



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

**EXECUTIVE ORDER NO. 21**  
**Series of 2022-B**

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 06, SERIES OF 2020,  
ON THE ACCREDITATION, MOBILIZATION AND PROTECTION OF COMMUNITY  
DISASTER VOLUNTEER MOBILIZING ORGANIZATIONS IN THE CITY OF MUNTINLUPA,  
DEFINING ITS FUNCTIONS, GRANTING COMPENSATORY AND INSURANCE BENEFITS,  
AND ENUMERATING PROHIBITED ACTS AND PENALTIES**

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**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 non-governmental 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 *“(i)t shall be the policy of the state to “adopt 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 *“government agencies, Civil Society Organizations (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 2626 LDRRMOs, for accreditation and inclusion in the database of community disaster volunteers;”*

**WHEREAS**, RA10121 states that processes have to be put in place for the effective accreditation and mobilization of community disaster volunteers. The law also indicates the need to establish necessary policies that will ensure the protection of the Accredited Community Disaster Volunteers (ACDVs). The ACDVs, the government agencies, CSOs, private sectors and LGUs referred to in R.A. No. 10121 shall be referred to as “Volunteer Mobilizing Organizations” or VMOs;

**WHEREAS**, Executive Order No. 06, Series of 2020, issued on 27 February 2020, provided for the accreditation of disaster volunteer individuals, groups and organizations in the City of Muntinlupa for regulation, compensatory and insurance benefit purposes;





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**WHEREAS**, there is a need to introduce changes in the aforesaid Executive Order;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa**, by the virtue of the powers vested in me by the 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), cooperative, civic, transport, business and professional groups, and other private sector organizations to participate in local governance.

Section 2. Definition of Terms.

- a) Accreditation - refers to the process of officially recognizing a Volunteer Organization (VMO) and its community disaster volunteer members as qualified to perform particular DRRM tasks or responsibilities;
- b) Accredited Community Disaster Volunteers (ACDVs) - (*also referred to from time to time in this document as Volunteers*) are individuals or organized volunteers who possess the requisite qualifications stipulated in the NDRRMC MC No. 64, Series of 2021, and whose names were submitted and officially included in the LDRRMC List of Community Disaster Volunteers, and/or the National Roster of ACDVs maintained by the Office of Civil Defense (OCD);
- c) Civil Society Organizations (CSOs) - refer to non-state actors whose aims are neither to generate profits nor to seek governing power; CSOs mandate is to unite people to advance or promote shared goals and interest. CSOs include, but are not limited to, non-government organizations (NGOs), professional associations, foundations, independent research institutes, community-based organizations (CBOs), faith-based organizations, people's organizations (POs), social movements, labor unions, housing and neighborhood associations;
- d) Community-Based National Service Reserve Corps Unit (CBNU) - refers to established organizations of the graduates of the Civic Welfare Training Service (CWTS) or Literacy Training Service (LTS) components of the National Service Training Program (NSTP), who have graduated from their formal academic education under higher education institutions under CHED or technical-vocational education and training institutions under TESDA;





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- e) Mobilization – refers to the act of assembling and deploying ACDVs to support DRRM-related activities;
- f) Mobilization Order – refers to verbal and written instruction coming from the City LDRRMO, or the OCD Regional Director requesting a VMO to mobilize its volunteers for DRRM-related activities;
- g) Volunteer Mobilizing Organization – refers to organizations, such as government agencies, local government units including barangays, civil society organizations (CSOs), private sector groups, volunteer groups organized by the City, Community-Based NSRC units, which CDVs are members. VMOs are responsible for the registration and submission of accreditation requirements, mobilizations, and protection of their community disaster volunteers.

Section 3. Accreditation.

As stipulated in R.A. No. 10121, accreditation shall be done by the City Disaster Risk Reduction and Management Council (CDRRMC), through the Department of Disaster Resilience and Management (DDRM), who shall accredit the Volunteer Mobilizing Organizations (VMOs) and, subsequently, the community disaster volunteers.

An Individual National Service Reserve Corps (NSRC) may register as a member of Community-Based National Service Reserve Corps Unit (CBNU) in Muntinlupa City and be accredited.

Community-Based NSRC Units (CBNUs) established in Muntinlupa City shall apply for accreditation as VMOs. However, school-based National Service Reserve Corps Units (SBNUs), which are under the control, administration, and supervision of colleges or universities under CHED or TESDA, shall not qualify as ACDVs.

A. Lead Office.

The Department of Disaster Resilience and Management (DDRM) shall accredit the individuals, groups, and organizations abovementioned who intend to act as volunteers in times of disaster, human-induced or natural, and assist the work of the same department.

As accreditation is a continuing process, a VMO may apply and obtain accreditation at any time. Applications for accreditation shall be tabled by the CDRRMC as part of the agenda of its regular council meetings. The DDRM may request for a special meeting of the CDRRMC for the purpose of accreditation. Any request for a special meeting will be coursed through the Local Chief Executive as Chairperson of the CDRRMC.





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B. Requirements.

Any interested party to act as disaster volunteer shall submit the following accreditation requirements to the DDRM:

For Individuals:

- a. Letter of Intent (LOI) addressed to the City Mayor;
- b. Duly Accomplished Application Form for Accreditation issued by the DDRM;
- 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 DDRM;
- 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 Civil Society Organization (CSOs) and private sector groups:

- a. All of the above entries listed under Individuals, 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;

For Government Agencies, Barangays or CBNUs:

- a. Letter of Intent (LOI) addressed to the City Mayor;
- b. Duly Accomplished Application Form for Accreditation issued by the DDRM;
- c. List of Officers and Members, with their respective addresses. The list shall be accompanied by individual volunteer information sheets.

C. Qualification Criteria.

For Individuals:

- a. Filipino citizen, at least 18 years old, verifiable through the submission of a certified true copy of Birth or Baptismal Certificate or Philippine National ID;





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- b. For resident foreign nationals, in addition to the requirements for Filipino Citizen, submission of Alien Certificate of Registration Identity Card (ACR I-Card) issued by the Bureau of Immigration of the Philippines;
- c. No pending criminal liability, verifiable through the submission of a valid National Bureau of Investigation (NBI) or Police Clearance;
- d. Volunteers below 21 years old shall submit duly signed parental consent.

For CSOs and private sectors:

- a. Must be able to demonstrate or provide evidence that disaster risk reduction and management is one of their primary activities;
- b. With at least two years of experience in DDRM-related activities, verifiable through certifications from organizations and/or institution to which their services were rendered.

Section 4. Orientation and Capacity Building.

Upon completion of all requirements, the (a) individuals and (b) CSOs and private sector groups duly 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 DDRM.

The DDRM shall furnish the VMOs 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 that task passed on or given, voluntary renunciation shall be most welcome. However, if he or she insists, then intervention from the DDRM shall be introduced and cause his or her removal.

Section 5. Mobilization

The Volunteer Mobilizing Organizations (VMOs) shall be responsible for the mobilization of their respective volunteers. A mobilization order shall be issued by the DDRM instructing VMOs to mobilize their volunteers for DDRM-related activities.





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In the event of a large-scale disaster, the DDRM Chief or the OCD Regional Director may issue the Mobilization Order to accredited VMOs requesting them to mobilize their volunteers.

This shall be done in close coordination with the DDRM may deploy volunteers to affected areas within the jurisdiction.

Pre-deployment briefings shall be conducted by DDRM before deployment of the volunteers. The Incident Command System (ICS) protocol shall be followed in the mobilization of volunteers.

VMOs shall ensure that volunteers, mobilized during disaster response events, are properly equipped and self-sustaining for the next seventy-two (72) hours.

VMOs shall facilitate the conduct of post-deployment briefing sessions for their volunteers. They may seek the support of DDRM in case they would require professional counsellors.

VMOs shall submit post-activity reports to DDRM within seven (7) days after volunteers complete their DDRM-related activities.

Section 6. Protection and Compensatory Benefits.

VMOs shall be primarily responsible for the safety and welfare of all their volunteers.

Through the DDRM, each volunteer or VMO that is either a CSO or from the private sector, 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, bodily injury and death coverage. The Funding for the payment of the policies under the comprehensive insurance coverage program shall be from the Local Disaster Risk Reduction and Management Fund (LDRRMF).

The CDRRMC, moreover, shall extend the following compensatory benefits to VMOs, namely:

- a. Burial assistance, in case of death of a volunteer during response phase operations;
- b. Free medical service and/or hospitalization in a government hospital for mission-acquired illness or injury during response phase operations;
- c. Access to counselling, post-trauma stress debriefing or psychosocial support services; and
- d. Other benefits or assistance such as legal services that the CDRRMC may be able to provide.





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Other considerations include:

- a. Volunteers shall be included in the DDRM's official list of volunteers to be entitled to insurance and compensatory benefits;
- b. CDRRMCs may preposition or donate Personal Protective Equipment (PPEs) to accredited VMOs for the use of their volunteers. PPEs may include, but are not limited to, protective headgear, earplugs, boots, gloves, masks, safety goggles, first aid kits. Other pieces of equipment may also be provided to VMOs, including communication equipment, search and rescue equipment, life jackets, among others.

Section 7. Additional Benefits.

In addition to the preceding paragraph, volunteers sent on mission, based on an Official Mission Order issued by competent authority, shall receive meals, transportation allowance, and other incidental expenses during the course of deployment to the affected area.

Section 8. Enlistment in ACDV National Roster Database & Issuance of National ID

The DDRM shall submit the details of all accredited VMOs and volunteers, at least annually, to the NDRRMC for inclusion in the National Roster of ACDVs that shall be maintained by Office of Civil Defense (OCD) through the Response and Operational Coordination Division - Operations Service (ROCD-OS).

