Republika Ng Pilipinas
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
Lungsod ng Bacolod

CITY ORDINANCE NO. 1115
December 10, 2025

AN ORDINANCE ELEVATING THE CURRENT BACOLOD CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE UNDER THE OFFICE OF THE CITY MAYOR INTO A DEPARTMENT, EXPANDING ITS ORGANIZATION AND PERSONNEL, DEFINING ITS FUNCTIONS, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES.

WHEREAS, The Local Government Code of 1991 empowers the Sangguniang Panlungsod to create such other Offices as may be necessary to carry out the purposes of the City Government;

WHEREAS, the Code authorizes the Sangguniang Panlungsod to determine the positions, powers, duties and salaries of officials and employees of the City;

WHEREAS, Republic Act No. 10121 also known as the "Philippine Disaster Risk Reduction and Management Act of 2010" establishes the following institutional mechanisms (Section 5-12): 1) DRRMCs (National, Regional, Provincial, City, Municipal and Barangay Levels; 2) Office of Civil Defense; and 3) Permanent Office on DRRM at the LGU Level;

WHEREAS, Rule 6, Section 6 of the Implementing Rules and Regulations of RA 10121 provides that the Local Sanggunian concerned shall enact the appropriate ordinance to create the DRRMO including the allocation of necessary staffing/personnel and budget;

WHEREAS, Section 7 of Bacolod City Ordinance No. 532 Series of 2011, "An Ordinance Institutionalizing the Disaster Risk Reduction and Management System in the City of Bacolod and Providing Funds Thereof" states that "there shall be established a Bacolod City Disaster Risk Reduction and Management Office that shall be under the Office of the City Mayor. It shall be initially organized and composed of the Bacolod City Disaster Risk Reduction and Management Officer to be assisted by three (3) staff responsible for (1) Administration and Training; (2) Research and Planning; and (3) Operations and Warning."

WHEREAS, Section 8 Bacolod City Ordinance No. 532 Series of 2011, "An Ordinance Institutionalizing the Disaster Risk Reduction and Management System in the City of Bacolod and Providing Funds Thereof" states that "the City Government shall allocate an annual Budget for the Bacolod City Disaster Risk Reduction and Management Office. The budgetary source and compensation of the Bacolod City Disaster Risk Reduction and Management Office (BCDRRMO) shall conform to the rules and policies of the Department of Budget and Management;

WHEREAS, NDRRMC/DBM/DILG/CSC Joint Memorandum Circular No. 2014-1 S. 2014 provides for the Implementing Guidelines on the Establishment of Local DRRM Offices (LDRRMO) and Barangay DRRM Committees (BDRRMC) in the Local Government Units (LGU);

WHEREAS, Under Item 5.0 "Organization and Composition of Local DRRM Offices (LDRRMO) and Barangay DRRM Committees (BDRRMC)", Sub-items 5.1 to 5.3 states that:

> 5.1 The LDRRMO shall be under the office of the governor, city or municipal mayor, and the punong barangay in case of the BDRRMC.
> 5.2 The LDRRMO shall be initially composed of a Local DRRM Officer to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning.
> 5.3 The Local DRRM Officer who shall head the LDRRMO shall have the following positions, as appropriate:

Local Government Unit (LGU)	Head of the LDRRMO
Provinces	Local DRRM Officer IV (SG 22)
Special Cities (Manila and Quezon City)	Local DRRM Officer V (SG 24)
Highly Urbanized Cities	Local DRRM Officer IV (SG 22)
Component Cities	Local DRRM Officer IV (SG 22)
1st-3rd Class Municipalities	Local DRRM Officer III (SG 18)
4th —6th Class Municipalities	Local DRRM Officer II (SG 15)

WHEREAS, Under Item 5.0 "Organization and Composition of Local DRRM Offices (LDRRMO) and Barangay DRRM Committees (BDRRMC)", Sub Item 5.4 of NDRRMC/DBM/DILG/CSC Joint Memorandum Circular No. 2014-1 S. 2014, states that:

> 5.4 The Head of the LDRRMO shall have as his/her staff, lower level positions, as appropriate, using the following series of Local DRRM Officer Positions:

Position Title	Salary Grade
Local DRRM Assistant	8
Local DRRM Officer I	11
Local DRRM Officer II	15
Local DRRM Officer III	18
Local DRRM Officer IV	22
Local DRRM Officer V	24

WHEREAS, Under Item 5.0 "Organization and Composition of Local DRRM Offices (LDRRMO) and Barangay DRRM Committees (BDRRMC)", Sub Item 5.6 of NDRRMC/DBM/DILG/CSC Joint Memorandum Circular No. 2014-1 S. 2014, states that:

> 5.6 If an LGU is financially capable and has not exceeded the personal services (PS) limitation, the Local Sanggunian, may elevate the organization and staffing of the LDRRMO. LGUs shall be guided by the following standards on position titles and salary grades of Department Heads (DH), Assistant Department Heads (ADH), and the highest positions below the ADH:

Local Government Unit (LGU)	Department Head (DH)	Asst.Department Head (ADH)	Highest Position Below the ADH
Provinces	Prov.Govt.Dept Head (SG 26)	Prov.Govt.Asst. Dept.Head (SG 24)	Local DRRM Officer IV (SG 22)

Special Cities (Manila and Quezon City)	City Govt.Dept Head III (SG 27)	City Govt.Asst. Dept Head III (SG 25)	Local DRRM Officer V (SG 24)
Highly Urbanized Cities	City Govt.Dept Head II (SG 26)	City Govt.Asst.Dept Head II (SG 24)	Local DRRM Officer IV (SG 22)
Component Cities	City Govt.Dept Head I (SG 25)	City Govt.Asst.Dept Dept.Head I (SG 23)	Local DRRM Officer IV (SG 22)
1st- 3rd Class Municipalities	Mun. Govt.Dept Head II (SG 25)	Mun. Govt.Asst. Dept. Head II (SG 23)	Local DRRM Officer III (SG 18)
4th- 6th Class Municipalities	Mun. Govt.Dept Head I (SG 24)	Mun. Govt.Asst. Dept. Head I (SG 22)	Local DRRM Officer II (SG 15)

WHEREAS, Under Item 6.0 "Organization and Composition of Local DRRM Offices (LDRRMO) and Barangay DRRM Committees (BDRRMC)", Sub Item 6.1 and 6.2 of NDRRMC/DBM/DILG/CSC Joint Memorandum Circular No. 2014-1 S. 2014, states that:

> 6.1 The Local DRRM Officer series of position titles with their corresponding minimum qualification standards and salary grades shall be used in the classification of the technical staff positions for the LDRRMO as follows:

Position Title (SG)	Education	Experience	Training	Eligibility
Local DRRM Officer V (SG 24)	Master's Degree	4 years in position involving mgt. and supervision, 1 year of which is Relevant to DRRM	24 hours of training in mgt.and supervision on DRRM	Career Service Professional 2nd Level Eligibility
Local DRRM Officer IV (SG 22)	Bachelor's Degree	3 years of relevant experience on DRRM	10 hours of relevant training on on DRRM	Career Service Professional 2nd Level Eligibility
Position Title (SG)	**Education**	**Experience**	**Training**	**Eligibility**
Local DRRM Officer III (SG 18)	Bachelor's Degree DRRM	2 years of relevant experience on training on	8 hours of relevant on DRRM	Career Service Professional 2nd Level Eligibility
Local DRRM Officer II (SG 15)	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on on DRRM	Career Service Professional 2nd Level Eligibility
Local DRRM Officer I (SG 11)	Bachelor's Degree	None required	None required	Career Service Professional 2nd Level Eligibility

Local DRRM Assistant (SG 8)	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service Professional 1st Level Eligibility

6.2 The following minimum qualification standards shall be required for the Local DRRM Officer, the Head of the LDRRMO, depending on the actual level of organization created by LGU:

