



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

-oOo-

Item No.: 01
 Date: 21 2026 / APR

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 APR 15 2020

PROVINCE OF LEYTE
 LEGAL OFFICE
 Date: _____
 By: _____

PROVINCIAL LEGAL OFFICE RECEIVED

By: _____
 Date: 4.15.26 Time: 9:20

2nd INDORSEMENT
 March 17, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2026-002 of the Sangguniang Bayan of Santa Fe, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2026-002 entitled: "An Ordinance creating the Municipal Disaster Risk Reduction and Management Office of Santa Fe, Leyte etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 443(c)(2)² of the same, subject to CSC rules and the availability of funds. Hence, we recommend the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.


ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹;Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

^{2 2} Section 443.

(c) The sangguniang bayan may:

(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 
Date: 03-18-26 Time: 10:05 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

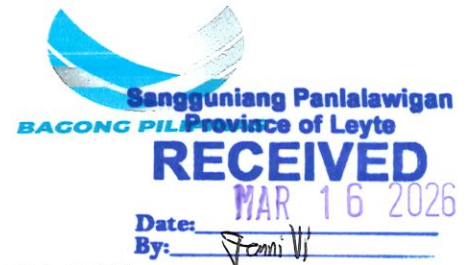
1ST Indorsement
16 March 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-002, series of 2025** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance creating the Municipal Disaster Risk Reduction and Management Office of Santa Fe, Leyte and creating the Municipal Government Department Head I (LDRRMO) & adopting its present and existing organizational structure, defining its duties and responsibilities, providing the necessary funds and for other purposes.**


FLORINDA JKL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Palo, Leyte: the herein attached **Municipal Ordinance No.2026-002 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled “**An Ordinance Creating the Municipal Disaster Risk Reduction and Management Office of Santa Fe, Leyte, and Creating the Municipal Government Department Head 1 (LDRRMO) & Adopting its Present and Existing Organizational Structure, defining its Duties and Responsibilities, Providing the Necessary Funds, and for Other Purposes** duly approved by the said August Body on February 16, 2026, hereby recommending your appropriate favorable action.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan

Copy Furnished:

- *The Municipal Mayor*
- *The Human Resource Management Office (HRMO)*
- *The Municipal Budget Officer*
- *The Municipal Treasurer's Office*
- *The Municipal Accounting Office*
- *The MDRRMO*



Republic of the Philippines
Province of Leyte
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

Date: MAR 16 2026
By: J. Obenque

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

This is to certify that the copies of Municipal Ordinance of the herein attached **Municipal Ordinance No.2026-002 (Series of 2026)** of the Sangguniang Bayan, this Municipality, entitled **An Ordinance Creating the Municipal Disaster Risk Reduction and Management Office of Santa Fe, Leyte, and Creating the Municipal Government Department Head 1 (LDRRMO) & Adopting its Present and Existing Organizational Structure, defining its Duties and Responsibilities, Providing the Necessary Funds, and for Other Purposes**, duly approved and/or enacted by said August Body on **February 16, 2026**, has been posted in at least (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO, and one at the Municipal Gymnasium.

Issued the 09th day of March 2026, at Santa Fe, Leyte.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan



Republic of the Philippines
 Province of Leyte
 MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED

MUNICIPAL ORDINANCE NO. 2026-002
 Series of 2026

Date: MAR 16 2026
 By: [Signature]

AN ORDINANCE CREATING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF SANTA FE, LEYTE AND CREATING THE MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LDRRMO) & ADOPTING ITS PRESENT AND EXISTING ORGANIZATIONAL STRUCTURE, DEFINING ITS DUTIES AND RESPONSIBILITIES, PROVIDING THE NECESSARY FUNDS AND FOR OTHER PURPOSES.

Sponsor: HON. RODEL L. AJETO
 Chairperson, Committee on Personnel, Administration and Appointments

Co-sponsors:

- HON. RICARDO D. FAJARDO**
- HON. BELEN C. CHUCA**
- HON. AMIEL P. ENAGE**
- HON. GENY R. ESMERO**
- HON. LARRY S. ARUTA**
- HON. ALVIN D. PETILLA**
- HON. LEAH T. SALCEDA**
- HON. MARILOU L. MILITANTE**
- HON. KENT ELMER JACINTO**

HON. EDUARDO N. TOREROS
 Municipal Vice - Mayor/Presiding Officer

PREAMBLE

WHEREAS, R.A. 7160 Section 3 (b) states that there shall be established in every LGU an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;

WHEREAS, R.A. 7160 Section 3 (h) states that there shall be a continuing mechanism to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reform;

WHEREAS, R.A. 7160 Section 76 states that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC).

