

Item No.: 23  
Date: 21 2026 APR.



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

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LEGAL OFFICE  
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Sangguniang Panlalawigan  
Province of Leyte

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PROVINCIAL LEGAL OFFICE

By: [Signature]  
Date: 4.15.26 Time: 9:40

Date: APR 15 2026  
By: [Signature]

**2<sup>nd</sup> INDORSEMENT**

March 31, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2025-022 of the Sangguniang Bayan of Carigara, Leyte.

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

- Ordinance No. 2025-022 entitled: "An Ordinance confirming the creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, 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 76<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 443(c)(2)<sup>2</sup> 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*

<sup>1</sup>;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.

<sup>2 2</sup> 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;

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Palo, Leyte  
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

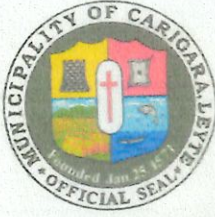
1<sup>ST</sup> INDORSEMENT  
31 March 2026

PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED  
By: [Signature]  
Date: 31. 3. 2026 Time: 4:00

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-022** of the **Municipality of Carigara, Leyte**, entitled: **An Ordinance confirming the creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte and its official logo, defining its function and prescribing personnel compliment, salary grade, qualifications and benefits, and appropriating funds thereof.**

[Signature]  
FLORINDA JILL S. UYVICO  
Secretary to the Sanggunian



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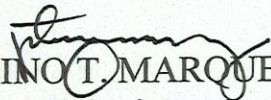
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Date: MAR 31 2026  
By: Fern V

1<sup>ST</sup> Indorsement  
March 31, 2026

Respectfully forwarded to the Honorable Members of the Sangguniang Panlalawigan of Leyte, thru the Provincial Board Secretary, Florinda Jill S. Uyvico, the herein **Municipal ORDINANCE NO. 2025-022** - *“AN ORDINANCE CONFIRMING THE CREATION OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF CARIGARA, LEYTE, AND ITS OFFICIAL LOGO, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLIMENT, SALARY GRADE, QUALIFICATIONS AND BENEFITS, AND APPROPRIATING FUNDS THEREOF”*.

For your consideration and appropriate action.

  
PAULINO T. MARQUEZ  
Legal Assistant I  
OIC-Secretary to the Sanggunian



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EXCERPT FROM THE MINUTES/JOURNAL OF THE 25<sup>TH</sup> REGULAR SESSION OF THE 20<sup>TH</sup> COUNCIL OF THE SANGGUNIANG BAYAN OF CARIGARA HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, CARIGARA, LEYTE, ON DECEMBER 17, 2025

\* \* \* \* \*

**PRESENT:**

- Hon. Jimmy A. Camposano----- Mun. Vice Mayor-Pres. Officer
- Hon. Fernando N. Moriel----- SB Member
- Hon. Vilma M. Domus ----- SB Member
- Hon. Carlo Angelo B. Go----- SB Member
- Hon. Ulpiano U. Arpon Jr.----- SB Member
- Hon. Joenlee C. Larraga ----- SB Member
- Hon. Guillermo I. Panal----- SB Member
- Hon. Arvin. N. Urmeneta----- SB Member-LnB President
- Hon. Daniel N. Ariaso, Jr.----- SB Member-SK Fed. Pres.

**ABSENT:**

- Hon. Mildred C. Modesto ----- SB Member – VL
- Hon. Myla L. Aguilar ----- SB Member – VL

\* \* \* \* \*

**MUNICIPAL ORDINANCE NO. 2025-022  
SERIES OF 2025**

**AN ORDINANCE CONFIRMING THE CREATION OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF CARIGARA, LEYTE, AND ITS OFFICIAL LOGO, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, QUALIFICATIONS AND BENEFITS, AND APPROPRIATING FUNDS THEREOF**

**HONORABLE VILMA M. DOMUS**  
Sponsor

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Page 2 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

**WHEREAS**, Section 12 of RA 10121, otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010,” mandates that there shall be established an LDRRMO in every province, city, and municipality, and a BDRRMC in every Barangay shall be responsible for setting the direction, implementation, and coordination of disaster risk management programs within their territorial jurisdiction;