Level of Organization	**Position Title**	**Education**	**Experience**	**Training**	**Eligibility**
Department (SG 25-27) (SG 26)	Prov. Govt Dept. Head City Govt. Dept Head I-III (SG 25-27) Mun.Govt Dept.Head II (SG 25) City Govt. Asst.Dept Head III (SG 25)	Bachelor's Degree	5 years in position involving mngt. and supervision, 1 year of which is relevant to DRRM	32 hours of training in mngt. & Supervision on DRRM	Career Service Professional 2nd Level Eligibility
Department (SG 24)	Mun.Govt Dept.Head I (SG 24) Prov.Govt. Asst.Dept Head (SG 24) City Govt. Asst.Dept. Head II (SG 24)	Bachelor's Degree	4 years in position involving mngt. and supervision, 1 year of which is relevant to DRRM	24 hours of training in mngt. and supervision on DRRM	Career Service 2nd Level Eligibility

WHEREAS; the current Plantilla Positions and Organizational Structure of the Bacolod City DRRM Office under the Office of the City Mayor are as follows:

PROPOSED PLANTILLA POSITIONS FOR THE PROPOSED BACOLOD CITY DRRM DEPARTMENT (BCDRRMD)	
POSITION TITLE	STATUS
CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD II – SG 24 (Assistant Local Disaster Risk Reduction & Management Officer)	-VACANT-
LOCAL DRRM OFFICER IV - SG 22	ACTIVE
Administration and Training Section	
LOCAL DRRM OFFICER III - SG 18	ACTIVE
ADMINISTRATIVE OFFICER II - SG 15	-VACANT-
LOCAL DRRM ASSISTANT - SG 8	ACTIVE
Research and Planning Section	
LOCAL DRRM OFFICER II - SG 15	ACTIVE
LOCAL DRRM ASSISTANT - SG 8	-VACANT-
Operations and Warning Section	
LOCAL DRRM OFFICER II – SG 15	ACTIVE
LOCAL DRRM ASSISTANT - SG 8 (Emergency Medical Services- Ambulance Operation)	ACTIVE
LOCAL DRRM ASSISTANT - SG 8 Emergency Response Services (Flood Control, Disinfection, Rescue, Evacuation Support etc)	ACTIVE
HEAVY EQUIPMENT OPERATOR II - SG 6	ACTIVE
ADMINISTRATIVE AIDE IV (DRIVER II) - SG 4	ACTIVE
ADMINISTRATIVE AIDE IV (DRIVER II) - SG 4	ACTIVE
ADMINISTRATIVE AIDE IV (DRIVER II) - SG 4	ACTIVE
ADMINISTRATIVE AIDE IV (DRIVER II) - SG 4	ACTIVE

WHEREAS, Bacolod City is a Highly Urbanized City (HUC) and a rapidly developing metropolis with a projected population of 647,561 in 2023 by the Philippine Statistics Authority (PSA);

WHEREAS, the Local DRRM Office is at the forefront of the LGU's Disaster Risk Reduction and Management Programs as it takes the challenge of enhancing the resilience of the City and its barangays by taking the lead in four (4) thematic areas of Disaster Risk Reduction and Management namely: Disaster Prevention/Mitigation, Disaster Preparedness, Disaster Response and Disaster Recovery/Rehabilitation;

WHEREAS, it is imperative and fitting that Bacolod City DRRM Office be elevated into a Department in order to expand its organizational structure to effectively and efficiently serve its stakeholders in preparing for and responding to any forms of calamitous/disastrous situations, so that Bacolodnons are disaster resilient when no lives and properties are lost;

WHEREAS, the National DRRM Council's Gawad KALASAG (Kalamidad Labanan, Sariling Galing ang Kaligtasan) Seal Assessment for LGUs give merit to LGUs that had elevated their Local DRRM Offices into a Department (LGU Assessment Toolkit Item 1.6 - LDRRMO Staffing/Personnel Complement).

NOW THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Bacolod City in regular session assembled, that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as "Bacolod City DRRM Re-organization Ordinance"

SECTION 2. OBJECTIVE. The City Government of Bacolod aims to create an effective and pro-active Disaster Risk Reduction and Management Department. In line with it is the expansion of its organization and personnel to better address the needs and the demands of the office that is at the forefront of responding to crises and emergency situations.

