RDANA, and PDNA mechanisms;
- Organize and maintain Barangay Emergency Response Teams (BERTs) and Community Disaster Volunteers, with regular training and drills;
- Conduct community-based disaster preparedness and climate change adaptation programs, including Information, Education, and Communication (IEC) campaigns.

Section 10. Barangay Clustering and Mutual Aid Arrangements.

The CDRRMC may, in consultation with the Liga ng mga Barangay and individual barangay councils, establish barangay clusters for purposes of mutual aid, resource sharing, and coordinated response during disasters.

Clustering arrangements may be formalized through Memoranda of Understanding (MOU) or Agreements, specifying:

- Geographic boundaries and composition of each cluster;
- Shared resources, facilities, and equipment;
- Coordination and communication protocols;



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- Joint training and simulation exercises;
- Cost-sharing and reimbursement mechanisms.



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CHAPTER III: ICS, EOC, INCIDENT MANAGEMENT TEAMS, AND RESPONSE CLUSTERS

Section 11. Institutionalization of the Incident Command System (ICS).

The City Government of Bacoor hereby adopts the Incident Command System (ICS) as the standard incident management system for all hazards and all levels of emergency and disaster operations, including major planned events where multi-agency coordination is required.

All city departments, offices, and barangays shall:

- Use ICS organizational structures appropriate to the scale and complexity of incidents;
- Ensure that designated Incident Commanders and IMT members undergo appropriate ICS training (e.g., Basic ICS, Integrated Planning on ICS, Position Courses on ICS, All-Hazards Incident Management Team Trainings, and other position-specific courses) as available through OCD, DILG, or accredited training providers, as part of the Annual Human Resource Development and Capacity Building Program under Section 5 of this Code;
- Use standard ICS documentation and forms, including Incident Action Plans (IAPs), situation reports, resource tracking forms, and organizational charts, in coordination with the BDRRMO and EOC.

Section 12. Incident Commander – Designation and Authority.

For any incident requiring multi-agency or extended response, an Incident Commander (IC) shall be designated. The IC may be:

- The first trained responder or city official to arrive at the incident scene, pending arrival of higher authority;
- A designated member of an Incident Management Team (IMT) activated by the City Mayor or BDRRMO;
- The Head of the BDRRMO or a designated senior official during large-scale or complex incidents.

The Incident Commander shall have full authority over on-scene operations, including resource allocation, tactical decisions, and coordination with supporting agencies, subject to policy direction from the EOC and City Mayor.

Transfer of command shall follow ICS protocols, with clear briefings and documentation.

Section 13. Emergency Operations Center (EOC).

The existing City EOC is hereby recognized and institutionalized as the Bacoor City Emergency Operations Center (EOC), operating in a dedicated space under the management of the BDRRMO.

The EOC shall:

- Serve as the central facility for inter-agency coordination, information management, and support to on-scene ICS/IMTs during incidents;
- Be managed by an EOC Manager designated by the City Mayor upon recommendation of the Head, BDRRMO;



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- Maintain functional sections for Operations, Planning, Logistics, and Finance/Administration, each with designated Section Coordinators drawn from relevant city offices;
- Include designated Safety Officer, Public Information Officer (PIO), and Liaison Officer roles to support ICS/EOC integration;
- Maintain 24/7 activation capability during declared States of Calamity, States of Imminent Disaster, or as directed by the City Mayor or CDRRMC;
- Incorporate a dedicated communications node that integrates government radio networks, amateur radio, telecommunications systems, and digital platforms, consistent with RA 3846 and applicable NTC regulations;
- Operate according to standard EOC procedures, including situation monitoring, resource tracking, information management, and policy coordination, as detailed in the EOC Manual approved by the CDRRMC.

Section 14. EOC Section Coordinators – Roles and Responsibilities.

The EOC shall be organized into four (4) functions, each headed by a designated Section Coordinator, consistent with national EOC management guidelines:

(a) Operations Coordinator.

In charge of the facilitation of multi-stakeholder coordination in support of the emergency response. It heads the implementation of the EOC Action Plan and ensures that EOC Action Plan operational objectives and assignments are carried out effectively.

The EOC Operations Coordinator shall:

- Provide operational input for the EOC Action Plan;
- Coordinate operations in support of the response through implementation of the EOC Action Plan;
- Assign specific tasks to operational teams;
- Coordinate with Response Clusters, Incident Management Teams (IMTs), and other EOCs to facilitate the requirements of incident operations.

The Operations Coordinator shall coordinate closely with the Response Clusters to identify and mobilize requested resources, and shall maintain a communications link between the IMT and other EOCs for purposes of coordinating the overall response, resource requests, and situation status information.

As in ICS, the Operations Coordinator may be organized into sub-coordinators (such as branches, divisions, or groups) as necessary and as applicable to the incident, provided that span of control is observed.

(b) Planning Coordinator.

In charge of the performance of all functions pertaining to information management, situation reporting, action planning, and report development and dissemination.

The EOC Planning Coordinator shall:

- Collect, analyze, and display situation information;
- Develop, maintain, and disseminate situation reports and warnings;
- Prepare the EOC Action Plan;
- Maintain all disaster-related information;
- Assist the Operations Coordinator in tracking the status of mobilized resources.



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The EOC Planning Coordinator serves a role similar to the Planning Section Chief of an IMT. It is responsible for collecting and analyzing information about the situation and using that information to develop situation reports that help decision-makers formulate strategic objectives. It coordinates development of the EOC Action Plan based on strategic objectives, situation information, and input from the other functions.

As in ICS, technical specialists may be assigned to the Planning Coordinator or elsewhere, as needed.

(c) Logistics Coordinator.

In charge of the facilitation of all logistical requirements needed to support EOC activities, such as maintenance of facilities, installation of equipment, provision of transportation services, and provision of meals and medical needs for duty personnel.

The EOC Logistics Coordinator shall:

- Maintain EOC facilities;
- Provide transportation, food, and medical services for all duty personnel;
- Obtain essential equipment, tools, and supplies to support EOC operations;
- Provide continuous power and communications to the EOC.

The EOC Logistics Coordinator serves a role similar to the logistics function of an IMT, providing overall logistics support primarily for EOC duty personnel. Depending on the resources, mandates, and capabilities of the City, the Logistics Coordinator may be extended to support external services beyond EOC personnel.

(d) Finance and Administration Coordinator.

In charge of the management of all financial and administrative concerns of the EOC.

The EOC Finance/Administration Coordinator shall:

- Coordinate all financial and administrative concerns of the EOC;
- Prepare financial requests to support EOC activities;
- Conduct private sector contract negotiation and payment;
- Conduct staff timekeeping;
- Facilitate payment of EOC expenses;
- Conduct disaster cost analysis.

The Finance/Administration Coordinator shall provide a coordinated financial management process for the EOC, subject to applicable COA rules and this Code.

Section 15. Incident Management Teams (IMTs).

The City shall maintain trained All-Hazards Incident Management Teams (IMTs) at the city level and encourage the organization of barangay and cluster-level IMTs.

IMTs shall:

- Be pre-designated, trained, and equipped to assume incident management functions under ICS;
- Be activated for significant incidents where multi-agency, multi-sector coordination is required, including but not limited to: major fires, flooding,



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typhoons, earthquakes, hazmat incidents, disease outbreaks, civil disturbances, and complex emergencies;

- Operate under ICS with clear roles and responsibilities, including Incident Commander, Operations, Planning, Logistics, Finance/Administration, Safety, PIO, and Liaison functions;
- Coordinate closely with the EOC for information, resources, policy direction, and external coordination;
- Include subject-matter experts as needed, including public health, engineering, social welfare, environmental management, security, legal, and communications specialists.

The composition, activation protocols, training requirements, and operational procedures for IMTs shall be detailed in the CDRRMP and EOC/ICS Manual.

Section 16. Emergency Personnel Deployment, Augmentation, Succession, and Welfare.

To ensure the continuity, sustainability, and welfare of DRRM operations, the City, through the BDRRMO and the Human Resources Development and Management Department, shall:

- Institutionalize mentoring, knowledge management, and succession planning within IMTs and the BDRRMO, consistent with PRIME-HRM standards, to ensure continuity of institutional knowledge and operational capability despite personnel turnover, retirement, or reassignment;
- Allow the temporary detail or deployment of personnel from other city departments and offices to augment BDRRMO and EOC staffing during activations, subject to the Administrative Code and applicable Civil Service Commission (CSC) rules on detail, secondment, and emergency deployment;
- Provide occupational safety and health (OSH) protections to all DRRM responders, IMT members, EOC personnel, and BDRRMO staff, consistent with Republic Act No. 11058 (Occupational Safety and Health Standards Act);
- Provide psychosocial support services and stress debriefing to City employees, including DRRM responders, IMT members, and EOC personnel, following deployment to traumatic, high-stress, or prolonged incidents, consistent with Republic Act No. 11036 (Mental Health Act);
- Maintain records of responder deployment, exposure, and welfare interventions as part of the BDRRMO's personnel management system.

These measures shall be detailed in the Annual Human Resource Development and Capacity Building Program approved under Section 5 of this Code and in implementing guidelines issued jointly by the BDRRMO and the Human Resources Development and Management Department. The Human Resources Development and Management Department shall further ensure that DRRM trainings conducted under this Code are, where applicable, credited for purposes of merit and incentive systems and accredited for Continuing Professional Development (CPD) units, subject to endorsement by the CDRRMC and accreditation by the relevant professional regulatory boards.

Section 17. City Response Cluster System.

The City of Bacoor hereby adopts and institutionalizes the Response Cluster System as the strategic coordination mechanism for organizing and delivering



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humanitarian assistance and disaster response services, aligned with the National Disaster Response Plan (NDRP) and the NDRRMC Response Cluster framework.

