



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BONGABONG
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER
(No.8 Series of 2023)

AN ORDER CREATING AND ACTIVATING THE INCIDENT COMMAND SYSTEM (ICS), DEFINING ITS STRUCTURE, COMPOSITION, AND TEAM FUNCTIONS IN RESPONSE TO THE CURRENT OIL SPILL CRISIS

WHEREAS, an oil tanker carrying 800,000 liters of fuel oil registered under the name MT Princess Empress sank off the coast of Naujan, Oriental Mindoro on February 28, 2023.

WHEREAS, the sinking of MT Princess Empress caused a widespread oil spill and has extended to 70 areas in the MIMAROPA Region and affected 22, 000 families in Oriental Mindoro and Palawan. It also caused livelihood disruption to 13,588 fishers and caused illness to 122 persons in Oriental Mindoro.

WHEREAS, Section 16 or the General Welfare Clause of the Local Government Code of 1991 gives local government units the authority to exercise powers necessary for the general welfare;

WHEREAS, the new RA 10121 IRR Rule 7 (h) "Philippine Disaster Risk Reduction and Management Act of 2010" provides for the establishment of an Incident Command System (ICS) as part of the country's on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

WHEREAS, Incident Command System (ICS) is a management system that is designed to enable effective and efficient management of disasters, incidents and planned events. It is a standard, on-scene, all-hazard management system that allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries.

WHEREAS, immediate action is needed to contain the situation and prevent the situation from getting worse and potentially spreading farther, causing even more damage.

NOW, THEREFORE I, ELEGIO A. MALALUAN, O.D., Municipal Mayor of Bongabong, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the creation and activation of the Incident Command System of the Municipality of Bongabong.

Section 1. COMPOSITION

The Incident Command System shall be comprised of the following:

NAME	DESIGNATION/OFFICE
Responsible Officer:	
Hon. ELEGIO A. MALALUAN, O.D.	Municipal Mayor
Incident Commander:	
Hon. JOHN MICHAEL K. MALALUAN	SB Councilor
Public Information Officer:	
CHRISTON JERVIL LIGON	Secretary to the Mayor
Safety Officer:	
MICHAEL L. FANOGA	MDRRMO
Liaison Officer:	
AREANE JAZZEL G. BENJAMIN, CPA	HRMO

PLANNING SECTION

NAME	DESIGNATION/OFFICE
Planning Section Chief:	
GREGORIO S. REYES	MPDO
Resources Unit:	
FAITH DE LEON	MPDO
Situation Unit South:	
JEFFREY ALEA	SPORTS & EVENTS COORDINATOR
Situation Unit North:	
KENNETH DALAG	MPDO
Demobilization Unit:	
ENGR. OLIVIA CORONEL	MUNICIPAL ENGINEER
Documentation Unit:	
MICHAEL ABAINZA	MDRRMO

OPERATION SECTION

NAME	DESIGNATION/OFFICE
Operation Section Chief:	
KINGBE UY	MENRO

Staging Area Manager:	
PMAJ ALMERIC PAUL PORNIA	PNP MPS CHIEF
Medical Unit:	
RONALDO FETALVERO	MUNICIPAL HEALTH OFFICER
Division/ Group:	
MICHAEL FANOGA	MDRRMO
	PNP-MPS
	PNP-SAF
	2ND PMFC
SFO2 KATRINA CAHILIG	BFP
ENGR. ROMEO MEONADA	MASSO
NIXON HERNANDEZ	FARMERS ASSOCIATION
ERMINALDO DELA CRUZ	MAO
	4th INFANTRY BATTALION
	TAU GAMMA PHI
	APHO
HON. AZOR MAMENG	ABC

LOGISTICS

NAME	DESIGNATION/OFFICE
Logistics Section Chief:	
ATTY. EDUARDO M. MAGSINO	SB SECRETARY
Supple Unit Leader:	
ROSSELLE MAURICIO	GSO
Ground Support Leader:	
RODEL CASTILLO	TMO
Medical Unit:	
Dr. RONALD FETALVERO	RURH
Dr. LEVON FRANCO VRF BALDOZA	MHO
Food Unit Leader:	
GARY LOUIE SAPINIT	MUNICIPAL AGRICULTURIST
Communication Unit Leader:	

