



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF MUNTINLUPA
CITY OF MUNTINLUPA
Office of the City Mayor

EXECUTIVE ORDER No. 27
Series of 2023

PROVIDING FOR AMMENDMENTS TO EXECUTIVE ORDER NO. 50, SERIES OF 2020, ON THE RE-CREATION OF THE EVACUATION CAMP MANAGEMENT TEAM (ECMT) OF THE CITY OF MUNTINLUPA, INCLUDING ITS COMPOSITION, ROLES, AND SECRETARIAT

WHEREAS, the Department of Interior and Local Government Unit issued Memo Circular 2012-08 dated January 12, 2011; Community Preparedness in Response to Calamity in every flood and landslide prone barangay;

WHEREAS, further, Republic Act No. 10121, better known as the Philippine Disaster Risk Reduction and Management Act of 2010, was signed into law, with the corresponding Implementing Rules and Regulation formulated and published for implementation. Significant features of the new law include the heavy emphasis on risk reduction and disaster preparedness which will empower the disaster and emergency responders and all other actors to proactively undertake measures in reducing the risks and impact of disasters to the communities and vulnerable families;

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides the devolution of basic disaster response services to the local government units (LGUs). It requires local chief executives to be responsible for the efficient, effective and economical general welfare of the LGUs and their constituents;

WHEREAS, Section 10 of Republic Act No. 9710, otherwise known as the Magna Carta of Women of 2009, provides that "Women Affected by Disasters, Calamities, and Other Crisis Situations. — Women have the right to protection and security in times of disasters, calamities, and other crisis situations especially in all phases of relief, recovery, rehabilitation, and construction efforts. The State shall provide for immediate humanitarian assistance, allocation of resources, and early resettlement, if necessary. It shall also address the particular needs of women from a gender perspective to ensure their full protection from sexual exploitation and other sexual and gender-based violence committed against them. Responses to disaster situations shall include the provision of services, such as psychosocial support, livelihood support, education, psychological health, and comprehensive health services, including protection during pregnancy."

The proactive adoption of measures by camp managers to prevent sexual violence in evacuation centers and relocation sites shall include the following, namely:





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- a. Security and safety of women and children as key criteria for the selection of evacuation sites;
- b. Separate functional and well lit latrines for men and women with locks;
- c. Bathing facilities with privacy;
- d. Regular security patrols preferably by female police officers; and
- e. Prohibition of alcohol, drugs and gambling, among others.

WHEREAS, DSWD-DILG-DOH-DepED JMC No. 1. Series of 2013 also provides for the creation of EC Management Teams primarily tasked to organize the evacuees and ensure the harmonious **coordination and collaboration between camp management team involved and the evacuees** (*emphasis supplied*); update above policy to include new guidelines, processes and tools to better implement the evacuation camp management;

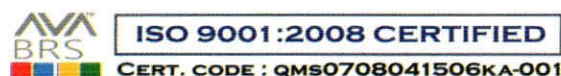
WHEREAS, Executive Order No. 50, Series of 2020, was issued on 17 December 2020, and it provided for the creation of the Evacuation Camp Management Team (ECMT) of the City of Muntinlupa;

WHEREAS, it is imperative to introduce amendments inasmuch as the composition and Secretariat thereof, and certain roles have been changed;

NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Re-creation and Re-Composition:

- | | | |
|----|---|-------------------|
| a. | Rozzano Rufino B. Biazon,
City Mayor | Team Leader; |
| b. | Analyn A. Mercado,
Social Services Department | Co - Team Leader; |
| c. | Walter A. Arcilla,
President, Liga ng mga Barangay | Member; |
| d. | Erwin O. Alfonso,
Department of Disaster Resilience and Management | Member; |
| e. | Engr. Dynadelle N. Aranda
City Engineering Department | Member; |
| f. | Juancho H. Bunyi, MD,
City Health Office | Member; |
| g. | Evangeline P. Ladines, CESO V
Schools Division Office | Member; |
| h. | PLTCol. Harold Orbeta Cuesta | |



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	Philippine National Police, Muntinlupa Station	Member;
i.	Cynthia B. Viacrucis, Youth Affairs and Sports Development Office	Member;
j.	Francisco A. Santella, Muntinlupa City Technical Institute	Member;
k.	Lorna B. Misa, Environmental Sanitation Center	Member;
l.	Zenaida M. Celestino, Office of Senior Citizens Affairs	Member;
m.	Caryl de Guzman, MD. Persons with Disability Affairs Office	Member;
n.	Jenny D. Mercado, Early Childhood Education Division	Member;
o.	PLTCol. Cenen A. Cuaresma Peace and Order Security Office	Member;
p.	Reggie V. Salonga, RSW, Gender and Development Office	Member;
q.	Adelfa R. de Guzman, RSW, Sagip ng Muntinlupa	Member;
r.	Amelia Rose Corazon U. Casiguran General Services Office	Member;
s.	Dr. Pamela V. Hernandez, Office of the City Veterinary	Member;
t.	Ricky Blancaver, Church of Jesus Christ of Latter Day Saints Representative from Civic Society Organization	Member;
u.	Elvie Sanchez Quiazon, Muntinlupa City Chamber of Commerce and Industry Representative from the Private Sector	Member.