**WHEREAS**, Section 443 (B) (2) of RA 7160, otherwise known as the Local Government Code of 1991, empowers the Sangguniang Bayan to create such other offices as may be necessary to carry out the purposes of the Municipal Government;

**WHEREAS**, Section 447 (A) (a) of the same code likewise authorizes the Sangguniang Bayan to determine the positions, power, duties, and salaries of officials and employees of the municipality;

**WHEREAS**, pursuant to Sections 3 and 4 of CSC MC no. 12, 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units, provides the creation of the mandatory position, the Municipal Disaster Risk Reduction and Management Officer (MDRRMO), respectively;

**WHEREAS**, the creation of the Plantilla position of Municipal Government Department Head I (MDRRMO) Step1 – Salary Grade 24 is in accordance with the Department of Budget and Management Local Budget Circular (DBM LBC) No. 137 otherwise known as the Index of Occupational Services, Positions, Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition, dated July 13, 2021 under Sec. 17, Executive Services and Section 13 of CSC MC no. 12, s.2022, otherwise known as the 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing

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Page 3 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

Patterns in Local Government Units;

**WHEREAS**, Section 5.6 of the NDRRMC, DILG, CSC JMC No. 2014-1, dated April 2, 2014, the Implementing Guidelines for the Establishment of Local DRRM Offices (LDRRMOs) or Barangay DRRM Committees (BDRRMCs) in Local Government Units (LGUs) provides the standards on position titles and salary grades of the Department Heads (DH), Assistant Department Heads (ADH), and the highest positions below the ADH;

**WHEREAS**, DBM National Budget Circular No. 451 series of 1996 provides that compensation premium or allowance may be provided for officials, and employees, who, because of the nature of their work, are exposed to hazards

**WHEREAS**, the provision of the circular explains that those employees of the MDRRMO are exposed to hazardous work areas as they attend to emergency operations, transport sick patients from residences to hospitals where they are exposed to health-related viruses or diseases and sometimes they work in areas where rescue operations or evacuations had to be carried out due to natural calamities, where the rescuers are directly exposed to harm, serious and immediate danger in the course of performing their duties, may covered with the prescribed hazard pay;

**WHEREAS**, due to the environment where they are exposed while performing their duties and functions, the municipal government should provide hazard pay as an equitable compensation for the services rendered.

**NOW, THEREFORE**, on motion of Hon. Fernando N. Moriel, duly seconded by all Sangguniang Bayan Members present, **BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF CARIGARA** in session assembled that:

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**BAGONG PILIPINAS**

Page 4 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

**SECTION 1. TITLE:** This Ordinance shall be known as the “**ORDINANCE CONFIRMING THE CREATION OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF CARIGARA, LEYTE AND ITS OFFICIAL LOGO, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLEMENT, SALARY GRADE, QUALIFICATIONS AND BENEFITS, AND APPROPRIATING FUNDS THEREOF.**”

**SECTION 2. DEFINITION OF TERMS** - Whenever used in this Ordinance, the terms hereunder shall have the following meanings:

- a) Disaster - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.
- b) Disaster Preparedness - the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the Impacts of likely, imminent or current hazard events or conditions.
- c) Disaster Prevention" - the outright avoidance of adverse impacts of hazards and related disasters.
- d) Disaster Response" - the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

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Page 5 – Municipal Ordinance No.2025-022 dated December 17, 2025- “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

- e) Disaster Risk - the potential disaster losses in lives, health status, livelihood, assets and services, which could occur to a particular community or a Society over some specified future time period.
- f) Disaster Risk Reduction - the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposures to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.
- g) Disaster Risk Reduction and Management" - the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.
- h) Early Warning System" - the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities, and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss.
- i) National Disaster Risk Reduction and Management Framework" or "NDRRMF" - provides for a comprehensive, all-hazards, multi-sectoral, inter-agency and community-based approach to disaster risk reduction and management.
- j) National Disaster Risk Reduction and Management Plan" or "NDRRMP" - the document to be formulated and implemented by the Office of Civil Defense (OCD) that sets out goals and specific objectives

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Page 6 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

for reducing disaster risks together with related actions to accomplish these objectives.

