



MUNICIPALITY OF ASINGAN  
OFFICE OF THE MUNICIPAL MAYOR



Seal of  
Good  
Local  
Governance

AWARDEE: 2016 2017 2019

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 633-9390 | Fax (075) 632-8612  
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph

EXECUTIVE ORDER NO. 0035-A, S-2022

REORGANIZING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) TEAM OF  
THE MUNICIPAL GOVERNMENT OF ASINGAN, PANGASINAN, STRENGTHENING  
ITS FUNCTIONS AND COMPOSITION, AND FOR OTHER PURPOSES

**WHEREAS**, Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 mandates that it shall be the policy of the state to uphold the people's constitutional rights to life and property by addressing the root causes of vulnerabilities to disaster, strengthening the country's institutional capacity for disaster risk reduction and management, and building the resilience of local communities to disaster including climate change impacts;

**WHEREAS**, DILG Memorandum Circular No. 2015-76 entitled "Early Preparedness Actions to Reduce Disaster Risks" dated July 21, 2015, instructed LGU's to establish the Incident Command System to be activated in response to disasters or emergencies, in view of the NDRRMC memorandum Circular No. 04, s. 2012 or the "Implementing Guidelines on the Use of Incident Command System as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System";

**WHEREAS**, there is a need to reorganize the Municipal Incident Command System (MICS) Team to establish an efficient and effective response management system during or immediately after disasters caused by either human and natural phenomena in order to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of the people affected; and

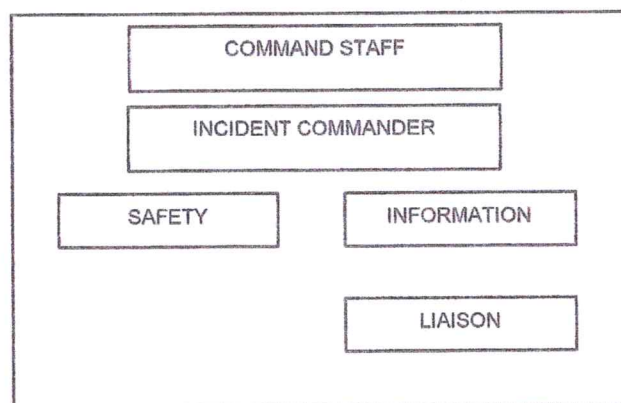
**NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR.**, Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the Reorganization of the Municipal Incident Command System (MICS) Team the Municipality of Asingan, Pangasinan with the following stipulations:

**SECTION 1. FUNCTIONS AND COMPOSITION.** The MICS Team shall be composed of:

**Primary ICS Management Functions:**

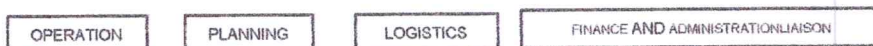
**Functional responsibility:**

Command : overall responsibility  
Operations : direct tactical actions  
Planning : collects/analyze data and  
prepare action plan  
Logistics : provide support  
Finance/Administration: Cost accounting and  
procurement



**COMMAND:**

Incident Commander	:	Engr. CARLOS F. LOPEZ, JR. – Municipal Mayor
Deputy Incident Commander	:	Insp. ROGELIO S. QUIZON, JR. – Municipal Fire Marshall
Safety Officer	:	PMAJ NAPOLEON M ELECCION – PNP Chief Asingan
Information Officer	:	Dr. JESUS G. CARDINEZ – LDRRMO III
Liaison Officer	:	MICHAEL C. SOLIVEN – LDRRMO I





# MUNICIPALITY OF ASINGAN

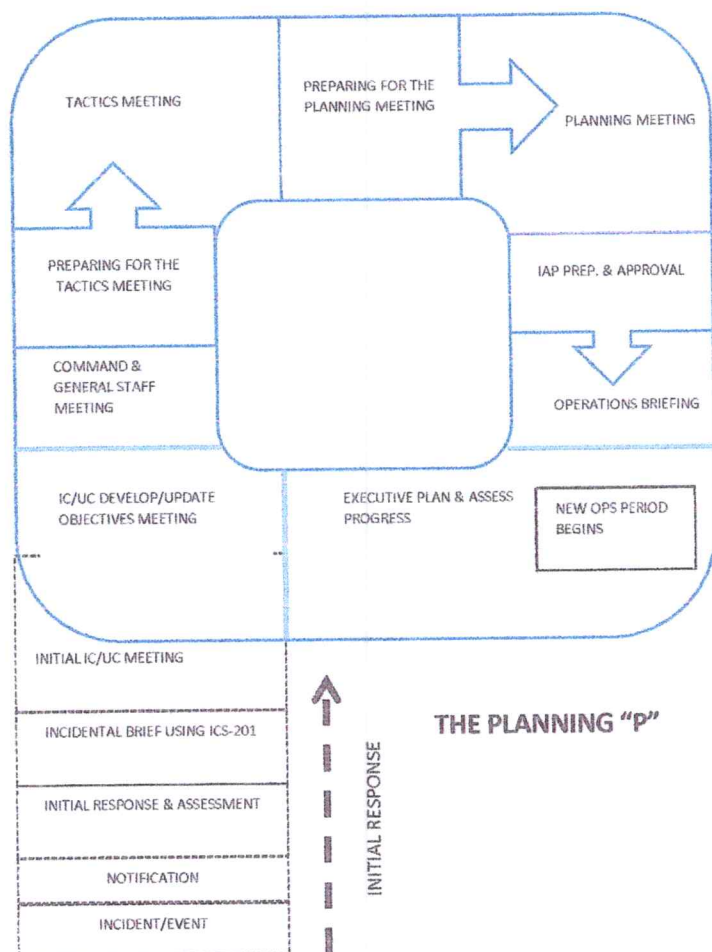
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### The Operational Planning Cycle:

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notification, initial response and assessment to planning meeting to tactics meeting.

### Incident Command Post:

Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities. For incidents happening in the Municipality of Asingan areas, incident command post will be at MDRRM Office or MDRRM Operation Center.

### Basic Functions of the Incident Commander and Command Staff

- The Incident Commander is responsible for overall management response operations;
- The Incident Commander is selected by qualifications and experience;
- Determines incident objectives and strategies;
- Establishes priorities in consultation with the staff;
- Establishes Incident Command Post (ICP);
- Establish appropriate ICS organization based on the situation;
- Ensures planning meeting are scheduled as required;
- Approves and authorizes the implementation of the Incident Action Plan;
- Ensures that adequate safety measures are in place;
- Coordinates with key people and officials;
- Has overall authority and responsibility for conducting incident operations;
- Ensures availability of resources and will serve as link to higher authorities; and
- Authorizes release of information to the news media.

### Information Officer

- Central point for information dissemination;
- Works closely with all the different information officers/media; and
- Ask approval of the Incident Commander before media releases.

### Liaison Officer

- Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies); and
- Assisting agency – provides tactical or service resources.



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### Safety Officer

- Work with operations on tactics;
- Anticipate, detect, and correct unsafe situations; and
- Has emergency authority to stop unsafe acts/operations.

### Operation Section Chief

- Directs and coordinates all incident tactical operations;
- Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups.

### Planning Section Chief

- Maintains resource status;
- Maintain situation status;
- Prepares Incident Action Plan;
- Provides documentation service;
- Prepares demobilization plan; and
- Provide technical specialists.

### Logistics Section Chief

- Provide services and support to the incident commander; and
- Responsible for: (i) facilities, (ii) transportation, (iii) communications, (iv) supplies, (v) equipment maintenance and fuel, (vi) food services, and (vii) medical services.

### Finance/Administration Section Chief

- Monitor incident costs;
- Maintains financial records;
- Administer procurements; and
- Perform time recordings.

### Disaster Risk Reduction and Management Council

- Provides the following to the Incident Commander, through Responsible Officials:
  - Making policy decisions
  - Establishing priorities
  - Resolving critical resource issues
  - Mobilizing and tracking resources
  - Collecting, analyzing and disseminating information

## OPERATIONS:

### PRE-DISASTER

#### 1. Communication and Warning

Chairperson : Dr. JESUS G. CARDINEZ – LDRMO III  
Co-Chairperson : Engr. BENJAMIN B. GINES, JR. – Municipal Engineer

**Purpose:** rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

#### **Basic Functions:**

- Relay 24-hour weather bulletin and advisory from PAG-ASA;
- Forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials;
- Assist in the activation of warning system devices;
- Furnish information on updates to responsible persons/agencies;
- Establish linkage with other agencies; and
- Post and updates information advisory thru social networks, website, Twitter, PAG-ASA, resource agencies, etc.



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### 2. Pre-emptive Evacuation and Transportation

Chairperson : JONATHAN R. HERMOGINO – POSG Head  
Co-Chairperson : JULIAN M. ILUMIN – Senior EMS  
Members : All LGU Drivers  
              POSG personnel  
              CSOs and volunteers

**Purpose:** provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

#### Basic Functions:

- Relay 24-hour weather bulletin and advisory from PAG-ASA;
- Transport the evacuees to the designated evacuation center;
- Transport relief goods;
- Provide assistance in the proper and orderly distribution of supplies and materials;
- Responsible for providing vehicles to the teams;
- Responsible for checking if the evacuation areas have the needed basic necessities; and
- Report to the barangay what is lacking in the center.

### DURING DISASTER

#### 1. Search and Rescue Team

Chairperson : Insp. ROGELIO S. QUIZON, JR. – Municipal Fire Marshall  
Co-Chairperson : JONATHAN R. HERMOGINO – POSG Head  
Members : POSG Personnel  
              All LGU Drivers  
              Personnel of Municipal Engineering Officer  
              CSOs and volunteers

**Purpose:** save lives and minimize damage to property.

#### Basic Functions:

- To have capable rescue personnel assigned in search and rescue operations; and
- Minimize further injury to people and damage to property.

#### 2. Evacuation and Relief Operation

Chairperson : TERESA O. MAMALIO, RSW – MSWD Officer  
Co-Chairperson : PRINCESS C. POON – SWO III  
Members : Members of Municipal Nutrition Council and BNS  
              Staff of the Office of the Municipal Mayor  
              Staff of the MSWD Office

#### Purpose:

- Assist in the evacuation of affected families to prevent casualties;
- Provide relief operations while in evacuation centers (food, water, blankets, mats)
- Provide relief and appropriate disaster intervention.

#### Basic Functions:

- Identify beneficiaries in coordination with barangay secretaries;
- Distribution of relief goods;
- Frontline in the event of disaster and calamities;
- Lead in the relocation of victims to a safe place;
- Monitor the evacuation centers;
- Conduct of stress debriefing of victims (DSWD);
- To coordinate with other teams;
- Link with civic groups for continuous provision of basic necessities.



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### 3. Emergency Medical Services

Chairperson : Dr. RONNIE S. TOMAS – Municipal Health Officer  
Co-Chairperson : Hon. MARIVIC S. ROBENIOL – Sanggunian on Health

**Purpose:** Provide medical services (emergencies) & post emergencies.

#### Basic Functions:

- Relay 24-hour weather bulletin and advisory from PAG-ASA;
- Conduct rapid health assessment to affected areas;
- Disposal of dead bodies if the need arises;
- EVS/health education/water supply, garbage disposal etc.;
- Provision of essential medicines/medical supplies;
- Update the incident commander on status of the health services especially the victims;
- Health advices information;
- Refer to higher authority (TBGDH) for serious cases of medical treatment;
- Recommend and suggest medical actions;
- Establish protocol of command.

### 4. Fire Suppression/Prevention

Chairperson : Insp. ROGELIO S. QUIZON, JR. – Municipal Fire Marshall  
Co-Chairperson : SFO3 FROILAN P. ESPERON  
Members : All BFP personnel and volunteers

**Purpose:** minimize effects of the occurrence of disastrous fire.

#### Basic Functions:

- Conduct of fire suppression operation during conflagration;
- Pre and post assessment of cost of damage; and
- Prepare reports and submit to MDRRMC Office.

### 5. Security and Safety

Chairperson : PMAJ NAPOLEON M ELECCION – PNP Chief Asingan

## POST DISASTER

### 1. Damage Assessment/Needs Analysis

Chairperson : TERESA O. MAMALIO, RSW – MSWDO/Coordinator  
Co-Chairperson : Engr. BENJAMIN B. GINES, JR. – Municipal Engineer (Infra)  
Co-Chairperson : MINERVA L. ROSAS – OIC-Municipal Agriculturist (Agri)

#### Purpose:

- List down number of casualties (male, female, age);
- Account/list down number of affected families/household (rescued/missing family members);
- List down injured persons that need immediate attention and medical services;
- Feedback/reporting to public information;
- Submit list/record of affected families to evacuation & relief team;
- Submit list of injured persons to emergency medical services; and
- Analyze immediate needs at evacuation center.

#### Basic Functions:

- Manage the listing of affected families rescued and brought to the evacuation center – List of injured – List of casualties – List of missing persons;
- Assess the immediate needs of the affected families in the evacuation center;
- Manage the listing of damaged to property;
- Submit to report to headquarters/Mayor;
- Update the headquarters every 3 hours.



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### 2. Rehabilitation and Recovery Team

Chairperson : Engr. BENJAMIN B. GINES, JR. – Municipal Engineer  
Co-Chairperson : MINERVA L. ROSAS – OIC-Municipal Agriculturist

**Purpose:** rehabilitate/recover/repair damaged properties after the occurrence of the calamity/disaster.

#### Basic Functions:

- Relay 24-hour weather bulletin and advisory from PAG-ASA;
- Investigation/survey extent of damage;
- Assessment as to properties, infrastructure and etc. (inventory);
- Submit report to incident commander; and
- If all request granted implementation will follow.

### 3. Retrieval Operation

Chairperson : JULIAN M. ILUMIN – Senior EMS  
Co-Chairperson : JONATHAN R. HERMOGINO – POSG Head  
Members : All POSG personnel  
CSOs and volunteers

#### Purpose:

- Find or retrieve any missing persons or bodies as reported; and
- Find important things or properties as reported missing.

#### Basic Functions:

- After the search and rescue operation, retrieval operation will commence;
- Find missing bodies and or property; and
- Coordinate with all the teams.

### PLANNING:

Chairperson : Engr. EMETERIO E. LAROYA – MPDC  
Members : Dr. JESUS G. CARDINEZ – LDRMO III  
Engr. BENJAMIN B. GINES, JR. – Municipal Engineer  
ARJAY M. GARCIA – Planning Officer I  
JONATHAN R. HERMOGINO – POSG Head

#### Basic Functions:

- Maintains resource status;
- Maintains situation status;
- Prepares Incident Action Plan;
- d. Provide documentation service;
- Prepares demobilization plan; and
- Provide technical specialist.

### LOGISTICS:

Chairperson : Engr. BENJAMIN B. GINES, JR. – Municipal Engineer  
Members : TERESA O. MAMALIO, RSW – MSWD Officer  
AMADO P. MONTEMAYOR – Coordinator, Municipal Ambulance  
JONATHAN R. HERMOGINO – POSG Head

#### Basic Functions:

- Maintains resource status
- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services



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### FINANCE ADMINISTRATION:

Members : Hon. MELCHOR J. CARDINEZ, SR. – Sangguniang Bayan Member  
EMELY S. BADUA – Municipal Budget Officer  
MARJORIE V. TINTE, CPA – Municipal Accountant  
IMELDA T. SISON – Municipal Treasurer  
Engr. EMETERIO E. LAROYA – MPDC

#### **Basic Functions:**

- Monitors incident costs;
- Maintains financial records;
- Administers procurement contracts;
- Perform time recording

**SECTION 2. MEETINGS AND QUORUM.** The meetings of the MICS Team shall be held once every three months on dates and place to be determined by the body. The Chairperson of the local council may call for a special meeting as deemed necessary. The local council shall promulgate their respective internal rules for their meetings. The MDRRMO shall serve as the Secretariat.

**SECTION 3. REPEALING CLAUSE.** All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

**SECTION 4. SEPARABILITY CLAUSE.** In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

**SECTION 5. EFFECTIVITY.** This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 21<sup>st</sup> day of September 2022 in the Municipality of Asingan, Pangasinan.

Engr. CARLOS F. DOPPEZ, JR.  
Municipal Mayor