Once a volunteer's name has been included in the National Roster of ACDVs and a unique personal identification number has been issued, DDRM shall issue an identification (ID) card to the ACDV.

Section 9. Funding.

Allocation of funds or budget related to the accreditation, mobilization and protection of Volunteer Mobilizing Organizations shall be ruled by the following, namely:

CDRRMC are authorized under the Commission on Audit (COA) Circular No. 2012-002 to allocate a portion of LDRRMF for disaster risk management activities particularly as payment of insurance premiums on personal accident insurance of ACDVs. CDRRMCs are allowed to utilize either the seventy percent (70%) allocation for pre-disaster preparedness programs or the thirty percent (30%) Quick Response Fund (QRF) of LDRRMF for VMOs insurance, as applicable, classified as MOOE. *Provided, however*, that when using the QRF, it shall be supported by a Resolution passed by the Sangguniang Panglungsod ng Muntinlupa declaring the City under a state of calamity, or a presidential declaration of a state of calamity, upon the recommendation of the NDRRMC.





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The City Government of Muntinlupa (CGM) may set the maximum insurance budget annually depending on the financial capabilities and allocated funds as stated in the LDRRM Plans for volunteer insurance.

The CGM may engage either government or private insurance companies for the insurance coverage of VMOs.

Section 10. Prohibited Acts.

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

Hence, it is prohibited for accredited private citizens, non-government organizations (NGOs), people organizations (POs), civil society organizations (CSOs), 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 such as Geographic Information System, Information and Communication Technology Database/System Management for Relief Inventory; System for Management of the Dead/Casualty and the like, tools, equipment, accessories, disaster teams/experts;
- c. Buying, for consumption or resale, from disaster relief agencies any relief goods, equipment or other aid commodities which are intended for distribution to disaster affected communities;
- d. Buying, for consumption or resale, from the recipient disaster affected persons any relief good, equipment or other aid commodity 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;
- g. Diversion or non-delivery of relief goods, equipment or other aid commodities to persons other than the rightful recipient or consignee;
- h. Accepting, processing, 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: either covering, replacing or defacing the labels of the containers to make it appear that the goods, equipment or other aid commodities came from agency or persons;





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- j. 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;
- k. 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;
- l. Substituting or replacing relief goods, equipment or other aid commodities with the same items or inferior/cheaper quality;
- m. Illegal solicitations by persons or organizations representing others as defined in the standards and guidelines set by the NDRRMC;
- n. 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
- o. Tampering with or stealing hazard monitoring and disaster preparedness equipment and paraphernalia.

**Section 11. Suspension and Cancellation of Accreditation.**

Without prejudice to the application of penal sanctions provided under Section 20 of R.A. No. 10121 and its Implementing Rules and Regulations, the CDRRMC TWG may recommend to the CDRRMC the suspension or cancellation of accreditation of any VMOs or ACDVs.

The CDRRMC may suspend any VMO and/or ACDV, if it has concluded that such volunteers committed any of the following acts or omissions:

- a. The VMO no longer serves the interest of the sector it represents and fails to fulfill its functions as representative of the sector;
- b. Any act prohibited under Section 19 of R.A. No. 10121; and
- c. Any act inconsistent with the essential aims and principles of NDRRM as determined by the City Council

**Section 12. Coverage 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.





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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 organization (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 applications for renewal.

Section 13. Penal Provision.

Republic Act No. 10121 shall provide for the penal sanctions on any person or entity that commits any of the prohibited acts enumerated therein.

Section 14. Directory and Inventory of Resources.

The CDRRMO shall prepare a directory of all Accredited Community Disaster Volunteers (ACDV) or Volunteer Mobilizing Organizations (VMOs), and shall act as the central repository of information related to all of them.

Section 15. Creation of the Technical Working Group.

The Technical Working Group (TWG, for brevity) for the Accreditation, Mobilization, and Protection of Community Disaster Volunteer Mobilizing Organizations of the City of Muntinlupa is hereby created, and it shall be composed of the following representatives and offices, namely:

- |    |  |                   |
|----|--|-------------------|
| a) | Erwin O. Alfonso,<br>Department of Disaster Resilience and Management  | Chairperson;      |
| b) | Rosemarie I. Geli,<br>Community Affairs Development Office             | Vice Chairperson; |
| c) | Elizabeth Agdon-Gaviola,<br>City Human Resources Management Department | Member;           |
| d) | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office   | Member;           |
| e) | Atty. Genesi M. Santiago,<br>City Legal Office                         | Member; and       |





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- f) Amalia T. de Alday,  
Department of Disaster Resilience and Management Member.

Section 16. Repealing Clause.

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

Section 17. Separability Clause.

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

Section 18. Effectivity Clause.

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

**DONE AND EXECUTED** on this 18<sup>th</sup> day of July 2022 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor