



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Bicol Region

Office Order No. O-2304-056

April 25, 2023

FOR: All NRO 5 Staff Members

SUBJECT: Amending Office Order No. O-2109-057 Reconstituting the NEDA 5 Security and Emergency Management Team (DRRM Team) and renaming it as the NEDA 5 Health, Emergency and Security Team (HEST)

1. Office Order NO. O-2109-057 is hereby amended to update the new members of the NEDA 5 HEST.
2. The NEDA 5 HEST will cover health, emergency and security concerns including the implementation of a public service continuity plan in case of disasters.
3. The members of the HEST will be composed of representatives from all divisions who must respond to emergencies due to hazard events, natural and man-made, and participate actively in health and security-related programs of NEDA 5 (Annex B).
4. The NEDA 5 HEST will cover four functional teams as follows: (a) health services team; (b) emergency response teams; (c) damage assessment and service continuity team; and (d) safety and security team.
5. Each functional team will have a team leader and an assistant team leader who will actively engage their members in regular dialogues, skills development and simulation exercises. The organizational structure of HEST can be found in Annex C.
6. The NEDA 5 HEST will have its regular meeting at least once every quarter and emergency meetings as the need arises.
7. All other provisions in the previous office order remain in place.

For guidance.

LUIS G. BANUA
Regional Director

FAD/gsb

**Management Team of the NEDA 5 Health, Emergency and Security
(HEST Team)**

Name	Designation	Duties and Functions
ARD Edna Cynthia S. Berces	Overall Supervising Officer	<p>a. Provides general supervision of the HEST and functional teams</p> <p>b. Ensure that the following programs are implemented through the four functional teams to be organized for this purpose:</p> <ul style="list-style-type: none"> • Health services/programs including psycho-social support, annual physical check-up, routine dental check-up, medical consultation, family planning and reproductive health services, including day care center and lactation room, and sports/physical program; • Emergency response during fire outbreaks, earthquake, and other man-made disasters, including holding of periodic fire and earthquake drills; • Rapid Damage Assessment and Needs Analysis after any emergency and/or disaster; • Development and implementation of a continuity plan in case of disasters; and • Security measures to protect life and property in the office. <p>c. Submit periodic report to the head of office on activities conducted by the HEST.</p>
Gwendolyn S. Bitare	Operations Officer	
Yancy C. Solano	Team Leader, Health Services Team (HST)	
Mary Margaret L. Ansano	Assistant Team Leader, HST	
Preciosa Bautista	Team Leader, Damage Assessment and Service Continuity Team (DASCT)	
Jubemay A. Mangalino	Assistant Team Leader, DASCT	
John Paul R. Buella	Team Leader, Safety and Security Team (SST)	
Arcadio O. Sala	Assistant Team Leader, SST	
Preciosa Bautista	Technical Support	
Sol C. Longasa	Technical Support	
Seralyn R. Sarza	Administrative Support	
Marinee L. Obing	Administrative Support	
Mary Margareth L. Ansano	HEST Secretariat	

The HEST Functional Teams

Name	Designation	Duties and Functions
Health Services Team		
Yancy C. Solano	Team Leader	a) Prepare policies, plans and programs on health and wellness; b) Coordinate the conduct of health and wellness activities for the NRO personnel; c) Monitor the implementation of the plans and programs; and d) Prepare annual assessment report on the implementation of the plans and programs
Mary Margaret Ansano	Assistant Team Leader	
Nancy K. Fernandez	Member	
Mary Ann D. Montecastro-Banua	Member	
Maria Venus M. Cabaltera	Member	
Joel R. Lustina	Member	
Emmanuel Chivic O. Llaguno	Member	
Emergency Response Team		
Jasmin C. Zantua	Team Leader	She acts as the over-all coordinator of the team. She undertakes the following functions: a) ensure that the members of the HEST and functional teams are aware on how to respond in an emergency situation; b) lead the preparation and implementation of the disaster preparedness and contingency plan including the conduct of emergency drills; c) coordinate with the response agencies i.e Bureau of Fire Protection (BFP), Philippine National Police (PNP), Bicol Regional Training and Teaching Hospital (BRTTH) in times of emergency; and d) direct and supervise pre-disaster, disaster and post- disaster activities.
Gwendolyn S. Bitare	Assistant Team Leader	Serves as the assistant of the team leader and acts for her in her absence
Sheena G. Obing Almira J. Japson	Warning Officer/ Communication Officer	a) receives warning information and disseminates the same through the existing public address system with immediate clearance from the Team Leader/Assistant Team Leader; b) develops communication plan and organizes internal information protocols;

Name	Designation	Duties and Functions
		<ul style="list-style-type: none"> c) maintains appropriate communications link with the organized communication network of the government and private sector and establishes linkages and good working relationships with the government warning authorities; d) keeps records of minutes and other communication messages in a logbook; e) acts on all communication pertaining to disaster countermeasures; and f) maintains coordination with other ER teams.
Arcadio O. Sala Charlie A. Manalo	Engineering Team: Ground Floor: Second Floor	<ul style="list-style-type: none"> a) identifies structural problems of the building and premises and report status to the TL/assistant TL for appropriate action; b) checks for possible casualties in the assigned area, reports gas leaks, or fires; c) contacts the communication officer that will notify local utility companies (water, and electricity) as needed; and d) Maintains coordination with other ER teams.
Emmanuel Chivic O. Llaguno John Paul R. Buella Margie Ann B. Cantuba Joie Anne Y. Cultivo	Rescue Team	<ul style="list-style-type: none"> a) obtains information from Engineering Team on extent of damages, b) conducts search and rescue operations; c) provides updated reports and records exact location of damages, number and condition of injured or missing survivors;. d) evacuates survivors with mobility challenges e) coordinates the conduct of trainings for the search and rescue (SAR) team; f) obtains appropriate equipment for SAR operations; and g) coordinates with Philippine Red Cross and other agencies/ organizations on possible undertakings relative to SAR operations.
Michelle B. Brosas Franchesca B. Monforte Chesna Thane E. Sipin Gabriel B. Burac	Evacuation Team	<ul style="list-style-type: none"> a) develops evacuation plan and procedures for both the population-at-risk and the critical resources and ensure that these routes are clearly identified and

Name	Designation	Duties and Functions
		<p>made known to personnel concerned;</p> <p>b) maintains a roster of people in need of assistance and provide emergency assistance for evacuation;</p> <p>c) ensures that movement of people upon receipt of warning signals are known to all which include special procedures to follow as provided in the contingency plan;</p> <p>d) ensures that all persons have vacated the danger zone and immediately transferred to safer areas;</p> <p>e) assists in the transfer of threatened person/persons or potential victims identified from the danger zone to the safer areas;</p> <p>f) coordinates with the local disaster authorities for evacuation and relief assistance when needed;</p> <p>g) ensures that evacuation sites and temporary holding areas are based from the selection criteria for safe evacuation centers; and</p> <p>h) maintains coordination with other ER teams.</p>
<p>Ruby Anne B. Lorca Pamela May V. Lovendino Joel R. Lustina Diana Joy M. Marco</p>	<p>Medical Team</p>	<p>a) arranges with the government and private health organizations for first aid and medical self- help trainings;</p> <p>b) supervises the application of first aid, pre-hospital care and medical treatment in case of emergency;</p> <p>c) directs first aid/or medical self-help operations and controls access to medical supplies to ensure the effective use, conservation and availability when needed;</p> <p>d) maintains adequate sanitation and hygiene standards and other matters related to emergency health, hygiene and medical activities within the establishments during an emergency;</p> <p>e) inspects the storage and handling of food and drinking water during emergency need; and</p>

Name	Designation	Duties and Functions
		f) maintains coordination with other ER teams
Bienvenido C. Mendoza Arcadio O. Sala Ricky Pante Jesson Berces	Transportation Team	a) responsible for the transport needs of the HEST and personnel; b) identifies possible support transportation facilities both from the government and private groups and tap these resources as needed; c) organizes the dispatch of emergency transportation facilities; and d) maintains coordination with other ER teams.
Dave A. Briones Ronaldo B. Bañas	Fire Fighting Team	a) ensures that fire-fighting instructions from Bureau of Fire Protection (BFP) are implemented; b) ensures all personnel are familiar with the fire-fighting equipment such as fire-extinguishers as well as alarm systems; c) conducts initial assessment of the situation before extinguishing or containing fire pending the arrival of regular fire fighting forces; d) provides assistance or information to responding fire fighters on the location of water supply/ fire hydrant and works closely with the local water district, BFP and other support agencies on fire prevention and control; and e) maintains coordination with other ER teams
Preciosa Bautista Sol C. Longasa Maria Venus Cabaltera	Logistics Team	a) sees to it that support resources are available and prepositioned in strategic areas for quick response; b) maintains coordination with finance officer and the management; c) coordinates with the security team to ensure safety of the critical facilities and resources; d) maintains equitable distribution of emergency resources; e) establishes working relationships with the resource agencies; and f) maintains coordination with other ER teams

Name	Designation	Duties and Functions
Damage Assessment and Service Continuity Team		
Preciosa Bautista	Team Leader	a) Prepare policies, plans and programs for DRRM, including damage assessment report, public service continuity plan; b) Monitor the implementation of the plans and programs; and c) Prepare annual assessment report on the implementation of the plans and programs
Jubemay A. Mangalino	Asst. Team Leader	
Armylene B. Posada	Member	
Joel R. Lustina	Member	
Chesna Thane E. Sipin	Member	
Yancy C. Solano	Member	
Safety and Security Team		
John Paul R. Buella	Team Leader	a) ensures security and protection of persons and properties in vacated areas and areas of operations; b) implements and enforces personnel identification and control by checking unauthorized persons and vehicles in the cordoned areas; c) responds to alarm signals or other suspicious activities and reports unusual activities to higher authorities; d) performs escort duties in the transport of persons, supplies and equipment; e) coordinates with the PNP for the supplemental security of the area affected; f) responsible for the coordination in each division regarding the safekeeping and protection of critical properties and investments; and g) maintains coordination with other functional teams.
Arcadio O. Sala	Assistant Team Leader	
Bienvenido Mendoza	Members	
Ronaldo B. Bañas	Members	
Security Guards (3)	Members	

ORGANIZATIONAL STRUCTURE OF THE NEDA 5 HEST