- k) State of Calamity" - a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.

**SECTION 3. FUNCTIONS OF THE OFFICE.** The Carigara Municipal Disaster Risk Reduction and Management Office shall perform the following functions with impartiality, given the emerging challenges brought about by disasters and risks;

1. Set the direction, development, implementation, and coordination of disaster risk management programs within the municipal territorial jurisdiction;
2. Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
3. Facilitate and support risk assessments and contingency planning activities at the local levels;
4. Consolidate local disaster risk information, which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
5. Organize and conduct trainings, orientations, and knowledge management activities on disaster risk reduction and management

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Page 7 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

at the local level;

6. Operate a multi-hazard early warning system, linked to disaster risk reduction, to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication with the urban communities;
7. Formulate and implement a comprehensive and integrated Municipal Disaster Risk Reduction and Management Program (MDRRMP) in accordance with the national, regional, and provincial policies on disaster risk reduction in close coordination with the Local Development Councils (LDCs);
8. Prepare and submit to the local Sanggunian through the Municipal Disaster Risk Reduction and Management Council (MDRRMC) and the Municipal Development Council (LDC) the annual Municipal Disaster Risk Reduction and Management Office (MDRRMO) plan and budget, the proposed programming of the Municipal Disaster Risk Reduction and Management Fund (MDRRMF), other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the Municipal Disaster Risk Reduction and Management Office (MDRRMO);
9. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the Local Government Units (LGUs), Civil Society Organizations (CSOs), private groups and organized volunteers, to utilize their facilities and resources for

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Page 8 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;

10. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
11. Disseminate information and awareness about hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures and programs and initiatives of the Municipality for disaster risk reduction and management;
12. Identify and implement cost-effective risk reduction measures/strategies;
13. Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capabilities such as hospitals and evacuation centers;
14. Develop, strengthen and operational mechanisms for partnership or networking with the private sectors, Civil Society Organizations (CSOs), and volunteer groups;
15. Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, sustainably-trained and competent personnel for effective civil defense and disaster and management in its area;
16. Organize, train, equip and supervise the local emergency response teams and the Accredited Community Disaster Volunteers (ACDVs), ensuring that humanitarian aid workers are equipped

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Page 9 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

with basic skills to assist mothers to breastfeed;

17. 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;
18. Within Carigara, promote and raise public awareness of and compliance with Republic Act 10121 and legislative provisions relevant to the purpose of this Act;
19. Serve as the secretariat and executive arm of the Municipal Disaster Risk Reduction and Management Council (MDRRMC);
20. Coordinate other disaster risk reduction and management activities;
21. Establish linkage/network with other Local Government Units (LGUs) for disaster risk reduction and emergency response purposes;
22. Recommend through the Municipal Disaster Risk Reduction and Management Council (MDRRMC) the enactment of the local ordinances consistent with the requirements of this Republic Act 10121;
23. Implement policies, approved plans and programs of the

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Page 10 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

Municipal Disaster Risk Reduction and Management Council (MDRRMC) consistent with the policies and guidelines laid down in this Republic Act 10121;

24. Establish and supervise the Municipal Disaster Risk Reduction and Management Emergency Operations Center (MDRRMEOC);

25. Prepare and submit, through the Local Development Council, the report on the utilization of the Municipal Disaster Risk Reduction and Management Fund (MDRRMF) and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the Office of Civil Defense (OCD) and the Local Government Operations Officer of the DILG; and

26. Act on other matter that may be authorized by the Municipal Disaster Risk Reduction and Management Council (MDRRMC);

**SECTION 4. ORGANIZATIONAL STRUCTURE.** The Municipal Disaster Risk Reduction and Management Office (MDRRMO) shall have organizational personnel who shall be initially composed of the following:

- a) One (1) Municipal Government Department Head I SG 24
- b) One (1) Local Disaster Risk Reduction and Management Officer III SG 18  
(For Administration and Training)
- c) One (1) Local Disaster Risk Reduction and Management Officer II SG 15  
(For Research and Planning)
- d) One (1) Local Disaster Risk Reduction and Management Officer I SG 11  
(For Operations and Warning)

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Page 11 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

- e) One (1) Local Disaster Risk Reduction and Management Assistant SG 8
- f) Six (6) Administrative Aide III (Driver I) SG 3  
(For Drivers)
- g) One (1) Administrative Assistant II (Property Custodian) SG 8
- h) One (1) Administrative Aide III SG 3  
(For messenger)
- i) Two (2) Administrative Aide III SG 3  
(For Admin Support Staff)
- j) Twenty-Four (24) Administrative Aide III (Laborer II)  
(For Emergency Responder)

**SECTION 5. QUALIFICATIONS.** The Local DRRM Office series of position titles herein created above shall have the following qualification standards and salary grades as follows:

No.	NAME OF POSITION	SG	QUALIFICATIONS
1	Municipal Government Department Head- I	24	<b>Education:</b> Bachelor’s degree <b>Experience:</b> Four (4) years in position involving management and supervision, 1 year of which is relevant to DRRM. <b>Training:</b> 24 hours of training in management and supervision in DRRM <b>Eligibility:</b> Career Service Professional/ 2 <sup>nd</sup> Level Eligibility

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Page 12 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

2	Local Disaster Risk Reduction and Management Officer III	18	<b>Education:</b> Bachelor’s degree <b>Experience:</b> Two years of relevant experience on DRRM. <b>Training:</b> Eight (8) hours of relevant training on DRRM <b>Eligibility:</b> Career Service Professional or with second-level eligibility
3	Local Disaster Risk Reduction and Management Officer II	15	<b>Education:</b> Bachelor’s degree <b>Experience:</b> One year of relevant experience on DRRM. <b>Training:</b> Four (4) hours of relevant training on DRRM <b>Eligibility:</b> Career Service Professional or have second-level eligibility
4	Local Disaster Risk Reduction and Management Officer I	11	<b>Education:</b> Bachelor’s degree <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> Career Service Professional or with second-level eligibility
5	Local Disaster Risk Reduction and Management Assistant	8	<b>Education:</b> Completion of two (2) years of college <b>Experience:</b> One year of relevant experience in DRRM. <b>Training:</b> Four (4) hours of relevant training. <b>Eligibility:</b> Career Service Sub-Professional/1 <sup>st</sup> Level Eligibility



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Page 13 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

6	Administrative Assistant II (Property Custodian)	8	<b>Education:</b> Completion of two (2) years in college <b>Experience:</b> None <b>Training:</b> None <b>Eligibility:</b> Career Service Sub-Professional/1 <sup>st</sup> Level Eligibility
7	Administrative Aide III (Driver I)	3	<b>Education:</b> Elementary school graduate <b>Experience:</b> None <b>Training:</b> Four (4) hours of relevant training. <b>Eligibility:</b> Driver’s License (SC MC No. 10, S. 2013-Cat. IV)
8	Administrative Aide III (Laborer II)	3	<b>Education:</b> Must be able to read and write <b>Experience:</b> None <b>Training:</b> None <b>Eligibility:</b> None (CSC MC11, s.96-Cat III)
9	Administrative Aide II (Messenger)	2	<b>Education:</b> Elementary School Graduate <b>Experience:</b> None <b>Training:</b> None <b>Eligibility:</b> None (CSC MC11, s.96-Cat III)
10	Administrative Aide III (Clerk I)	3	<b>Education:</b> Completion of two (2) years studies in college <b>Experience:</b> None <b>Training:</b> None <b>Eligibility:</b> Career Service-Sub-Professional/1 <sup>st</sup> Level Eligibility



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Page 14 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

