



## EXECUTIVE ORDER NO. 03

Series of 2025

### DIRECTING ALL BARANGAYS IN THE MUNICIPALITY OF LOS BAÑOS TO SUBMIT REGULARLY SITUATIONAL REPORTS DURING CALAMITIES TO THE MUNICIPAL GOVERNMENT THRU THE OFFICE OF THE MUNICIPAL MAYOR AND THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE.

**WHEREAS**, Section 15, Article II of the 1987 Philippine Constitution provides that the State shall protect and promote the right to health and safety of the people and instill health consciousness among them;

**WHEREAS**, Section 16 of the Local Government Code of 1991 (Republic Act No. 7160) provides that every local government unit shall exercise powers necessary, appropriate, or incidental for its efficient and effective governance, and for the promotion of the general welfare of its constituents;

**WHEREAS**, Section 389 (b)(1)(viii) of Republic Act No. 7160 mandates Barangay Captains to ensure the delivery of basic services, particularly during emergencies, disasters, and other situations affecting public safety;

**WHEREAS**, pursuant to Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, local governments are mandated to strengthen disaster preparedness and establish a mechanism for timely and reliable risk and situational assessment;

**WHEREAS**, efficient information-sharing and situational awareness are critical to effective local governance, emergency response, and the protection of life and property;

**NOW, THEREFORE, I, HON. NEIL ANDREW N. NOCON, Municipal Mayor of Los Baños, Laguna, by virtue of the powers vested in me by law, do hereby order the following:**

**Section 1. MANDATORY BARANGAY SITUATIONAL REPORTING.** All Barangays within the jurisdiction of the Municipality of Los Baños are hereby mandated to submit regularly and timely Situational Updates to the Municipal Government of Los Baños through the Office of the Municipal Mayor and the Municipal Disaster Risk Reduction and Management Office (MDRRMO).

**Section 2. CONTENT OF REPORTS.** The situational updates shall include, but not be limited to, the following key information within the Barangay's Area of Responsibility (AOR):

#### 1. Weather Update

- Localized weather conditions (e.g., rainfall, temperature, flooding)
- Impacts of weather disturbances (if any)

- 2. Lifeline Facilities**
  - Status of Electricity (e.g., outages, restoration timelines)
  - Status of Water Supply (availability, contamination, interruptions)
  - Status of Communication Networks (signal availability, issues)
- 3. Traffic and Transportation Conditions**
  - Road passability and congestion
  - Obstructions or ongoing construction activities
- 4. Incidents or Accidents**
  - Type of Incident (e.g., fire, vehicular, criminal, medical, disaster-related)
  - Exact Location of occurrence
  - Date and Time of occurrence
  - Reporting Period
  - Response Details (Responding units/agencies and time of response)
- 5. Other Notable Observations**
  - Presence of suspicious activity
  - Community needs and concerns
  - Public health and sanitation issues

**Section 3. FREQUENCY AND FORMAT OF REPORTING.**

- Barangays shall submit daily situational reports or more frequently during emergencies or critical events.
- Reports shall be submitted via email, messaging platform/social media, or any means approved by the MDRRMO.
- A standardized reporting template shall be provided by the MDRRMO for uniformity and ease of consolidation.

**Section 4. DESIGNATION OF BARANGAY INFORMATION OFFICERS.** Each Barangay shall designate a Barangay Information and Reporting Officer (BIRO) who shall be responsible for compiling, validating, and submitting reports to the Municipal Government of Los Baños through the MDRRMO.

**Section 5. MONITORING AND COMPLIANCE.** The MDRRMO, in coordination with the Office of the Municipal Mayor and the Department of the Interior and Local Government (DILG) - Los Baños Field Office, shall monitor compliance to this Executive Order. Non-compliance shall be subjected to administrative action in accordance with applicable laws and regulations.

**SECTION 6. SEPARABILITY CLAUSE.** If any part or provision of this Executive Order is declared unconstitutional or invalid, the remaining provisions shall continue to be in full force and effect.

**SECTION 7. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval and shall remain in force until revoked or amended.

DONE this 9th day of July, 2025 in Los Baños, Laguna.



HON. NEIL ANDREW N. NOCON  
Municipal Mayor



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
*Special Science and Nature City*

## RECORDS DEPARTMENT

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
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### EXECUTIVE ORDER NO. 03

#### DIRECTING THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC) TO UNDERTAKE PREPAREDNESS MEASURES TO MITIGATE THE IMPACT OF TYPHOONS DURING THE RAINY SEASON

NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	Office of the Mayor	Angelo M. Uy Chairperson	7-17-22	
2	Municipal Disaster Risk Reduction Management Office	W. A. Panell BUOT	7-17-22	