SECTION 3. THE BACOLOD CITY DISASTER RISK REDUCTION AND MANAGEMENT DEPARTMENT (BCDRRMD). The Bacolod City Disaster Risk Reduction and Management Office under the Office of the City Mayor is now elevated and shall be known as the Bacolod City Disaster Risk Reduction and Management Department.

SECTION 4. EXPANDED ORGANIZATION STRUCTURE OF THE BACOLOD CITY DRRM DEPARTMENT. The current positions under the BCDRRMO shall be retained under the Bacolod City Disaster Risk Reduction and Management Department.

However, as part of the expansion of its organization and personnel, and notwithstanding the retention of the current positions, the following positions shall be created and added to the plantilla of the department:

a) Department Head

    i. CITY GOVERNMENT DEPARTMENT HEAD II – SG 26
    (Local Disaster Risk Reduction& Management Officer)

b) Administrative and Training Division
    i. LOCAL DRRM OFFICER I - SG 11 –

c) Research and Planning Division
    i. LOCAL DRRM OFFICER III - SG 18
    ii. LOCAL DRRM OFFICER I - SG 11

d) Operations and Warning Division
    i. LOCAL DRRM OFFICER III - SG 18
    ii. Two (2) LOCAL DRRM OFFICER I – SG 11
    iii. Two (2) ADMINISTRATIVE AIDE IV (DRIVER II) - SG 4

SECTION 5. QUALIFICATIONS AND SALARY GRADES. The qualifications of the created and added positions shall be as follows:

a) CITY GOVERNMENT DEPARTMENT HEAD II (Local Disaster Risk Reduction & Management Officer)

    i. Education: Master's Degree in Crisis & Disaster Risk Management or related course

ii. Experience: 5 years in position involving management and supervision, 1 year of which is relevant to DRRM

iii. Training: 32 hours of training in management and supervision on DRRM

iv. Eligibility: Career Service Professional/ 2nd Level Eligibility

b) LOCAL DRRM OFFICER I

i. Education: Bachelor's Degree

ii. Experience: None required

iii. Training: None required

iv. Eligibility: Career Service Professional/ 2nd Level Eligibility

c) LOCAL DRRM OFFICER III

i. Education: Bachelor's Degree

ii. Experience: 2 years of relevant experience on DRRM

iii. Training: 8 hours of relevant training on DRRM

iv. Eligibility: Career Service Professional/ 2nd Level Eligibility

d) ADMINISTRATIVE AIDE IV (DRIVER II)

i. Education: Elementary School graduate

ii. Experience: none required

iii. Training: none required

iv. Eligibility: Professional Driver's License

The salary grades for these added positions shall be in accordance with NDRRMC/DBM/DILG/CSC Joint Memorandum Circular No. 2014-1 S. 2014 or its recent relevant issuance/guidelines.

SECTION 6. FUNCTIONS OF THE BACOLOD CITY DRRM DEPARTMENT. The Bacolod City Disaster Risk Reduction and Management Department is created to set the direction, development, implementation and coordination of disaster risk management programs within the City of Bacolod and to design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines.

The functions of the divisions of the BCDRRMD are as follows:

a) ADMINISTRATION & TRAINING DIVISION

1. Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;
2. Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
3. Identify and implement cost-effective risk reduction measures and strategies;
4. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
5. Take all necessary steps on a continuing basis to maintain, provide or arrange the provision of or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;
6. Organize, train and equip and supervise the local emergency response teams in the ACDVs, ensuring that the humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
7. Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;
8. Implement policies, approve plans and programs of the BCDRRMC consistent with the policies and guidelines laid down in the Act;
9. Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

b) RESEARCH AND PLANNING DIVISION

1. Facilitate and support risk assessments and contingency planning activities at the local level;
2. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
3. Conduct research and development initiatives on DRRM;
4. Formulate and implement a comprehensive and integrated LDRRMP in accordance with the national, regional and provincial framework and policies on disaster risk reduction in close coordination with the Local Development Councils (LDCs);
5. Prepare and submit to the Sangguniang Panlungsod through the Bacolod City Disaster Risk Reduction and Management Council (BCDRRMC) and the CDC the annual LDRRMO Plan and budget, the proposed programming of the DRRM Fund, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the DRRMO/BDRRMC;