## **SECTION 6. DUTIES, FUNCTIONS, AND RESPONSIBILITIES.**

### **1) *Municipal Government Department Head I (MDRRMO)***

- 1.1 Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council’s standards and guidelines;
- 1.2 Facilitate and support risk assessments and contingency planning activities at the local risk map;
- 1.3 Consolidate local disaster risk information, which includes natural hazards, vulnerabilities, and climate change risk reduction and management at the local level;
- 1.4 Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level;
- 1.5 Operate a multi-hazard early warning system, linked to disaster risk reduction, to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within urban communities;
- 1.6 Formulate and implement a comprehensive and integrated LDRRMP in accordance with the national and regional (Metropolitan Manila Development Authority) framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);

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Page 15 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

- 1.7 Prepare and submit to the local sanggunian through the LDRRMC and the LDC 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;
- 1.8 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;
- 1.9 Identify, assess, and manage the hazards, vulnerabilities, and risks that may occur in the locality;
- 1.10 Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks, their nature, effects, early warning signs, and counter-measures;
- 1.11 Identify and implement cost-effective risk reduction measures/strategies;
- 1.12 Maintain a database of human resources, equipment, directories, and the location of critical infrastructures and their capacities, such as hospitals and evacuation centers;
- 1.13 Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- 1.14 Take all necessary steps continuously to maintain, provide, or arrange

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Page 16 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

the provision of, or to otherwise make available, sustainably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;

- 1.15 Organize, train, equip, and supervise the local emergency response teams and the ACDVs, ensuring the humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- 1.16 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;
- 1.17 Within its area, promote and raise public awareness of and compliance with Republic Act 10121 and legislative provisions relevant to the purpose of this Act;
- 1.18 Serve as the secretariat and executive arm of the LDRRMC;
- 1.19 Coordinate other disaster risk reduction and management activities;
- 1.20 Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- 1.21 Recommend through the LDRRMC the enactment of local ordinances consistent with the requirements of this Act;
- 1.22 Implement policies, approved plans, and programs of the LDRRMC

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Page 17 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

consistent with the policies and guidelines laid down in Republic Act 10121;

- 1.23 Establish a Municipal Disaster Risk Reduction and Management Operations Center;
- 1.24 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, and the DILG; and
- 1.25 Act on other matters that may be authorized by the LDRRMC;

**2) *Local Disaster Risk Reduction and Management Officer III for Administration and Training***

- 2.1 Assist the DRRMO Officer in organizing and conducting training, orientation, and knowledge management activities on DRRM at the local level;
- 2.2 Assist the DRRMO Officer in identifying, assessing, and managing the hazards, vulnerabilities, and risks that may occur in their locality;
- 2.3 Assist the DRRMO Officer in identifying and implementing cost-effective risk reduction measures and strategies;
- 2.4 Assist the DRRMO Officer in disseminating information and raising public awareness about those hazards, vulnerabilities, and risks;
- 2.5 Assist the DRRMO Officer to take all necessary steps continuously to

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**BAGONG PILIPINAS**

Page 18 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

maintain, provide, or arrange the provision of, or to otherwise make available, sustainably-trained and competent personnel for effective civil defense and DRRM in its area;

- 2.6 Assist the DRRMO Officer in organizing, training, equipping, and supervising the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with the basic skills to assist mothers to breastfeed;
- 2.7 Assist the DRRMO Officer within this area, promote and raise public awareness of, and compliance with, Republic Act 10121 and legislative provisions relevant to the purpose of the latter;
- 2.8 Assist the DRRMO Officer in implementing policies, approving plans, and programs of the LDRRMC consistent with the policies and guidelines laid down in Republic Act 10121; and
- 2.9 Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

**3) *Local Disaster Risk Reduction and Management Officer II for Research and Planning***

- 3.1 Assist the DRRMO Officer to design, program, and coordinate DRRM activities, consistent with the NDRRMC’s standards and guidelines;
- 3.2 Assist the DRRMO Officer to facilitate the support of risk assessments and contingency planning activities at the local level;



