



**OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION and MANAGEMENT**

NAME OF DEPARTMENT/AGENCY/LGU: **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**  
 SUBMITTED UPDATED CITIZEN’S CHARTER TO ARTA ON JULY 25, 2020: ( ) YES ( ) NO

LIST OF ALL FRONTLINE SERVICE AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuance/Policies it Effectively Repeals/Ammends
Local Disaster Risk Reduction and Management Services	<b><u>R.A. 10121</u></b> An Act strengthening the Philippine Disaster Risk Reduction & Management System, Providing for the National DRRM Framework & Institutionalizing the National DRRM Plan, Appropriating Funds therefore and for other purposes.		<b><u>Municipal Ordinance No. 2012-06</u></b> An Ordinance Institutionalizing the Disaster Risk Reduction and Management System in the Municipality of Puerto Galera, Oriental Mindoro		<b><u>Municipal Ordinance No. 031-2014</u></b> An Ordinance Amending Section 6 (B) of Municipal Ordinance No. 2012 - 06
			<b><u>Sangguniang Bayan Resolution No. 2016-12-157</u></b>	December 20, 2016	

			<p>A Resolution Creating the Position of Local DRRM Officer II-SG 15, Local DRRM Administrative Officer II-SG 11, and Local DRRM Administrative Assistant-SG 8, and Determining their Powers, Duties and Functions, under the Office of the Municipal Disaster Risk Reduction Management, this Municipality.</p>		
			<p><b><u>Provincial Government of Oriental Mindoro</u></b></p> <p><b><u>Executive Order No. 31 S. 2020</u></b></p> <p>An Executive Order Providing For The Rules And Procedures For The Implementation of General Community Quarantine Over The</p>		

			Province of Oriental Mindoro		
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1 Number and short title of the governing law which mandates and gives power to the agency of LGU to regulate and/or offer the service

2 Cite section number and quote provision identified in the governing law.



**OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION and MANAGEMENT**

**CITIZEN'S CHARTER**

**A. FUNCTIONS:**

1. Approve, monitor and evaluate the implementation of the LDRRMPs and annual review, test and develop the plan consistent with other national and local planning programs.
2. Ensure the integration of disaster risk reduction and climate change adaption into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
3. Provide expedient and appropriate response service to constituents in times of flooding, typhoons, earthquake, fire and vehicular accidents.
4. Conducts capacity building activities, DRRM mainstreaming and regular information, education and campaign programs for schools, both public and private, private sectors and community.
5. Recommend the implementation of forced or pre-emptive evacuation of local residents, if necessary; and
6. Convene the local council as provided by the Act and these Rules (RA 10121)
7. Support the MHO in the Management and Implementation of COVID-19 Programs
8. Support the Local Social Welfare and Development Office in the provision of basic and welfare assistance to affected families/individuals of any disaster

<b>B. SERVICES:</b>	<b>SERVICE PROVIDER/S</b>	<b>TIMEFRAME</b>
1. Prepare annual plans and programs and budget of the LGU for the Disaster Risk Reduction and Management	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II) GIA MARGARET D. SERRANO (LDRRMA) MAYDELE D. DE LA PEÑA (MDRRMO STAFF)	3-5 DAYS
2. Assist the Barangay - DRRMC in preparation of their annual plans and programs and budget	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II) GIA MARGARET D. SERRANO (LDRRMA) MAYDELE D. DE LA PEÑA (MDRRMO STAFF) RYAN E. ILAGAN (MDRRMO STAFF)	5 DAYS
3. Facilitate and support risk assessments and contingency planning activities at the local level	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II) GIA MARGARET D. SERRANO (LDRRMA) MAYDELE D. DE LA PEÑA (MDRRMO STAFF)	5 DAYS
4. Consolidate local disaster risk information which includes	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II)	1 MONTH

natural hazards, vulnerabilities and climate change risk and maintain a local risk map.	GIA MARGARET D. SERRANO (LDRRMA) MAYDELE D. DE LA PEÑA (MDRRMO STAFF)	
5. Organize and conduct training operation and knowledge management activities on disaster risk reduction and management at the local level.	TRAINING AND ADMINISTRATION OFFICER	MINIMUM OF FIVE (5) TRAINING/SEMINARS WITH 3-5 TRAINING DAYS IN A YEAR
6. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers to utilize their facilities and resources	OPERATION AND WARNING SECTION	IN TIMES OF DISASTER
7. Assist the BDRRMC in the preparation and implementation of the annual disaster plan.	RESEARCH AND PLANNING OFFICER	ALL THROUGHOUT THE YEAR
8. Conduct monitoring of affected areas/Barangay during disasters/calamities.	OPERATION AND WARNING SECTION	IN TIMES OF DISASTER
9. Received report of damages and needs of the affected Barangay	GIA MARGARET D. SERRANO (LDRRA)	DURING THE DISASTER: <a href="#">EVERY 5 HOURS</a> POST DISASTER REPORT: <a href="#">3 DAYS AFTER THE DISASTER</a>
10. Conduct Search, Rescue and Retrieval (SRR) Operation during disasters/calamities and emergency incidents.	OPERATION AND WARNING SECTION	SEARCH AND RESCUE: 1 <sup>ST</sup> - 3 <sup>RD</sup> DAY RETRIEVAL : 4 <sup>TH</sup> - 5 <sup>TH</sup> DAY (extension for retrieval operation depends on the request and expense of the family)
11. Identify, assess and manage the hazards, vulnerabilities and risk that may occur in the locality.	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II) GIA MARGARET D. SERRANO (LDRRMA)	ALL THROUGHOUT THE YEAR
12. Provide relief assistance to affected families of any disaster through local DSWD response program	OPERATION AND WARNING SECTION	

13.1. Provide logistic support for COVID_19 Programs	GEMMA M. ADARME (LDRRMO III) GONZALO A. CASTILLO (DRIVER) ROLAN MANALO (DRIVER)	
13.2. Provide transportation service for outgoing and incoming LSI and Returning OFW	BRYAN L. SUZARA (MDRRMO STAFF) MICHELLE M. VALENZUELA (MDRRMO STAFF) YNNA FAITH F. CAPIT (MDRRMO STAFF)	24 HOUR SERVICE
13.3. Monitoring/Spot Checking/Inspection on the Implementation of Safety Plans of Churches during the conduct of their religious services/activities; and Accommodation and Establishments for their Safety Plans and Health Protocols prior to their opening/operation.	GEMMA M. ADARME (LDRRMO III) FE A. SOSA (LDRRMO II) GIA MARGARET D. SERRANO (LDRRMA) & MDRRMO STAFF	1 - 3 HOURS