6. Maintain a database of human resource, equipment, directories and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
7. Serve as the Secretariat and executive arm of the BCDRRMC;
8. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
9. Prepare and submit, through the BCDRRMC and the CDC, the report on the utilization of the BCDRRM Fund and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA) for City level and internal audit for municipal and component city level, copy furnished the Regional Director of the OCD and the Local Government Operations Officer of the DILG;
10. Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

c) OPERATIONS AND WARNING DIVISION

1. Operate a multi-hazard early warning system linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
2. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the local government, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
3. Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, C50s, and volunteer groups;
4. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
5. Coordinate other disaster risk reduction and management activities;
6. Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
7. Establish a City Disaster Risk Reduction and Management Operations Center;
8. Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs;

9. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD).

SECTION 7. ACCREDITATION, MOBILIZATION AND PARTICIPATION OF COMMUNITY DISASTER VOLUNTEERS. The City Government, through the BCDRRMD, shall take the lead for the accreditation, mobilization and participation of community disaster volunteers to complement the available government manpower assets and logistics for disaster risk reduction and management.

SECTION 8. ADOPTION OF DUTIES AND OBLIGATIONS. The duties and obligations of the Bacolod City Disaster Risk Reduction and Management Office provided for in City Ordinance No. 532, Series of 2011, shall be adopted which are to be performed by the Bacolod City Disaster Risk Reduction and Management Department.

SECTION 9. THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT FUND. The Bacolod City Government through the Bacolod City DRRM Department shall manage the utilization of the Local Disaster Risk Reduction and Management Fund subject to the provisions of RA 10121.

SECTION 10. SOURCES OF FUNDS. The operations, programs, and activities of the Bacolod City Disaster Risk Reduction and Management Department (BCDRRMD) shall be funded from the following sources:

a) The Local Disaster Risk Reduction and Management Fund (LDRRMF) of Bacolod City, as provided under Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," and its implementing rules and regulations;

b) Appropriations from the General Fund of Bacolod City, as may be authorized by the Sangguniang Panlungsod;

c) Grants, donations, endowments, and contributions from local, national, or international sources, subject to applicable laws and accounting and auditing rules and regulations;

d) Other sources of funds as may be authorized by law or ordinance.

The utilization and disbursement of funds shall be in accordance with existing laws, rules, and regulations, and shall be subject to regular audit by the Commission on Audit.

SECTION 11. REPEALING CLAUSE. Section 7 of City Ordinance No. 532, Series of 2011 is hereby repealed and modified to specifically suit present conditions to ensure consistency with existing laws, regulations, and other issuances.

SECTION 12. SEPARABILITY CLAUSE. Should any provision of this Ordinance be subsequently declared unconstitutional or invalid, the other provisions not affected by such declaration shall remain in full force and effect.

SECTION 13. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.

CARRIED BY THE VOTE OF:

Affirmative:

Councilors : Caesar Z. Distrito, Israel P. Salanga, Jude Thaddeus A. Sayson, Jason Isidro S. Villarosa, Celia Matea R. Flor, Dindo C. Ramos, Roberto M. Rojas, Wilson C. Gamboa, Jr., Psyche Marie E. Sy, Homer Q. Bais, Lady Gles Gonzales-Pallen, Danna Marie C. Barzo.

Official Travel : Councilor Em L. Ang.

Official Leave : None.

Author : Councilor Caesar Z. Distrito.

Passed : December 10, 2025 (24th Regular Session of the 12th Council).

Comments : P a s s e d .

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CLAUDIO JESUS RAYMUNDO A. PUENTEVELLA
Vice Mayor
Presiding Officer

ATTESTED:

ATTY. VICENTE C. PETIERRE III
Secretary to the Sanggunian

APPROVED: _____

GREG G. GASATAYA
City Mayor

VCP/CGT/llt

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AS OF 06 JAN 2026

SP LEGISLATIVE
SERVICES SECTION
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