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**BAGONG PILIPINAS**

Page 19 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

- 3.3 Assist the DRRMO Officer to consolidate local disaster risk information, which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- 3.4 Conduct research and development initiatives on DRRM;
- 3.5 Assist the DRRMO Officer to formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national and regional (Metropolitan Manila Development Authority) framework, and policies on DRR in close coordination with the Local Development Council (LDC);
- 3.6 Assist the DRRMO Officer to prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan Budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
- 3.7 Assist the DRRMO Officer in maintaining a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
- 3.8 Assist the DRRMO Officer to serve as the Secretariat and executive arm of the Local DRRMO Council (LDRRMC);
- 3.9 Assist the DRRMO Officer in recommending, through the LDRRMC the enactment of local ordinances consistent with Republic Act 10121;
- 3.10 Assist the DRRMO Officer to prepare and submit through the LDRRMC and the LDC, the report on the utilization of the LDRRMF

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Page 20 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

and other dedicated DRRM resources to the local COA, copy furnished to the regional director of the Office of Civil Defense (OCD) and the local government operations officers of the DILG; and

3.11 Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

4) ***Local Disaster Risk Reduction and Management I for Operations and Warning***

4.1 Assist the DRRMO Officer in operating a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within urban communities;

4.2 Assist the DRRMO Officer in conducting continuous disaster monitoring and mobilizing 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 property during emergencies in accordance with the existing policies and procedures;

4.3 Assist the DRRMO Officer to develop, strengthen, and operationalize mechanisms for partnership or networking with the private sectors, CSOs, and volunteer groups;

4.4 Assist the DRRMO Officer to respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected

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Page 21 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

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;

4.5 Coordinate other DRRM activities;

4.6 Assist the DRRMO Officer in establishing a municipal DRRM Operations Center;

4.7 Assist the DRRMO Officer to give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and

4.8 Assist the DRRMO Officer in responding to and managing the adverse effects of emergencies and carry out recovery activities in the most vulnerable areas, especially for the vulnerable sectors (women, children, senior citizens, and PWD).

**5) *Local Disaster Risk Reduction and Management Assistant***

5.1 Manage and administer the needs of the MDRRM Office and its staff, from training schedules, maintenance of the facility, and facilitating inquiries.

5.2 Control & monitor stocks and equipment of the office;

5.3 Helps in drill evaluation and implementation;

5.4 Performs coordination with agencies, offices, and organizations.

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Page 22 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

5.5 Responsible for the maintenance and administration of all computer hardware, servers, firewalls, IP phones, fiber optic, patches, and software systems.

**6) *Administrative Aide III (Laborer II)***

- 6.1 Performs and manages various rescue and medical skills;
- 6.2 Implements Incident Command System procedure;
- 6.3 Maintains all equipment in good condition and readiness;
- 6.4 Performs other related duties assigned by the Operations and Warning Officer of the DRRMO;
- 6.5 Recommends procurement of rescue equipment and its maintenance;
- 6.6 Stocks of supplies for replenishments.
- 6.7 Assist the MDRRMO in implementing DRRM Programs, Projects, and Activities in the municipality

**7) *Administrative Aide III (Driver I)***

- 7.1 Provide driving services to MDRRM Office staff and Emergency Responders;
- 7.2 Conduct minor repairs and perform maintenance of the assigned vehicle;

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Page 23 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

7.3 Assist in the conduct of field monitoring across barangays in the municipality;

7.4 Facilitate and assist in the preparation and processing of the Trip Ticket, Travel Order, and other required documents;

7.5 Responsible for vehicle necessities such as fuel, spare parts, and its maintenance;

7.6 Perform other tasks and activities as directed by the immediate supervisor

**8) *Administrative Assistant II (Property Custodian)***

8.1 Maintain accurate and up-to-date records of all office property, including supplies, equipment, and furniture;

8.2 Receive incoming supplies and equipment, inspecting them for damage or discrepancies, and verifying that they match purchase orders or requisitions;

8.3 Distribute supplies and equipment to authorized personnel upon request, and maintain records of issuance; and

8.4 Maintain accurate records of all property transaction, including receipts, issuance, transfers and disposals.

**9) *Administrative Aide III (for messenger)***

9.1 Deliver important documents, packages and messages to the intended recipients within the organization or to external partners.