Response Clusters are organized groups of city offices, agencies, and partner organizations designated to undertake coordination functions at the strategic level to provide resource support, technical expertise, and service delivery for disaster response and early recovery operations.

Section 18. Establishment of City Response Clusters.

The City hereby establishes fourteen (14) City Response Clusters, localizing the operational response cluster structure of the National Disaster Risk Reduction and Management Council (NDRRMC) under the National Disaster Response Plan (NDRP), with the exception of the International Humanitarian Assistance cluster, which remains an exclusively national-level function led by the Department of Foreign Affairs (DFA) and is not localized under this Code. Each City Response Cluster is led by the city office whose mandate most closely corresponds to the function of its national counterpart agency.

A. CORE HUMANITARIAN AND RELIEF CLUSTERS

(a) Food and Non-Food Items (FNFI) Cluster

Lead Agency: Office of Social Welfare and Development (OSWD)
Members: BDRRMO, City Budget Department, Office of the General Services (OGS), Office of the Agricultural Services, Department of Trade and Industry (DTI), National Food Authority, Philippine Red Cross – Cavite Chapter, CSOs and faith-based organizations.
Mandate: Manages relief pack distribution, food supply chains, and emergency non-food item kits for affected families.

(b) Camp Coordination and Camp Management (CCCM) Cluster

Lead Agency: Office of Social Welfare and Development (OSWD)
Members: BDRRMO, Office of the City Health Services, City Environment Service Department (CESD), Office of the General Services, Office of the City Engineer, Department of Education (DepEd), barangay officials, accredited camp management NGOs.
Mandate: Standardizes the setup and management of evacuation centers, including evacuee profiling and camp-level service coordination. (See Section 24 of this Code for detailed OSWD responsibilities in camp coordination and management.)

(c) Internally Displaced Persons (IDP) Protection Cluster

Lead Agency: Office of Social Welfare and Development (OSWD)
Members: BDRRMO, Office of the City Health Services, Bacoor City Component Police Station (BCPS), Women and Children Protection Desk, Office of the City Legal Service, Department of Education, CSOs working on protection and human rights.
Mandate: Monitors civil safety, human rights protections, and gender-based violence (GBV) prevention among displaced populations.

(d) Health, WASH, Nutrition, and Psychosocial Services Cluster

Lead Agency: Office of the City Health Services (OCHS)
Members: BDRRMO, Office of Social Welfare and Development (OSWD), City Environment Service Department, City Water District,



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Office of the City Engineer, Office of the Agricultural Services, Department of Education, DOH representatives, accredited health NGOs.

Mandate: Oversees emergency medical teams, field clinics, disease monitoring, water sanitation and hygiene (WASH), nutrition services, and psychosocial support for affected populations and responders.

(c) Shelter Cluster

Lead Agency: Housing, Urban Development and Resettlement Department (HUDRD)

Members: BDRRMO, Office of the City Engineer, City Planning and Development Coordinating Office, Office of Social Welfare and Development, City Environment Service Department, Office of the General Services, Office of the City Building Official (OCBO), DPWH and DHSUD representatives, private sector construction and housing partners.

Mandate: Organizes transitional housing construction and provides emergency shelter kits and repair materials for damaged homes.

(f) Education Cluster

Lead Agency: Department of Education (DepEd) – Bacoor Division

Members: BDRRMO, Office of Social Welfare and Development, Office of the City Health Services, Office of the City Engineer, Office of the Population Development, CSOs working on education and child protection.

Mandate: Manages temporary learning spaces and facilitates continuity of schooling following severe disruptions.

B. OPERATIONAL SUPPORT AND SECURITY CLUSTERS

(g) Logistics Cluster (with sub-clusters: Warehousing, Transportation, Services)

Lead Agency: Bacoor DRRM Office (BDRRMO)

Members: Office of the General Services, City Budget Department, Office of the City Engineer, City Bacoor Traffic Management Department, Bacoor City Component Police Station, Bureau of Fire Protection, private sector logistics partners.

Mandate: Establishes common air, land, and sea transport networks and warehousing arrangements for resource augmentation and distribution.

(h) Emergency Telecommunications Cluster

Lead Agency: E-Governance Department

Members: BDRRMO, City Information and Community Relations Department, DICT representatives, telecommunications companies operating in Bacoor, licensed amateur radio operators and accredited amateur radio organizations, accredited CSOs with communications capacity.

Mandate: Installs backup communication networks, radio nodes, and satellite terminals to maintain communications capability during emergencies.

(i) Search, Rescue, and Retrieval (SRR) Cluster



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Lead Agency: Bacoor City Component Police Station (BCPS) /
Bureau of Fire Protection (BFP)

Members: BDRRMO, Office of the City Health Services, Office of the City Engineer, Armed Forces of the Philippines (AFP) local detachment, Philippine Coast Guard (PCG), Barangay Emergency Response Teams (BERTs), Philippine Red Cross – Cavite Chapter, accredited volunteer search and rescue organizations.

Mandate: Brings together tactical responders for clearing collapsed structures, ground search operations, and water/sea rescues.

(j) Law and Order Cluster

Lead Agency: Bacoor City Component Police Station (BCPS)

Members: BDRRMO, Bureau of Fire Protection, Department of Public Safety, City Bacoor Traffic Management Department, Office of the City Legal Service, barangay tanod and peacekeeping forces.

Mandate: Deploys personnel to maintain peace and order, prevent looting, and secure critical relief corridors and evacuation routes.

(k) Debris Clearing and Civil Works Cluster

Lead Agency: Office of the City Engineer

Members: BDRRMO, Office of the General Services, City Environment Service Department, Office of the City Building Official, Zoning and Land Development Department, City Bacoor Traffic Management Department, private sector heavy equipment and construction partners.

Mandate: Reopens main transport routes, clears debris, and assesses structural damage to public infrastructure and critical facilities.

(l) Crisis Communications Cluster

Lead Agency: City Information and Community Relations Department

Members: BDRRMO, E-Governance Department, Office of the City Legal Service, Bacoor City Culture, History, Arts and Tourism Office (BCCHATO), accredited local media partners, licensed amateur radio operators (in coordination with the Emergency Telecommunications Cluster).

Mandate: Standardizes public weather advisories and official disaster information releases, and counters misinformation during emergencies. This is distinct from the Emergency Telecommunications Cluster, which is responsible for physical communications infrastructure rather than public messaging.

C. SPECIALIZED GOVERNANCE CLUSTERS

(m) Management of the Dead and Missing (MDM) Cluster

Lead Agency: City Cemetery Office

Members: BDRRMO, Office of the City Health Services (forensic and medical certification), Bacoor City Component Police Station (identification and investigation), Office of the City Civil Registry (death registration), Bureau of Fire Protection (retrieval support), Office of Social Welfare and Development (family tracing and psychosocial support to bereaved families).



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Mandate: Undertakes casualty counting, identification, forensic tracking, and dignified management of remains, consistent with DOH and PNP protocols on death registration and forensic investigation.

(n) Early Recovery Cluster

Lead Agency: City Planning and Development Coordinating Office (CPDCO)

Members: BDRRMO, Office of Social Welfare and Development, Office of the Agricultural Services, City Budget Department, Office of the City Engineer, City Livelihood and Development Department, Office for the Development of Cooperatives, Public Employment Service Office (PESO), Department of Trade and Industry, Department of Labor and Employment, CSOs working on livelihoods and economic recovery.

Mandate: Bridges immediate post-disaster clean-up directly into municipal rehabilitation plans, including livelihood and employment recovery. (See Section 25 of this Code for detailed PESO responsibilities in employment recovery.)

The City shall coordinate with the Department of Foreign Affairs (DFA) and the Office of Civil Defense (OCD) for any international humanitarian assistance that may be extended to the City, without establishing a separate local cluster for this purpose, since international coordination remains a national government function.

The CDRRMC may, upon recommendation of the BDRRMO, create additional clusters or sub-clusters as needed to address specific hazards, sectors, or cross-cutting concerns (e.g., Environment, Gender-Based Violence, Persons with Disability).

Section 19. Functions of Response Clusters.

Each Response Cluster shall perform the following functions:

- Coordination – Facilitate strategic coordination among cluster members and with other clusters, the EOC, IMTs, barangays, CSOs, private sector, and national/regional counterparts;
- Planning and Preparedness – Develop cluster-specific operational protocols, standard operating procedures (SOPs), resource inventories, contingency plans, and pre-positioning strategies;
- Resource Mobilization – Identify, mobilize, and coordinate human, material, financial, and technical resources for cluster operations;
- Service Delivery – Provide or facilitate the delivery of humanitarian assistance and disaster response services within the cluster's area of responsibility;
- Information Management – Collect, analyze, and share cluster-specific information, including needs assessments, resource tracking, gap analysis, and situation reports;
- Capacity Building – Conduct training, drills, simulations, and knowledge management activities to enhance cluster preparedness and performance, consistent with and integrated into the Annual Human Resource Development and Capacity Building Program under Section 5 and the ICS Training and Certification Program under Section 26 of this Code;
- Monitoring and Reporting – Monitor cluster operations, track performance indicators, and submit regular reports to the EOC, CDRRMC, and provincial/national authorities;



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- Advocacy and Resource Mobilization – Advocate for cluster priorities, identify funding sources, and mobilize external support when local resources are insufficient.

Section 20. Response Cluster Activation Triggers.

Response Clusters shall be activated based on the following triggers:

(a) Pre-Disaster Triggers:

- Declaration of State of Imminent Disaster (SoID) based on Pre-Disaster Risk Assessment (PDRA);
- Issuance of Tropical Cyclone Warning Signal (TCWS) No. 2 or higher by PAGASA over or near the City of Bacoor;
- Activation of Red Alert status at the City EOC;
- Credible threat information or early warning of imminent hazard (earthquake, tsunami, fire, disease outbreak, etc.).

(b) During-Disaster Triggers:

- Declaration of State of Calamity by the Sangguniang Panlungsod or City Mayor;
- Activation of Level 2 or Level 3 Response by the CDRRMC;
- Deployment of City Incident Management Teams (IMTs) to affected areas;
- Confirmation of significant damage, casualties, displacement, or disruption to essential services;
- Loss of communication with one or more barangays for more than six (6) hours.

(c) Post-Disaster Triggers:

- Completion of RDANA indicating need for sustained humanitarian assistance;
- Large-scale displacement requiring camp coordination and management;
- Activation of early recovery and rehabilitation operations;
- Request from the CDRRMC, City Mayor, or BDRRMO for cluster support.

Cluster Lead Agencies, in coordination with the BDRRMO and EOC Manager, shall determine the appropriate level and duration of cluster activation based on the scale, complexity, and anticipated duration of the emergency.

Section 21. Response Cluster Coordination Mechanism.

(a) Cluster Coordination Meetings – Each activated cluster shall convene regular coordination meetings (daily during active response; weekly during recovery) to share information and situation updates, identify needs and gaps, coordinate activities, track resource allocation, and resolve coordination issues.

(b) Cluster Focal Points – Each cluster member agency shall designate a trained Cluster Focal Point responsible for representing the agency in cluster meetings, communicating cluster decisions, reporting agency activities and resources, and coordinating with other focal points and the Cluster Lead.

(c) Inter-Cluster Coordination – The BDRRMO, through the EOC, shall facilitate inter-cluster coordination to address cross-cutting issues (e.g., protection, gender, disability inclusion), resolve conflicts, and present consolidated cluster reports to the CDRRMC and City Mayor.



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(d) **Vertical Coordination** – City clusters shall maintain coordination with barangay-level BDRRMCs and response teams, Provincial and Regional DRRM clusters for resource augmentation, and NDRRMC Response Clusters when national support is needed.

Section 22. Interoperability of Response Clusters and Incident Management Teams.

The City shall operationalize the “Force Provider–Force Employer” concept to ensure seamless interoperability between Response Clusters and Incident Management Teams (IMTs):

- Response Clusters as “Force Providers” – Clusters identify, organize, and pre-position resources and make them available for deployment when requested by IMTs;
- Incident Management Teams as “Force Employers” – IMTs, operating under ICS, request and employ cluster resources for on-scene tactical operations;
- Coordination Flow: IMT identifies needs and submits resource requests to the EOC; EOC coordinates with relevant Clusters; Clusters mobilize and deploy resources; IMT employs resources under ICS command; resources report back to their clusters upon demobilization;
- Unified Command and Communication – The EOC serves as the bridge between clusters (strategic coordination) and IMTs (tactical operations), ensuring unified command, clear communication, and efficient resource flow.

This interoperability model shall be detailed in cluster operational protocols and practiced regularly through joint training, table-top exercises, and simulations.

Section 23. Cluster Lead and Member Agency Responsibilities.

Each Cluster Lead Agency shall: designate a Cluster Coordinator and alternates; convene and chair cluster coordination meetings; develop and maintain cluster operational protocols, SOPs, and resource inventories; activate the cluster when triggers are met; facilitate information sharing; identify capacity gaps; monitor operations; and submit regular situation and after-action reports to the BDRRMO and EOC.

Each Cluster Member Agency shall: designate trained Cluster Focal Points; participate actively in cluster meetings; contribute resources and services; implement cluster action plans and protocols; report activities and resource data; coordinate with other members to avoid duplication; and adhere to agreed standards and code of conduct.

Section 24. Responsibilities of the Office of Social Welfare and Development (OSWD) During Emergencies.

The Office of Social Welfare and Development (OSWD) shall have the following responsibilities during emergencies and disasters, in addition to its role as Lead Agency of the Internally Displaced Persons (IDP) Protection, Camp Coordination and Camp Management (CCCM), and Food and Non-Food Items (FNFI) Clusters under Section 18 of this Code:

- Provide food, eating facilities, and other basic needs to emergency workers and responders, including those stationed at the EOC for the duration of



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- the disaster, as well as to affected families, affected individuals, and displaced persons in evacuation centers and other emergency facilities;
- Provide psychosocial support services to affected families, affected individuals, and displaced persons, as well as to first responders, consistent with humanitarian protection principles that emphasize dignity and avoid stigmatizing language;
- Lead the Camp Coordination and Camp Management (CCCM) Cluster, with the following functions:
 - Conduct interview, assessment, and validation of affected families and individuals;
 - Distribute food and non-food items;
 - Coordinate the delivery of relief goods in evacuation camps;
 - Provide psychosocial support services;
 - Work closely with the BDRRMO, the Office of the City Health Services, non-governmental organizations, and national agencies;
 - Facilitate the distribution of emergency financial assistance and social welfare programs for affected families;
- Document and submit reports on emergency welfare operations to the City Mayor, CDRRMC, and other relevant local government officials and agencies;
- Help affected families recover through community-based programs and referrals to appropriate agencies.

Nothing in this Section shall be construed to require the OSD to engage in hostage negotiation or similar law enforcement functions, which remain the responsibility of the Bacoor City Component Police Station and other competent law enforcement and security agencies. The OSD may, upon request of law enforcement authorities, provide psychosocial support to affected family members and responders in connection with such incidents, without assuming a negotiating role.

This Section is consistent with RA 10121, RA 7160, RA 10821 (Children's Emergency Relief and Protection Act), and DSWD Joint Memorandum Circular No. 2, Series of 2021.

Section 25. Employment Recovery and the Role of the Public Employment Service Office (PESO).

The City recognizes employment recovery as an integral part of its rehabilitation and recovery efforts under this Code. Considering the impact of disasters on workers, families, and local livelihoods, the Public Employment Service Office (PESO) shall serve as the lead support office responsible for coordinating with the Department of Labor and Employment (DOLE) for emergency employment assistance, particularly the implementation of the Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD) Program and other employment facilitation services for affected residents.

To ensure efficient implementation and avoid duplication of functions, PESO's participation in disaster rehabilitation and recovery shall include:

1. Endorsing and coordinating eligible beneficiaries for DOLE emergency employment programs;
2. Providing labor market and employment information for affected workers;
3. Referring displaced workers to available employment, livelihood, and skills training opportunities;



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4. Coordinating with the Human Resources Development and Management Department and other concerned departments for manpower requirements and workforce recovery initiatives.

For workforce-related concerns within the City Government, PESO shall closely coordinate with the Human Resources Development and Management Department to ensure proper alignment of employment and personnel-related interventions.

This approach allows the City to strengthen post-disaster recovery efforts through existing national government programs while ensuring that PESO remains focused on its core mandate of employment facilitation and labor market services.

Section 26. ICS Training and Certification Requirements.

The City, through the BDRRMO, shall establish and maintain a Continuous ICS Training and Certification Program for all relevant personnel, as part of the Annual Human Resource Development and Capacity Building Program under Section 5 of this Code, including:

- ICS-100 and ICS-200 for all city personnel involved in emergency response and support functions;
- ICS-300 and ICS-400 for supervisory and command personnel;
- Position-specific training for EOC Section Coordinators, IMT members, and specialized functions;
- Regular refresher training, table-top exercises, functional exercises, and full-scale simulations at least once annually.

Certification records shall be maintained by the BDRRMO and used as basis for IMT deployment and EOC activation rosters.



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CHAPTER IV: RDANA, PDNA, AND ASSESSMENT MECHANISMS

Section 27. Adoption of National RDANA and PDNA Guidelines.

The City of Bacoor hereby adopts the national RDANA and PDNA guidelines, tools, and templates issued by the Office of Civil Defense (OCD), National Disaster Risk Reduction and Management Council (NDRRMC), and other competent national agencies as the primary standards for post-disaster assessments.

Local forms and tools may supplement but shall not contradict or replace national instruments. The provisions of Section 25 of City Ordinance No. 34, Series of 2012, on Forms I-III shall be updated and harmonized with the latest RDANA/PDNA templates through the CDRRMP and implementing guidelines.

Section 28. City RDANA Team – Composition and Triggers.

The City shall maintain a City Rapid Damage Assessment and Needs Analysis (RDANA) Team, composed at minimum of representatives from:

- BDRRMO (Team Lead)
- City Planning and Development Coordinating Office
- Office of the City Engineer
- Office of Social Welfare and Development (OSWD)
- Office of the City Health Services
- City Environment Service Department
- Office of the Agricultural Services
- Department of Education
- Bacoor City Component Police Station
- Bureau of Fire Protection
- At least one (1) accredited CSO representative
- Other offices and technical specialists as needed

RDANA shall be triggered and deployed when:

- A State of Calamity or State of Imminent Disaster is declared or recommended;
- There is credible evidence of significant damage, casualties, displacement, or disruption to essential services;
- Communications with one or more barangays are lost or severely disrupted for more than six (6) hours;
- The CDRRMC, City Mayor, or Head of BDRRMO so directs based on situational reports or early warning information.

Section 29. RDANA Procedures and Timeline.

RDANA shall be conducted in two phases:

- Phase 1 (Immediate RDANA) – Conducted within 24 to 72 hours after impact or declaration, focusing on immediate life-saving needs, access and mobility, damage to critical facilities, and priority humanitarian concerns.
- Phase 2 (Comprehensive RDANA) – Conducted within 4 to 10 days after impact, providing sectoral damage estimates, disaggregated data on affected populations, and detailed needs analysis to support relief operations and early recovery planning.



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RDANA reports shall be submitted to the CDRRMC, City Mayor, Provincial DRRM Office, and NDRRMC through prescribed channels and formats.

Section 30. Post-Disaster Needs Assessment (PDNA) Team.

The City shall constitute a PDNA Team as an inter-office and multi-sectoral body led jointly by the City Planning and Development Coordinating Office (CPDCO) and BDRRMO, with sectoral sub-teams for: infrastructure (transport, water, power, communications); social sectors (housing, health, education, social protection); productive sectors (agriculture, commerce, industry, tourism); and cross-cutting themes (environment, governance, DRRM, gender).

The PDNA Team shall:

- Conduct detailed sectoral assessments following the RDANA phase and after initial emergency response has stabilized;
- Estimate damages (replacement cost of destroyed or damaged assets), losses (changes in economic flows), and recovery needs (medium-to-long-term reconstruction and rehabilitation requirements);
- Support the formulation of a Recovery and Reconstruction Plan, including risk-informed investment proposals, alignment with "build back better" principles, and identification of external financing sources, including national programs, Official Development Assistance (ODA), and climate finance mechanisms such as the People's Survival Fund;
- Coordinate with national agencies (NEDA, NDRRMC, sector departments) and development partners in joint PDNA exercises when applicable.

PDNA reports shall be submitted to the CDRRMC, Sangguniang Panlungsod, City Mayor, and relevant national agencies for appropriate action and resource mobilization.



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CHAPTER V: ANTICIPATORY ACTIONS AND STATE OF IMMINENT DISASTER

Section 31. Pre-Disaster Risk Assessment (PDRA) and Anticipatory Actions.

Consistent with Republic Act No. 12287, the City Government of Bacoor shall conduct Pre-Disaster Risk Assessments (PDRA) when scientific, technical, and meteorological information indicates a high probability of a hazardous event that may result in a disaster.

PDRA shall be conducted by the BDRRMO in coordination with PAGASA, PHIVOLCS, DENR-MGB, and other technical agencies, and shall assess:

- The nature, intensity, timing, and likely impact area of the impending hazard;
- Exposure and vulnerability of populations, infrastructure, and economic assets;
- Likelihood and potential severity of disaster impacts;
- Recommended anticipatory actions to reduce risk and protect lives and livelihoods.

Based on PDRA findings, the CDRRMC may recommend to the City Mayor the implementation of anticipatory actions, including but not limited to:

- Pre-positioning of relief goods, essential non-food items, medical supplies, and emergency equipment;
- Pre-deployment of Incident Management Teams, RDANA teams, health and rescue personnel;
- Pre-emptive or early evacuation of populations in high-risk areas;
- Temporary closure of schools, markets, and public facilities;
- Temporary livelihood support and cash transfers to reduce harmful coping strategies;
- Protection and reinforcement of critical facilities, lifelines, and infrastructure;
- Activation of the EOC and emergency communication systems, including amateur radio networks.

Section 32. Declaration of State of Imminent Disaster.

The City Mayor, upon recommendation of the CDRRMC and based on a duly conducted PDRA, may recommend to the Sangguniang Panlungsod the declaration of a State of Imminent Disaster (SoID) for the entire City or specific barangays, consistent with RA 12287 and its implementing rules.

Upon declaration of SoID, the City may:

- Implement anticipatory actions as enumerated in Section 30;
- Utilize the Quick Response Fund (QRF) or LDRRMF for anticipatory action expenditures, subject to appropriate documentation and post-action audit;
- Invoke emergency procurement procedures under RA 12009 (New Government Procurement Act) and its Implementing Rules and Regulations;
- Coordinate with provincial and national authorities for technical, financial, and logistical support.



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The declaration of SoID shall specify the geographic coverage, duration (not to exceed fifteen [15] days unless extended by the Sangguniang Panlungsod), and specific anticipatory measures authorized.

Section 33. Accountability and Documentation of Anticipatory Actions.

All anticipatory actions and expenditures under a State of Imminent Disaster shall be subject to the following accountability measures:

- Detailed documentation of PDRA findings, risk thresholds, and decision-making process;
- Itemized list of anticipatory measures implemented and funds expended;
- Post-action reports evaluating effectiveness, outcomes, and lessons learned;
- Compliance with audit and accountability standards under COA rules, LDRRMF guidelines, and RA 6713.

Anticipatory actions that are not followed by an actual disaster event shall nonetheless be considered valid and justified expenditures if based on credible PDRA findings and duly approved CDRRMC recommendations.



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**CHAPTER VI: DRRM FUNDING AND LOCAL
DRRM FUND**

**Section 34. Local Disaster Risk Reduction and Management Fund
(LDRRMF).**

Consistent with Section 21 of RA 10121, not less than five percent (5%) of the estimated revenue from regular sources of the City of Bacoor shall be set aside annually as the Local Disaster Risk Reduction and Management Fund (LDRRMF) to support disaster risk reduction and management activities.

The LDRRMF shall be used for:

- Pre-disaster preparedness programs, including training, procurement of equipment and supplies, conduct of drills and simulations, hazard mapping, risk assessments, early warning systems, and DRR infrastructure;
- Response and relief operations during and immediately after disasters, including search and rescue, emergency medical services, evacuation, provision of food, water, shelter, and other humanitarian assistance;
- Early recovery programs, including restoration of basic services, temporary shelter, livelihood support, employment recovery through PESO/DOLE coordination, psychosocial services, and debris management;
- Rehabilitation and reconstruction, focusing on "build back better" principles, risk-informed reconstruction, and restoration of community resilience;
- Anticipatory actions under RA 12287, as authorized by declarations of State of Imminent Disaster;
- Payment of premiums for calamity insurance and other risk transfer mechanisms;
- Human resource development, training, and responder welfare programs under Sections 5 and 16 of this Code;
- Support to BDRRMCs, disaster volunteer programs, and community-based DRRM activities, consistent with RA 9418.

The allocation, utilization, and accountability of the LDRRMF shall be governed by Section 21 of RA 10121, applicable DILG-DBM-COA Joint Memorandum Circulars on LDRRMF management, annual budget ordinances and appropriations resolutions, and CDRRMC policies and guidelines.

Section 35. Quick Response Fund (QRF).

At least thirty percent (30%) of the LDRRMF shall be allocated as Quick Response Fund (QRF) or stand-by fund for immediate disaster response, relief, and recovery programs, including anticipatory actions.

The QRF shall remain available for immediate release upon declaration of a State of Calamity or State of Imminent Disaster, or upon authorization by the City Mayor based on urgent humanitarian needs, subject to proper documentation and post-audit by the Commission on Audit.

Unexpended LDRRMF balances shall not revert to the general fund but shall be carried over to the succeeding year and treated as a trust fund, available for DRRM purposes, consistent with applicable national guidelines.



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**CHAPTER VII: OPERATIONAL PROTOCOLS,
EVACUATION, AND EMERGENCY POWERS**

Section 36. Chain of Command and Succession.

The chain of command and succession during disasters and emergencies shall be as follows:

5. City Mayor
6. City Vice Mayor
7. City Administrator
8. Head, BDRMO
9. Presiding Officer, Sangguniang Panlungsod
10. Designated senior city official, as determined by existing succession protocols

On-scene incident management shall follow ICS protocols, with tactical command vested in the designated Incident Commander, subject to policy direction from the EOC and City Mayor.

All city officials, employees, and personnel shall respect and observe the ICS chain of command and EOC protocols during emergencies. Unjustified refusal to comply shall be a ground for administrative liability in accordance with civil service rules and RA 6713.

Section 37. Mandatory and Pre-emptive Evacuations.

The City Mayor, upon recommendation of the CDRRMC or BDRMO, and in accordance with RA 10121 and RA 12287, may order mandatory or pre-emptive evacuation of persons, families, and communities in identified high-risk areas, including but not limited to:

- Areas threatened by storm surge, flooding, landslides, or other hazards;
- Areas within danger zones of active fires, hazardous material incidents, or structural collapse;
- Areas identified in PDRA as likely to experience severe impacts from imminent hazards.

Mandatory evacuation orders shall:

- Be based on credible hazard information, risk assessments, and technical advice;
- Be communicated clearly and widely through all available channels, including public address systems, SMS, social media, radio, television, and door-to-door notification;
- Specify the affected areas, evacuation routes, designated evacuation centers, and duration;
- Prioritize life-saving over protection of property;
- Ensure safe, dignified, and humane treatment of evacuees, with special attention to vulnerable groups.

The City shall provide transportation, food, water, shelter, health services, and other necessary assistance to evacuees, in coordination with barangays, CSOs, private sector, and national agencies.

Section 38. Emergency Powers of the City Mayor.



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During a declared State of Calamity or State of Imminent Disaster, the City Mayor may exercise the following emergency powers, subject to constitutional and statutory limitations:

- **Emergency Procurement** – Authorize emergency procurement of goods and services necessary for disaster response, subject to the emergency procurement provisions of RA 12009 (New Government Procurement Act) and subsequent COA audit;
- **Mobilization of Resources** – Commandeer or requisition private property, equipment, vehicles, facilities, and services for emergency use, subject to just compensation and proper documentation;
- **Control of Movement** – Impose area-specific, time-bound restrictions on movement, access, and public assembly to facilitate emergency operations, maintain order, and protect public safety;
- **Curfew** – Impose curfew hours in affected areas to maintain peace and order, prevent looting, and facilitate emergency operations, provided that humanitarian workers, medical personnel, and authorized responders are exempted;
- **Liquor and Gun Ban** – Impose temporary bans on the sale, distribution, and public consumption of alcoholic beverages and on the carrying of firearms in public places, in coordination with BCPS, consistent with PNP regulations;
- **Price Control and Anti-Hoarding Measures** – Monitor and, when necessary, regulate prices of basic necessities and prime commodities to prevent profiteering, hoarding, and artificial scarcity, in coordination with the DTI and consistent with the Price Act.

All emergency powers shall be time-bound and area-specific, clearly communicated to the public, subject to confirmation or ratification by the Sangguniang Panlungsod at its next regular or special session, and implemented with full respect for human rights, due process, and proportionality.

Section 39. Evacuation Centers and Facilities.

The City shall establish, maintain, and operate a system of evacuation centers and temporary shelters, guided by the following principles, and consistent with the technical features and specifications provided under City Ordinance No. 399-2024, as may be amended:

- **Safety and Hazard-Resistance** – All evacuation centers shall be designed, constructed, and maintained to resist earthquakes, strong winds, flooding, and other hazards, in compliance with the National Building Code, the Fire Code of the Philippines (RA 9514) and its Revised Implementing Rules and Regulations of 2019 – particularly Section 35 thereof on Evacuation Centers and Facilities, the Accessibility Law (BP 344, RA 10754), and DRRM standards;
- **Adequacy and Dignity** – Evacuation centers shall provide adequate space (at least 3.5 square meters per person), water, sanitation, lighting, ventilation, sleeping facilities, and privacy, consistent with Sphere Standards and national guidelines on evacuation center management;
- **Protection of Vulnerable Groups** – Evacuation centers shall have separate, secure spaces for women, children, older persons, persons with disability, persons with chronic illness, lactating mothers, and other vulnerable groups, with appropriate facilities and services;
- **Health, WASH, and Nutrition Services** – Evacuation centers shall be equipped with health stations, clean water supply, sanitary toilets and



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bathing facilities, handwashing stations, waste disposal systems, and cooking and feeding areas;

- Child-Friendly Spaces and Psychosocial Support – Evacuation centers shall provide child-friendly spaces, learning continuity programs, and psychosocial support services, consistent with RA 10821 and related guidelines;
- Fire Safety – Evacuation centers shall be equipped with fire detection, alarm, and suppression systems, clearly marked fire exits, and evacuation route signage, and shall undergo regular fire safety inspection by the Bureau of Fire Protection, consistent with RA 9514 and its IRR;
- Data Privacy and Protection – Registration, profiling, and beneficiary lists in evacuation centers shall be managed in compliance with RA 10173, with informed consent, confidentiality, and secure data storage.

Section 40. Identification and Designation of Evacuation Sites.

Specific evacuation sites, temporary shelters, and camp plans shall be identified and regularly updated through the CDRRMP, CLUP, and related plans, and formally designated by:

- Resolution of the Sangguniang Panlungsod; or
- Executive Order of the City Mayor, upon recommendation of the CDRRMC.

The practice of naming specific private properties in perpetuity as evacuation sites (as in Sections 28–32 of City Ordinance No. 34, Series of 2012) is hereby discontinued. All current and future evacuation sites shall be identified through the planning process and formally designated through appropriate legal instruments, with regular review and updating.

In addition to the network of barangay-level and cluster-level evacuation sites identified under this Section, the City shall identify, create, and establish at least one (1) City-level Permanent Evacuation Center, to serve as the City's primary flagship evacuation facility for large-scale or prolonged disaster operations, and to serve as the City's designated facility for purposes of Republic Act No. 12076 (Ligtas Pinoy Centers Act), as the same may be localized. The City-level Permanent Evacuation Center shall be identified and designated in the same manner as other evacuation sites under this Section. Its construction, structural and technical specifications, national program eligibility and application, inspection schedule, and dual-use protocols shall be governed by City Ordinance No. 399-2024, as may be amended to localize RA 12076 and its Implementing Rules and Regulations, and shall complement, without duplicating, the City Evacuation Center Development Program under Section 41 of this Code.

Section 41. City Evacuation Center Development Program.

The City shall establish and implement a City Evacuation Center Development Program, with the goal of constructing purpose-built, permanent evacuation centers in strategic locations across the City, guided by national standards and guidelines, including those under RA 12076 (Ligtas Pinoy Centers Act) and RA 9514 (Fire Code of the Philippines).

The Program shall:

- Be integrated into the CDRRMP, CLUP, CDP, and multi-year investment plans;



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- Prioritize areas with high disaster risk, large vulnerable populations, and inadequate existing facilities;
- Seek funding from national programs (DPWH, DSWD, OCD), Official Development Assistance (ODA), climate finance mechanisms (People's Survival Fund, Green Climate Fund), and the LDRRMF;
- Ensure multi-use design, allowing evacuation centers to serve as schools, health centers, community halls, or sports facilities during non-emergency periods;
- Involve communities, CSOs, and technical experts in site selection, design, construction, and management.

Section 42. Management of Evacuation Centers.

Evacuation centers shall be managed by the City Mayor, through the BDRMO, in coordination with the Office of Social Welfare and Development (camp management, protection, registration, per Section 24 of this Code), Office of the City Health Services (health services, WASH, sanitation, nutrition), Office of the City Engineer (facility maintenance, repairs, safety inspections), Bureau of Fire Protection (fire safety inspection, per RA 9514), Department of Education (learning continuity, child-friendly spaces), barangay officials (local coordination, community mobilization), and civil society organizations and volunteers (service delivery, monitoring).

Camp Managers shall be designated for each major evacuation center, with clear terms of reference, training, and accountability.

Section 43. Temporary Use, Lease, or Expropriation of Private Property.

In cases of extreme urgency and necessity during a declared State of Calamity or State of Imminent Disaster, the City Mayor may authorize the temporary use, lease, or expropriation of private property, facilities, or land for use as evacuation centers, relief distribution points, medical stations, or other emergency purposes.

Such actions shall be: based on demonstrable necessity and proportionality; subject to just compensation, to be determined through negotiation or appraisal, and paid from the LDRRMF or general fund; time-bound, with immediate return of property and payment of compensation upon cessation of the emergency; documented and reported to the Sangguniang Panlungsod and COA; and exercised strictly in accordance with constitutional and statutory provisions on eminent domain, due process, and property rights.

Permanent expropriation of private property for evacuation center construction shall follow the procedures under RA 7160 and RA 8974 (Right-of-Way Act), with proper ordinance, appraisal, negotiation, and judicial proceedings as necessary.

Section 44. Early Warning Systems (EWS).

The City shall establish, maintain, and continuously improve end-to-end, people-centered early warning systems that are:

- Multi-hazard – Covering typhoons, floods, storm surge, landslides, earthquakes, tsunamis, fire, disease outbreaks, and other hazards relevant to Bacoor;



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- Integrated with national systems – Linked to PAGASA, PHIVOLCS, DENR-MGB, DOH, NDRRMC, and other authoritative sources of hazard information;
- Multilingual and culturally appropriate – Using Filipino, English, and other languages as needed, with clear, simple, actionable messages;
- Inclusive of vulnerable groups – Ensuring that warnings reach children, older persons, persons with disability, and marginalized communities through accessible formats and communication channels;
- Community-based and participatory – Involving barangay officials, community volunteers, CSOs, and residents in monitoring, dissemination, and response.

Early warning dissemination channels shall include, but not be limited to: public address systems, SMS/text messaging, social media, radio, television, sirens, bells, mobile apps, and door-to-door notification.

The City shall conduct regular testing, drills, and public education on early warning systems and appropriate community responses.

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CHAPTER VIII: DISASTER VOLUNTEER MANAGEMENT AND AMATEUR RADIO COMMUNICATIONS

Section 45. DRRM Mobile Application.

The City, through the BDRRMO in coordination with the E-Governance Department, shall develop and maintain a DRRM mobile application as an additional channel for early warning dissemination, incident reporting, and public information under Sections 44, 50, and 53 of this Code.

At minimum, the application shall support: receipt of early warning alerts and advisories issued under Section 44; citizen-initiated incident reporting with geolocation; access to evacuation center locations, hazard maps, and emergency hotlines; and two-way communication channels for the Emergency Telecommunications and Crisis Communications Clusters established under Section 18 of this Code.

The application shall be developed and maintained consistent with RA 10173 (Data Privacy Act) and applicable data privacy and cybersecurity policies of the City, and shall not require the collection of personal data beyond what is reasonably necessary for its DRRM functions. Development, hosting, and maintenance costs shall be charged to the LDRRMF or the City's information and communications technology budget, subject to applicable procurement laws, including RA 12009.

The specific features, development timeline, and vendor or platform arrangements for the DRRM mobile application shall be provided in implementing guidelines issued jointly by the BDRRMO and the E-Governance Department, subject to approval by the CDRRMC.

Section 46. City Disaster Volunteer Program.

Consistent with Republic Act No. 9418 (Volunteer Act of 2007) and its Implementing Rules and Regulations, the City Government of Bacoar shall establish and maintain a City Disaster Volunteer Program to harness and support the voluntary participation of individuals and organizations in DRRM activities.

The BDRRMO shall serve as the lead office for the City Disaster Volunteer Program and shall:

- Establish a City Disaster Volunteer Registry, maintaining an updated roster of all registered and accredited disaster volunteers, their skills, training, availability, and contact information;
- Formulate and implement volunteer recruitment, screening, training, accreditation, deployment, and welfare protocols, consistent with RA 9418 and DILG/OCD guidelines;
- Coordinate with volunteer organizations, CSOs, academic institutions, private sector, and faith-based organizations in the development and implementation of volunteer programs;
- Ensure that all disaster volunteers receive appropriate orientation, training, and personal protective equipment before deployment;
- Maintain incident and accident reports for all volunteer deployments and ensure that volunteers are covered by accident insurance or equivalent protection during deployment, consistent with RA 9418;



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- Recognize outstanding volunteer contributions through commendations, certificates, and other appropriate forms of recognition.

Disaster volunteer engagements are voluntary in nature and shall supplement, and shall not replace, the permanent plantilla positions of the City Government. No volunteer engagement under this Section shall be construed as creating an employer-employee relationship between the volunteer and the City Government, or an entitlement to plantilla appointment, consistent with RA 9418 and its Implementing Rules and Regulations.

Section 47. Rights and Responsibilities of Disaster Volunteers.

Disaster volunteers shall have the following rights:

- To receive appropriate orientation, training, and information relevant to their assigned tasks;
- To be provided with personal protective equipment, identification, and other necessary resources for their safety during deployment;
- To receive accident insurance or equivalent protection coverage during volunteer deployment;
- To be protected from discrimination, harassment, and abuse in connection with their volunteer activities;
- To be recognized for their contributions to DRRM and community resilience.

Disaster volunteers shall have the following responsibilities:

- To comply with DRRM protocols, ICS structures, and directives of designated Incident Commanders and cluster coordinators;
- To maintain confidentiality of personal data and sensitive information encountered in the course of their volunteer activities;
- To conduct themselves in a professional, ethical, and humane manner at all times;
- To report incidents, accidents, and concerns to the BDRRMO and their designated supervisors;
- To participate in required training, drills, and evaluation activities.

Section 48. Youth-led DRRM Organization for Junior and Senior High School Learners.

The City, through the BDRRMO, in coordination with the Department of Education (DepEd) – Bacoor Division, the Local Youth Development Office, and the Sangguniang Kabataan Federation, shall organize and support a City-level Youth-led DRRM Organization open to Junior High School and Senior High School learners enrolled in public and private schools within Bacoor.

The Youth-led DRRM Organization shall:

- Provide age-appropriate DRRM education, orientation, and training to its members, consistent with the DepEd DRRM education curriculum and the Annual Human Resource Development and Capacity Building Program under Section 5 of this Code;
- Organize school-based and barangay-based DRRM awareness activities, drills, and information campaigns under the guidance of the BDRRMO and school authorities;
- Serve as a feeder organization for the City Disaster Volunteer Program under Section 46 of this Code for members who reach the age of majority and wish to continue as accredited disaster volunteers;



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- Elect or designate youth representatives to coordinate with the Local Youth Development Office and the Sangguniang Kabataan Federation on DRRM-related concerns affecting the youth sector;
- Participate in simulation exercises, drills, and DRRM-related competitions or recognition programs organized by the City, DepEd, or national agencies.

Membership in the Youth-led DRRM Organization is voluntary and shall require the consent of the learner's parent or guardian. Participation shall not interfere with academic requirements and shall be conducted consistent with child protection policies under RA 7610, RA 10821, and DepEd child protection guidelines.

Each public and private secondary school in Bacoor is encouraged, but not required, to organize a school-level chapter of the Youth-led DRRM Organization, with the BDRRMO, Local Youth Development Office, and DepEd jointly issuing implementing guidelines on chapter organization, adult supervision, and coordination with the City-level organization.

Section 49. Amateur Radio Operators in DRRM Operations.

Consistent with Republic Act No. 3846 (Radio Control Law, as amended) and applicable NTC regulations, the City Government of Bacoor recognizes licensed amateur radio operators and their duly accredited organizations as a vital auxiliary communications resource in disaster risk reduction and management operations.

The BDRRMO shall:

- Maintain a roster of licensed amateur radio operators who are willing to serve as voluntary auxiliary communicators during disasters and emergencies;
- Designate a dedicated amateur radio communications node within the City EOC, with appropriate equipment, power backup, and antenna systems, compliant with applicable telecommunications regulations;
- Establish coordination protocols with the Amateur Radio Society of the Philippines (ARSP), Radio Society of the Philippines (RSP), and local amateur radio clubs/organizations for activation during emergencies;
- Include amateur radio operators in DRRM training, drills, and simulations as part of the Emergency Telecommunications Cluster;
- Ensure that amateur radio operators deployed during emergencies are covered by appropriate protections and given proper identification consistent with applicable NTC regulations and BDRRMO protocols.

Amateur radio operators serving in DRRM operations shall comply with BDRRMO protocols, maintain radio discipline, and operate only within their licensed frequency privileges and power limits as prescribed by the National Telecommunications Commission (NTC).



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CHAPTER IX: DATA PRIVACY, INFORMATION MANAGEMENT, AND REPORTING

Section 50. DRRM Information Systems and Geographic Information System (GIS).

The City shall establish, maintain, and continuously update a comprehensive DRRM Information System and Geographic Information System (GIS), containing:

- Hazard maps and risk assessments (flood, landslide, earthquake, fire, storm surge, etc.);
- Exposure and vulnerability data (population, infrastructure, critical facilities, economic assets);
- Historical disaster records (events, impacts, damages, losses, casualties);
- Resource inventories (personnel, equipment, facilities, supplies, volunteers);
- Climate change projections and adaptation plans;
- Evacuation plans, routes, and center locations;
- Contact directories and communication protocols;
- RDANA and PDNA reports, incident reports, and after-action reviews.

The system shall be managed by the BDRRMO in coordination with the City Planning and Development Coordinating Office, City Management Information System Office, and other relevant offices.

Section 51. Data Privacy and Protection in DRRM Operations.

All DRRM information systems, databases, and data processing activities shall comply with Republic Act No. 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, and city-wide data privacy policies.

The BDRRMO shall:

- Designate a Data Protection Officer or Focal Person responsible for ensuring compliance with data privacy requirements in DRRM operations;
- Implement data minimization – collecting only personal data that is necessary, relevant, and adequate for specific DRRM purposes;
- Ensure data security – protecting personal data from unauthorized access, disclosure, alteration, or destruction through physical, technical, and organizational measures;
- Establish data retention and disposal policies – retaining personal data only for as long as necessary for DRRM purposes, and securely disposing of data that is no longer needed;
- Obtain informed consent when collecting sensitive personal information (health data, disability status, economic status), except when processing is necessary to protect vital interests during life-threatening emergencies;
- Ensure transparency – informing data subjects about how their personal data will be used, stored, and shared;
- Implement data subject rights – allowing individuals to access, correct, or request deletion of their personal data, subject to legitimate DRRM and legal requirements.

Section 52. Data Sharing and Inter-Agency Coordination.



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The City may share DRRM-related data and information with national government agencies, the Provincial DRRM Office, neighboring LGUs, civil society organizations, private sector partners, and international humanitarian organizations, subject to the following conditions:

- Data sharing is necessary for disaster preparedness, response, recovery, or risk reduction purposes;
- Recipient agencies or organizations have legitimate authority, mandate, or demonstrated need for the data;
- Data sharing agreements, memoranda of understanding, or protocols are established, specifying purposes, scope, security measures, and accountability;
- Personal data is anonymized or aggregated whenever possible to protect individual privacy;
- Sensitive personal information is shared only when absolutely necessary and with heightened security and confidentiality measures.

Section 53. Reporting Requirements and Documentation.

All city departments, offices, and barangays shall submit regular and incident-specific reports to the BDRRMO and EOC, using standardized ICS and RDANA/PDANA templates and formats.

Reporting requirements include:

- Pre-disaster reports – Risk assessments, preparedness status, resource inventories, training and drill reports;
- Incident reports – Initial situation reports, periodic updates, damage and needs assessments, resource requests;
- Post-disaster reports – Final incident reports, RDANA and PDANA reports, financial and accountability reports, after-action reviews and lessons learned.

The BDRRMO shall consolidate, analyze, and transmit reports to the CDRRMC, City Mayor, Sangguniang Panlungsod, Provincial DRRM Office, and NDRRMC as required.



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CHAPTER X: MAINSTREAMING DRRM-CCA INTO DEVELOPMENT PLANNING

Section 54. Integration of DRRM and CCA into Local Plans.

All local development plans, land use plans, sectoral plans, and budgets shall integrate disaster risk reduction and climate change adaptation considerations, including:

- Comprehensive Land Use Plan (CLUP) – Incorporating hazard maps, risk assessments, no-build zones, buffer zones, critical facilities protection, green infrastructure, and climate-resilient land use planning;
- Comprehensive Development Plan (CDP) – Mainstreaming DRRM and CCA into development goals, strategies, programs, and projects across all sectors;
- Local Climate Change Action Plan (LCCAP) – Identifying climate risks, adaptation and mitigation measures, and integration with DRRM planning;
- Sectoral Plans – Ensuring that infrastructure, health, education, agriculture, environment, social welfare, and other sector plans incorporate DRRM and CCA measures;
- Annual Investment Programs (AIP) and Budgets – Allocating resources for DRRM and CCA programs, including the LDRRMF, and prioritizing risk-informed investments.

The City Planning and Development Coordinating Office, in coordination with the BDRRMO and City Environment Service Department, shall lead the mainstreaming process and ensure consistency across all planning instruments.

Section 55. Risk-Informed Development and “Build Back Better.”

All city infrastructure projects, building permits, land development approvals, and public investments shall:

- Undergo climate and disaster risk screening to identify potential hazards and vulnerabilities;
- Incorporate risk reduction and resilience measures in design, siting, and construction;
- Comply with the National Building Code, the Fire Code of the Philippines (RA 9514), the Accessibility Law, environmental laws, and all relevant safety and resilience standards;
- Follow “build back better” principles in post-disaster reconstruction, ensuring that rebuilt infrastructure is safer, more resilient, and more sustainable than pre-disaster conditions.

Section 56. Identification of No-Build Zones and Danger Areas.

The City shall identify and delineate permanent danger zones and no-build areas based on scientific hazard assessments, including but not limited to:

- Fault lines and seismic hazard zones;
- Flood-prone areas and floodways;
- Landslide-prone slopes and unstable terrain;
- Coastal areas subject to storm surge, erosion, or sea level rise;
- Areas within easements of rivers, creeks, drainage channels, and retarding basins.