Membership in the ECMT is a function of the office to which the member belongs. Hence, in the event of resignation, removal, transfer, severe incapacity, grave illness, death, or any other similarly-situated circumstance, the successor shall assume membership without the need for the issuance of another instrument. For members belonging to the private sector, the City Mayor shall appoint the successor thereof based on the submitted recommendation/s of the Social Services Department (SSD) in consultation with relevant stakeholders.





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Section 2. Functions

The ECMT shall perform the following functions, namely:

- a. Observe proper and regular attendance in all meetings called for;
- b. Develop and implement programs and activities on evacuation camp management among the evacuees and coordinate/integrate/utilize related activities/services of other agencies (programs and activities may include the following components as provided for in the DSWD-DILG-DOH-DepED JMC No. 1. Series of 2013);
- c. Operate and manage the evacuation camps according to established guidelines set by the DSWD DILG-DOH-DepED JMC No. 1. Series of 2013;
- d. Provide the facilities with funds, personnel complement, supplies, materials and equipment as may be deemed necessary in the management of the camp and the implementation of the evacuation camp activities;
- e. Identify target clientele and manage their cases;
- f. Ensure that the evacuation camp complies with the standards developed on its operation, as approved by DSWD-DILG-DOH-DepED JMC No. 1. Series of 2013;
- g. Conduct evacuees' meetings. Through these meetings, the number of families and their needs and problems could be identified. This activity and the data gathered shall be used as basis for preparing plans for the target group;
- h. Organize and mobilize volunteers to assist in the implementation of an evacuation camp management program;
- i. Conduct regular monitoring and evaluation of the camp management following the standards set, including documentation of its operation in the implementation of camp management;
- j. Submit semi-annual and annual accomplishment reports using guidelines of the camp management according to DSWD-DILG-DOH-DepED JMC No. 1. Series of 2013;
- k. Maintain files and records of the evacuees. These shall be used to monitor the progress of the families as a reference in providing the necessary services, ever mindful of the necessity of the compliance to Republic Act No. 10173, otherwise known as the Data Privacy Act of 2013;
- l. Perform such other functions as the City Mayor may direct, or may be necessary for the successful implementation of the foregoing.

Section 3. Re-Assignment of Roles.

The following offices and/or departments shall be responsible for the roles, namely:

- a. Office of the City Mayor.
 - i. Monitor the over-all implementation of the evacuation camp management reports; and





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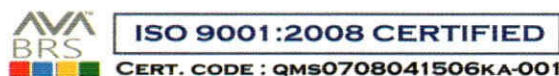
- ii. Update relevant National Government Agencies (NGAs), as warranted;
- b. Social Services Department.
- i. Provide reports to relevant NGAs, as warranted;
 - ii. Within each barangay, Social Workers assigned per barangay lead over the case management of evacuees in the evacuation camps, its activities and supervise the rest of the members of the management team;
 - iii. Perform the assessment/ratio (data) of incoming/outgoing of evacuees using Disaster Assistance Family Access (DAFAC);
 - iv. Lead in the preposition of stockpile of food and non-food items intended for the distribution to the evacuees;
 - v. Lead in the synchronization of roles and responsibilities in the overall camp management; and
 - vi. Ensure the availability of disaggregated data. Observe and maintain that the documentation of the individuals and families inside the evacuation camp, at all stages of its operation, following standards for reporting and recording evacuees;
- c. Liga ng mga Barangay.
- i. Within each barangay, collaborate and coordinate with the Social Services Department in the handling, management and supervision of the evacuees and the undertaken activities in the evacuation camp, from pre-emptive evacuation to transitional sites and to termination of the evacuation;
- d. Department of Disaster Resilience and Management.
- i. Lead and oversee the preparation and action to be taken for pre-emptive evacuation of evacuees;
- e. City Engineering Department.
- i. Build or repair safety structural facilities and spaces, signages and electrical concerns, according to prescribed guidelines, for a sound management of the evacuation camps;
- f. City Health Office.
- i. Perform the pre-positioning of basic medicines and medical supplies for use in the evacuation camps;
 - ii. Manage basic health services for evacuees;
 - iii. Lead in the management of mental health and psychosocial support services;
 - iv. Ensure basic medical and public health services are available round the clock; and