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Page 24 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

9.2 Distribute internal communications, such as memos, notices, newsletters, to all employees.

9.3 Manage electronic communication channels, including email, instant messaging platforms, and internal communication tools.

**10) *Administrative Aide III (for Admin Support Staff)***

10.1 Assist in the preparation of reports, presentations, and other materials needed.

10.2 Assist in the coordination of trainings, meetings, and conferences both onsite and offsite.

10.3 Maintain and update databases, records, and files as necessary.

10.4 Enters and manipulates data and information by creating simple word processing templates, form letters, database tables, and spreadsheets.

10.5 Answer, screen, and route phone calls. Greet and direct clients.

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**BAGONG PILIPINAS**

Page 25 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

**SECTION 7.OFFICIAL LOGO OF THE MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE.** The Municipal Disaster Risk Reduction and Management Office Logo of Carigara, Leyte shall be described hereunder.



**Municipality of Carigara Official Seal**

The Official Seal of the Municipality of Carigara positioned at the center, which symbolizes the territorial Jurisdiction and its people that the MDRRM will serve.

**Shield/Kalasag**

Symbolizes the commitment to safeguarding communities against disaster.

**Four DRRM Thematic Areas**

**Disaster Prevention and Mitigation**

This refers to risk management programs, projects, and activities policies aimed at addressing current and reducing future risks of communities.

**Disaster Preparedness**

This aims to strengthen the capacities of government, communities, CSO's and the private sector to anticipate, cope, and recover from the adverse impacts of hazards and potential cascading disasters.

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Page 26 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

#### Disaster Response

This encompasses risk-based, timely, and anticipatory response actions to address the basic, life-preservation, and immediate needs of affected communities.

#### Disaster Rehabilitation and Recovery

This refers to programs and projects that address disaster loss. Rehabilitation and recovery must be aligned with sustainable development and the 'build back better' principle.

The Four Thematic Pillars of DRRM are interconnected and interoperable.

#### **Different hazards that would affect the municipality**

The icons of different hazards that could affect the municipality are Tropical Cyclone, Flooding, Heavy Rainfall, Earthquake, Storm Surge, Fire, Landslide, and Drought.

#### **Colors**

Green - symbolizes the nature that should be protected through nature-based solutions

Blue - symbolizes wisdom and readiness of the government institutions, stakeholders, and the people of Carigara

Red - symbolizes quick response of the government during disasters/emergencies

Yellow - symbolizes joy and hope of rebuilding a better community



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Page 27 – Municipal Ordinance No.2025-022 dated December 17, 2025- “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

Orange - symbolizes the energy and warmth of the MDRRM Office to serve the community

**SECTION 8. PURPOSE AND AUTHORIZED USE OF LOGO.** The official logo of the Municipal Disaster Risk Reduction and Management Office (MDRRMO) Carigara, Leyte, shall be used for official purposes only. It shall appear in all official documents of the MDRRMO and in circumstances where the Office permits the use thereof.

**SECTION 9. BENEFITS.** The Disaster Risk Reduction and Management Hazard Pay for Regular and Casual employees and Financial Assistance for Job Order employees is the additional pay given to a person who (1) physically reports to work on the prescribed working hours under the following conditions;

- a) Assigned in work areas that offer risks or danger to health and safety due to exposure to communicable, contagious, or infectious diseases, explosive, combustible, dangerous, or noxious odor, toxic chemicals, gas, or biological hazards.
- b) Involved in rescue operations/ evacuation/ rehabilitation and areas declared under the state of calamity or emergency by the President or Sangguniang Bayan, where harm and danger or occupational risks or perils to life exist.

or (2) urgent and necessary services for the delivery of services to the general

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Page 28 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo...”

public, mostly in times of disaster.

**SECTION 10. AMOUNT OF HAZARD PAY AND FINANCIAL ASSISTANCE.** DRRM Regular and Casual employees shall be entitled to DRRM hazard pay per month in the amount of one thousand five hundred pesos (Php 1,500.00), and DRRM Job Order employees shall be entitled to financial assistance per month in the amount of one thousand pesos (Php 1,500.00).