MARILY JOCO	MDRRMO
Manpower Resource Unit:	
AREANE JAZZEL G. BENJAMIN, CPA	HRMO

FINANCE/ ADMIN. SECTION:

NAME	DESIGNATION/OFFICE
Finance/ Admin. Section Chief:	
RECHELLE ANN S. MAGSINO,CPA	MUNICIPAL ACCOUNTANT
Deputy:	
SARAH ANN MAE COMIA	MUNICIPAL TREASURER, OIC
Cost/ Time Unit	
SHARON ANGELES	MUNICIPAL BUDGET OFFICER, OIC
Compensation/Claims:	
MARIO ALEA JR.	MTO
Procurement Unit:	
RENEL MALACAPO	MUNICIPAL REGISTRAR

SECTION 2. DUTIES AND FUNCTIONS

A. The **Responsible Officer** (RO) is the official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident. The RO shall have the following roles and responsibilities:

- 1. Typically makes the decision to activate ICS and order an IMT;
- 2. Delegates authority to the Incident Commander (IC) for on-scene incident operations;
- 3. Conducts an initial meeting (preferably face-to-face) with IC;
- 4. Conducts an in-briefing for the incoming IMT for the Delegation of Authority, current situation, incident goals and performance expectations;
- 5. Interacts with IMT during response operations to validate objectives and ensure that the IMT is progressing toward meeting those objectives;
- 6. Conducts closeout meetings with IMT and evaluates team performance;
- 7. Ensures resource coordination and support to the IMT from the Emergency Operations Center (EOC).

B. The **Incident Commander** (IC) is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. The IC shall have the following roles and responsibilities:

1. Has clear authority on the incident and knows the agency policy;
2. Ensures incident safety;
3. Establishes an Incident Command Post (ICP);
4. Obtains briefing from RO and prior IC and assesses the situation;
5. Establishes immediate priorities;
6. Determines incident objectives and strategies to be followed;
7. Establishes the level of organization needed and monitor the operations and effectiveness of that organization
8. Oversees Planning Meetings as required;
9. Approves the IAP;
10. Coordinates activities of the Command and General Staff;
11. Approves requests for additional resources or for the release of resources;
12. Approves the use of trainees, volunteers, and auxiliary personnel;
13. Authorizes release of information to the news media;
14. Orders demobilization of the incident when appropriate;
15. Ensures incident after-action reports are complete;
16. Keeps DRRMC Chairperson and/or Responsible Official informed of incident status; and
17. Displays Command Presence.

C. The **Public Information Officer** shall have the following roles and responsibilities:

1. Determines from the IC any limits on information release;
2. Prepares press releases;
3. Obtains IC approval of media news releases;
4. Conducts periodic media briefings;
5. Arranges for tours and other interviews or briefings that may be required;
6. Monitors and forwards media information that may be useful to incident planning;
7. Maintains current information summaries and/or displays on the incident;
8. Makes information about the incident available to incident personnel; and
9. Participates in the Planning Meeting

D. The **Safety Officer** (SOFR) shall have the following roles and responsibilities:

1. Monitors hazardous/ unsafe situations;
2. Develops safety procedures and safety plan;
3. Has authority to stop unsafe acts on the incident;
4. Participates in Planning Meetings;
5. Identifies and mitigates hazardous situations;
6. Assigns line safeties qualified to evaluate special hazards on the incident;
7. Initiates preliminary investigation of accidents within the incident area;
8. Reviews and approves the medical plan; and 9. Ensures safety messages and briefings are made.

E. The **Liaison Officer** (LOFR) shall have the following roles and responsibilities:

1. Acts as a Point of Contact for agency representatives & other entities, e.g.,
 - a. Congressional personnel
 - b. Investigating organizations
2. Maintains a list of assisting and cooperating agencies and agency representatives;
3. Assists in setting up and coordinating interagency contacts;
4. Monitors incident operations to identify current or potential inter-organizational problems;

5. Participates in Planning Meetings, provides current resource status, including limitations and capability of agency resources; and
6. Provides agency-specific demobilization information and requirements

F. The **Planning Section** is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to: Understand the current situation Predict probable course of incident events Prepare alternative strategies for the incident Submit required incident status reports.

