



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 6
Series of 2020

PROVIDING FOR THE ACCREDITATION OF DISASTER VOLUNTEER INDIVIDUALS AND GROUPS IN THE CITY OF MUNTINLUPA, DEFINING FUNCTIONS, GRANTING COMPENSATORY AND INSURANCE BENEFITS, AND ENUMERATING PROHIBITED ACTS AND PENALTIES

WHEREAS, Section 34 of Republic Act No. 7160, otherwise known as Local Government Code of 1991, provides that "(l)ocal government units shall promote the establishment and operation of people's and nongovernmental organizations to become active partners in the pursuit of local autonomy;"

WHEREAS, Section 2 (d) of Republic Act No. 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, provides that it shall be the policy of the State to "(a)dopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive in lessening the socio-economic and environmental impacts of disasters including climate change, and promote the involvement and participation of all sectors and all stakeholders concerned, at all levels, especially the local community;

WHEREAS, Section 13, *supra*, provides that "(g)overnment agencies, CSOs, private sector and LGUs may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities. The agencies, CSOs, private sector, and LGUs concerned shall take full responsibility for the enhancement, welfare and protection of volunteers, and shall submit the list of volunteers to the OCD, through the 26 LDRRMOs, for accreditation and inclusion in the database of community disaster volunteers. A national roster of ACDVs, National Service Reserve Corps, CSOs and the private sector shall be maintained by the OCD through the LDRRMOs. Accreditation shall be done at the municipal or city level. Mobilization of volunteers shall be in accordance with the guidelines to be formulated by the NDRRMC consistent with the provisions of this Act. Any volunteer who incurs death or injury while engaged in any of the activities defined under this Act shall be entitled to compensatory benefits and individual personnel accident insurance as may be defined under the guidelines;"

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WHEREAS, there is a necessity to institute the accreditation of disaster volunteer individuals, groups and organizations in the City of Muntinlupa for regulation, compensatory and insurance benefit purposes;

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Statement of Policy.

The City Government of Muntinlupa adheres to the policy of strengthening people's empowerment through encouraging private citizens, non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations to participate in local governance.

Section 2. Accreditation.

Section 2.A. Lead Office

The Muntinlupa City Disaster Risk Reduction and Management Office (MCDRRMO) shall accredit the individuals, groups and organizations abovementioned who intend to act as volunteers in times of disaster, man-made or natural, and assist the work of the same office.

Section 2.B. Requirements.

Any interested party to act as disaster volunteer shall submit the following documentary requirements to the DRRMO, namely:

For Individuals:

- a. Letter of Intent Addressed to the City Mayor;
- b. Duly Accomplished Form issued by the MCDRRMO;
- c. Updated Curriculum Vitae of Each Volunteer;
- d. Copy of the Professional Regulations Commission (PRC) License or Certificate related to the performance of duty, if applicable;
- e. Certificate of Fitness to assume Responsibility, preferably issued by the City Health Office or by a medical physician accredited by the MCDRRMO;

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- f. In case of students, a notarized Affidavit of Consent signed by a parent and/or the legal guardian, and Recommendation Letter and Consent Form issued by the school or learning institution to which the student belongs or is duly enrolled;

For Groups and Organizations:

- a. All of the above, whenever applicable;
- b. List of Officers and Members, with respective addresses;
- c. Registration Profile, which may include, but not limited to, Securities and Exchange Commission (SEC); Community Affairs and Development Office (CADO); Barangay Certificate, among others.

Section 3. Orientation.

Upon completion of all requirements, the (a) individuals and (b) members of the group or organization accepted shall undergo a General Volunteer Orientation and Task Assignment, whether on a basis of On Call or On Duty.

After this, each shall be required to undertake the Disaster Preparedness Awareness Seminar and Training. This will be handed down according to a schedule fixed and determined by the MCDRRMO.

The MCDRRMO shall furnish each volunteer the Terms of Reference (TOR), which defines and outlines the protocol and guidelines that shall be strictly followed at all times. In no circumstance shall any task to be passed on or given outside the TOR.