**SECTION 11. RULES AND REGULATIONS.** The Municipal Government of Carigara shall grant DRRM hazard pay and financial assistance to its concerned employees, Provided that the following conditions are met:

- i. Physically reported to work;
- ii. Occupies a regular, casual, and job order in the Local Government Unit of Carigara;
- iii. Authorized to physically report for work at his/her work station on the prescribed official working hours;
- iv. Names were certified by the DRRM head and approved by the Municipal Mayor

**SECTION 12. FUNDING.** The Municipal Government of Carigara shall appropriate funds in the annual budget for the personnel schedule intended

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Page 29 – Municipal Ordinance No.2025-022 dated December 17, 2025- “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

for the salaries, benefits, compensation, other emoluments, and other incidental expenses for the aforementioned plantilla position and shall regularly appropriate funds in the ensuing years.

**SECTION 13. EFFECTIVITY.** This ordinance shall take effect immediately upon approval hereof.

**SECTION 14. SEPARABILITY CLAUSE.** If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

**SECTION 15. REPEALING CLAUSE.** Any ordinance found inconsistent herewith, in whole or in part, is hereby repealed or modified accordingly.

**ENACTED** this 17<sup>th</sup> day of December 2025 at the Sangguniang Bayan Session Hall, Carigara, Leyte

\* \* \* \* \*

**I HEREBY CERTIFY** that this is a true and accurate copy of the ordinance enacted by the sanggunian on 17 December 2025.

**RACHELYN A. SILVESTRE-CABALLES**  
Secretary to the Sanggunian

Attested:

  
**JIMMY A. CAMPOSANO**  
Municipal Vice Mayor/Presiding Officer



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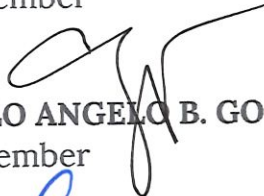
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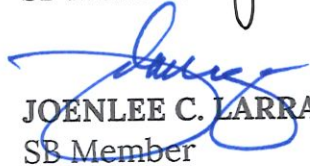



Page 30 – Municipal Ordinance No.2025-022 dated December 17, 2025– “An Ordinance Confirming the Creation of the Municipal Disaster Risk Reduction and Management Office of Carigara, Leyte, and its Official Logo ...”

Concurred:


  
**FERNANDO N. MORIEL**  
SB Member


  
**CARLO ANGELO B. GO**  
SB Member

  
**JOENLEE C. LARRAGA**  
SB Member

  
**ARVIN N. URMENETA**  
SB Member-LnB President

  
**VILMA M. DOMUS**  
SB Member

  
**ULPIANO U. ARPON JR.**  
SB Member

  
**GUILLERMORMO I. PANAL**  
SB Member

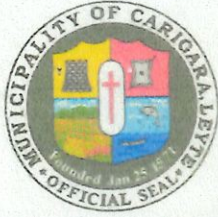
  
**DANIEL N. ARIASO JR.**  
SB Member-SK Fed. Pres.

Approved:

  
**EDUARDO T. ONG, JR.**  
Municipal Mayor

Date Approved

03/30/2026



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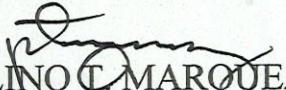
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## CERTIFICATION

**THIS IS TO CERTIFY** that **MUNICIPAL ORDINANCE NO. 2025-022** - *“AN ORDINANCE CONFIRMING THE CREATION OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF CARIGARA, LEYTE, AND ITS OFFICIAL LOGO, DEFINING ITS FUNCTION AND PRESCRIBING PERSONNEL COMPLIMENT, SALARY GRADE, QUALIFICATIONS AND BENEFITS, AND APPROPRIATING FUNDS THEREOF,* has been posted last March 30, 2026 in accordance with Sections 59 and 511, R.A. 7160 otherwise known as the Local Government Code of 1991.

**ISSUED this 31<sup>st</sup> day of March, 2026.**

  
PAULINO T. MARQUEZ  
Legal Assistant I  
OIC-Secretary to the Sanggunian