



Republic of the Philippines  
PROVINCE OF SORSOGON  
MUNICIPALITY OF GUBAT

## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2018 - 33

### AN ORDER ESTABLISHING THE INCIDENT COMMAND SYSTEM (ICS) IN THE MUNICIPALITY OF GUBAT, SORSOGON FOR A STANDARD, ON-SCENE, ALL HAZARD INCIDENT MANAGEMENT

**WHEREAS**, the 1987 Philippine Constitution promotes the general welfare clause as essential for the enjoyment by all the people of the blessings of democracy;

**WHEREAS**, pursuant to Republic Act 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," the LDRRMC is tasked to develop policies and plans, and implement actions and measures pertaining to all aspects of disaster risk reduction and management which includes good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors, and preparedness for effective response and early recovery;

**WHEREAS**, Rule 7, Section 3, (h) of the IRR of RA 10121 provides for the establishment of an Incident Management System (ICS) as part of the country's on-scene disaster response system to ensure the effective management of disasters or emergencies;

**NOW THEREFORE, I, SHARON ROSE G. ESCOTO**, Municipal Mayor of Gubat, Sorsogon, by virtue of the powers vested in me by law, do hereby order and direct the establishment of Incident Command System (ICS) as the standard, on-scene, all hazard incident management system in the Municipality:

**Section 1. Establishment** – There shall be established in the Municipality of Gubat, Sorsogon, the Incident Command System (ICS);

**Section 2. Composition** – The Incident Command System (ICS) shall be composed of the following:

- The Incident Commander
- Command Staff
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- General Staff
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administrative Section Chief

**Section 3. Duties and Functions** – The Incident Command System (ICS) shall have the following functions:

The Incident Commander (IC) shall perform the following duties and functions:

- Responsible for overall management of response operations
- Determines incident objectives and strategies
- Establishes priorities in consultation with the staff
- Establishes Incident Command Post (ICP)
- Establishes appropriate ICS organization based on the situation
- Ensures planning meetings are scheduled as required
- Approves and authorizes the implementation of the Incident Management Plan (IAP)

- Ensures that adequate safety measures are in place
- Coordinates with key people and officials
- Approves request for additional resources and for the release of resources
- Keeps DRRMC Chairperson and/or Responsible Official informed of incident status
- Authorizes release of information to the news media
- Coordinates activity for all Command and General staff

The Command Staff shall have the following duties and functions:


<b>Information Officer</b>	<b>Safety Officer</b>	<b>Liaison Officer</b>
Focal person for information dissemination Works closely with different information officers/media	Works with Operations on tactics Anticipates, detects and corrects unsafe situations Has authority to stop unsafe activities/operations	Contact point for representatives of assisting and cooperating agencies

The duties and functions of the General Staff are as follows:

<b>Operations Section</b>	Responsible for managing, directing and coordinating all tactical operations at the incident First organization assigned to the incident
<b>Planning Section</b>	Responsible for planning services Collects situations and resources status information, evaluates and processes them Develops incident Action Plan to achieve objectives Maintains resource and situation status
<b>Logistics Section</b>	Provides resources and all other services needed to support the incident: Facilities, transportation, communications, supplies, equipment maintenance and fuel, food services, medical services
<b>Finance/Admin Section</b>	Monitors incident cost Maintains financial records Administers procurement contracts Performs time recording

**Section 4. Effectivity** – This order is effective immediately upon issuance.

Issued this 28<sup>th</sup> day of December 2018 in the Municipality of Gubat, Sorsogon

  
**SHARON ROSE G. ESCOTO**  
 Municipal Mayor  
 Chair - MDRRMC