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City of Manila

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**ORDINANCE NO. 8323**

**AN ORDINANCE CREATING THE MANILA DISASTER RISK REDUCTION AND  
MANAGEMENT OFFICE, DEFINING ITS DUTIES AND RESPONSIBILITIES,  
PROVIDING THE NECESSARY FUNDS THEREFOR AND FOR OTHER PURPOSES**

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(c) To incorporate internationally-accepted principles and guidelines on disaster risk management in the creation and implementation of national, regional and local sustainable development and poverty reduction strategies, policies, plans and budgets;

(d) To adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive and to promote the involvement and participation of all stakeholders concerned at all levels;

(e) To adopt and implement a coherent, comprehensive, integrated, efficient and responsive disaster risk reduction program continuously incorporated in the development and fiscal plan of the City Government and the barangay governments, adhering to the principles of good governance such as transparency and accountability;

(f) To mainstream disaster risk reduction and climate change adaptation and mitigation the development processes such as policy formulation, socioeconomic development, planning, budgeting and governance;

(g) To mainstream disaster risk reduction into conflict resolution approaches in order to minimize loss of lives and damage to property, and ensure that internally displaced person can immediately go back to their normal life during periods of intermittent conflicts;

(h) To ensure that disaster risk reduction and climate change measure are gender responsive, sensitive to indigenous ways, knowledge systems, cultures, and respectful of human rights;

(i) To recognize the risk patterns across the City and strengthen the capacity of barangays, and other government and private offices within the Manila City for disaster risk reduction and management through decentralized powers, responsibilities, and resources;

(j) To engage the participation of civil society organizations, the private sector, and volunteers in the government's disaster risk reduction programs towards complementation of resources and effective delivery of services to the Manilenos;

(k) To strengthen and develop the capacities of vulnerable and marginalized groups to mitigate, prepare for, respond to, and recover from the effects of disasters;

(l) To enhance and implement a program where humanitarian aid workers, communities, health professionals, government aid agencies, donors, and the media are educated and trained on how they can actively support disaster and emergency response and recovery efforts, as well as disaster mitigation and risk reduction; and

(m) To provide maximum care, assistance and services to individuals and families affected by disaster, implement rehabilitation projects to lessen the impact of disaster, and to facilitate resumption of normal and economic activities.

**SEC. 4. Scope of Application.** – This Ordinance shall apply to the City Government, the Barangays, civil societies, government and private sectors and all other disaster risk reduction and management stakeholders in the City of Manila.

## PREAMBLE

**WHEREAS**, Republic Act 10121, also known as "The Philippine Disaster Risk Reduction and Management Act of 2010" was enacted by the 14<sup>th</sup> Congress of the Philippines and duly approved by Her Excellency President Gloria M. Arroyo on May 27, 2010;

**WHEREAS**, the City Government of Manila has adopted various measures on disaster plan and management and intends to harmonize these with the provisions of R.A. 10121;

**WHEREAS**, it is in this context that the City Government shall initially enact an ordinance to define the roles, functions or responsibilities of the various government and non-government sectors involved in disaster risk reduction management and to harmonize the relationships of the key players in local disaster management and operation, as well as to legislate provisions related to RA 10121;

**WHEREAS**, this Ordinance seeks to ensure the continued, effective response of the City Government and the barangays to disasters and emergencies, in collaboration with national, foreign governments and agencies in the public sector: **NOW, THEREFORE**,

Be it ordained by the City Council of Manila, in session assembled, *THAT*:

### CHAPTER I GENERAL PROVISIONS

**SECTION 1. Title.** - This shall be known as the **ORDINANCE CREATING THE MANILA DISASTER RISK REDUCTION AND MANAGEMENT OFFICE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES.**

**SEC. 2. Purpose.** - This Ordinance is promulgated to create an office that will initiate, implement and coordinate disaster risk reduction and management policies and programs of the City of Manila formulated by the Manila Disaster Risk Reduction and Management Council seeking to institutionalize the organizational capacity/capability of Manila to achieve its objective of making the city resilient to natural and man-made disasters, as well as to fulfill its responsibilities to create a Manila community less vulnerable to disaster.

**SEC. 3. Declaration of Policies.** – The City Government of Manila upholds the following policies on disaster risk reduction management:

(a) To uphold the people's constitutional right to life and property by addressing the root cause of vulnerabilities to disaster, strengthening the City's institutional capacity for disaster risk reduction and management, and building the resilience of the Manileños to disaster;

(b) To adhere to and adopt the universal norms, principles and standards of humanitarian assistance (i.e. Universal Declaration of Human Rights, United Nations' Principles and Guidelines on Internal Displacement and Durable Solutions, Convention on the Elimination of Discrimination Against Women, Convention on the Rights of the Child) and the global effort on risk reduction as concrete expression of the City's commitment to overcome human sufferings due to recurring disasters;

## CHAPTER 2 DEFINITION OF TERMS

### SEC. 5. Definition of Terms: enumerated

**(a) Capacity** – combination of all strengths and resources available within the City, Barangays, organizations, government and private sectors, that can reduce the level of risk or effects of disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skill, tools systems, processes, appropriate technologies and collective attributes such as social relationship, leadership and management. “Capacity” may also be described as “capability”.

**(b) Civil Society Organizations (CSOs)** – non-state actors whose aims are neither to generate profits nor to seek governing power. CSOs include non-governmental organizations, professional associations, foundations, independent research institute, community-based organizations, faith-based organizations, people's organizations, social movements and labor unions.

**(c) Disaster** – a serious disruption of the functioning of the City involving widespread human material, economic or environmental losses and impacts, which exceeds its ability to cope using its own resources. Disasters are often condition of vulnerability that is present and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.

**(d) Disaster Preparedness** – the knowledge and capacities developed by the City Government, professional response and recovery organizations, barangays and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery. Preparedness is based on a sound analysis of disaster risk, and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangement for coordination, evacuation, and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities

**(e) Emergency Management** – the organization and management of resources such as volunteers, funds, donations, food and non-food items, temporary/evacuation centers, and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

**(f) Mitigation** – structural and non-structural measures undertaken to limit the adverse impact of natural hazards and to ensure the ability of at-risk Barangays, government and non-government sectors, to address vulnerabilities aimed at minimizing the impact of disasters. Such measures include, but are not limited to, hazard-resistant construction and engineering works, the formulation and implementation of plans, programs, projects and activities, awareness raising, knowledge management, policies on land-use resource management, as well as the enforcement of comprehensive land-use planning, building and safety hazards, and legislation

**(g) Disaster Risk Reduction and Management Framework** – provides for comprehensive all-hazards, multi-sectorial, inter-agency and community-based approach to disaster risk reduction and management.

**(h) Preparedness** – pre-disaster actions and measures undertaken/to be undertaken within the context of disaster risk reduction and management, based on sound risk analysis, as well as pre-disaster activities to avert or minimize loss of life and property, such as, but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets and public information and education activities.

**(i) Private Sector** – comprises of private corporations, households and non-profit institutions serving households.

**(j) Public Sector** – all persons in the civil service.

**(k) Volunteer** – individual/person or group who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, or service, or resources, whether full-time or part-time based on a just essential social development cause, mission or endeavor in the belief that his/their activity is mutually meaningful and beneficial to public interest, as well as to himself/themselves.

### **CHAPTER 3 MANILA DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (MDRRMC)**

**SEC. 6. The Manila Disaster Risk Reduction and Management Council (MDRRMC).** – The Manila Disaster Risk Reduction and Management Council (MDRRMC) is hereby established. The MDRRMC shall assume the functions and responsibilities of the former Manila City Disaster Coordinating Council.

**SEC. 7. Functions of the MDRRMC.** – the MDRRMC shall perform the following functions:

**(a)** Serve as the policy-making body of the City Government on matters related to disaster risk reduction and management;

**(b)** Approve the Manila Disaster Risk Reduction and Management Plan and monitor and evaluate the implementation of the same;

**(c)** Ensure the integration of disaster risk reduction and climate change adaption into the City's development plans and programs and budgets, as a strategy in sustainable development and poverty reduction;

**(d)** Ensure harmonious coordinative relationships and disaster management efforts of the government and other public sector agencies, both local and national, the private sector, as well as the populace, and in case of extreme emergencies, shall convene the different line agencies, including the Barangay disaster councils and other concerned institutions and authorities;

**(e)** Order the implementation of forced or preemptive evacuation of local residents, if necessary; and

**(f)** Convene once every three (3) months, or as deemed necessary.

**SEC. 8. Composition.** – the **MDRRMC** shall be composed of the following:

- (a) Chairman - City Mayor
- (b) Vice-Chairman - City Vice-Mayor
- (c) Members
  - City Administrator
  - City Council Chairperson for Police Peace and Order, Fire and Public Safety
  - City Council Chairperson for Barangay Affairs
  - Chief, City Planning and Development Office
  - Chief, City Health Office
  - Chief, City Engineering Office
  - Chief, City Budget Office
  - Head, Gender and Development Office
  - Head, Social Welfare and Development Office
  - Chief, City Veterinary Office
  - City Schools Superintendent
  - The highest-ranking officer of the Armed Forces of the Philippines assigned in the City, if any
  - Chief of Police assigned in the City
  - City Fire Marshal assigned in the City
  - Head, Philippine Red Cross, Manila. In this initial meeting, the MDRRMC, comprised as abovementioned, shall determine the criteria for the selection of additional representation as follows:
    - Members- Four Representatives from four (4) accredited civil societies
    - Organizations- One Representative from the private sector

**SEC. 9. Secretariat.** – The Manila Disaster Risk Reduction and Management Office, referred to in the succeeding Chapter shall serve as the Secretariat of the MDRRMC.

**SEC. 10. Resource Person.** – The MDRRMC may invite other concerned persons, agencies, institutions, organizations or instrumentalities in the government, public and private sector, as resource person in meetings when deemed necessary to perform its mandate.

#### **CHAPTER 4 MANILA DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO)**

**SEC. 11** An Office hereinafter to be known as the Manila Disaster Risk Reduction and Management Office (MDRRMO) is hereby created.

**SEC. 12.** The MDRRMO, in coordination with concerned national and local agencies and instrumentalities, shall perform the following functions with impartiality given the emerging challenge brought about by disasters:

(a) Design, formulate and program disaster risk reduction and management plan consistent with national standards and guidelines and submit this plan for approval by the MDRRMC,

(b) Identify and assess hazards vulnerabilities and risk that may occur in the City, and consolidate local disaster risk information, as well as maintain a City risk map,

(c) Facilitate, support and coordinate risk assessment and contingency planning activities, as well as disaster response at the City and Barangay levels and among partners in the national government and in the private sector;

(d) Operate a multi-hazard early warning system, in coordination with the Public Information Office and the various information technology system in the government through diverse mass media, particularly radio, landline communications and other technologies for communications;

(e) Maintain a database of human resource, equipment, directories and location of critical infrastructures, such as hospitals, evacuation centers, etc. and their capacities;

(f) Identify high risk disaster areas in Manila, and design and carry out effective rescue and evacuation plan for persons affected;

(g) Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area; including the network with other capacities; and

(h) Perform such other functions as may be assigned by the MDRRMC.

**SEC. 13. Structure of the MDRRMO.** – The MDRRMO shall be under the Office of the City Mayor. Initially upon passage of this Ordinance, the MDRRMO shall be organized to be composed of the following personnel who will be designated/appointed by the City Mayor:

One (1) Chief/City Government Department Head III (Chief/MDRRMO)	SG 27
One (1) Planning Officer II (In-charge, Research and Planning)	SG 15
One (1) Administrative Officer II (In-charge, Administration and Training)	SG 15
One (1) Civil Defense Officer II (In-charge, Operations and Warnings)	SG 15
Six Administrative Officer I	SG 12
One (1) per District, (In charge of coordination) (Gathering information on a per district basis) (Serving as district coordinators)	

In particular, the Chief, MDRRMO must be Civil service eligible and have experience on Civil Defense/Disaster Risk Reduction and Management.

**SEC. 14. Link Among Data Bases.** – The MDRRMO shall link the database of the City to include data on human resources, equipment, directories, location of critical infrastructures and their capacities shall be linked with national database, through the various information providers of the City Government (i.e. Public Information Office, City Management Information Systems Office, City Council Information Technology Center. The data bases shall be accessible and available to interested parties, subject however to reasonable restriction arising from legal or security requirements, if any specific information may be provided upon submission by the interested party of a written request and including proper citation and reference.

## CHAPTER 5 ROLE OF THE BARANGAY GOVERNMENTS

**SEC. 15. The Barangay Disaster Risk Reduction and Management Council (BDRRMC)** is also hereby established. It shall be responsible for setting the direction and development and coordination of disaster risk management programs within the Barangay

Thus the BDRRMC shall be composed of the following

- (a) Chairman - Punong Barangay
- (b) Members
  - Seven (7) Barangay Kagawads
  - Sangguniang Kabataan Chairman
  - Two (2) Representatives from Non-governmental Organizations

The Punong Barangay shall facilitate and shall ensure the participation of at least two (2) representatives of civil society organizations from existing and active community to present the most vulnerable and marginalized groups in the Barangay.

**SEC. 16.** There shall be a Barangay Disaster Risk Reduction and Management Center in every barangay which shall be under the MDRRMO. It shall be headed by the Chairperson of the Barangay Committee on Peace and Order. The person necessary to implement the disaster management plan of the barangay shall be designated/appointed by Punong Barangay. He shall report immediately to MDRRMO when disaster occurs in their jurisdiction.

**SEC. 17. Information and Public Awareness Drive.** – The Barangay shall provide a posting area within its jurisdiction to prominently display hazard maps and contingency plans. It shall also conduct information campaign through various media such as printed materials (newsletters, brochures, pamphlets) primarily as preventive or risk reduction measures. Regular drills on emergency response shall also be taken on a regular basis.

## CHAPTER 6 CITY DISASTER EMERGENCY LINE UNITS

**SEC. 18. Lead Agencies During Disasters and Emergencies.** – In responding to disaster on emergency, as well as in undertaking recovery work in the aftermath of a disaster or emergency, the following shall take the lead.

- (a) The BDRRMC, in case one barangay is affected,
- (b) The MDRRMO, in case more than one barangay is affected. The private sector and civil society organization shall work in accordance with the coordination mechanisms and policies set by the BDRRMC/MDRRMC.

**SEC. 19 Creation of Disaster Emergency Line Units.** – All functionalities/agencies in the City Government shall provide support to the MDRRMO by constituting Disaster Emergency Line units in their respective agencies, as follows:

- a. **Supply Support Unit.** – The City General Services Office and Social Welfare Unit are responsible in acquiring, managing, receiving, storing and issuing supplies, including logistics, required to equip and sustain disaster response and the end-users. The supplies may be two-fold.



(1) Organic source – from the City Government.

(2) External source – from non-members or local and international donors

**b. Transportation Support Unit.** – The Department of Public Services is responsible in moving, transferring, or transporting disaster-response personnel, as well as victims of disasters. Transformation includes City Government vehicles, and military, commercial or civilian capabilities (land, air, water) which are tapped for the purpose.

**c. Medical Support Unit.** – The City Health Office is responsible for providing unified medical care efforts by treating injuries which occur during disaster operation, and by preventing diseases/illnesses.

**d. Personnel Support Unit.** – The City Personnel Office is responsible for sustaining personnel manning disaster response units. The unit shall ensure the availability of trained government employees, private citizens and volunteers for disaster operation.

**e. Security Support Unit.** – The Office of Public Safety and Security is tasked to secure disaster emergency line units and their assets, as well as the lives and properties of the victims in case of disaster.

**f. Veterinary Service Unit.** – The City Veterinary Office is responsible for securing the lives of animals. as well as for their rescue or treatment whenever needed.

**g. Fire-fighting Support Unit.** – The City Fire Department is tasked in controlling the occurrence of fire or in putting out fire, as well as in rescuing victims of fire.

**h. Search and Rescue Unit.** – The City Fire Department and the Manila Police Department shall lead in finding lost or injured persons by the most efficient means possible.

**i. Information Unit.** – The Public Information Office, in coordination with the City Management Information Technology Office is tasked to compile, record, document, and keep up-to-date information on a disaster, these units shall formulate an information system as the database of the City.

**j. Maintenance and Infrastructure Unit.** – The City Engineering Office is tasked to perform building and infrastructure maintenance, construction support services, utility operations vehicle maintenance and repair operations.

**k. Evacuation Center Support Unit.** – The City Schools Superintendent's Office is tasked to manage the evacuation centers, (usually the public school facilities) and coordinate the efficient and proper use, handling and security of the facilities.

**SEC. 20. Protocol.** – In the conduct of disaster response operations, all Disaster Emergency Lines units shall observe protocol by informing the MDRRMO the details of its disaster management and response, according to the approved plan and program of action, with due consideration to immediate and prudent response to the emergency situation.

## CHAPTER 7

### PARTICIPATION OF VOLUNTEERS, THE NATIONAL RESERVE CORPS, CIVIL SOCIETY ORGANIZATIONS, AND THE PRIVATE SECTOR IN DISASTER RISK REDUCTION AND MANAGEMENT

**SEC. 21. Participation of Disaster Volunteers.** – The City Government, through the MDRRMC shall endeavor to mobilize individuals, or organized groups as volunteers to complement the government personnel and logistical capabilities for disaster management. Similarly, participating civil society organizations and other private agencies shall actively solicit the participation of volunteers in the program. The City Government, the civil society organizations and other agencies shall provide a list of such volunteers to the MDRRMO, for their formal accreditation, for inclusion in the database of community disaster volunteers and for the issuance of identification cards. All agencies shall take full responsibility for the promotion and protection of the welfare of their volunteers.

**SEC. 22. Guidelines in Mobilization.** – the MDRRMO shall formulate guidelines pertaining to the manner of mobilizing volunteers, subject to approval of the MDRRMC and consistent with the provisions of RA 10121.

**SEC. 23. Capacity Building/Training.** – All disaster volunteers, as well as all government personnel, both at the City level and at the barangay level, particularly those assigned in the Disaster Emergency Line Units shall undergo training prior to their accreditation and/or issuance of identification cards initiated by the MDRRMO. It will work closely and in coordination with other training institutions on disaster risk reduction management such as the

Philippine Red Cross, Manila Branch, the Office of the Civil Defense-Department of National Defense, among others. It shall also tap the expertise of the other national or international agencies for this purpose, such as Philvocs, etc. After having passed the training, the duly accredited volunteers shall serve as trainers as well and shall conduct training to other individuals when requested. They shall be acknowledged volunteer-members of the Philippine Red Cross, Manila Branch.

**SEC. 24. Insurance for the Accredited Volunteers.** – Any volunteers who incurs injury or who dies while engaged in disaster response shall be entitled/provided with compensatory benefit, which may include insurance coverage or medical/hospitalization assistance. The MDRRMO shall issue guidelines on this matter, within three (3) months from the effectivity of this Ordinance.

**SEC. 25. Volunteers.** – Volunteers, extended by individuals or by medical, charitable or humanitarian missions, local or international, shall be coursed through the MDRRMO and/or MDRRMC which will ensure proper deployment/assignment according to the need of the disaster-stricken area(s).

## CHAPTER 8

### DISASTER RISK REDUCTION IN FORMAL AS WELL AS IN NON-FORMAL INSTITUTIONS

**SEC. 26. Integration in the School Curricula.** – The Disaster Risk Reduction Program shall be integrated in the school curricula in all levels of education, including in the National Service Training Program (NSTP), whether in private or public schools, including formal, non-formal, technical-vocational, indigenous learning and out-of-school youth courses and programs. The Manila City Superintendent of Schools shall be the focal person in this endeavor in the City. He/she shall closely coordinate with the Department of Education, the Commission on Higher Education, the Technical Education and Skills Development Authority (TESDA), the National Youth Commission (NYC), the Department of Science and Technology (DOST), the Department of Social

Welfare and Development (DSWD), the Office of Civil Defense (OCD), and other relevant agencies

**SEC. 27. Community Education and Training.** – The MDRRMC shall fully support the MDRRMO in strongly encouraging community members, specially the out-of-school youths in undergoing disaster risk reduction training with the end-in-view of involving their participation as volunteers in the disaster program. The Sanggunian Kabataan (SK) shall be tapped to include disaster risk reduction and management in its programs and projects

## **CHAPTER 9 FINANCIAL RESOURCES AND OTHER RESOURCES FOR DISASTER RISK REDUCTION AND MANAGEMENT**

### **SEC. 28. The Disaster Management Fund. –**

(a) The City Government shall include in its annual appropriation, Five Percent (5%) of the estimated revenue from regular source as the City Government's Disaster Management Fund. The Fund shall support all disaster risk management activities including pre-disaster preparedness programs such as training, purchase of equipment, supplies and medicines, and payment of premiums on calamity insurance, as well as post-disaster activities. The utilization of the Fund shall be based on the City Disaster Management Plan and shall be monitored by the MDRRMC

(b) Quick Response Fund – Thirty percent (30%) of the Five percent (5%) of the Disaster Management Fund (item 'a.) shall be allocated as Quick Response Fund or stand-by fund for relief and recovery programs in order that the living conditions of the disaster-stricken persons may be normalized as quickly as possible.

(c) A certain amount may be annually set aside to be given by the City Government of Manila to other government agencies and other accredited non-governmental organizations as the City's support for the conduct of trainings and/or any participants to disaster management or response.

**SEC. 29. The MDRRMO** shall manage the use of the fund according to the Plan approved by the MDRRMC. Same office shall submit a report on such utilization to the MDRRMC with its recommendation on the use of any unexpended fund for further disaster risk reduction and management.

**SEC. 30. Donations**, whether financial or in kind, shall be coursed through the MDRRMO. Cash donations shall be duly receipted by the City Treasurer's Office and shall be entered in a Special Disaster Fund. Donations in kind shall be duly receipted and entered into the logbook of the Supply Service Unit/Social Welfare Office.

**SEC. 31. Implementing Authority.** - The City Legal Office and other offices concerned shall be tasked in the preparation and formulation of the Internal Rules and Regulations necessary for the effective implementation of this Ordinance.

## **CHAPTER 10 SEPARABILITY, REPEALING AND EFFECTIVITY CLAUSES**


**SEC. 32. Separability Clause.** - If for any reason or reasons, any part or provision of this Ordinance shall be declared unconstitutional or invalid, other parts or provisions which are not affected thereby, shall continue to be in full force and effect.

**SEC. 33. Repealing Clause.** - All ordinances and other rules and regulations or part thereof which are inconsistent with any provisions hereof, are hereby repealed or modified accordingly.


**SEC. 34. Effectivity Clause.** - This Ordinance shall take effect upon its approval.

This Ordinance was finally enacted by the City Council of Manila on August 13, 2013.


PRESIDED BY:

  
**EDWARD V.P. MACEDA**  
President Pro-Tempore and  
Acting Presiding Officer  
City Council, Manila

ATTESTED:

  
**LUCH R. GEMPIS, JR.**  
City Government Dept. Head III  
(Secretary to the City Council)

APPROVED BY HIS HONOR, THE MAYOR, ON 7 Sept. 2013

  
**JOSEPH EJERCITO ESTRADA**  
Mayor  
City of Manila

ATTESTED:

  
**EDWARD S. SERAPIO**  
City Government Dept. Head III  
(Secretary to the Mayor)