



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. D02016-03-0003

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY (DOE)
DISASTER RISK REDUCTION AND CONTROL MANAGEMENT GROUP
(DRRCMG)**

Whereas, in every organization, emergency 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.

Whereas, preparedness which is based on 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 arrangements for coordination, evaluation and public information, and associated training and field exercise.

Whereas, the need and responsibilities in addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps, thus must be supported by formal, institutional, legal and budgetary capacities.

Whereas, in order to prepare the readiness of the Department of Energy (DOE) officials and employees for unforeseen or sudden occurrence, especially danger, demanding immediate action, the **Department of Energy Disaster Risk Reduction and Control Management Group (DOE-DRRCMG)** is hereby reconstituted to be composed of the following:

STEERING COMMITTEE (SC)

Chairperson : Undersecretary for Administration
Vice- Chairpersons : Assistant Secretary for Administration
Director, Administrative Services (AS)
Members : Bureau/Service Directors

TECHNICAL WORKING GROUP (TWG)

Head : Assistant Secretary for Planning
Assistant Head : Asst. Director, Energy Resource Development
Bureau(ERDB)
Members : Division Chiefs

ADMINISTRATIVE SUPPORT TEAMS (ASTs)

Head, ASTs and Finance : Director, Financial Services (FS)
Team Members : Division Chiefs, FS
Staff from FS Divisions

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Special Disbursing Officer (SDO) : Staff, Treasury Division-AS
 Staff, Luzon Field Office/Visayas Field Office/
 Mindanao Field Office (LFO/VFO/MFO)

Asst. Head, ASTs and Head Training & Education Team : Supervisor, Human Resource Management Division (HRMD)

Members : Staff, HRMD
 Staff, ERDB and Renewable Energy Management Bureau (REMB) (with Certificates of Completion on Basic First Aid/Survival Courses)

SECRETARIAT

Head, External Affairs : Chief, Policy Formulation and Research Division (PFRD), Energy Policy and Planning Bureau (EPPB)

Members : Staff, PFRD-EPPB
 Staff, Infographics Section, Information Services Division, Information Technology and Management Services (IS-ISD-ITMS)
 Staff, Office of the Director (OD), EPPB
 Staff, Office of the Assistant Secretary (OAssec)
 Staff, General Services Division (GSD)

Head, Internal Affairs : Chief, HRMD-AS

Members : Staff, Personnel Welfare & Performance Management Section (PWPMs), HRMD
 Staff, IS-ISD-ITMS
 Staff, Information Technology Division - ITMS

DISASTER CONTROL OPERATIONS CENTER (DCOC)

Head : Chief, GSD-AS

Asst. Head : Chief, ITD-ITMS

Members : Disaster Response Teams

DISASTER RESPONSE TEAMS (DRTs)

1. Security Team : Supervisor, GSD-AS
 Security Officers of Current Security Agency
2. Firefighting Team : Chief, Geothermal Energy Management Division(GEMD-REMB)
 Staff from different divisions
3. Evacuation, Search: and Rescue Team : Chief, Coal & Nuclear Minerals Division (CNMD-ERDB)
 Chief, National Renewable Energy Board Technical Secretariat (NREBTS-REMB)
 Staff from different divisions

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| 4. Medical Team | : | DOE Nurse
DOE Contracted Physician
DOE Employees who are Registered Nurses
DOE Employees with Certificates on Basic First Aid & Survival Training Courses |
| 5. Mitigating & Recovery Team | : | Chief, Hydropower and Ocean Energy Management Division (HOEMD-REMB)
Staff from different divisions |
| 6. Facilities Management Team | : | Supervisor, GSD-AS
Staff, ITD-ITMS
Staff, Electric Power Industry and Management Bureau (EPIMB)
Staff, Legal Services (LS)
Staff, GSD-AS |
| 7. Transport Team | : | Supervisor, GSD-AS
Staff, GSD-AS
Drivers of different offices |
| 8. Supply & Relief Team | : | Supervisor, GSD-AS
Procurement & Property Management Division (PPMD)
Staff from different divisions |
| 9. Public Information Team | : | Office of the Secretary-Communications Unit
Staff from the OSEC-Media Affairs Unit
Staff from LFO, VFO, and MFO |

DUTIES AND FUNCTIONS:

The DOE-DRRCMG shall be responsible for taking into account the general welfare, interest, and safety of the DOE employees, facilities, and its properties in daily operations and most especially in the event of civil disturbance, emergency or any disaster. It shall undertake the functions and tasks necessary including but not limited to the following:

1. Develop a plan and a manual of operations to protect and preserve life, property and to minimize damage and injury in the event of a civil disturbance, security, threat, emergency or any disaster;
2. Continuously train an adequate number of personnel to form part of the manpower pool to be first responders in the event of any emergency, e.g., fire, earthquake, accident, evacuation, etc. and later on to be part of the Trainers Pool for Training Courses for such purpose;
3. Direct and supervise the activities of the building occupants when necessary during occurrence of any emergency or disaster;

4. Prepare and disseminate disaster control manuals/publications and other information related to disaster prevention, control and mitigation;
5. Conduct semi-annual drills on fire and earthquake or other types of emergencies or disasters, as necessary;
6. Submit plans and programs, regular and spot reports including budgetary requirements to the Department Secretary pertaining to its operations and activities; and
7. Conduct of Post Disaster Need Assessment Activity (PDNA) and rehabilitation plan in close coordination with the various units especially the GSD.

The above officials and members of the DOE-DRRCMG shall have the following functions:

Chairperson:

1. Conduct and preside over coordination meetings to ensure readiness in the implementation of the Disaster Control Management Plan (DCMP) at any given time;
2. Assume over-all command of DOE-DRRCMG during actual crisis or emergency situations;
3. Advise the Secretary of the current status of the crisis as well as on the programs and operations undertaken by the NDRRCMG to meet any problem arising from a crisis;
4. Ensure allotment of funds for budgetary requirements, proper procurement of necessary supplies, materials and equipment thru strict compliance of Republic Act No. 9184 and proper usage, safekeeping and maintenance of the items procured;
5. Proper manning of the established Disaster Control Operations Center (DCOC) and direct the conduct of activities in all emergencies;
6. Ensure the preparation of the PDNA after the occurrence of a disaster of crisis situation; and
7. Assume responsibility on all response actions during disaster, crisis or emergency situations.

Vice-Chairperson:

1. Assume the responsibility of the DRRCMG Chairman in his/her absence or in case of incapacity to discharge his/her official functions;

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2. Assist the DRRCMG Chairman in ensuring the orderly and efficient conduct of emergency procedures during disaster, crisis or emergency situations; and
3. Ensure the DRRCMG's recording and documentation of all events and activities including its maintenance.

Head TWG:

1. Preside over regular meetings of the TWG and especially during times of emergencies;
2. Convene immediately the TWG upon occurrence of any disaster, crisis or emergency situation;
3. Ensure that a permanent DOE Command Center at the Main Office premises is established fully complemented with the necessary equipment, supplies and materials especially medical items to include its proper operations, maintenance and improvement;
4. Ensure the response readiness capability of the various Disaster Response Teams (DRTs); and
5. Provide regular feedback and recommendations to the Chairperson and Vice-Chairperson as necessary and most especially during emergency situations.

Administrative Support Teams (ASTs)

1. Responsible for handling the financial and budgetary requirements/documentations of the DRRCMG in consonance with Section 37 of R.A. No. 10651, dated 29 December 2014, wherein "All agencies of the government are encouraged to implement projects designed to address disaster risk reduction and management activities under R.A. No. 10121" and Sec. 22 (e) of R.A. No. 10121 which states that "a Government entity is authorized to use a portion of its appropriations to implement projects designed to address Disaster Risk Reduction Management activities in accordance with the guidelines issued by the National Disaster Risk Reduction Management Council in coordination with the Department of Budget and Management.";
2. Ensure that there is available funds/budget necessary for the purpose and the same has to be duly approved by authority/ies, including conduct of capability building programs and training and development related activities of the DRRCMG; and
3. Handle the reporting of all financial transactions including submission of financial statements/documents as required by the DOE management, COA, DBM, etc., and overall in-charge of the operations/activities of the following teams:

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Financial Team is responsible for the preparation of financial documents for the purpose, including but not limited to budget planning, allocation, liquidation, and reporting of financial statements /expenses of the DRRCMG, including the designation of:

Special Disbursing Officer/s who shall be responsible for the preparation/handling of cash advances, petty cash fund, liquidation, and reporting requirements of all cash transactions made for the purpose.

Training and Education Team is responsible for the conduct, facilitation, and evaluation of training programs/exercises, and related capacity building initiatives on risk reduction management.

Head Disaster Control Operation Center (DCOC):

1. Responsible for the over-all supervision of the various DRTs purposely created and defined in this DCMF;
2. Ensure the response readiness capability of the DRTs during normal condition and its immediate deployment during any disaster, crisis or emergency situation;
3. Ensure that all members of the DRTs are in their area of responsibility during any disaster, crisis or emergency situation with their standard gears;
4. Provide immediate feedback to the Steering Committee Chairperson as necessary; and
5. Overall in- charge of the operations/activities of the following Disaster Response Teams:

Security Team is responsible for the safety and security of personnel, guests, clients and properties of the Department during any disaster, crisis or emergency situations.

Fire Fighting Team is responsible for the suppression/extinction of fire within the DOE premises

Evacuation, Search, and Rescue Team is responsible in the safely conduct of evacuation, search, and rescue operations of DOE personnel, guests, and clients during times of disaster, crisis or emergency situations together with the Medical Team.

Medical Team is responsible in providing first aid procedures to injured DOE personnel, guests, and clients during the occurrence of any disaster, crisis or emergency situations.

Mitigating & Recovery Team is responsible in the preventive and mitigating measures to minimize the impact of any disaster, crisis or emergency situations.

Facilities Management Team is responsible in the immediate restoration of the damaged facilities to restore the normal business operation of the Department after occurrence of any disaster, crisis or emergency situations.

Transport Team is responsible for the availability and mobilization of the vehicle requirements during the occurrence of any disaster, crisis or emergency situations.

Supply & Relief Team is responsible for providing basic supplies, materials, and necessary relief requirements during the occurrence of any disaster, crisis or emergency situations.

Public Information Team will act as the spokesperson/s in behalf of the DRRCMG to handle press releases as approved by the Office of the Secretary.

REGULAR/SPECIAL MEETINGS

To effectively carry out its mandates and general objectives, the DRRCMG shall conduct a monthly regular meeting to be held every 2nd Tuesday of each month. A special meeting shall be automatically called in case of any occurrences of disaster, crisis or emergency situation within the Department's premises.

OTHER PROVISIONS/CONDITIONS

The above assigned DOE Bureaus/Services shall perform such functions and responsibilities as indicated above in addition to its/their respective regular functions.


All other DOE officials and employees are hereby enjoined to extend full support to the DOE-DRRCMG in the attainment of its goals and objectives.

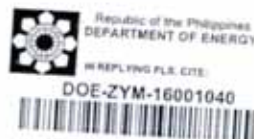
For the Field Offices, they are authorized to create their respective DRRCMG

EFFECTIVITY

This Department Order shall take effect immediately.

Bonifacio Global City, Taguig City, Metro Manila.


ZENAIDA Y. MONSADA
Secretary



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