WHEREAS, Republic Act 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010 was created by the 14th Congress of the Philippines;

WHEREAS, under R.A 10121, the LGU are enjoined to 'adopt a disaster risk reduction and management approach that is holistic in nature, 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, R.A. 10121 Section 12 states that there shall be an established Local Risk Reduction Management Office (LDRRMO) in every province, city or municipality, which shall be responsible for letting the directions, development, implementation and coordination of disaster management programs within their territorial jurisdiction;

WHEREAS, it is the declared policy of the municipality to uphold, adopt and incorporate people's constitutional right to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the municipality's institutional capacity for disaster risk reduction and management and building the resilience of local communities to disasters including impacts of climate change.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Large handwritten signature]

[Handwritten signature]

[Handwritten signature]



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

*Continuation: Municipal Ordinance No. 2026 - 002
Dated: February 16, 2026*

WHEREAS, the municipality of Santa Fe has experiences natural and human induced hazards/disasters which have caused intensive harm to life and damage to properties;

WHEREAS, this ordinance seeks to insure the continued, effective response of the municipal government and the barangays to disaster and emergencies in collaboration with the National, foreign government and agencies sector;

RESOLVED, AS IT IS HEREBY RESOLVED to enact, as it is hereby enacted, an Ordinance Creating the Municipal Disaster Risk Reduction and Management Office of Santa Fe, Leyte, defining its duties and responsibilities, providing the necessary funds and other purposes, to wit:

**BE IT ENACTED BY THE SANGGUNIANG BAYAN OF SANTA FE, LEYTE IN SESSION
ASSEMBLED THAT:**

SECTION 1. TITLE. This shall be known as the ORDINANCE CREATING THE SANTA FE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF SANTA FE, LEYTE, ADOPTING ITS PRESENT AND EXISTING ORGANIZATIONAL STRUCTURE, DEFINING ITS DUTIES AND RESPONSIBILITIES, PROVIDING THE NECESSARY FUNDS AND FOR OTHER PURPOSES.

SECTION 2. PURPOSE: This ordinance is promulgated to create an office that will initiate, implement and coordinate disaster risk reduction and management policies and programs of the Municipality of Santa Fe Leyte formulated by the Municipal Disaster Risk Reduction and Management Council seeking to institutionalize the organizational capacity/capabilities of making the municipality resilient to natural and man-made disaster as well as to fulfill its responsibilities to create our community less vulnerable to disaster.

SECTION 3. DECLARATION OF POLICIES: The municipality of Santa Fe, Leyte upholds the following policies on disaster risk reduction management:

a. To uphold the people's constitutional rights to life and property by addressing the root causes of vulnerabilities to disaster, strengthening the municipality institutional capacity disaster risk reduction management and building the resilience of the Santafenhons to disaster.

b. To adhere and adopt the universal norms, principles and standard of humanitarian assistance and the global effort on risk reduction as concrete expressions of the commitment of this municipality to overcome human sufferings due to recovering disasters.

c. To incorporate internationality accepted principles and guidelines on disaster risk management in the creation and implementation of national, regional, and local sustainable and recovery reductions strategies, policies, plans and budget.

d. To adopt disaster risk reduction and management approach that is holistic, comprehensive, integrated and proactive to promote the involvement and participation of all stakeholders concerned at all levels.

e. To adopt an implement a coherent, comprehensive, integrated, efficient and responsive disaster risk program and fiscal plan of the local government of Santa Fe, Leyte including the barangays adhering to the principles of good governance such as transparency and accountability.

f. To maximize disaster risk reduction and climate change adaptation and mitigation of development process such as policy formulation, socioeconomic development, planning, budgeting and governance.

g. To mainstream disaster risk reduction into conflict resolution approaches in order to minimize loss of lives and damage to properties and assure the internally displaced person can immediately go back to their normal life during periods of intermittent conflicts.

h. To ensure that disaster risk reduction and climate change measures are gender responsive, sensitive to indigenous people's needs, knowledge system, cultures, and respectful to human rights.



Republic of the Philippines
 Province of Leyte
 MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 -002
 Dated: February 16, 2026

- i. To recognize the risk pattern through-out the municipality and strengthen the capacity of all the barangays and other government and private offices within the municipality for disaster risk reduction and management through decentralized powers, responsibilities and resources.
- j. To engage participation of civil society organizations, private sector and volunteers in the government disaster reduction programs towards the effective delivery of services to all the constituents, this municipality.
- k. To strengthen and develop the capacities of vulnerable and marginalized groups to mitigate, purpose for, to respond and recover from the effects of the disasters.
- l. To enhance and implement programs where humanitarian aid workers, communities, health professions, government agencies, donors and media are educated and trained on how they can effectively support disaster and emergency response and recovery effort as well as disaster mitigation and risk reduction.
- m. The municipality of Santa Fe, Leyte may have the right to evaluate and validate the integrity of every humanitarian aid worker, health professionals, government agencies and donors before they can implement their programs and projects in our Municipality before, during and after occurrence of a disaster.
- n. To provide maximum care, assistance and services to the individuals and families affected by disaster.

SECTION 4: SCOPE OF APPLICATION: This ordinance shall apply to LGU Santa Fe, barangays, civil societies, government and private sectors and all other risk reduction and management organizations in the Municipality of Santa Fe, Leyte.

SECTION 5. DEFINITION OF TERMS

- a. **Capacity-** combination of all strength and resources available within the municipality, barangays, organizations, government and private sector that can reduce the level of risk or effect of disaster. It can also be described as capability. (e.g. Infrastructures, institutions, human knowledge, skills, appropriate technologies, collective attributes such as social relationships, leadership and management)
- b. **Civil Society Organizations (CSOs)** - non-state organizations whose aims are neither to generate profits nor to seek governing power. (e.g. NGOs, professional associations, community-based organizations, religious organizations, people's organization, cooperatives and faith-based organizations.
- c. **Disaster** - a serious description of the functioning of the municipality widespread human material, economics or environmental losses and impact, which exceeds its ability to cope up using its own resources. (e.g. loss of life, injury, disease outbreak, other negative effects on human, physical and mental well-being damage to property, destruction of assets, loss of services, social and economic disruption and environmental consideration.
- d. **Emergency Management-** The organization and management of resources and responsibilities for addressing all aspect of emergencies, in particular preparedness, response and initial recovery steps.
- e. **Mitigation-** Structural and non-structural measures undertakes to limit the adverse impact of natural hazards and to ensure the ability of at-risk barangay government and non-government sectors, to address vulnerabilities aimed at minimizing impact of disasters. Such measures but not submitted to hazard-resistant construction and engineering works, the formulation and implementation of plans, programs, projects and activities, awareness raising knowledge management, policies on land-use resources management, as well as the enforcement of comprehensive land-use planning, building and safety hazards and legislation.
- f. **Disaster Risk Reduction and Management Framework-** Provides the comprehensive all hazards, multi-sectoral, inter-agency and community-based approach to disaster risk reduction and management.
- g. **Preparedness** – Pre-disaster actions and measures undertaken or to be undertaken within the context of disaster risk reduction and management based on sound-risk analysis, as well as pre-disaster activities to avert or minimize loss of life and property, such as but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets and public information and education activities.

Amala
 Jhon

Amala
 Jhon

page 3 of 10

(B) mmmmm



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 - 002
Dated: February 16, 2026

h. **Private Sector**- comprises of private corporations, household and non-profit Institutions serving households.

i. **Public Sector**- individuals in the civil sector.

j. **Volunteer**- individual/person or group who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, or services or resources, whether full time or part time based on or just essential social development cause, mission or endeavor in the belief that his/her activity is mutually meaningful and beneficial to public interest as well as to himself/themselves.

k. **SFMDRRMO**- Santa Fe Municipal Disaster Risk Reduction Management Office.

SECTION 6. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

The Municipal Disaster Risk Reduction Management Council of Santa Fe, Leyte is hereby established and created with its duties, functions and responsibilities.

SECTION 6.1 The MDRRMC shall be composed of, but not limited to, the following:

a. Chairman – Municipal Mayor

b. Members

1. The Municipal Planning and Development Officer;
2. Local Disaster Risk Reduction Management Officer;
3. Municipal Social Welfare and Development Officer;
4. The Head of the Local Health Office;
5. The Head of the Local Agriculture Office;
6. The Head of the Local Gender and Development Office or GAD Focal Person;
7. The Head of the Local Engineering Office;
8. The Head of the Local Veterinary Office;
9. The Head of the Municipal Budget Office;
10. The Head of the Municipal Accounting Office;
11. The Head of the Treasurer's Office;
12. The Head of the Municipal Assessors Office;
13. The Head of the Municipal Civil Registrars Office;
14. The Head of the Municipal Environment and Natural Resources Office;
15. The Head of the General Services Office
16. The Head of the Human Resource and Management Office
17. The District Supervisor, Department of Education Santa Fe District;
18. The highest-ranking officer of the Armed Forces of the Philippines assigned in the area;
19. The Municipal Chief of the Philippine National Police;
20. The Municipal Fire Marshal of the Bureau of Fire Protection;
21. The Municipal Local Government Operations Office;
22. The President of the LIGA ng mga Barangay;
23. The Philippine Red Cross;
24. Sangguniang Bayan Member Committee on Peace and Order
25. Sangguniang Bayan Member Committee on Environmental Protection and Waste Management
26. The Head of the Santa Fe Auxiliary Traffic Unit
27. Six accredited Civil Society Organizations (CSOs);
 - One representative from the academe or independent research studies;
 - One representative from the faith-based (predominant religion) organizations;
 - One representative from the faith-based (minor religion) organizations;
 - One representative from the NGOs/POs related to the environment;
 - One representative from the NGOs/POs related to agriculture;
 - One representative from professional organizations, foundations or community-based organizations (CBOs)
28. One private sector representative



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 - 002
Dated: February 16, 2026

SECTION 6.2 - Duties and Responsibilities The Local Disaster Risk Reduction and Management Council shall have the following functions:

- a. Approve, monitor and evaluate the implementation of the LDRRM Plans and regularly review and test the plan consistent with other national and local planning programs;
- b. Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
- c. Recommend the implementation of forced or preemptive evacuation of local residents, if necessary; and
- d. Convene the local council once every three (3) months or necessary.

SECTION 7. RESOURCE PERSONS – The MDRRMC of Santa Fe, Leyte may invite other concerned agencies, person, institutions, organizations or instrumentalities in the government, public and private sector, as resource person in meetings when deemed necessary to perform its mandate.

SECTION 8. The Municipal Disaster Risk Reduction Management Office of Santa Fe, Leyte is hereby established and created with its duties, functions and responsibilities.

SECTION 9. The Municipal Disaster Risk Reduction Management Office of Santa Fe, Leyte will serve as secretariat of the MDRRMC of Santa Fe, Leyte.

SECTION 10. The MDRRMO of Santa Fe, Leyte shall be composed of Local Disaster Risk Reduction Management Officer (LDRRMO) to be assisted by three (3) staff responsible for the

- a. Administrative and Training Unit
- b. Research and Planning Unit
- c. Operations and Warning Unit

The three (3) staffs should be a civil service eligible and must have experience on civil defense/disaster risk reduction and management.

SECTION 11. Functions of the Municipal Disaster Risk Reduction Management Office of Santa Fe, Leyte in coordination with concerned National and Local agencies and Instrumentalities with impartially given the emerging challenge brought about of the disasters:

DRRM Research and Planning

- a. Design and formulate program disaster risk reduction and management plan consistent with National Standards and guidelines and submit this plan for approval by the MDRRMC;
- b. Facilitate, support, and coordinate risk assessment and contingency planning activities at the local level;
- c. Consolidate local disaster risk information which included natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- d. Conduct research and development initiatives on DRRM;
- e. Formulate and implement a comprehensive and integrated LDRRM Plan in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- f. Prepare and submit to the local sanggunian through the LDRRM Council and the Local Development Council the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the LDRRMO/ BDRRMC;
- g. Maintain a database of human resource equipment, directories and location of critical infrastructures and their capabilities such as hospitals and evacuation centers;
- h. Serve as the secretariat and executive arm of the LDRRMC;
- i. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121.
- j. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG; and

Handwritten note in blue ink: "Handwritten L"



Republic of the Philippines
 Province of Leyte
 MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 - 002
 Dated: February 16, 2026

- k. Involve the most vulnerable sectors (women, children, senior citizen, and PWD) in risk assessment and planning.

DRRM Administration and Training

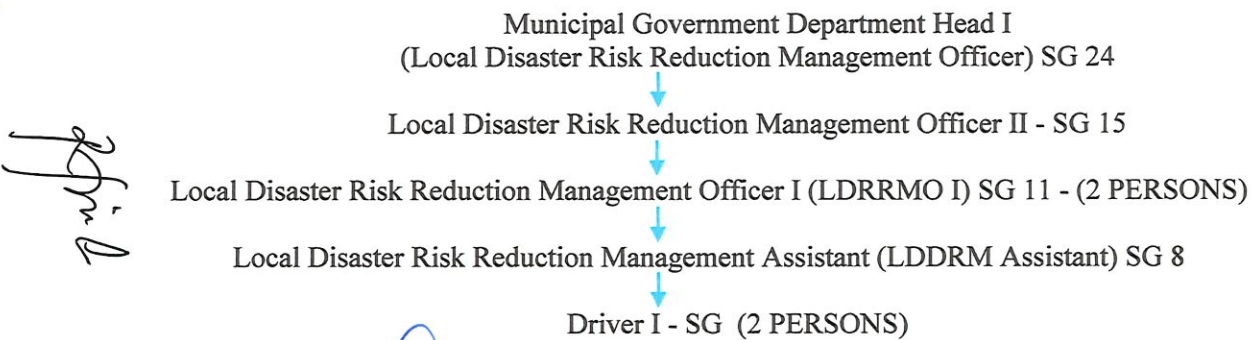
- l. Organize and conduct seminars and trainings, orientations and knowledge management activities on disaster risk reduction and management in the municipality;
- m. Identify and assess hazards, vulnerability, and risks that may occur in the municipality;
- n. Identify and implement cost-effective risk reduction measures or strategies;
- o. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks;
- p. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;
- q. Organize, train, equip and supervise the local emergency response teams and the ACDV s, ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- r. Within its area, promote and raise public awareness of and compliance with this RA 10121 and legislative provisions relevant to the purpose of the latter.
- s. Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in this Act;
- t. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

DRRM Operations and Warning

- u. Operate a multi-hazard early warning system using information from various government agencies such as PAGASA using diverse mass media tools, such as radio, landline communications, and other technologies for communication within the municipality;
- v. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- w. Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- x. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- y. Coordinate other disaster risk reduction and management activities;
- z. Establish interoperability (linkage/network) with other LGUs for disaster risk reduction and emergency response purposes;
- aa. Establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center;
- bb. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond their needs; and
- cc. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD)

Section 12. The organizational structure of this office will be as indicated below:

12.1 Municipal Disaster Risk Reduction Management Office



Handwritten signatures and initials are present at the bottom of the page, including a large signature across the bottom center and several smaller ones on the left and right sides.



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 - 002
Dated: February 16, 2026

12.2. The Santa Fe MDRRMO should be considered as Municipal Department Head I with a salary Grade 24 with the following qualifications standards:

- a. Must be a Bachelor's Degree holder;
- b. Must be a Career Service Professional/ Second Level Eligibility holder;
- c. Four (4) years in position involving management and supervision functions, 1 year of which is relevant to DRRM;
- d. Must have a minimum of twenty-four (24) hours training in disaster risk reduction and management; and
- e. Must have attended several seminars on disaster reduction and management conducted by authorized government agencies.

12.3 - Duties and Responsibilities The Local Disaster Risk Reduction and Management Officer (MGDH 1) shall have the following functions:

- a. Responsible for day-to-day operation of the Local Disaster Risk Reduction Management Office;
- b. Designs, programs and coordinates Disaster Risk Reduction Management activities;
- c. Facilitates and support risk assessment and planning activities at the local level;
- d. Consolidates local disaster risk information which includes natural hazards, vulnerabilities and climate change risks and maintain local risk maps;
- e. Conduct research and development initiatives on DRRM;
- f. Formulate and implement LDRRMP in close coordination with the MDRRMC;
- g. Prepares and submit to the Local Sanggunian through the LDRRMC and LDC the different plans and budget;
- h. Report on LDRRM fund utilization, and other reports to COA, OCD, and DILG;
- i. Serve as the secretariat and executive arm of the Local DRRM Council (LDRRMC);
- j. Ensure the involvement of the most vulnerable sectors in risk assessment planning;
- k. Supervised and monitors the BDRRM fund utilization and implementation of BDRRM Programs, Projects, and Activities (PPA's);
- l. Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in this Act;
- m. Establish Municipal Disaster Risk Reduction and Management Operations Center;
- n. Prepare and submit, through the LDRRMC and LDC, the report on the utilization of the LDRRMF and other dedicated disaster risks reduction and management resources of the local COA, copy furnished the regional director of the Office of Civil Defense and the Local Government Operations Officer of the DILG;
- o. Act on matters that may be authorized by the LDRRMC; and
- p. Do other tasks assigned by the Local Chief Executive.