Moreover, should the volunteer find himself or herself deficient, imperfect or ineffectual relative to the task passed on or given, he or she may refuse to implement the same task, and may exercise the option of completely abandoning the mission or settling for another assignment or undertaking.

Section 4. Engagement and Utilization Procedures.

The volunteer shall adhere to the following, namely:

- a. Render prescribed hours of duty based on the schedule provided him or her by the MCDRRMO prior. In times of disaster, the schedule provided may vary and emergency

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response becomes a primordial concern. Henceforth, he or she may be called at short notice, and may be asked to serve longer than the prescribed number of hours;

- b. Report directly only to the MCDRRMO;
- c. Follow strictly the policies and engagement guidelines issued by the MCDRRMO;
- d. Abide by the supervision and guidance provided by the MCDRRMO in the performance of the task. The volunteer shall exercise caution and circumspection in the performance of the task. If in any event, he or she performs any task outside the purview or direction of the MCDRRMO and sustains injury therefor, any claim for loss or damage shall be outright rejected;
- e. In the event of a disaster, the call for volunteers shall be issued, and, once the volunteer is physically present, an Assignment Order Form shall be presented, the details of which, as mentioned, shall be strictly complied to;
- f. Personal details of each volunteer, like residential address, contact details, trainings attended and education received, special skills and abilities, among others, shall be confidential and kept in a general and secured database, and these can be used to identify specific skills needed and ideal for a particular disaster;
- g. Any knowledge, information or training received by the volunteer shall be kept classified and restricted. Any leak ensuing from a breach in confidentiality shall entitle the DRRMO to pursue claims for damages against the errant volunteer.

Section 5. Recognition and Incentives.

- a. Each volunteer, whether acting as one or as part of a group or organization, shall be awarded a Certificate of Recognition and Appreciation after receiving the training and orientation;
- b. In addition to the first and second paragraphs of Section 3, each volunteer shall undergo a Disaster Management Training, likewise handed down according to a schedule fixed and determined by the MCDRRMO;
- c. Furthermore, each volunteer shall undergo, whenever applicable, technical trainings indispensable in the carrying out of their respective responsibilities, likewise handed down according to a schedule fixed and determined by the MCDRRMO, which include:
 - i. Basic Radio Handling and Communication Ethics;
 - ii. Basic Life Support and First Aid;
 - iii. Basic Extrication (Equipment Familiarization and Handling);
 - iv. Rope Rescue, Collapsed Structure, Water Search and Rescue;
 - v. Other trainings that shall be deemed necessary;

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- d. No monetary compensation for seminars and trainings received, services rendered, or any other work as a volunteer shall be expected or bestowed.

Section 6. Insurance and Compensatory Benefits.

Through the MCDRRMO, each volunteer shall be covered by an insurance policy, under a comprehensive insurance coverage program, solely applicable in the performance of duty in the event of a disaster. The insurance policy shall be limited to accident, body injury and death coverage. The funding for the payment of the policies under the comprehensive insurance coverage program shall be the Local Disaster Risk Reduction and Management Fund.

Section 7. Prohibited Acts.

Section 19 of Republic Act No. 10121 is herein reprinted and made an integral part hereof.

Hence, it is prohibited for accredited private citizens, non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations to commit any of the following prohibited acts, and such entity shall be held liable and be subjected to the penalties as prescribed in Section 20, *supra*, namely:

- a. Dereliction of duties which leads to destruction, loss of lives, critical damage of facilities and misuse of funds;
- b. Preventing the entry and distribution of relief goods in disaster-stricken areas, including appropriate technology, tools, equipment, accessories, disaster teams/experts;
- c. Buying, for consumption or resale, from disaster relief agencies any relief goods, equipment or other commodities which are intended for distribution to disaster affected communities;
- d. Buying, for consumption or resale, from the recipient disaster affected persons any relief goods, equipment or other aid commodities received by them;
- e. Selling of relief goods, equipment or other aid commodities which are intended for distribution to disaster victims;
- f. Forcibly seizing relief goods, equipment or other aid commodities intended for or consigned to a specific group of victims or relief agency;

