



# OFFICE OF THE MUNICIPAL MAYOR

## EXECUTIVE ORDER NO. 24 Series of 2022

### AN ORDER REORGANIZING THE INCIDENT MANAGEMENT TEAM FOR COVID- 19 IN THE MUNICIPALITY OF KAPALONG, PROVINCE OF DAVAO DEL NORTE ADOPTING THE INCIDENT COMMAND SYSTEM

**WHEREAS**, under Section 15, Article II of the Philippine Constitution, it is the State's Policy to protect and promote the right to health of the people;

**WHEREAS**, Proclamation No. 922 s. 2020, was issued declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease 2019 (Covid-19), enjoining all government agencies and local government units (LGU) resources to undertake full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the threat of COVID-19;

**WHEREAS**, pursuant to Republic Act No. 10121, Section 2 states "to develop, promote, and implement a comprehensive National Disaster Risk Reduction and Management Plan (NDRRMP) that aims to strengthen the capacity of the national government and the local government units (LGUs), together with partner stakeholders, to build the disaster resilience of communities, and to institutionalize arrangement and measures for reducing disaster risks, including projected climate risks, and enhancing disaster preparedness and response capabilities at all levels";

**WHEREAS**, the Incident Command System (ICS) is a standard, on-scene, hazard incident management concept that can be used by DRRM/ emergency management and response agencies. It is an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries;

**WHEREAS**, ICS provides accountability and planning process, provides logistical and administrative support to operational staff, avoids duplication of efforts, and also helps the DRRM to ensure the safety of the responders, achieve tactical objectives and efficient use of resources;



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**WHEREFORE**, in consideration of the foregoing, I, **MARIA THERESA R. TIMBOL**, Municipal Mayor of this town, by the virtue of the powers vested in me by law do hereby order the Reorganization of Incident Management Team (IMT) for COVID-19 in the Municipality of Kapalong, Province of Davao del Norte, adopting the Incident Command System (ICS) and designating personnel to its structure, prescribing the task and functions, and establishing guidelines upon the issuance of this activation.

**Section 1. Composition and Functions.** There is hereby constituted as members of the Incident Management Team with the following:

Responsible Official **HON. MARIA THERESA R. TIMBOL**  
Municipal Mayor

Incident Commander **LOUELYN H. EXALA, MD, DPCOM**  
Municipal Health Officer

## COMMAND STAFF

Public Information Officer **RUTH GRACE L. ALEGRE**  
Municipal Information Officer

Liaison Officer **DEBBIE E. ALILAYA**  
Municipal Disaster Risk Reduction and Management Officer

Safety Officer **IRWIN JOSEPH B. BATIBUT**  
Nurse I

## GENERAL STAFF

Operations Section Chief **KIM LESTER V. CHAN**  
Municipal Local Government Operations Officer

Operations Division Supervisor **PMAJ RAUL M LUCAS**  
Chief of Police, Kapalong Police Station

Hazard and Decontamination Team Leader **F/SINSP GERARDO BUNCALAN**  
Municipal Fire Marshall

Task Force Unit **LTC MERRILL C SUMALINOG, INF (GSC)**  
**PA**  
Commander, 60<sup>th</sup> Infantry Battalion

Strike Team **PCPT LISANDRO G BERNADO**  
RMFB 1102<sup>nd</sup> MC Officer

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Single Resource	<b>RUFO MANOLO</b> Municipal Security Group Chief
<b>Planning Section Chief</b>	<b>MARIA DELIA R. GENERALE</b> Nurse II
Resource Unit	<b>JESSIE T. BELGA, MD</b> Chief of Hospital, Davao del Norte Hospital – Kapalong Zone
Situation Unit	<b>HON. MELCHOR DOMINGO M. ROYO</b> Liga ng mga Barangay President
Documentation Unit	<b>RODERICK C. PARCON</b> Tourism Officer
<b>Logistic Section Chief</b>	<b>MARIA CORINA R. TIMBOL</b> Municipal Administrator
Logistics Service Branch Supervisor	<b>RODANTE D. JURADA</b> Bookbinder IV-Mayor's Office
Medical Unit Leader	<b>ANTHIEZA LAARNI C. GANAL</b> Nurse I
Communication Unit Leader	<b>RAFAEL INSIGNE</b> Radio and Communication Head
Food Unit Team Leader	<b>MARIA CECILIA S. TIMBAL</b> Mayor's Office Staff
Logistics Support Branch Supervisor	<b>EMMANUEL S. FERNANDEZ, CE</b> Municipal Engineer
Facilities Unit Leader	<b>MARY CARESS R. TIMBOL</b> Executive Assistant II
Facilities Support	<b>MARLON G. EBRADO</b> DepEd East District Supervisor
Ground Support Unit Leader	<b>EDGARDO B. CAHAYAG, REE</b> EEDMO Manager
Ground Support Unit	<b>JOEL B. RIVERA</b> BPLS Head



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Supply Unit Leader	<b>MARY GRACE L. ABUDA, RSW, MSSW, DPA</b> Municipal Social Welfare and Development Officer
<b>Administration and Finance Section Chief</b>	<b>MARY ELIZABETH L. EXALA</b> Municipal Budget Officer
Claims Unit Leader	<b>CHRISTINE MAE S. ROYO, CPA</b> Acting Municipal Treasurer
Cost Unit Leader	<b>DYMPHNA T. PALAPAR, RSW</b> LDRRMO II
Secretariat	<b>MAE JUSTIMBASTE</b> Mayor's Office Staff
Alternate Secretariat	<b>JAIASENT CABACTULAN</b> <b>GEOL. KIN REY BAYABODAN</b> MDRRMO Staff

## **Section 2. Roles, Tasks and Responsibility.**

### **2.1 Responsible Official**

- 2.1.1 Chairs local DRRMC;
- 2.1.2 Provides overall policy direction and strategic objectives for the response;
- 2.1.3 Delegates authority to Incident Commander;
- 2.1.4 Ensures availability of resources; and
- 2.1.5 Serves as link to higher authorities

### **Responsible Official Delegates Authority**

- Responsible Official delegates authority to Incident Commander for on-scene operations
- Incident Commander has direct tactical and operational responsibility for conducting incident management activities
- Incident Commander keeps Responsible Official informed on operations and concerns; requests clarification of policy and direction as needed



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## 2.2 Incident Commander

- 2.2.1 Determines incident objectives and strategies;
- 2.2.2 Establishes priorities in consultation with the staff;
- 2.2.3 Establishes Incident Command Post (ICP);
- 2.2.4 Establishes appropriate ICS organization based on the situation;
- 2.2.5 Ensures planning meeting are scheduled as required;
- 2.2.6 Approves and authorizes the implementation of the Incident Action Plan;
- 2.2.7 Ensures that adequate safety measures are in place;
- 2.2.8 Coordinates with key people and officials;
- 2.2.9 Approves requests for additional resources and for the release of resources;
- 2.2.10 Keeps Responsible Official informed of incident status;
- 2.2.11 Authorizes release of information to the news media; and
- 2.2.12 Coordinates activity for all Command and General Staff.

## 2.3 Command Staff

### 2.3.1 Information Officer

- 2.3.1.1 Central point for information dissemination;
- 2.3.1.2 Works closely with all the different Information Officers/media;
- 2.3.1.3 Determines information to be released and actions to be taken;
- 2.3.1.4 Develops media release;
- 2.3.1.5 Take IC approval for all media releases;
- 2.3.1.6 Conducts periodic media briefings;
- 2.3.1.7 Arranges tours, interviews, briefings;
- 2.3.1.8 Monitors and forwards information;
- 2.3.1.9 Maintains summaries and displays; and
- 2.3.1.10 Participates in the Planning.

### 2.3.2 Liaison Officer (LOFR)

- 2.3.2.1 Serves as point-of-contact for agency representatives;
- 2.3.2.2 Maintains lists of assisting and cooperating agencies; and
- 2.3.2.3 Monitors current or potential interagency problems.

### 2.3.3 Safety Officer (SOFR)

- 2.3.3.1 One Lead Officer per Incident;
- 2.3.3.2 Work with Operations on tactics;
- 2.3.3.3 Anticipate, detect, and correct unsafe situations;
- 2.3.3.4 Has emergency authority to stop unsafe acts/ operations;
- 2.3.3.5 Recommends suspension or termination of any operation;
- 2.3.3.6 Identifies/Corrects hazardous situation;
- 2.3.3.7 Reviews IAP for safety implications;



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- 2.3.3.8 Investigates accidents; and
- 2.3.3.9 Develops safety messages and briefings as needed.

## 2.4 General Staff

### 2.4.1 Operation Sections Chief (OSC)

- 2.4.1.1 Supervises tactical operations;
- 2.4.1.2 Directs the execution of the Incident Action Plan (IAP);
- 2.4.1.3 Provide for safety and welfare of assigned resources;
- 2.4.1.4 Establish and maintain positive interpersonal and interagency working relationships; and
- 2.4.1.5 Gather information to determine immediate needs and actions.

### 2.4.2 Division/Group Supervisor

- 2.4.2.1 Manages division/group organization and resources;
- 2.4.2.2 Organizes, assigns, briefs and directs assistants; and
- 2.4.2.3 Implement IAP for the division/group;

### 2.4.3 Group/ Unit Leader/ Team

- 2.4.3.1 Organizes assigns, briefs assistants, and assigns tasks;
- 2.4.3.2 Monitors work progress and make changes as needed;
- 2.4.3.3 Respond to requests for medical aid, transportation, and supplies – workforce; and
- 2.4.3.4 Keeps supervisor informed.

### 2.4.4 Planning Section Chief (PSC)

- 2.4.4.1 Responsible for collecting, evaluating, disseminating, and using information about the development of incidents and the status of resources;
- 2.4.4.2 Supervise the preparation of the Incident Action Plan; and
- 2.4.4.3 Assembles information on alternative strategies.

### 2.4.3 Logistics Section Chief (LSC)

- 2.4.3.1 Plans and organizes the Logistic Section;
- 2.4.3.2 Identifies service and support needs; and
- 2.4.3.3 Assembles and briefs Unit Leader.



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## 2.5 Service Branch

### 2.5.1 Communication Unit Leader (COML)

- 2.5.1.1 Plans for and supports the effective use of incident communications equipment and facilities;
- 2.5.1.2 Prepares and implements ICS Form 205 – Communication Plan;
- 2.5.1.3 Ensures communications systems are installed and maintained; and
- 2.5.1.4 Provide technical assistance on utilization of communications.

### 2.5.2 Medical Unit Leader (MEDL)

- 2.5.2.1 Caters to all medical concerns of the responders;
- 2.5.2.2 Prepares ICS Form 206 – Medical Plan; and
- 2.5.2.3 Participates in planning meeting.

### 2.5.3 Food Unit Leader (FDUL)

- 2.5.3.1 Supplies food and water needs for all responders;
- 2.5.3.2 Determines and orders food and water requirements;
- 2.5.3.3 Determines and arranges meal distribution method; and
- 2.5.3.4 Ensures health, sanitation and safety measures.

## 2.6 Support Branch

### 2.6.1 Facilities Unit Leader (FACL)

- 2.6.1.1 Provides incident facilities including sleeping and sanitation facilities for personnel;
- 2.6.1.2 Determines, inspects and monitors facility requirements (ventilation);
- 2.6.1.3 Inspect electricity and communication lines and wires and prepare generator;
- 2.6.1.4 Ensures workspace for teams with layout maps and signages; and
- 2.6.1.5 Ensures housing for resources.

### 2.6.2 Ground Support Unit Leader (GSUL)

- 2.6.2.1 Provides and manages ground transportation-related services;
- 2.6.2.2 Ensures availability of ground transportation;
- 2.6.2.3 Ensures vehicles and equipment running;
- 2.6.2.4 Maintains support vehicle inventory and assures the physical and mental conditions of drivers; and
- 2.6.2.5 Ensures health, sanitation and safety measures.



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## 2.6.3 Supply Unit Leader (SPUL)

- 2.6.3.1 Supports responders with tools, supplies and equipment and other resources necessary to accomplish incident objectives;
- 2.6.3.2 Orders, receives, distributes, and stores supplies and equipment; and
- 2.6.3.3 Maintain inventory of supplies.

## 2.6.4 Finance And Administration Section Chief (FSC)

- 2.6.4.1 Manages all financial aspects of an incident;
- 2.6.4.2 Provide financial and cost analysis information as needed;
- 2.6.4.3 Report issues and concerns related to incident financial such as availability of funds, restrictions and COA guidelines;
- 2.6.4.4 Exchange information regarding appropriate expenditures of funds;
- 2.6.4.5 Explains spending ceilings; and
- 2.6.4.6 Take proceedings of the IMT meetings all the time;

## Section 3. *Establishing an Incident Command Post.*

- 3.1 The ICP shall be established near the incident area;
- 3.2 ICP provides a central coordination point;
- 3.3 ICP can be any facility that is available and appropriate;
- 3.4 Should not be moved unless absolutely necessary; and
- 3.5 Only one ICP for the incident.

## Section 4. *Decisions and Objectives.* Decisions and Objectives shall be based on the following Priorities:

- 4.1 Life Safety
- 4.2 Responders
- 4.3 Disaster Victims
- 4.4 General Public
- 4.5 Incident Stabilization
- 4.6 Property Protection/Conservation

## Section 5. *The Incident Action Plan.*

- 5.1 Used to communicate response goals, operational objectives and support activities throughout the ICS organization;
- 5.2 Developed for each operational period (typically 72 hours or as necessary) to provide all incoming supervisory personnel with appropriate direction; and
- 5.3 Maybe oral or written.



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**Section 6. Coordination.** Responsible Official, through the DRRMC and Operation Center, coordinates with other agencies for the following:

- 6.1 Making policy decisions;
- 6.2 Establishing priorities;
- 6.3 Resolving critical resource issues;
- 6.4 Mobilizing and tracking resources;
- 6.5 Collecting, analyzing, and disseminating information;

**Section 7. Demobilization Planning.**

- 7.1 The Planning Section Chief, through the Demobilization Unit Leader, established a Demobilization Plan;
- 7.2 The plan provides for an orderly and efficient release of incident resources
  - a. **Component of a Mobilization Plan**
    - Demobilization of this incident has been ordered effective (date and time);
    - Release priority for this incident;
    - Determine needs

**Section 8. Organizational Structure.** (See attached)

**Section 9. Effectivity.** This Executive Order shall take effect immediately upon signing hereof and shall remain in full force unless revoked or amended.

Signed this 19th day of September, 2022 at 2<sup>nd</sup> Floor, Executive Building, LGU Compound, Maniki, Kapalong, Davao del Norte, Philippines.

**MARIA THERESA R. TIMBOL**  
Municipal Mayor

/aggg



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