Section 13. MUNICIPAL DISASTER RESPONSE CLUSTER – the municipal government through the Municipal Disaster Risk Reduction and Management Office with the policy guidance of the Municipal Disaster Risk Reduction and Management Council shall adopt the Response Cluster Approach based on the National Disaster Response Plan. These are the following including its lead offices:

- a. Education Cluster (DepEd Santa Fe),
- b. Food and Non-Food Cluster (MSWDO),
- c. Health Cluster (MHO),
- d. Search, Rescue and Retrieval Cluster (BFP),
- e. International and Local Humanitarian Assistance Cluster (Office of the Mayor),
- f. Law and Order Cluster (PNP),
- g. Logistics Cluster (MDRRMO),
- h. Emergency Telecommunications Cluster (MDRRMO),
- i. Management of the Dead and Missing Cluster (MLGOO),
- j. Camp Coordination and Camp Management Cluster (MSWDO),
- k. Protection Cluster (MSWDO)



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 -002
Dated: February 16, 2026

To ensure response efficiency, additional response clusters may be added such as but not limited to:

- a. Road Clearing Cluster (Municipal Engineering Office),
- b. Fire Suppression Cluster (BFP),
- c. Shelter Cluster (MSWDO),
- d. Early Recovery Cluster (MAO),
- e. Lifeline Restoration Cluster (General Services Office), and
- f. Mobilization of Community Disaster Volunteers Cluster (MDRRMO)

Section 14. SANTA FE RESCUE UNIT – consonance to the Philippine Disaster Risk Reduction and Management Act, the municipality should create and mobilize the Santa Fe Rescue Unit or the SAFRU. The SAFRU will serve as the official emergency responders for road accidents and shall complement the Bureau of Fire Protection personnel during the mobilization of the Search and Rescue and Retrieval Cluster during heightened emergencies such as earthquakes, tropical cyclone, and flooding. SAFRU is also expected to assist the Health Response Cluster during pandemics and DRRM-H concerns needing staff augmentation.

Section 15. STANDARD OPERATING PROCEDURES AND PROTOCOLS – in the conduct of disaster response operations, the municipal government through the Municipal Disaster Risk Reduction and Management Office in reference to Approved National SOPs through the policy guidance of the Municipal Disaster Risk Reduction and Management Council shall formulate, adhere, evaluate, and update regularly the established procedures and protocols.

SECTION 16 – EMERGENCY OPERATIONS CENTER – the municipal government through the Municipal Disaster Risk Reduction and Management Office with the policy guidance of the Municipal Disaster Risk Reduction and Management Council shall establish the Santa Fe Emergency Operations Center consonance to Republic Act 10121 (Section 12) and its Implementing Rules and Regulations (Rule 4, Section 5), the NDRRMC-DILG-DBM-CSUS JMC 2014-1 (Section 7.3.7), and NDRRMC Memorandum No. 131 s. 2018.

SECTION 17 – INCIDENT COMMAND SYSTEM – the municipal government through the Municipal Disaster Risk Reduction and Management Office with the policy guidance of the Municipal Disaster Risk Reduction and Management Council shall establish the Incident Command System as part of the Philippines on-scene disaster response system consonance to Republic Act 10121 (Section 9) and its Implementing Rules and Regulations (Rule 7), and the NDRRMC Memo No. 4 s. 2012.

Section 18. ACCREDITATION, MOBILIZATION, AND PROTECTION OF COMMUNITY DISASTER VOLUNTEERS - the municipal government through the Municipal Disaster Risk Reduction and Management Office with the policy guidance of the Municipal Disaster Risk Reduction and Management Council shall facilitate the accreditation, mobilization, and protection of Community Disasters Volunteers consonance to Republic Act 10121 and NDRRMC Memorandum Circular No. 64 s. 2021. The municipal government should also recognize and accept other volunteers who may not meet the accreditation requirements to include but not solely individual volunteers or organized groups across all sectors and other community stakeholders to complement the government personnel and logistical capabilities for disaster management.

