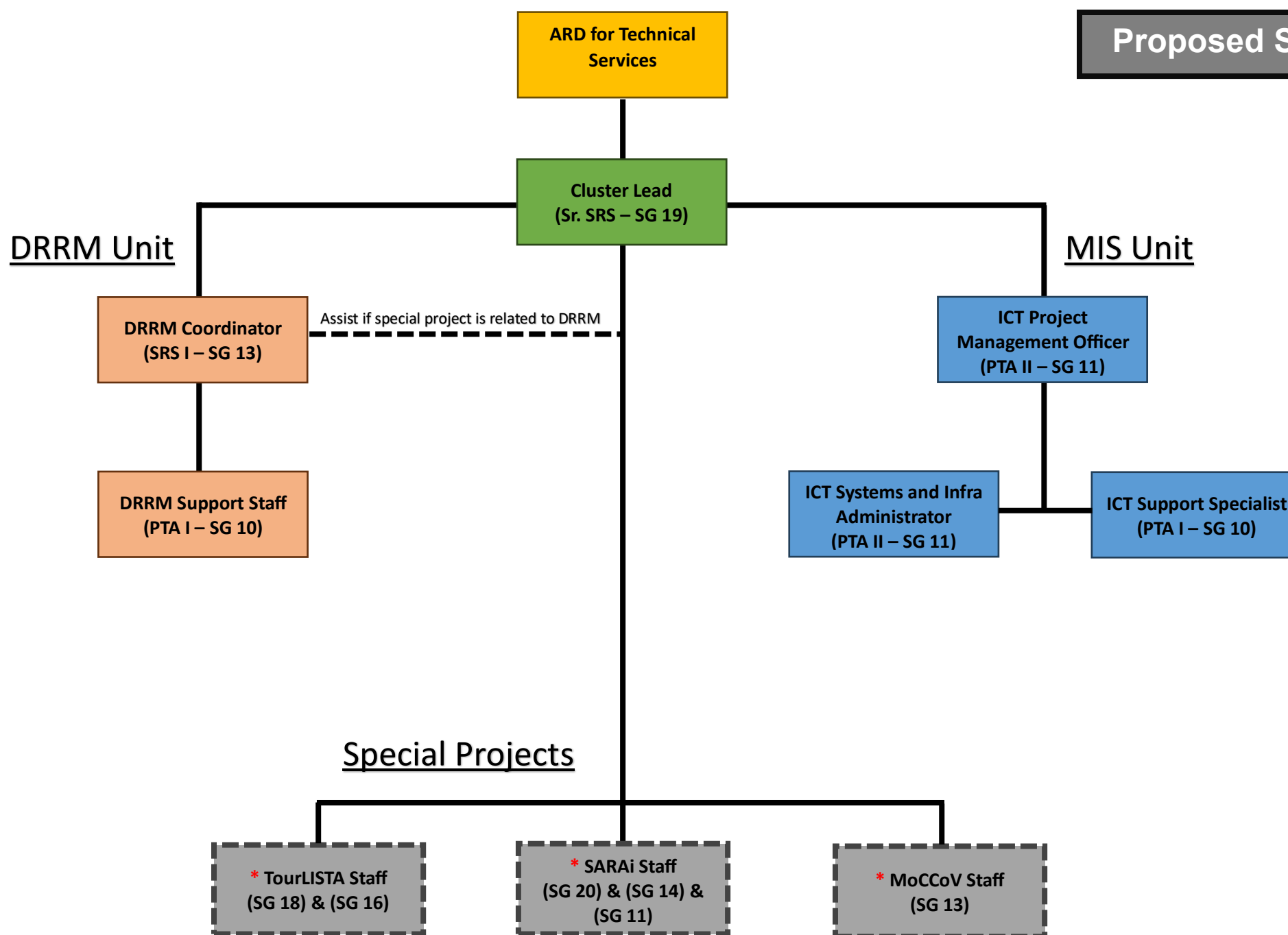


Proposed Structure



* if the project proposal will be approved

Cluster Lead:

- Provide strategic guidance for both units, ensuring alignment with organizational objectives in disaster risk reduction and ICT/digital transformation.
- Develop long-term plans for both the DRRM and MIS units, ensuring that projects are well-coordinated, efficient, and contribute to the overall goals of the organization.
- Act as the main liaison with internal and external stakeholders, including local and regional DRRM councils, LGUs, PSTO ICT Coordinators, and partner agencies.
- Oversee key projects within both DRRM and MIS, ensuring timely delivery, resource allocation, and tracking of project milestones. This includes managing disaster preparedness programs and digital transformation initiatives.
- Monitor progress and performance of ongoing DRRM and ICT projects, ensuring compliance with regulatory standards and organizational goals. Provide regular reports to senior management.
- Ensure that both units comply with relevant laws, such as the Data Privacy Act, FOI, and DRRM regulations. Oversee the adherence to ICT-related policies and procedures within the organization.
- Lead the development and regular review of key plans like the Public Service Continuity Plan, Emergency Preparedness Plan, and digitalization frameworks.
- Oversee the conduct of risk assessments and vulnerability analyses, ensuring that both disaster risks and IT-related threats (cybersecurity, data integrity) are addressed.
- Ensure that ICT systems and data are secured, implementing necessary measures such as encryption, backups, and disaster recovery plans.
- Lead, mentor, and support both DRRM and MIS teams, ensuring staff have clear roles, responsibilities, and opportunities for professional growth. Manage both teams effectively to achieve unit goals.
- Prepare consolidated reports from both units on project performance, risk assessments, regulatory compliance, and key achievements. Report outcomes to senior management and other key stakeholders.

Function of the DRRM Unit:

DRRM Coordinator (Lead):

- Lead the development, implementation, and management of the office's disaster risk reduction and management programs.
- Coordinate with local and regional DRRM councils, agencies, and local government units (LGUs) to align efforts and ensure integrated responses.
- Organize and manage training sessions and drills, such as Basic Life Support (BLS), National Simultaneous Earthquake Drills (NSED), and other emergency preparedness exercises.
- Maintain, update, and test the office's Public Service Continuity Plan to ensure operational resilience during disruptions.
- Regularly review and update the emergency preparedness plan, addressing new risks and enhancing the organization's readiness.
- Conduct comprehensive risk assessments, identifying vulnerabilities and recommending mitigation strategies to minimize disaster risks.
- Assist the cluster lead in monitoring and evaluating key DRRM projects, such as MoCCoV and SSCP-iDReAM, ensuring project milestones and objectives are met.
- Prepare and submit regular reports on DRRM activities, ensuring compliance with government regulations and DRRM frameworks. Report key outcomes to senior management and external stakeholders.
- Lead coordination efforts during actual emergency situations, ensuring timely and efficient responses, resource mobilization, and incident management.

DRRM Support Staff:

- Assist in organizing, executing, and documenting capacity-building training sessions for Emergency Response Teams (ERTs), ensuring teams are equipped with necessary skills and knowledge.
- Help prepare DRRM reports, including semi-annual and post-drill reports, and maintain accurate and updated documentation of DRRM-related activities.
- Support the monitoring of DRRM-related projects, tracking progress, identifying potential delays, and ensuring proper documentation and filing of reports.
- Assist in collecting and analyzing data on disaster risk reduction efforts, including risk assessments, incident reports, and preparedness measures.
- Provide logistical and operational support to the DRRM Coordinator during emergency response activities, including the mobilization of resources and coordination with external agencies.

Function of the MIS Unit:

ICT Project Management Officer (Co-Lead):

- Ensure the accuracy and reliability of data for all digitalization projects, maintaining high standards for data governance and integrity across all MIS-related activities.
- Collaborate with the cluster lead in managing various IT-related projects, such as digital transformation initiatives, IoT, blockchain, and emerging technologies, ensuring projects are delivered on time and meet strategic objectives.
- Manage data processing, perform in-depth analyses, and generate comprehensive reports to support project evaluation, organizational decision-making, and performance tracking.
- Oversee adherence to ICT-related laws and policies, including Freedom of Information (FOI), Data Privacy Act, and other ICT reportorial requirements, ensuring legal and regulatory compliance.
- Support the deployment and implementation of new ICT systems, including system customization, user training, and change management processes.
- Lead the management of ICT-focused initiatives like the SSCP-iDESIRE and Digital Transformation Program, ensuring alignment with organizational goals and objectives.
- Collaborate with Provincial Science and Technology Office (PSTO) ICT Coordinators for consistent system maintenance, technical support, and compliance with ICT standards.
- Assist in maintaining and organizing the organization's databases, ensuring proper archiving and backup procedures, and supporting ISO 9001:2015 compliance.

ICT System and Infrastructure Administrator:

- Oversee the day-to-day management, maintenance, and upgrades of IT systems, ensuring smooth and efficient operation across all platforms.
- Ensure robust system security, including data encryption, firewalls, and other cybersecurity measures. Regularly monitor and implement data integrity protocols such as backups and disaster recovery plans.
- Manage the organization's official website, ensuring it is updated, secure, and compliant with all regulatory requirements, including content management and performance optimization.
- Handle the configuration, monitoring, and maintenance of the organization's servers, office networks, and other critical ICT infrastructure, ensuring uptime and performance.
- Provide frontline technical support for all office-related IT issues, troubleshooting problems quickly and efficiently to minimize downtime.
- Oversee the installation, management, and maintenance of the CCTV system, ensuring the security of office premises through proper surveillance.

ICT Support Specialist:

- Provide day-to-day technical support to staff for a wide range of ICT tools, systems, and software, addressing hardware, software, and connectivity issues.
- Handle minor infrastructure tasks such as setting up workstations, configuring hardware (printers, scanners, etc.), managing software installations, and troubleshooting network connectivity issues.
- Assist the System Administrator in monitoring the health and performance of network systems, including routine checks to ensure optimal functionality and early detection of issues.
- Help ensure network security by assisting in the implementation of firewalls, antivirus software, and other security protocols. Perform regular checks and updates to minimize vulnerabilities and ensure data protection.
- Maintain records of IT assets such as hardware, software licenses, and user access. Document technical procedures, solutions to recurring problems, and best practices to improve efficiency in troubleshooting.
- Assist in managing regular software updates, system patching, and version upgrades to ensure all systems are running on the latest, secure versions.
- Assist in the maintenance and troubleshooting of collaborative platforms such as video conferencing tools, cloud-based document sharing, and intranet systems, ensuring they run smoothly during meetings and team activities.
- Help in tracking IT-related inventory (e.g., laptops, peripherals) and support the procurement process by identifying needs, providing technical input, and recommending suitable equipment or solutions.