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- v. Ensure the functionality of the breastfeeding area inside the evacuation camp;
- g. Schools Division Office.
 - i. Accommodate children in child friendly spaces, wherein boys and girls below eighteen (18) years old inside the evacuation camps can engage in learning activities by shift per age group;
- h. Philippine National Police, Muntinlupa City Station.
 - i. Take the primary lead in the identification, monitoring, prevention and protection of all forms of threats and abuse inside the evacuation camp;
 - ii. Lead in the maintenance of peace and order inside the evacuation camp and its surroundings;
- i. Youth Affairs and Sports Development Office.
 - i. Identify and implement sports and physical activities in building resilience, help evacuees to overcome trauma and post trauma caused by disaster;
- j. Muntinlupa City Technical Institute.
 - i. Provide alternative skills training for evacuees to regain access to livelihood and employment opportunities;
- k. Environmental Sanitation Center.
 - i. Ensure proper solid waste disposal systems;
 - ii. Ensure safe, clean and healthy environment in evacuation camps;
 - iii. Ensure the bins for biodegradable and non-biodegradable wastes are properly disposed daily in the identified areas for this purpose;
- l. Office of Senior Citizens Affairs.
 - i. Ensure safe and protective services for Senior Citizens are being managed appropriately;
- m. Persons with Disability Affairs Office.
 - i. Ensure the provision of an inclusive Persons with Disability space and services;
- n. Early Childhood Education Division.
 - i. Help children reach their potentials through basic stimulation learning education and normal development in a child friendly space at the evacuation camps;
 - ii. Provide developmental and social activities to help children recover from trauma and bring them to normal psychosocial functioning;



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- o. Peace and Order Security Office.
 - i. Maintain peace and order in the evacuation camps in coordination with the Barangay Tanod, PNP Personnel, and allied personnel, and respond to any crime incident, threat to life, or breach of security;

- p. Gender and Development Office.
 - i. Ensure gender sensitivity is paramount, and consequently is observed and practiced in all evacuation camps, including separate facilities for males and females;

- q. Sagip ng Muntinlupa.
 - i. Conduct orientation awareness about Violence against Women and Children (VAWC), its laws and protocols;
 - ii. Involve/ engage/ encourage the leader of Individually Displaced Persons (IDPs) inside the camp to be vigilant on cases re: VAWC and Anti-Trafficking; and
 - iii. Provide a multi-disciplinary team for preventive, rehabilitative and recovery VAWC issues, its management from rescue to healing process;

- r. General Services Office.
 - i. Ensure surround management, compliance, sustainable and efficient purchase of materials, food and non-food items;

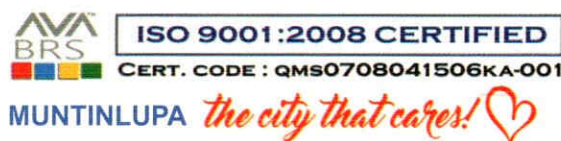
- s. Church of Jesus Christ of Latter Day Saints.
 - i. Forge partnership, coordinate and/or collaborate with the City Government and the Barangay Government, in relation to the provision of basic and other related needs in the evacuation camp;

- t. Muntinlupa City Chamber of Commerce and Industry.
 - i. Provide support services in the management of an evacuation camp, channel donations from private individuals and entities, facilitate skills training, and arrange for similarly-situated matters;

- u. Office of City Veterinary.
 - i. Regulate the keeping of animals, its safe management, sanitation and disposition appropriately and suppress dangerous animal diseases inside the camp;

- v. General Services Office.
 - i. Ensure surround management, compliance, sustainable and efficient purchase of materials, food and non-food items.

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Section 4. Secretariat.

The Secretariat is hereby re-created, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|----|--|---------|
| a. | Alma T. Sta. Maria,
Social Welfare Officer III,
Social Services Department | Head; |
| b. | Joylyn A. Jana,
Daycare Worker II,
Early Childhood Education Division | Member; |
| c. | Florence Gale M. Alano
Nutritionist-Dietitian I | Member. |

The Secretariat shall be responsible for the following functions, namely:

- a. Issue Notices of Meeting, whether regular or special;
- b. Provide logistical support to meetings;
- c. Write, record and disseminate the Minutes of Meeting;
- d. Receive, prepare and file correspondences;
- e. Prepare all administrative requirements of the EMCT; and
- f. Perform such order functions to accomplish the foregoing.

Section 6. Meetings.

The ECMT shall meet at least once a month. Special meetings may be called for, provided due notice shall be provided. In all circumstances, judicious documentation of the proceedings shall be observed.

Section 7. Repealing Clause.

Previously issued orders determined as inconsistent with any provision found herein shall be deemed repealed, revoked or amended accordingly.

Section 8. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall continue to have full force and effect.



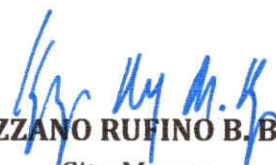


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Section 9. Effectivity

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

DONE AND EXECUTED on this 19th day of May 2023 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor 