



**Republic of the Philippines
CITY COUNCIL
City of Manila**

REGULAR SESSION NO. 50

10TH CITY COUNCIL

**Begun and held in the City Council on Tuesday,
the twenty-fifth day of October, Two Thousand Sixteen**

ORDINANCE NO. 8518

AN ORDINANCE AMENDING ORDINANCE NO. 8323, ENTITLED: "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"

SPONSORED BY:

HON. CASIMIRO C. SISON
Majority Floor Leader

PREAMBLE

WHEREAS, on 13 August 2013, the City Council enacted Ordinance No. 8323, entitled: "AN ORDINANCE CREATING THE MANILA DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO), DEFINING ITS DUTIES AND RESPONSIBILITIES, PROVIDING THE NECESSARY FUNDS THEREFOR AND FOR OTHER PURPOSES", which was approved by the City Mayor on September 4, 2013;

WHEREAS, on 4 April 2014, the National Disaster Risk Reduction and Management Council (NDRRMC), the Department of Interior and Local Government (DILG), the Department of Budget and Management (DBM) and the Civil Service Commission (CSC) issued a joint Memorandum Circular No. 2014-1, which provides for the implementing guidelines on the establishment of the Local Disaster Risk Reduction Management Office (LDRRMO) for different local government units wherein the City of Manila was classified as a Special City;

WHEREAS, Number 5.0 of the said Joint Memorandum provides for the proper designation of the Organization and Composition of the LDRRMO;

WHEREAS, Number 6.2 of the said Joint Memorandum Circular prescribes the appropriate salary grades corresponding to the new position titles and minimum qualification standards;

WHEREAS, Section 76 of the Local Government Code provides that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC):
NOW, THEREFORE,

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

SECTION 1. PURPOSE. - In the exercise of our power to design and implement our own organizational structure, this Ordinance is enacted to strengthen the Manila Disaster Risk Reduction Management Office (MDRRMO) and to correct position titles, qualification standards, salary grades of personnel/staff of the MDRRMO pursuant to Joint Memorandum Circular No. 2014-1 and other pertinent Civil Service Commission (CSC) circulars.

SEC. 2. AMENDMENT TO THE MDRRMC COMPOSITION. - Section 8 of Chapter 3 of Ordinance No. 8323, is hereby amended to include as member, the Head of Manila Traffic and Parking Bureau (MTPB), in the Manila Disaster Risk Reduction and Management Council (MDRRMC). It shall, as amended, read as follows:

"SEC. 8. Composition. - The Manila Disaster Risk Reduction and Management Council (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

Development

- Chief, City Health Office
- Chief, City Engineering Office
- Chief, City Budget Office
- Head, Gender and Development Office
- Head, Social Welfare and

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
- **Director-Head of Manila Traffic and Parking Bureau (MTPB)**

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. 3. AMENDMENT TO THE MDRRMO FUNCTIONS. - Section 12 of Chapter 4 of Ordinance No. 8323, is hereby amended to include the taking full control of the Emergency Response Action Program-Centralized Command and Control Center (ERAP-C4) in the existing functions of MDRRMO. It shall, as amended, read as follows:

“SEC. 12. Functions. - The MDRRMO, in coordination with the 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 of 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) **Take full control of the Emergency Response Action Program-Centralized Command and Control Center (ERAP-C4) from the Manila Traffic and Parking Bureau (MTPB), ensuring integration of disaster risk reduction and climate change adaptation making Manila communities less vulnerable and more resilient;**
- (h) 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
- (i) Perform such other functions as may be assigned by the MDRRMC. "

SEC. 4. AMENDMENT TO THE STRUCTURE OF MDRRMO. - Section 13, Chapter 4 of Ordinance No. 8323, is hereby amended to reorganize the structure of MDRRMO, create the following positions and prescribe qualifications therefor in conformity with the Joint Memorandum Circular No. 2014-1. It shall, as amended, read as follows:

"SEC. 13. Structure of the MDRRMO. - The Manila Disaster Risk Reduction and Management Office (MDRRMO) shall be under the Office of the City Mayor. **It shall have three (3) major divisions, namely:**

1. **Administrative and Training Division**
2. **Operations and Warning Division**
3. **Research and Planning Division**

The Operations and Warning Division shall further be divided into five (5) Sections, to wit:

1. **Manila Civil Defense Force Section (MCDF Section)**
2. **Disaster and Medical Assistance Team Section (DMAT Section)**
3. **Communications Emergency Readiness Team Section (COMERT Section)**
4. **Disaster Mortuary Section (DMORT Section)**
5. **Climate Change Adaptation Team Section (CMAT Section)**

SEC. 13.a Positions, Salary Grade and Qualifications. - **MDRRMO personnel shall be appointed or designated by the City Mayor subject to pertinent civil service law, rules and regulations. In order to carry out MDRRMO's functions, the following positions are hereby created:**

I. MDRRMO Director

**One (1) MDRRMO Director- City Government
Department Head III under Salary Grade 27**

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least five (5) years experience in position involving management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **With at least 32 hours of training in management and supervision is required for this position.**

II. Administration and Training Division

**One (1) Administration and Training Division
Chief- Administrative Officer II under Salary Grade 25**

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least five (5) years experience in management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **At least 32 hours of training in management and supervision is required for this position**

III. Operations and Warning Division

**One (1) Operations and Warning Division Chief -
Civil Defense Officer II under Salary Grade 25**

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least five (5) years experience in management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **At least 32 hours of training in management and supervision is required for this position**

IV. Research and Planning Division

One (1) Research and Planning Division Chief- Planning Officer II under Salary Grade 25

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least five (5) years experience in management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **At least 32 hours of training in management and supervision is required for this position**

The Foregoing Four (4) positions are mandatory statutory positions in the Manila Disaster Risk Reduction Management Office (MDRRMO)

V. MCDF Section

One (1) MCDF Section Chief - Local DRRM Officer V under Salary Grade 24

Qualifications:

- **Master's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least four (4) years experience in management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **At least 24 hours of training in management and supervision is required for this position**

Two (2) Local DRRM Officer IV under Salary Grade 22

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least three (3) years experience relevant to disaster and risk reduction management**
- **At least 16 hours of training on DRRM**

One (1) Urban Search and Rescue (USAR) Team Leader- Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience of relevant to disaster and risk reduction management**
- **At least 4 hours of training on DRRM**

One (1) USAR Deputy Team Leader- Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience of relevant to disaster and risk reduction management**
- **At least 4 hours of training on DRRM**

One (1) USAR Operation - Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management.**
- **At least 4 hours of training on DRRM**

VI. DMAT Section

One (1) DMAT Section Chief - Medical Officer IV under Salary Grade 24

Qualifications:

- **Master's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience of relevant to disaster and risk reduction management**

Two (2) Local DRRM Officer IV under Salary Grade 22

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least three (3) years experience relevant to disaster and risk reduction management**
- **At least 16 hours of relevant DRRM training is required for this position**

One (1) DMAT Team Leader- Medical Officer III under Salary Grade 21

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**

One (1) Deputy Team Leaders- Local DRRM under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**

One (1) DMAT Operations- Medical Officer IV under Salary Grade 23

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**

VII. COMERT Section

One (1) COMERT Section Chief - Local DRRM Officer V under Salary Grade 24

Qualifications:

- **Master's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **At least 24 hours of training in management and supervision is required for this position**

One (1) Local DRRM Officer IV under Salary Grade 22

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least three (3) years experience relevant to disaster and risk reduction management**
- **At least 16 hours of relevant DRMM training is required for this position**

One (1) Deputy Team Leader- Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **at least 4 hours of relevant DRMM training is required for this position**

One (1) IT Officer- Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management.**
- **At least 4 hours of relevant DRRM training is required for this position.**

Three (3) System Support- Local DRRM Assistant under Salary Grade 8

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **At least 4 hours of relevant DRRM training is required for this position**

One (1) Special Equipment Personnel- Local DRRM Officer II under Salary Grade 15

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **At least 4 hours of relevant DRRM training is required for this position**

Ten (10) Communications Equipment Operator III (Radio Operators) - Local DRRM Assistant under Salary Grade 8

Qualifications:

- **Finished 2nd year college**
- **With 1st level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management.**
- **At least 4 hours of relevant DRRM training is required for this position**

Forty (40) Communications Equipment Operator III (Call Takers) - Local DRRM Assistant under Salary Grade 8

Qualifications:

- **Finished 2nd year college**
- **With 1st level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **At least 4 hours of relevant DRRM training is required for this position**

Twelve (12) Communicators-Local DRRM Assistant under Salary Grade 8

Qualifications;

- **Finished 2nd year college**
- **With 1st level professional/career service eligibility**
- **At least one (1) year experience relevant to disaster and risk reduction management**
- **At least 4 hours of relevant DRRM training is required for this position**

VIII. DMORT Section

One (1) DMORT Section Chief - Local DRRM Officer V under Salary Grade 24

Qualifications:

- Master's degree holder
- With 2nd level professional/career service eligibility
- At least one (1) year experience relevant to disaster and risk reduction management

One (1) DMORT Team Leader- Medical Officer IV under Salary Grade 24

Qualifications:

- Bachelor's degree holder
- With 2nd level professional/career service eligibility

One (1) Local DRRM Officer IV under Salary Grade 22

Qualifications:

- Bachelor's degree holder
- With 2nd level professional/career service eligibility
- At least three (3) years experience relevant to disaster and risk reduction management
- At least 16 hours of relevant DRRM training is required for this position

One (1) DMORT Deputy Leader - Local DRRM Officer II under Salary Grade 15

Qualifications:

- Bachelor's degree holder
- With 2nd level professional/career service eligibility, large incident management training, advance I.C.S. training, occupational safety and health administration (OSHA) and hazmat awareness.

One (1) DMORT Operations- Medical Officer III under Salary Grade 21

Qualifications:

- Bachelor's degree holder
- With 2nd level professional/career service eligibility, large incident management training, advance I.C.S. training, occupational safety and health administration (OSHA) and hazmat awareness.

IX. CMAT Section

One (1) CMAT Section Chief - Local DRRM Officer V under Salary Grade 24

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least four (4) years experience in management and supervision, one year of which must be relevant to disaster and risk reduction management**
- **At least 24 hours of training in management and supervision is required for this position**

Two (2) Local DRRM Officer IV under Salary Grade 22

Qualifications:

- **Bachelor's degree holder**
- **With 2nd level professional/career service eligibility**
- **At least three (3) years experience relevant to disaster and risk reduction management**
- **At least 16 hours of relevant DRRM training is required for this position**

Sec. 13.b Salary- The budgetary requirements for personal services, maintenance and other operating expenditures, and capital outlay of the LDRRMO shall be sourced from the General Fund of the LGU, subject to Section 76 of RA 7160.

In accordance with Section 83 of RA 1035, the enforcement of Section 325(a) and Section 331(b) of RA 7160 shall be WAIVED to enable the LGUs to fund the initial year requirements for the creation of the minimum four (4) mandatory positions at the LDRRMO.

Other maintenance and other operating expenditures, and other capital outlay requirements of the LDRRMO in the implementation of DRRM programs shall be charged to the Local DRRM Fund (LDRRMF) subject to the provisions of the Joint NDRRMC, DBM, and DILG Memorandum Circular No. 2013-1 and COA Circular No. 2012-002.

SEC. 5. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.

This Ordinance was finally enacted by the City Council of Manila on January 12, 2017.

PRESIDED BY:


MARIA SHEILAH "Honey" LACUNA-PANGAN, MD, FPDS
Vice-Mayor and Presiding Officer
City Council, Manila

ATTESTED:


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

APPROVED BY HIS HONOR, THE MAYOR, ON 9TH OF FEB 2017.


JOSEPH EJERCITO ESTRADA
Mayor
City of Manila

ATTESTED:


EDWARD S. BERAPIO
City Government Department Head III
(Secretary to the Mayor)

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