Section 19. CAPACITY BUILDING. All disaster volunteers as well all government personnel, both municipal level and barangay level especially those assigned in the Emergency Operations Center, Incident Command System, Municipal Response Clusters, Barangay Disaster Risk Reduction and Management Committees, attached government agencies such as DepEd, BFP, PNP, among others including the accredited community disaster volunteers shall undergo DRRM related capacity building activities. MDRRMO shall work closely and in coordination with other DRRM training institutions such as the Philippine National Red Cross, Office of the Civil Defense – PAGASA, and PHIVOLCS among others. The municipality shall create an LGU Pool of Trainers who shall provide the additional capacity training requirements of the LGU.

Section 20. SOURCE OF FUNDS FOR MDRRMO

- a. The Municipal Government should allocate annual funds for personnel services detailed at the MDRRM Office of Santa Fe.
- b. Five Percent (5%) LDRRM Fund
- c. Quick Response Fund or 30% of the 5% LDRRM Fund as standby fund for relief and recovery programs in order that the living conditions of the disaster-stricken communities may be normalized as quickly as possible.



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

*Continuation: Municipal Ordinance No. 2026 -002
Dated: February 16, 2026*

- d. Donations – financial assistance from outside source intended for recovery program with disaster-stricken communities.

Section 21. The MDRRMO of Santa Fe shall manage the use of Santa Fe MDRRMO funds according to the plan approved of by the MDRRMC. Same office shall submit a report on such utilization to the MDRRMC with its recommendation of any unexpended fund for further risk reduction and management. Policies and Programs of Santa Fe MDRRMO approved by the MDRRM Council are all subject to legislative approval before its implementation.

Section 22. DONATIONS – Financial donations should be received by the Municipal Treasurer’s Office and receipt should be issued to the donor. Donation in kind shall be received by the Municipal Social Welfare and Development Office and an acknowledgement receipt should be issued to the donor and such donations should enter into logbook of the same department.

Section 23. IMPLEMENTING AUTHORITY – the Executive Department of the Local Government Unit shall be tasked in the preparations and formulation of implementing Rules and Regulations for the effective implementation of this ordinance.

Section 24. SEPARABILITY CLAUSE – If for any reasons any parts or provisions of this ordinance shall be declared unconstitutional or invalid. Other parts or provisions which are not affected thereby shall continue to be full force and effect.

Section 25. REPEALING CLAUSE – All ordinances and other rules and regulations or part thereof which are inconsistent with any provisions hereof, are hereby repealed or modified accordingly.

Section 26 - EFFECTIVITY - This ordinance shall take effect after three (3) consecutive weeks of publication by way of posting copies at the bulletin board of the municipal building and in at least three (3) conspicuous places within the municipality of Santa Fe, Leyte.

ENACTED, this 16th day of February 2026 during the 7th Regular Session of the 13th Sangguniang Bayan at the Sangguniang Bayan Session Hall, Santa Fe, Leyte.

Let copies of this Ordinance be furnished to the Office of the Municipal Mayor Hon. Amparo H. Monteza; to the Municipal Disaster Risk Reduction and Management Office, to the Human Resource and Management Office of this LGU, and to all other concerned for their guidance and appropriate action.

This ordinance is approved unanimously.

HON. RODEL L. AJETO
SB Member

HON. LARRY S. ARUTA
SB Member

HON. RICARDO D. FAJARDO
SB Member

HON. ALVIN D. PETILLA
SB Member

HON. BELEN C. CHUCA
SB Member

HON. LEAH T. SALCEDA
SB Member



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2026 -002
Dated: February 16, 2026



HON. AMIEL P. ENAGE
SB Member


HON. MARILOU L. MILITANTE
ABC President


HON. GENY R. ESMERO
SB Member


HON. KENT ELMER JACINTO
SK Federation President

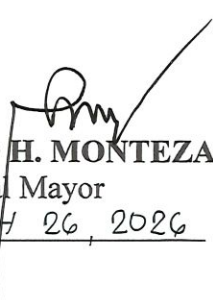
I HEREBY CERTIFY to the correctness of the foregoing Ordinance.


JULIUS XERXES M. OBENQUE
Secretary to the Sanggunian

ATTESTED BY:


HON. EDUARDO N. TOREROS
Municipal Vice Mayor
Presiding Officer

APPROVED:


HON. AMPARO H. MONTEZA
Municipal Mayor
Date: FEBRUARY 26, 2026