



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE SANGGUNIANG BAYAN**  
Municipal Hall, National Highway, Brgy. Timugan,  
Los Baños, Laguna 4030 Philippines  
Email: losbaños@laguna.net

**EXCERPTS FROM THE MINUTES OF THE SIXTEENTH (16TH) SPECIAL SESSION  
OF THE SANGGUNIANG BAYAN HELD ON DECEMBER 7, 2021 AT THE  
SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY,  
BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Josephine H. Sumangil - Evangelista, Presiding Officer  
S.B. Member Miko C. Pelegrina  
S.B. Member Janos S. Lapid  
S.B. Member Geronimo A. Ciceron  
S.B. Member Mark Lester B. Dizon  
S.B. Member Rodora P. Loares  
S.B. Member Jozylyn N. Manansala, SK Federation President  
Secretary Dona T. Alborida  
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Marlo PJ A. Alipon, (O.B.)  
S.B. Member Mike Dexter A. Concio, (O.B.)  
S.B. Member Cris Dayril B. Bagnes, (O.B.)  
S.B. Member Arlene P. delos Santos, Liga President, (O.B.)

Visitor : None

Visitor : None

**RESOLUTION NO. 2021-251**

**RESOLUTION APPROVING AND ADOPTING THE MUNICIPAL DISASTER RISK  
REDUCTION AND MANAGEMENT COUNCIL (MDRRMC) RESOLUTION NO. 2021-  
18 DATED NOVEMBER 11, 2021, ENTITLED "RESOLUTION ADOPTING A  
CLUSTER APPROACH FOR EFFECTIVE DISASTER RISK REDUCTION AND  
MANAGEMENT."**

Author : Councilor  Janos S. Lapid

**WHEREAS**, Republic Act. No. 10121 otherwise known as The Philippine Disaster Risk Reduction and Management Act of 2010 was approved on 27 May 2010 and its corresponding Implementing Rules and Regulations signed on 27 September 2010;

**WHEREAS**, the law mandates the development of a National Disaster Risk Reduction and Management Framework (NDRRMF) which shall provide for a comprehensive, all-hazards, multi-sectoral, inter-agency and community-based approach to Disaster Risk Reduction Management (DRRM);

**WHEREAS**, further the law grants Local Government Units (LGUs) greater flexibility towards disaster mitigation, preparation, response, rehabilitation and recovery;



**WHEREAS**, the assignment of municipal offices and national government agencies as well as cluster identification in relation to the Disaster Risk Reduction Management Cluster Identification, Response Cluster and Coordinating Instructions shall be the following:

1. Assignment and Cluster Identification

a) Food and Non-Food Item (FNI):

a.1) Responsible Lead Office: Municipal Social Welfare and Development Office (MSWDO)

a.2) General Functions: To provide food that are nutritious, age appropriate and are culturally acceptable, and non-food items to affected population during emergency response in the short term, and to restore at least the pre-disaster level of food security in the affected areas in the long term.

a.3) Specific Functions: To ensure the continuous supply of consumable items to all affected families in all evacuation centers; Conduct proper distribution of relief goods to victims; To conduct inventory of all distributed and monitor the available stocks for food and non-food commodities; Monitor the available stocks for food and non-food commodities in order to replenish if necessary.

b) Health Services:

b.1) Responsible Lead Office: Municipal Health Office (MHO)

b.2) General Functions: To make sure that all the community members are provided medical attention.

b.3) Specific Functions: To release alert memo to all local offices and hospitals; Activate command system and communication in affected areas; Activate Health Emergency Response Plan; Raise code alerts on local offices and hospital as appropriate; Conduct inventory of logistic.

b.4) General Roles and Responsibility: Provide Health Services; Activate Referral System; Conduct Rapid WASH Assessment; Activate Surveillance and Reporting Team.

c) Protection Camp Coordination and Camp Management (PCCCM):

c.1) Responsible Lead Office: MSWDO

c.2) General Functions: To provide timely and well coordinate assistance in the management of Evacuation Center.





c.3) Specific Functions: To ensure the availability of identified safe, secure and accessible evacuation center; To ensure establishment of sex and age disaggregated data; To ensure all IDPs in evacuation center are provided with basic humanitarian needs; To ensure that energy source and communication facilities are in place.

d) Logistics:

d.1) Responsible Lead Office: Municipal Engineering Office (MEO)

d.2) General Functions: To provide logistic services to all cluster deployed by the local response cluster and encourage regular info-sharing among all stake holders and other partners on emergency road network status of critical infrastructure, lifelines etc..

d.3) Specific Functions: To formulate, update, implement and monitor logistical policies, plans, programs and procedure that will harmonize the activities; To make sure that all the equipment, supplies and manpower are available; To make sure that all needed equipment vehicles are working in good condition.

e) Emergency Telecommunication (ETC):

e.1) Responsible Lead Office: Municipal Disaster Risk Reduction and Management Office (MDRRMO)

e.2) General Functions: To disseminate accurate, timely and reliable information that will be relevant pre-, during and post disaster.

e.3) Specific Functions: Alert all deployable response group especially the Barangay Quick Response Team for closely monitoring their specific area; Continuous monitoring of the affected area; Updating the down members of the cluster and the community affected by the flood; Coordination with other cluster for post assessment.

f) Education:

f.1) Responsible Lead Office Department of Education (DepEd)

f.2) General Functions: To ensure safety of the students and school personnel. Consequently, it aims to provide continued access to quality education to all affected learners.

f.3) Specific Functions: Prepare school through DepEd Division Office in issuing alerts and warnings based on weather bulletins and local government issuances; Conduct impacts and needs assessment on affected teaching and non-teaching personnel, learners and education properties; Provide the required temporary learning spaces, teaching materials and learning materials to allow for resumption of classes and education service delivery; Coordinate the provision of psycho-social support and services to both learners and DepEd personnel with concerned agencies; Mobilize resources to facilitate delivery of other relevant assistance to affected teaching and non-teaching personnel.



g) Search, Rescue and Retrieval (SRR):

g.1) Responsible Lead Office: Bureau of Fire Protection (BFP)

g.2) Specific Functions of the Cluster: To ensure the safety and security of the response teams deployed by the SRR cluster; To ensure timely, effectively and efficiently conduct SRR operations; To facilitate and assist in the retrieval, identification and proper management of human remains; To account all the responses made by the SRR cluster.

g.3) Roles and Responsibilities: The efficiency during the disaster relies on the timely and organized deployment of search, rescue, and retrieval teams; Provide resources augmentation, include manpower and equipment to the areas as needed; Coordinate with the other clusters for the resources needs of the SRR teams.

h) Management of the Dead and Missing (MDM):

h.1) Responsible Lead Office: Department of the Interior and Local Government (DILG)

h.2) General Functions: To make sure that all casualties are identified by the families.

h.3) Specific Functions: Coordinate with the families, relatives, PNP and Funeral services; Give assistance to the families in all documents needed.

i) Law and Order:

i.1) Responsible Lead Office: Philippine National Police (PNP)

i.2) General Functions: To assist the response operation and provide assistance to the affected area through provision of security to the response cluster in the affected area, Provision of traffic management that will facilitate the speedy movement of people, goods and equipment to the affected population and responding agencies, and Enforce law and order in the community through the provision of information on the disaster response operation and the maintenance of community policing to reduce or arrest criminality in the area.

i.3) Specific Functions: To establish command post and sub-command post in possible affected areas; Situational/regular conduct of police present (mobile, motorcycle and foot patrol) at the possible area that may be affected.

j) International Humanitarian Assistance:

j.1) Responsible Lead Office: Office of the Mayor

j.2) General Functions: To ensure the timely and effective therapeutic communication and proper management of all clients and guests.





j.3) Specific Functions: To establish and provide a coordinated network between tourists and the concerned agencies/individuals; To provide well-formulated measures to help restore the tourism status of the province.

2. Response Clusters:

- a) The head or authorized representative of each Response Cluster shall report in person to the Response Officer (RO);
- b) The head or authorized representative of each Response Cluster shall exercise coordination functions within the Emergency Operation Center (EOC) level to monitor the situation on the ground and stand-by for resource requests from the IMT;
- c) Upon receipt of requests from the Incident Management Team (IMT) through the EOC, the concern Response Cluster shall facilitate the availability of the requested resources;
- d) All resources mobilized and/or provided by the Response Cluster shall be checked-in to the IMT; and
- e) Once the resources have checked-in, the Response Clusters shall cease command and control over the resources.

3. Coordinating Instructions:

- a) The EOC shall facilitate all communications between the IMT and the Response Cluster;
- b) The EOC and Incident Command Post (ICP) are separate facilities that shall not be co-located during response operation;
- c) The EOC shall consolidate, process and synthesize the reports of the IMT and Response Cluster for inclusion in the official periodic situation;
- d) The RO, upon recommendation of the Incident Commander (IC), shall decide for termination of the operation of the IMT and the Response Cluster; and
- e) Upon termination of the operation, the RO shall organize a close out meeting with the IMT and Response Clusters and the Response Cluster to determine the strengths, areas for improvement, and recommendations for future operations.

**WHEREAS**, after careful review and deliberation of the Sangguniang Bayan Members, they agreed to approve the said MDRRMC Resolution;



6.00 Resolution No. 2021- 251 12/07/2021

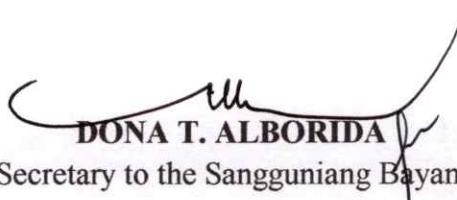
**NOW THEREFORE**, on motion of Councilor Janos S. Lapiz duly seconded by Councilor Miko C. Pelegrina and concurred by all Councilors present;

**RESOLVED AS IT IS HEREBY RESOLVED**, a Resolution approving and adopting the Municipal Disaster Risk Reduction And Management Council (MDRRMC) Resolution No. 2021-18 dated November 11, 2021, entitled “Resolution adopting a Cluster Approach for Effective Disaster Risk Reduction and Management.”


**UNANIMOUSLY APPROVED** : December 07, 2021

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I HEREBY CERTIFY to the correctness of the above-quoted Resolution.

  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ADOPTED:

  
**HON. JOSEPHINE H. SUMANGIL - EVANGELISTA**  
Vice Mayor / Presiding Officer