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No-build zones and danger areas shall be incorporated into the CLUP and zoning ordinances, clearly marked and communicated to the public, subject to strict land use regulation prohibiting new residential or critical infrastructure development, and addressed through relocation, resettlement, and livelihood programs for affected families.

Section 57. Retarding Basins, Green Infrastructure, and Nature-Based Solutions.

The City shall prioritize the development and protection of retarding basins, green infrastructure, and nature-based solutions for flood control, climate adaptation, and disaster risk reduction, consistent with existing city ordinances and national environmental laws.

Measures shall include:

- Construction and maintenance of retarding basins, detention ponds, and infiltration areas;
- Protection and restoration of natural drainage systems, rivers, creeks, wetlands, and mangroves;
- Urban greening, tree planting, and green roofs to reduce urban heat and enhance water absorption;
- Rainwater harvesting and permeable pavement to reduce runoff and flooding;
- Strict enforcement of easement regulations and prohibition of illegal construction in waterways and drainage channels.

Section 58. Compliance with Environmental and Sectoral Laws.

All DRRM and CCA programs, projects, and activities shall comply with and support the implementation of:

- RA 9003 (Ecological Solid Waste Management Act) – Ensuring proper waste management, debris removal, and recycling during and after disasters;
- RA 9275 (Clean Water Act) – Protecting water quality, preventing pollution of water bodies, and ensuring safe water supply in evacuation centers and affected communities;
- RA 8749 (Clean Air Act) – Preventing air pollution from fires, waste burning, and debris management operations;
- RA 9729 (Climate Change Act) and RA 10174 (People's Survival Fund Act) – Integrating climate change adaptation and mitigation into DRRM, and accessing climate finance for resilience-building programs;
- RA 10821 (Children's Emergency Relief and Protection Act) – Ensuring child protection, education continuity, child-friendly spaces, and psychosocial support in all disaster operations;
- RA 12076 (Ligtas Pinoy Centers Act) – Aligning evacuation center development with national standards for safe, dignified, and resilient evacuation facilities;
- RA 9514 (Fire Code of the Philippines) and its Revised IRR of 2019 – Ensuring fire safety compliance of evacuation centers and other DRRM facilities, particularly under Section 35 thereof;
- RA 9418 (Volunteer Act of 2007) – Ensuring the proper accreditation, deployment, welfare, and protection of disaster volunteers, and that volunteer engagements supplement, and do not replace, plantilla positions;
- RA 3846 (Radio Control Law, as amended) and applicable NTC regulations – Integrating licensed amateur radio operators as auxiliary



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communicators in DRRM operations, particularly in the Emergency Telecommunications Cluster;

- RA 11036 (Mental Health Act) and RA 11058 (Occupational Safety and Health Standards Act) – Ensuring psychosocial support, stress debriefing, and occupational safety and health protections for DRRM responders;
- RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) – Ensuring integrity, transparency, and accountability in all DRRM operations and fund management.



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Section 59. Prohibited Acts and Administrative Offenses.

The following acts and omissions shall constitute violations of this Code, subject to administrative and, where applicable, criminal liability:

- Refusal to Evacuate – Unjustified refusal or failure to comply with lawful mandatory or pre-emptive evacuation orders issued by competent authorities;
- Obstruction of Disaster Operations – Willfully obstructing, hindering, or interfering with disaster response, rescue, relief, or recovery operations, including blocking roads, interfering with emergency vehicles, or preventing access to affected areas;
- Unauthorized Entry into Danger Zones – Entering or remaining in declared danger zones, no-build areas, or restricted areas without authorization from proper authorities;
- Violation of Curfew, Liquor Ban, or Gun Ban – Violating time-bound, area-specific curfew, liquor ban, or gun ban orders issued during a declared State of Calamity or State of Imminent Disaster;
- Hoarding, Profiteering, and Price Manipulation – Hoarding, unjustified price increases, artificial scarcity, or profiteering in the sale of basic necessities, prime commodities, medicines, or relief goods during disasters;
- Misuse or Diversion of Relief Goods – Unauthorized taking, diversion, sale, or use of relief goods, supplies, equipment, or funds intended for affected families and individuals;
- False or Misleading Information – Knowingly spreading false, misleading, or inflammatory information that causes panic, confusion, or public disorder during disasters or emergencies, whether through traditional or online media;
- Refusal of Duty by Public Officials and Employees – Unjustified refusal or abandonment of duty by public officials and employees during disasters or emergencies, or failure to perform assigned disaster response functions;
- Violation of Data Privacy – Unauthorized collection, use, disclosure, or retention of personal data in violation of RA 10173 and data privacy protocols under this Code;
- Construction or Occupation of No-Build Zones – Constructing, allowing construction, or occupying structures in areas declared as permanent no-build zones or danger areas;
- Non-Compliance with Evacuation Center Standards – Operating evacuation centers that do not comply with minimum safety, sanitation, fire safety, protection, and dignity standards under this Code and national guidelines;
- Misuse of Volunteer Status – Falsely representing oneself as an accredited disaster volunteer, or using volunteer status to gain unauthorized access to disaster areas, relief goods, or restricted facilities.
- Theft, Tampering, or Unauthorized Possession of DRRM Equipment – The unauthorized taking, stealing, keeping, or tampering of government risk reduction and preparedness equipment, accessories, and similar facilities, including but not limited to weather radars, flood monitoring instruments, automated rain gauges, water level monitoring sensors, tsunami warning systems, seismographs, and early warning devices, in violation of RA 10344 (Risk Reduction and Preparedness Equipment Protection Act).



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Section 60. Penalties and Sanctions.

Violations of this Code shall be subject to the following penalties, without prejudice to criminal liability under the Revised Penal Code, RA 10121, RA 10173, RA 6713, and other applicable laws:

VIOLATION	PENALTY
First Offense: Refusal to Evacuate; Unauthorized Entry into Danger Zones; Violation of Curfew/Liquor/Gun Ban	Warning or fine of PhP 1,000.00, or community service of 8 to 24 hours
Second Offense: Same violations	Fine of PhP 2,000.00 to PhP 3,000.00, or community service of 24 to 48 hours
Third and Subsequent Offenses: Same violations	Fine of PhP 4,000.00 to PhP 5,000.00, and/or imprisonment of not less than 1 day but not more than 30 days, at the discretion of the court
Obstruction of Disaster Operations	Fine of PhP 5,000.00, and/or imprisonment of not less than 5 days but not more than 6 months, depending on severity
Hoarding, Profiteering, Price Manipulation	Fine equivalent to double the value of goods hoarded or excess profit gained, but not less than PhP 5,000.00, and/or imprisonment of not less than 1 month but not more than 1 year; confiscation of hoarded goods; suspension or revocation of business permits
Misuse or Diversion of Relief Goods / LDRRMF	Fine of PhP 5,000.00, and/or imprisonment of not less than 6 months but not more than 1 year; restitution; perpetual disqualification from public office if committed by public officials or employees
False or Misleading Information (causing panic or disorder)	Fine of PhP 5,000.00, and/or imprisonment of not less than 1 month but not more than 6 months
Refusal of Duty by Public Officials/Employees	Administrative penalties under civil service rules (reprimand, suspension, dismissal); criminal liability under RA 6713 and RPC (dereliction of duty, abandonment of office)
Violation of Data Privacy	Administrative and criminal penalties under RA 10173 (imprisonment of 1 to 6 years; fine of PhP 500,000.00 to PhP 5,000,000.00); administrative sanctions under this Code
Construction/Occupation of No-Build Zones	Fine of PhP 5,000.00; demolition of illegal structures at owner's expense; suspension or revocation of building permits and business licenses
Non-Compliance with Evacuation Center Standards	Fine of PhP 5,000.00; closure of substandard facilities; administrative liability of responsible officials



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Misuse of Volunteer Status

Fine of PHP 5,000.00; revocation of volunteer accreditation; criminal liability for fraud or misrepresentation under applicable laws

Theft, Tampering, or Unauthorized Possession of DRRM Equipment (RA 10344)

Criminal penalties under RA 10344: imprisonment of not less than 6 years and 1 day to 12 years, and fine not less than the replacement cost of the equipment; perpetual disqualification from public office and forfeiture of benefits for government officials/employees who assist in the commission of the offense

Table 1: Schedule of Penalties – City of Bacoor DRRM-CCA Code of 2026

The Sangguniang Panlungsod may, by resolution, adjust the fines specified in this section to reflect changes in the cost of living and inflation, upon recommendation of the CDRRMC and the Office of the City Legal Service.

Section 61. Due Process and Adjudication.

All violations of this Code shall be subject to due process, including: clear notice of charges and opportunity to be heard; right to present evidence and witnesses; right to counsel in criminal proceedings; and presumption of innocence until proven guilty.

Administrative cases shall be filed and adjudicated by the City Mayor or designated hearing officer, with appeal to the Sangguniang Panlungsod or appropriate quasi-judicial body. Criminal cases shall be filed with the Office of the City Prosecutor and prosecuted in the appropriate courts.

Section 62. Non-Custodial and Restorative Measures.

In imposing penalties under this Code, authorities shall, whenever possible and appropriate, prioritize non-custodial measures such as fines, community service, restitution, and education, particularly for:

- First-time offenders;
- Minor violations that did not result in harm to persons or significant damage to property;
- Violations committed by vulnerable individuals (children, older persons, persons with disability, persons in extreme poverty) due to lack of understanding, capacity, or resources to comply.

Community service shall include participation in disaster preparedness activities, clean-up and rehabilitation work, information campaigns, or other DRRM-related tasks as determined by the BDRRMO and approved by adjudicating authorities.

Section 63. Liability of Public Officials and Employees.

Public officials and employees who commit violations of this Code, or who fail to perform their duties under this Code, shall be subject to: administrative disciplinary action under civil service rules; criminal liability under RA 6713, the Revised Penal Code, RA 3019 (Anti-Graft and Corrupt Practices Act), and other applicable laws; and civil liability for damages caused by negligence, misconduct, or abuse of authority.



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Approved:

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor



Liability shall extend to officials and employees who:

- Fail to activate ICS, EOC, or IMTs when required;
- Fail to implement mandatory evacuations, resulting in loss of life or injury;
- Misuse or allow misuse of the LDRRMF or relief goods;
- Violate data privacy rights of disaster-affected persons;
- Approve or allow construction in no-build zones;
- Operate substandard evacuation centers;
- Unjustifiably refuse to perform assigned disaster response functions.



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City Councilor- SK Federation President

Attested by:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

HON. MIGUEL N. BAUTISTA
Acting City Vice Mayor

Approved:

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor



CHAPTER XII: MISCELLANEOUS, TRANSITORY, AND FINAL PROVISIONS

Section 64. Implementing Rules and Regulations.

The CDRRMC, through the BDRRMO, and the Office of the City Legal Service shall formulate the Implementing Rules and Regulations (IRR) of this Code within ninety (90) days from its effectivity, which shall include:

- Detailed operational procedures for ICS, EOC, and IMT activation and operations;
- Standard Operating Procedures (SOPs) for RDANA, PDNA, and damage assessment;
- Protocols for anticipatory actions and declaration of State of Imminent Disaster;
- Data privacy and information management guidelines;
- Evacuation center management standards and procedures, including fire safety standards under RA 9514;
- Training and certification requirements for ICS, EOC, and DRRM personnel, and the Annual Human Resource Development and Capacity Building Program under Section 5;
- City Disaster Volunteer Program implementing guidelines, consistent with RA 9418;
- Amateur radio communications protocols and EOC activation procedures, consistent with RA 3846 (Radio Control Law, as amended) and applicable NTC regulations;
- Detailed procedures for OSD emergency welfare operations and PESO employment recovery coordination under Sections 25 and 26;
- Forms, templates, and documentation requirements;
- Procedures for imposition of penalties and adjudication of violations.

The IRR shall be consistent with national laws, policies, and guidelines, and shall be approved by the CDRRMC and the Sangguniang Panlungsod.

Section 65. City DRRM Plan and Annual Work and Financial Plan.

The City DRRM Plan (CDRRMP) shall be updated and aligned with this Code within one hundred twenty (120) days from the effectivity of this ordinance.

The BDRRMO shall prepare and submit an Annual Work and Financial Plan to the CDRRMC and City Budget Department, specifying programs, projects, activities, and budget allocations for the coming year, aligned with the CDRRMP and this Code.

Section 66. Mandatory Review and Updating.

This Code shall be reviewed and, if necessary, updated by the Sangguniang Panlungsod at least once every five (5) years, or sooner if required by changes in national laws, policies, or local conditions.

The CDRRMC shall submit a comprehensive review report and recommendations to the Sangguniang Panlungsod within the prescribed period.



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Office of the Sangguniang Panlungsod



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Attested by:

Cristina R. Malawig
MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Certified by:

Miguel N. Bautista
HON. MIGUEL N. BAUTISTA
Acting City Vice Mayor

Approved:

Catherine Sarino-Evaristo
HON. CATHERINE SARINO-EVARISTO
Acting City Mayor



Section 67. Harmonization with Other Local Ordinances.

All local ordinances, resolutions, executive orders, and administrative issuances related to disaster risk reduction and management, climate change adaptation, land use planning, environmental management, infrastructure development, social protection, and public safety shall be interpreted and, if necessary, amended to be consistent with this Code.

Existing ordinances that complement or support this Code, including but not limited to ordinances on retarding basins, zoning, coastal management, solid waste management, fire prevention, and traffic management, shall remain in force and effect, subject to harmonization with this Code.

Section 68. Coordination with Provincial and National Authorities.

The City shall maintain close coordination and cooperation with the Cavite Provincial DRRM Office, neighboring municipalities and cities, national agencies (OCD, NDRRMC, DILG, DSWD, DOLE, DOH, DPWH, DENR, NTC, BFP, etc.), the armed forces, police, and other relevant authorities in all aspects of DRRM and CCA.

The City may enter into Memoranda of Agreement or Understanding with other LGUs, national agencies, CSOs, private sector, and international organizations for mutual aid, resource sharing, technical assistance, capacity building, and joint operations.

Section 69. Funding Sources and Resource Mobilization.

In addition to the LDRRMF, the City may access and mobilize resources for DRRM and CCA programs from:

- National government programs and agencies;
- Official Development Assistance (ODA) and bilateral/multilateral grants;
- Climate finance mechanisms (People's Survival Fund, Green Climate Fund, Adaptation Fund, etc.);
- Private sector partnerships and corporate social responsibility programs;
- Donations, grants, and contributions from CSOs, foundations, and individuals;
- Calamity insurance payouts and risk transfer mechanisms.

All external funding and donations shall be properly acknowledged, accounted for, and utilized in accordance with donor conditions, national guidelines, and COA rules.

Section 70. Non-Diminution of Rights and Existing Benefits.

Nothing in this Code shall diminish or prejudice existing rights, benefits, privileges, or protections granted to disaster-affected persons, DRRM personnel, volunteers, or vulnerable groups under national laws, previous ordinances, or established policies and practices.

Where this Code provides for higher standards, greater protections, or more comprehensive coverage than existing laws or ordinances, the provisions of this Code shall prevail.



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Certified by:

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Acting City Vice Mayor

Approved:

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor



Section 71. Separability Clause.

If any provision, section, or part of this Code is declared invalid, unconstitutional, or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Section 72. Repealing Clause.

City Ordinance No. 34, Series of 2012 ("An Ordinance Institutionalizing the Disaster Management Code of the City of Bacoor and Providing Funds Therefor") is hereby repealed and superseded by this Code.

All other ordinances, resolutions, executive orders, administrative orders, rules, and regulations or parts thereof that are inconsistent with this Code are hereby repealed, amended, or modified accordingly.

Section 73. Effectivity.

This Ordinance shall take effect fifteen (15) days after publication in a newspaper of general circulation or posting in at least three (3) conspicuous public places in the City of Bacoor, in accordance with Section 59 of the Local Government Code of 1991 (RA 7160).

APPROVED this 6th day of July 2026 by the 6th Sangguniang Panlungsod at the City of Bacoor, Cavite.

I hereby certify that this Ordinance was duly approved by the 6th Sangguniang Panlungsod in accordance with law.

Certified:

HON. MIGUEL N. BAUTISTA
Acting City Vice Mayor

Attested:

MS. CRISTINA R. MALAWIG
Supervising Administrative Officer

Approved:

HON. CATHERINE SARINO-EVARISTO
Acting City Mayor

Date of Approval: 06 JUL 2026





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REFERENCES

- [1] Republic Act No. 10121 (2010). Philippine Disaster Risk Reduction and Management Act of 2010.
- [2] Republic Act No. 12287 (2025). An Act Declaring a State of Imminent Disaster and Providing for Its Effective Management and Other Purposes.
- [3] City of Bacoor. (2012). City Ordinance No. 34, Series of 2012: An Ordinance Institutionalizing the Disaster Management Code of the City of Bacoor.
- [4] National Disaster Risk Reduction and Management Council. (2020). National Disaster Risk Reduction and Management Plan (NDRRMP) 2020–2030.
- [5] Office of Civil Defense. (2023). Implementing Guidelines on the Use of ICS.
- [6] Republic Act No. 10173 (2012). Data Privacy Act of 2012.
- [7] Republic Act No. 9418 (2007). Volunteer Act of 2007. An Act Institutionalizing a Strategy for Rural Development, Strengthening Volunteerism and for Other Purposes.
- [8] Republic Act No. 10344 (2012). Risk Reduction and Preparedness Equipment Protection Act.
- [9] Republic Act No. 3846 (1963, as amended). Radio Control Law.
- [10] Republic Act No. 12009 (2024). New Government Procurement Act.
- [11] Republic Act No. 9514 (2008), as revised by its 2019 Implementing Rules and Regulations. Fire Code of the Philippines, particularly Section 35 (Evacuation Centers and Facilities).
- [12] Republic Act No. 11036 (2018). Mental Health Act.
- [13] Republic Act No. 11058 (2018). An Act Strengthening Compliance with Occupational Safety and Health Standards.
- [14] Civil Service Commission. Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM); Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).
- [15] Executive Order No. 292 (1987). Administrative Code of 1987.
- [16] Department of Social Welfare and Development. Joint Memorandum Circular No. 2, Series of 2021.
- [17] Department of Labor and Employment. Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD) Program guidelines.
- [18] Various laws: RA 9729 (Climate Change Act of 2009), RA 10174 (People's Survival Fund Act of 2012), RA 10821 (Children's Emergency Relief and Protection Act of 2016), RA 9003 (Ecological Solid Waste Management Act of 2000), RA 9275 (Philippine Clean Water Act of 2004), RA 8749 (Philippine Clean Air Act of 1999), RA 12076 (Ligtas Pinoy Centers Act of 2024), RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).
- [19] Republic Act No. 7160 (1991). Local Government Code of 1991, Section 458(a)(1)(iv).
- [20] City of Bacoor. (2024). City Ordinance No. 399-2024, as may be amended, on the technical features and specifications of evacuation centers. Localization of Republic Act No. 12076 (Ligtas Pinoy Centers Act) is anticipated to occur through a future amendment to this ordinance, rather than through this Code.