



Republic of the Philippines  
CITY COUNCIL  
City of Manila

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REGULAR SESSION NO. 202

11<sup>TH</sup> CITY COUNCIL

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Begun and held in the City Council on Thursday,  
the second day of September, Two Thousand Twenty-One

**ORDINANCE NO. 8816**

**AN ORDINANCE** FURTHER AMENDING CITY ORDINANCE NO. 8323, CREATING THE MANILA DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO), AS AMENDED, BY MODIFYING ITS COMPOSITION, FUNCTIONS AND STRUCTURE AND BY REVISING THE PLANTILLA OF POSITIONS THROUGH THE ABOLITION OF UNNECESSARY POSITIONS AND CREATING NEW ALIGNED ITEMS UNDER THE SCRAP AND BUILD STRATEGY, REPEALING FOR THIS PURPOSE CITY ORDINANCE NO. 8518

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## PREAMBLE

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 Joint Memorandum Circular (JMC) No. 2014-1, which provides for the implementing guidelines on the establishment of the Local Disaster Risk Reduction and Management Office (LDRRMO) for different local government units;

WHEREAS, the LDRRMO shall serve as the Secretariat of the Local Disaster Risk Reduction and Management Council (LDRRMC) pursuant to Section 12 (c) (18) of Republic Act (RA) 10121;

WHEREAS, the LDRRMC shall be composed of, but not limited, to the agencies and/or offices within the local government unit as stated under Section 11 (a) of RA 10121;

WHEREAS, Executive Order No. 22, Series of 2021, was issued by the Mayor of the City of Manila reconstituting and expanding the Manila Disaster Risk Reduction and Management Council (MDRRMC) pursuant to RA 10121 to ensure the critical and timely response and enhanced monitoring of the city equipped with vigilant personnel in times of adversities;

WHEREAS, the City Government of Manila desires to align itself to the guidelines and policies of the National Government and adopt holistic, comprehensive and proactive approach in delivering unhampered public service to its constituents;

WHEREAS, on the 13th day of August 2013, the City Council enacted City 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”**, which was approved by the City Mayor on September 04, 2013;

WHEREAS, the City Government of Manila amended Ordinance No. 8323 with the passage by the City Council of Manila on October 25, 2016, of City Ordinance No. 8518 which modified, among others, the structure of the MDRRMO by creating five (5) sections, namely; (1) Manila Civil Defense Force, (2) Disaster and Medical Assistance Team, (3) Communications Emergency Readiness Team, (4) Disaster Mortuary, and (5) Climate Change Adaptation Team;

WHEREAS, Ordinance No. 8518 likewise provided for the creation of positions, salary grade and qualifications of a total of eighty-seven (87) varying position titles;

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

WHEREAS, Number 6.2 of the said Joint Memorandum prescribes the appropriate salary grades and minimum standard qualifications for each position titles;

WHEREAS, the reorganization and restructuring of positions in the MDRRMO are needed due to the non-compliance of City Ordinance No. 8518 to JMC No. 2014-01, wherein indicated positions and sections are deemed unnecessary and tend to have lower qualifications despite having higher salary grades than prescribed thereto;

WHEREAS, the objectives of this Ordinance are, as follows: (a) create necessary positions found in JMC 2014-01, RA 10121, LBC 137 and other relevant civil service laws, (b) abolish all unnecessary positions while aligning needed items for equitable distribution among the three (3) identified divisions, (c) provide opportunities for the development and promotion of existing and qualified personnel, and (d) fix and prescribe the qualification standards for the new positions to be created: NOW, THEREFORE,

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

**SECTION 1. Purpose.** – This Ordinance is promulgated to reorganize and align the positions under the Manila Disaster Risk Reduction and Management Office (MDRRMO) and create necessary positions as prescribed by the Joint Memorandum Circular No. 2014-1, Local Budget Circular No. 137, and other relevant Civil Service Commission Laws and Guidelines to achieve its goals in strengthening the City’s capacity for Disaster Risk Reduction and Crisis Management and building resilient communities from disasters including climate change impacts, as mandated by Republic Act No. 10121.

**SEC. 2. Repeal of Ordinance No. 8518.** – City Ordinance No. 8518, entitled: “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”, is hereby repealed in its entirety.

Sections No. 2 (Amendment to the MDRRMC Composition), No. 3 (Amendment to the MDRRMO Functions), and No. 4 (Amendment to the Structure of MDRRMO) of Ordinance No. 8518, amending Ordinance No. 8323, are herewith revoked accordingly.

**SEC. 3. Amendment to the MDRRMC Composition.** – Pursuant to Executive Order No. 22, Series of 2021, Section 8 of Chapter 3 of Ordinance No. 8323 is hereby further amended to include the **Director-Head, Manila Disaster Risk Reduction and Management Office as Executive Director of the MDRRMC.**

Likewise, the following Heads and Chiefs of Offices, Departments and Groups or their authorized representatives shall be added as members of the MDRRMC, 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) Executive Director - Head, MDRRMO**

(d) 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
- 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

- 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
- Station Commander – Coast Guard Station Manila, Philippine Coast Guard
- Director, Parks and Development Office
- President of Liga ng mga Barangay
- President of SK Federation
- City General Services Officer
- City Accountant
- City Budget Officer
- City Treasurer
- City Legal Officer
- City Information Officer
- City Personnel Officer
- City Civil Registrar
- City Tourism Officer
- Head of Business Permits and Licensing Office
- Director of Manila Barangay Bureau
- Head of Market Division
- Head of Urban Settlements Office
- Head of Motorpool Division
- Director of Department of Public Services
- Local Economy and Investment Promotion Officer (LEIPO)
- Representative from the Academe
- Representative from CSO
- Representative from NGO
- Representative from Private Sector”

**SEC. 4. Amendment to the MDRRMO Functions.** – Section 12, Chapter 4 of Ordinance No. 8323, is hereby further amended by adding items (h) and (i), 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 the disasters:

**(h) Take full control and responsibility of the Manila Disaster Emergency Operations Center (MDEOC) and establish a 24-hour basis which will serve as the data repository and coordinating body of the MDRRMO; and**

**(i) Perform such other functions as may be assigned by the MDRRMC.”**

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**SEC. 5. Amendment to the structure of MDRRMO.** – Section 13 of Ordinance No. 8323 shall be modified to simplify and streamline the functions of the MDRRMO in conformity with Joint Memorandum Circular No. 2014-1, and shall 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 (ATD)
2. Operations and Warning Division (OWD)
3. Research and Planning Division (RPD)

**SEC. 6. MDRRMO Proposed Organizational Structure.** – With the repeal of Sec. 13.a (Positions, Salary Grade and Qualifications) under Section 4 of Ordinance No. 8518, the following organizational structure is hereby created under the Manila Disaster Risk Reduction and Management Office (MDRRMO) effective in the 2023 City Executive Budget:

<b>MDRRMO PROPOSED ORGANIZATIONAL STRUCTURE</b>		
<b>Item No.</b>		<b>Salary Grade</b>
<b>OFFICE OF THE DIRECTOR</b>		
1	City Government Department Head III (Local Disaster Risk Reduction and Management Director)	27
<b>OPERATIONS AND WARNING DIVISION</b>		
2	Local Disaster Risk Reduction and Management Officer V (Division Chief)	24
3	Local Disaster Risk Reduction and Management Officer III (Assistant Division Chief)***	18
4	Local Disaster Risk Reduction and Management Officer II	15
5	Local Disaster Risk Reduction and Management Officer II	15
6	Local Disaster Risk Reduction and Management Assistant	8
7	Local Disaster Risk Reduction and Management Assistant	8
8	Local Disaster Risk Reduction and Management Assistant***	8
9	Local Disaster Risk Reduction and Management Assistant***	8
10	Administrative Aide VI***	6
11	Administrative Aide VI***	6
12	Administrative Aide VI***	6
13	Administrative Aide VI***	6

**ADMINISTRATIVE AND TRAINING DIVISION (ATD)**

14	Local Disaster Risk Reduction and Management Officer V (Division Chief)	24
15	Local Disaster Risk Reduction and Management Officer II	15
16	Administrative Assistant IV***	10
17	Local Disaster Risk Reduction and Management Assistant	8
18	Local Disaster Risk Reduction and Management Assistant	8

**RESEARCH AND PLANNING DIVISION (RPD)**

19	Local Disaster Risk Reduction and Management Officer V (Division Chief)	24
20	Local Disaster Risk Reduction and Management Officer III (Assistant Division Chief)***	18
21	Local Disaster Risk Reduction and Management Officer II	15
22	Local Disaster Risk Reduction and Management Assistant	8
23	Local Disaster Risk Reduction and Management Assistant	8

**Total Regular Plantilla Items (23)**

**\*\*\*Created Positions**

**SEC. 7. Abolished Plantilla Positions.** – The following vacant positions found in the 2022 Personnel Schedule of the Manila Disaster Risk Reduction and Management Office (MDRRMO), approved under City Ordinance No. 8702, are hereby abolished:

**LIST OF ABOLISHED POSITIONS  
FY 2022**

ITEM NO.	NO.	POSITION TITLE	SALARY GRADE/STEP	AUTHORIZED RATE	AMOUNT ANNUAL
12,14,15,16	4	LDRRM Assistant (Communications Equipment Operator III)	8-1	18,251.00	PhP. 876,048.00
22,23	2	LDRRM Assistant (System Support)	8-1	18,251.00	PhP. 438,024.00
6, 8,18	3	LDRRM Officer II	15-1	33,575.00	Php. 1,208,700.00
	<u>9</u>				<b>Php 2,522,772.00</b>

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**SEC. 8. New Plantilla Positions.** – The following new Plantilla Items are hereby created under the Manila Disaster Risk Reduction and Management Office (MDRRMO):

**LIST OF CREATED POSITIONS  
FY 2022**

<b>NO.</b>	<b>POSITION TITLE</b>	<b>SALARY GRADE/STEP</b>	<b>AUTHORIZED RATE</b>	<b>AMOUNT ANNUAL</b>
2	Local Disaster Risk Reduction and Management Officer III	18-1	43,681.00	PhP. 1,048,344.00
2	Local Disaster Risk Reduction and Management Assistant	8-1	18,251.00	PhP. 438,024.00
1	Administrative Assistant IV	10-1	21,205.00	PhP. 254,460.00
4	Administrative Aide VI	6-1	16,200.00	PhP. 777,600.00
<b>9</b>				<b>PhP. 2,518,428.00</b>
	<b>Net Effect Against Abolished Positions</b>			<b>PhP. 4,344.00</b>

**SEC. 9. Qualifications, Powers, and Duties/Responsibilities.** – The qualifications, powers, duties, and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission (CSC), and other relevant laws.

**SEC. 10. Appointments.** – The employment and appointment for those who will be occupying the herein subject positions shall be within the prescribed qualification standards and guidelines set by the Civil Service Commission (CSC) and other relevant agencies.

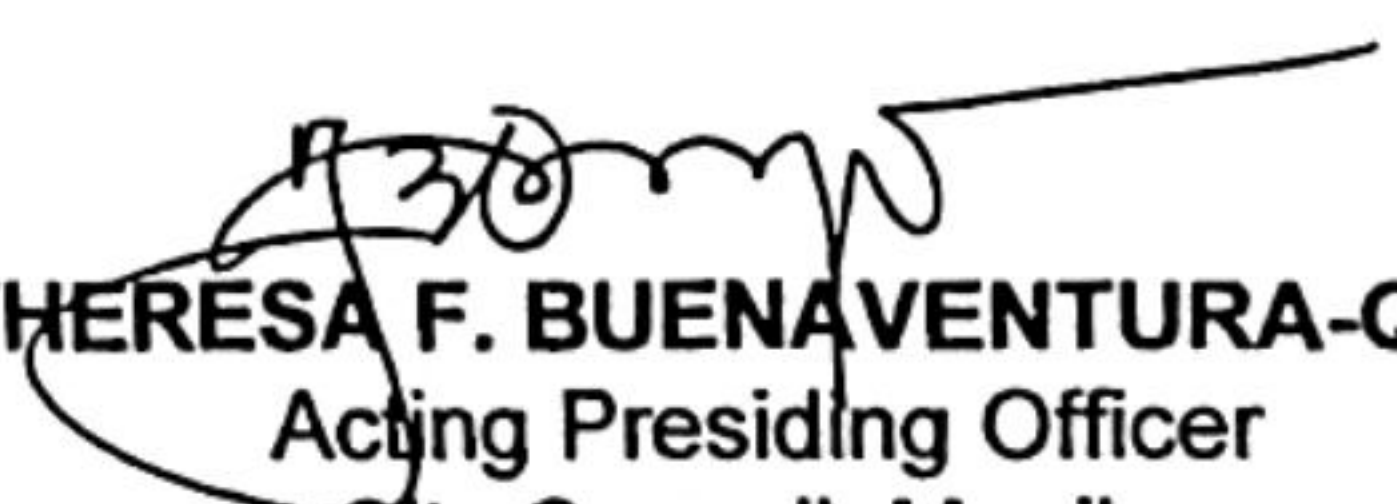
**SEC. 11. Appropriation.** – The amount necessary for the creation of the nine (9) new regular positions shall be sourced from the available savings generated from the abolished nine (9) plantilla items in the next 2023 Executive Budget. Thereafter, the herein subject new positions shall be automatically funded through the succeeding Annual City Budget as part of the Plantilla of Personnel of the MDRRMO.

**SEC. 12. Repealing Clause.** – All ordinances, orders, issuances, rules and regulations, or parts thereof inconsistent thereto are hereby repealed or modified accordingly.

**SEC. 13. Effectivity Clause.** – This Ordinance shall take effect upon its approval.

This Ordinance was finally enacted by the City Council of Manila on March 21, 2022.

PRESIDED BY:

  
**MA. THERESA F. BUENAVENTURA-QUIMPO**  
Acting 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

APR 12 2022

  
**FRANCISCO "Isko Moreno" DOMAGOS**  
Mayor  
City of Manila

ATTESTED:

  
**BERNARDITO SIANG**  
City Government Department Head III  
(Secretary to the Mayor)

RNF: jhb/md/kjm/eee/agv/jrp