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- g. Diverting or misdelivery of relief goods, equipment or other aid commodities to persons other than the rightful recipient or consignee;
- h. Accepting, possessing, using or disposing relief goods, equipment or other aid commodities not intended for nor consigned to him/her;
 - i. Misrepresenting the source of relief goods, equipment or other aid commodities by:
 - i. Either covering, replacing or defacing the labels of the containers to make it appear that the goods, equipment or other aid commodities came from another agency or persons;
 - ii. Repacking the goods, equipment or other aid commodities into containers with different markings to make it appear that the goods came from another agency or persons or was released upon the instance of a particular agency or persons;
 - iii. Making false verbal claim that the goods, equipment or other aid commodity in its untampered original containers actually came from another agency or persons or was released upon the instance of a particular agency or persons;
- j. Substituting or replacing relief goods, equipment or other aid commodities with the same items or inferior/cheaper quality;
- k. Illegal solicitations by persons or organizations representing others as defined in the standards and guidelines set by the NDRRMC;
- l. Deliberate use of false or inflated data in support of the request for funding, relief goods, equipment or other aid commodities for emergency assistance or livelihood projects; and
- m. Tampering with or stealing hazard monitoring and disaster preparedness equipment and paraphernalia.

Section 8. Penal Provision.

Section 20 of Republic Act No. 10121 is herein reprinted and made an integral part hereof.

This shall cover the private citizens, non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations mentioned in Section 1, and shall refer to the prohibited acts mentioned in Section 7 hereof.

Any individual, corporation, partnership, association, or other juridical entity that commits any of the prohibited acts provided for in Section 19 of this Act shall be prosecuted and upon conviction shall suffer a fine of not less than Fifty Thousand (Php 50,000.00) Pesos or any amount not to exceed Five Hundred Thousand (Php 500,000.00) Pesos or imprisonment of

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not less than six (6) years and one (1) day or more than twelve (12) years, or both, at the discretion of the court, including perpetual disqualification from public office if the offender is a public officer, and confiscation or forfeiture in favor of the government of the objects and the instrumentalities used in committing any of herein prohibited acts.

If the offender is a corporation, partnership or association, or other juridical entity, the penalty shall be imposed upon the officer or officers of the corporation, partnership, association or entity responsible for the violation without prejudice to the cancellation or revocation of these entities' license or accreditation issued to them by any licensing or accredited body of the government. If such offender is an alien, he or she shall, in addition to the penalties prescribed in this Act, be deported without further proceedings after service of the sentence.

However, the prosecution for offenses set forth in Section 19 of this Act shall be without prejudice to any liability for violation of Republic Act No. 3185, as amended, otherwise known as the Revised Penal Code, and other civil liabilities.

Section 9. Coverage of Period of Accreditation.

Accreditation extended and granted to the private citizens, non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations shall be binding and effective as long as the City Mayor, who signed their accreditation, remains in office. The end of the term of the City Mayor effectively ends the accreditation as well.

Individual volunteers shall be accredited for one (1) year only, and this may be renewed annually thereafter. The application for renewal shall be submitted two (2) months prior to the expiration of the accreditation.

Non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations shall be included in the aforementioned accreditation, likewise for a period of one (1) year and the prior two (2) months application for renewal.

Section 10. Directory and Inventory of Resources.

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The MCDRRMO shall prepare a directory of all accredited private citizens, non-governmental organizations (NGOs), people's organizations (POs), cooperatives, civic, transport, business and professional groups, and other private sector organizations, and shall act as the central repository of information related to all of them.

Moreover, it shall keep an inventory of resources under the supervision, control and/or ownership of the above-named natural and juridical entities, such as equipment, tools, and machinery, which may be commissioned and utilized in the event of a disaster.

Section 11. Repealing Clause.

Any order or directive that is inconsistent with any provision found herein shall be deemed revoked, rescinded, or amended accordingly.

Section 12. Separability Clause.

Any provision judicially found illegal or infirm found herein shall not affect untouched provisions.

Section 13. Effectivity Clause.

This Executive Order shall take effect immediately upon signing thereof, and it shall remain in full force and effect until revoked, rescinded or amended accordingly.

DONE AND EXECUTED on this **27th** day of February 2020 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor 

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