The **Planning Section Chief** is responsible for:

1. Working closely with the OSC and the IC in formulating the best possible picture of the current situation.
2. Working closely with the IC and the OSC in determining the incident strategies and tactical objectives.
3. Staffing, Organizing, and supervising the planning section
4. Planning for relief and replacement of staff, as appropriate
5. Preparing for and participating in the operational planning cycle
6. Completing necessary ICS forms for the IAP
7. Ensuring the IAP is constructed, copied, and disseminated to all incident personnel Communicating and implementing the IAP
8. Provide periodic status reports to the IC May assign a deputy PSC to assist in supervising planning activities

The **Situation Unit Leader** (SITL) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Start collecting and analyzing incident information, as soon as possible
4. Participate in the operational planning process and meetings, as required by the PSC
5. Conduct situation updates at meeting and briefings , as required by the PSC

Secondary Responsibilities

1. Prepare and maintain Incident Situation Display(s) (these may be maps, forms, weather reports, victim or damage assessment information, and other reports from technical specialists)
2. Provide photographic services and maps
3. Collect and maintain current incident data, as required by the Incident Information Center
4. Prepare periodic predictions, as requested by the PSC
5. Prepare, post, and disseminate resource and situation center
6. Prepare the Incident Status Summary (ICS 209)
7. Provide status report to the PSC
8. Provide status reports to appropriate requesters

Tertiary Responsibilities

1. Develop and maintain master chart(s)/map(s) of the incident
2. Receive briefings and information from field observers
3. Maintain Unit/Activities Log (ICS 214)

The **Resources Unit Leader** (RESL) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities

3. Participate in the operational planning process and meetings, As required by PSC
4. Conduct resource status updates at meetings and briefing as required by PSC
5. Using the Incident Briefing (ICS 201), prepare and maintain the Incident Situation Display (organization chart and resources allocation and deployment sections)

Secondary Responsibilities

1. Establish check-in function at incident locations and work to achieve total accountability and tracking of all incident resources (personnel and equipment)
2. Establish contact with incident facilities to track resource status as Assigned, available, or Out of Service
3. Gather, post, and maintain incident resource status; maintain master roster of all resources checked in at the incident
4. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207)
5. Prepare appropriate parts of Assignment Lists (ICS 204)
6. Provide status report to the PSC
7. Provide status reports to appropriate requesters

Tertiary Responsibility

1. Maintain Unit/Activities Log (ICS 214)

The **Documentation Unit Leader** (DOCL) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Collect and organize incident files information, forms, IAPs, information releases, and reports

Secondary Responsibilities

1. Establish duplication service and respond to requests
 2. File copies of all official forms and reports
 3. Check on accuracy and correct errors or omissions by contacting appropriate ICS units
 4. Provide incident documentation to appropriate requesters
 5. Provide status report to the PSC
- Provide status reports to appropriate requesters

Tertiary Responsibilities

1. Organize files for submitting the final incident documentation package
2. Maintain Unit/Activity Log (ICS 214)

The **Demobilization Unit Leader** (DMOB) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Review incident resource records to determine probable size of demobilization effort
4. Identify surplus resources and probable release time
5. Participate in the operational planning process and meetings, as required, by the PSC

Secondary Responsibilities

1. Monitor the on-going Operations Section resource needs
2. Evaluate logistics and transportation capabilities required to support demobilization

3. Establish communications with off-incident facilities
4. Prepare and obtain approval of demobilization Plan, including required decontamination
5. Distribute Demobilization Plan to each processing point
6. Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan
7. Monitor the implementation and assist in coordinating the Demobilization Plan
8. Coordinate demobilization with AREPs
9. Brief PSC on progress of demobilization
10. Provide status reports to appropriate requesters

Tertiary Responsibility

1. Maintain Unit/Activity Log (ICS 214)

The Operations Section is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control and restore normal conditions.

G. The **Operations Section** is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control and restore normal conditions.

Operations Section Chief (OSC) activates and supervises elements in accordance with the Incident Action Plan (IAP) by:

1. Directing the execution of the IAP
2. Activating and executing the Site Safety and Health Plan
3. Directing and preparing the unit operational plans
4. Requesting or releasing resources
5. Making expedient changes to the IAPs, as necessary
6. Reporting to the IC/UC
7. May assign a deputy OSC to assist in supervising operations activities

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Evaluate, organize, assign and brief Ops Section staff
4. Recon the incident visually, if possible
5. Develop and implement operations portion of IAP
6. Supervise Ops Section personnel

Secondary Responsibilities

1. Supervise execution of IAP for Operations
2. Coordinate with SO to carry out operational activities while complying with all safety requirements
3. Monitor and request resources needed to implement Operation's Tactics as part of the IAP development (ICS 215)
4. Implement effective strategies and tactics to meet operations objectives
5. Assist the SO in developing the risk/ hazard analysis (ICS 215a)
6. Make , or approve, expedient changes to the IAP during the operational period, as necessary
7. Monitor and evaluate the current situation status and make recommendations for use in the next operational period
8. Prepare and Participate in the tactics meeting (refer to Planning cycle)
9. Participate in the Operational planning process and development of the tactical portions of the IAP (ICS 204 and ICS 220) (refer to Planning cycle)

Tertiary Responsibilities

1. Inform RESL of changes in the status of resources assigned to section
2. Approve suggested list of resources to be released from assigned status (not released from incident)
3. Assemble and disassemble teams/ task forces assigned to Ops Section
4. Organize the Ops section effectively to ensure manageable span of control and safe operations of all Ops personnel
5. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to IC/UC, as well as to PSC and PIO
6. Identify and use staging areas as necessary/ appropriate
7. Develop and make recommendations to plan for demobilization of Ops resources
8. Receive and implement demobilization plans
9. Participate in operational briefings to IMT members, media, community and dignitaries
10. Maintain Unit/ Activity Log (ICS 214)

The **Staging Area Manager** (STAM) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Organize, assign, and brief assistant/s
3. Plan and organize the staging area for quick and effective deployment of resources
4. Establish expected resource levels from the OSC
5. Advise OSC when resource levels reach minimums

Secondary Responsibilities

1. Establish and maintain boundaries of staging areas
2. Post signs for identification and traffic control
3. Establish check-in function as appropriate
4. Determine and request logistical support for personnel and equipment as needed
5. Ensure security at staging area
6. Advise OSC of all changing situations/ conditions on scene
7. Respond to requests of resource assignments
8. Respond to requests for information, as required
9. Keep RESL informed of the status of all resources in staging area

Tertiary Responsibilities

1. Arrange for maintenance needs for resources in Staging area
2. Establish an accountability system for all resources/ equipment checked in and out of Staging
3. Demobilize or reposition staging areas as needed
4. Maintain Unit/Activity Log (ICS 214)

The **Division/ Group Supervisor** (DIVS) is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review Leadership responsibilities
3. Identify Division/ Group organization and resources
4. Organize, assign, brief assistants
5. Provide copies of the current IAP to subordinates
6. Implement IAP for Division/ Group
7. Supervise Division/ Group resources, making changes, as needed

Secondary Responsibilities

1. Review Division/ Group assignments and incident activities with subordinates and assign tasks
2. Coordinate activities with other Divisions
3. Determine need for assistance on assigned tasks
4. Submit situation and resources status information to Branch Director or OSC
5. Report special occurrences or events such as accidents or sickness to the immediate supervisor
6. Resolve logistics problems within Division/ Group

Tertiary Responsibilities

1. Keep RESL (through chain of command) informed of resource status of resources assigned to the branch
2. Participate in the development of Branch plans for the next operational period (Refer to Planning Cycle)
3. Evaluate demobilization and implement demobilization plan, when appropriate
4. Debrief with OSC at the end of each operational period
5. Maintain Unit/ Activity Log (ICS 214)

H. The **Logistics Section** is responsible for providing facilities, services, and materials in support of the incident response. The LSC participates in developing and implementing the IAP and activates and supervises Branches and Units within the Logistics Section. The LSC may have Deputy LSC's, who may be from the same agency or from an assisting agency. The Deputy LSC must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

The **Logistics Section Chief (LSC)** is responsible for:

1. Working closely with the IC/UC in anticipating and providing all incident support
2. requirements
3. Ordering all resources through appropriate procurement methods
4. Providing and establishes all incident facilities, transportation, supplies, equipment
5. maintenance and fueling, food service, communications, and medical services for
6. incident personnel
7. Staffing, organizing, and supervising the logistics section
8. Planning for relief and replacement of staff, as appropriate
9. Preparing for and participating in the operational planning process
10. Completing necessary ICS forms for the IAP
11. Providing periodic status reports to the IC/UC
12. May assign a Deputy LSC to assist in supervising Logistics activities

Primary Responsibilities

1. Review Common Responsibilities
2. Plan the organization of the Logistics Section.
3. Assemble and brief Logistics Branch Directors and Unit Leaders.
4. Assign work locations and preliminary tasks to Section personnel.

Secondary Responsibilities

1. Notify Resources Unit Leader of the Logistics Section Units activated, including names and locations of assigned personnel.
2. Determine and supply immediate incident resource and facility needs.
3. In conjunction with Command, develop and advise all Sections of the IMT resource approval and requesting process.
4. Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.

5. Identify long-term service and support requirements for planned and expected operations.
6. Advise Command and other Section Chiefs on resource availability to support incident needs.

Tertiary Responsibilities

1. Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
2. Identify resource needs for incident contingencies.
3. Coordinate and process requests for additional resources.
4. Track resource effectiveness and make necessary adjustments.
5. Advise on current service and support capabilities.
6. Request and/or set up expanded ordering processes as appropriate to support incident.
7. Develop recommended list of Section resources to be demob and initiate recommendation for release when appropriate.
8. Receive and implement applicable portions of the incident Demobilization Plan.
9. Ensure the general welfare and safety of Logistics Section personnel.
10. Participate in after-action process
11. Maintain Unit Log (ICS 214)

The **Communication Unit Leader (COML)** is responsible for:

Primary Responsibilities

1. Review Common Responsibilities
2. Review Unit Leader Responsibilities
3. Determine Unit personnel needs.
4. Prepare and implement the Incident Radio Communications Plan (ICS 205).
5. Ensure the Incident Communications Center and the Message Center is established.
6. Establish appropriate communications distribution/maintenance locations within the Base.
7. Ensure communications systems are installed and tested.
8. Ensure an equipment accountability system is established.
9. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.

Secondary Responsibilities

1. Provide technical information as required on:
 - a. Adequacy of communications systems currently in operation.
 - b. Geographic limitation on communications systems.
 - c. Equipment capabilities/limitations.
 - d. Amount and types of equipment available.
 - e. Anticipated problems in the use of communications equipment.
2. Supervise Communications Unit activities.

Tertiary Responsibilities

1. Maintain records on all communications equipment as appropriate.
2. Ensure equipment is tested and repaired.
3. Recover equipment from Units being demobilized.
4. Maintain Unit Log (ICS 214).
5. Maintain an inventory of food and water.
6. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
7. Supervise Food Unit personnel as appropriate.

Tertiary Responsibilities

1. Maintain Unit Log (ICS 214).

The **Medical Unit Leader (MEDL)** is responsible for:

Primary Responsibilities

1. Review Common Responsibilities
2. Review Unit Leader Responsibilities.
3. Participate in Logistics Section/Service Branch planning activities.
4. Determine level of emergency medical activities performed prior to activation of Medical Unit

Secondary Responsibilities

1. Establish the Medical Unit.
2. Prepare the Medical Plan (ICS 206).
3. Provide medical input into the planning process for strategy development.
4. Coordinate with Safety Officer, Operations, Tech specialists, and others on proper personnel protection procedures for incident personnel.
5. Prepare procedures for major medical emergencies.
6. Develop transportation routes and methods for injured incident personnel.
7. Ensure incident personnel patients are tracked as they move from origin, care facility and disposition.
8. Provide continuity of medical care for incident personnel.
9. Declare major medical and public health emergencies, as appropriate.
10. Provide or oversee medical and rehab care delivered to incident personnel.
11. Monitor health aspects of incident personnel including excessive incident stress.
12. Respond to requests for medical aid, medical transportation and medical supplies.

Tertiary Responsibilities

1. Prepare medical reports and submit, as directed
2. In conjunction with Finance/Admin Section, prepare and submit necessary authorizations, reports and administrative documentation related to injuries, compensation or death of incident personnel.
3. Coordinate personnel and mortuary affairs for incident personnel fatalities.
4. Provide oversight and liaison as necessary for incident victims among emergency medical care, medical examiner and hospital care.
5. Provide for security and proper disposition of incident medical records.
6. Maintain Unit Log (ICS 214).

The **Food Unit Leader (FDUL)** is responsible for:

Primary Responsibilities

1. Review Common Responsibilities.
2. Review Unit Leader Responsibilities.
3. Determine location of working assignment, as well as number and location of personnel to be fed.
4. Determine the method of feeding to best fit each facility or situation.

Secondary Responsibilities

1. Obtain necessary equipment and supplies to operate food service facilities.
2. Set up Food Unit equipment.
3. Ensure that well-balanced menus are provided.
4. Order sufficient food and potable water from the Supply Unit.

5. Maintain an inventory of food and water.
6. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
7. Supervise Food Unit personnel as appropriate.

Tertiary Responsibilities

1. Maintain Unit Log (ICS 214).

The **Supply Unit Leader (SPUL)** is responsible for:

Primary Responsibilities

1. Review Common Responsibilities.
2. Review Unit Leader Responsibilities.
3. Participate in Logistics Section/Support Branch planning activities.
4. Provide Kits, as developed by your local agency, to Planning, Logistics, and Finance Sections.
5. Determine the type and amount of supplies en route.
6. Arrange for receiving ordered supplies.
7. Review the IAP for information on operations of the Supply Unit.
8. Develop and implement safety and security requirements.

Secondary Responsibilities

1. Order, receive, distribute and store supplies and equipment, and coordinate contracts and resource orders with the Finance Section.
2. Receive and respond to requests for personnel, supplies and equipment.

Tertiary Responsibilities

1. Maintain an inventory of supplies and equipment.
2. Coordinate service of reusable equipment.
3. Submit reports to the SUBD.

The **Ground Support Unit Leader (GSUL)** is responsible for:

Primary Responsibilities

1. Review Common Responsibilities.
2. Review Unit Leader Responsibilities.
3. Participate in Support Branch/Logistics Section planning activities.
4. Coordinate development of the Transportation Plan with the Planning Section.
5. Develop and implement the Traffic Plan.

Secondary Responsibilities

1. Support out-of-service resources.
2. Notify the Resources Unit of all status changes on support and transportation vehicles.
3. Arrange for and activate fueling, maintenance and repair of ground resources.
4. Maintain Support Vehicle Inventory and transportation vehicles (ICS-218).
5. Provide transportation services.
6. Maintain usage information on rented equipment.
7. Requisition maintenance and repair supplies, e.g., fuel, spare parts.
8. Coordinate incident road maintenance.

Tertiary Responsibilities

1. Submit reports to SUBD as directed.
2. Maintain Unit Log (ICS 214).

I. The **Finance/ Administration Section** is responsible for all financial and cost analysis aspects of the incident.

The **Finance/Administration Section Chief (FSC)** is responsible for:

1. Working closely with the IC/UC in estimating, tracking, and approving all incident expenses
2. Monitoring and coordinating funding from multiple sources
3. Ensuring that all local, regional, and national laws are complied with, in regard to spending
4. Staffing, organizing, and supervising the Finance/ Administration Section
5. Planning for relief and replacement of staff, as appropriate
6. Preparing for and participating in operational planning process (refer to planning cycle)
7. Completing necessary ICS forms for the IAP
8. Providing periodic status reports to the IC
9. May assign a Deputy FSC to assist in supervising Finance activities

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Attend briefing with response agency to gather information
4. Participate in operational planning process and meetings to gather information on overall strategy (refer to planning cycle)
5. Manage all financial aspects of the incident
6. Provide financial and cost analysis information as requested
7. Review operational plans and provide alternatives, where financially appropriate
8. Determine resource needs of the Finance/ Administration section
9. Develop an operating plan for Finance? Administration function on incident
10. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance

Secondary Responsibilities

1. Inform members of Command and General Staff when Section is fully operational
2. Meet with AREPs as required
3. Provide input in all planning sessions on financial and cost analysis matters
4. Maintain daily contact with agency administrative headquarters on finance matters
5. Ensure that all personnel time records are transmitted to home agency according to policy

Tertiary Responsibilities

1. Participate in all demobilization planning
2. Ensure that all obligation documents initiated at the incident are properly prepared and completed
3. Brief agency administrative personnel on all incident related financial issues needing attention or follow-up prior to leaving the incident
4. Develop recommended list of section resources to be demobilized and initial recommendation for release, when appropriate
5. Release resources in conformance with the Demobilization Plan
6. Participate in the after-action process
7. Maintain Unit/ Activity Log (ICS 214)

The **Compensation/ Claims Unit Leader (COMP)** is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Establish contact with MEDL, SO, LNO, and AREPs
4. Determine the need for Compensation-for-Injury and Claims Specialist and staff unit, as needed.

Secondary Responsibilities

1. If possible, co-locate Compensation-for-Injury work area with the Medical Unit
2. Obtain a copy of the Incident Medical Plan (ICS 206)
3. Coordinate with Procurement Unit in procedures for handling claims
4. Periodically review documents produced by subordinates

Tertiary Responsibilities

1. Obtain Demobilization Plan and ensure that Compensation-for-injury and Claims Specialists are adequately briefed on Demobilization Plan
2. Ensure that all Compensation-for-injury and claims documents are up to date and routed to the proper company/ agency
3. Keep FSC briefed on Unit status and activity
4. Demobilize Unit in accordance with the demobilization plan
5. Maintain Unit/ Activity Log (ICS 214)

The **Cost Unit Leader (COST)** is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Coordinate with agency headquarters on cost reporting procedures

Secondary Responsibilities

1. Obtain and record all cost data
2. Prepare incident cost summaries
3. Prepare source-use cost estimates for Planning
4. Make recommendations for cost savings to FSC
5. maintain cumulative incident cost records
6. Ensure that all cost documents are accurately prepared

Tertiary Responsibilities

1. Complete all records prior to demobilization
2. Provide reports to FSC
3. Maintain Unit/ Activity Log (ICS 214)

The **Time Unit Leader (TIME)** is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Establish and maintain a file for personnel time reports within the first operational period
4. Determine and obtain Unit Staffing
5. Contact appropriate AREPs

Secondary Responsibilities

1. Initiate, gather, or update a time report from all applicable personnel assigned to the incident
2. Verify that all personnel identification information is correct on the time report
3. Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents
4. Ensure that time reports are signed
5. Close out time documents prior to personnel leaving the incident
6. Distribute all time documents according to company/ agency policy

Tertiary Responsibilities

1. Maintain records security
2. Ensure all records are current and complete, prior to demobilization
3. Brief FSC on current problems and recommendation, outstanding issues, and followup requirements
4. Maintain Unit/ Activity Log (ICS214)

The **Procurement Unit Leader (PUL)** is responsible for:

Primary Responsibilities

1. Review common responsibilities
2. Review the leadership responsibilities
3. Contact appropriate Unit Leaders in incident needs and any special procedures
4. Coordinate with local jurisdictions on plans and supply sources
5. Create/ Obtain the Incident Procurement Plan

Secondary Responsibilities

1. Prepare and sign contracts and land use agreements, as needed
2. Draft memorandum of understanding (MOU)
3. Establish contracts with supply vendors as required
4. Coordinate between the Ordering Manger and all other property management requirements
5. Ensure proper accounting for all new property
6. Interpret contacts/ agreements and resolve claims or disputes within delegated authority
7. Coordinate with Compensation/ Claim Unit on procedures for handling claims
8. Finalize all agreements and contracts
9. Complete final processing and send documents for payment

Tertiary Responsibilities

1. Coordinate cost data in contracts with COST
2. Maintain Unit/ Activity Log (ICS 214)

SECTION 3. REPEALING CAUSE

All rules and regulations, executive orders, office orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion hereof, are hereby repealed or modified accordingly.

SECTION 4. SEPARABILITY CLAUSE

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

SECTION 5. EFFECTIVITY

This Executive Order shall take effect immediately and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

DONE in the Municipality of Bongabong, Oriental Mindoro this 17 of March, 2023.

ELEGIO A. MALALUAN, O.D.
Municipal Mayor