



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03, s.2019

AN ORDER ORGANIZING THE OPERATION LISTO TEAM OF THE MUNICIPALITY OF PANIQUI, PROVINCE OF TARLAC

Whereas, the Philippines as the fourth most disaster-prone countries, has been doubling its efforts to mitigate and prevent disasters;

Whereas, Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 has effectively delineated several actions that LGUs and national government agencies should adopt before, during, and after disasters;

Whereas, the Department of the Interior and Local Government as Vice Chairperson on Disaster Preparedness formulated Operation LISTO which is a national advocacy program for disaster preparedness in accordance with the provisions of law and other issuances;

Whereas, Operation LISTO guides all tiers of local government units as well as the DILG family on actions they need to take before, during and after disasters;

Whereas, the Operation LISTO program assists the LGUs in formulating disaster preparedness plans, allowing them to know if they are ready and what they need to do to meet the minimum levels of readiness;

Whereas, the program has evolved from its inception in 2015 and took several forms – Listong Pamahalaan, Listong Pamayanan, and Listong Pamilyang Pilipino;

Whereas, the program has once again improved through LISTO 3.0 with the introduction of the Quality Assurance System for BDRRMCs and the Disaster Preparedness Checklist for Governors;

Now therefore, in view of the above considerations, and by virtue of the powers vested in me by law, I, **Leonardo M. Roxas**, Municipal Mayor of Paniqui, Tarlac, hereby order the Creation of Operation LISTO Team.

Section 1. Composition of the Operation LISTO Team. The LISTO Team shall be composed of the following:

HON. LEONARDO M. ROXAS	-	Local Chief Executive
P/SUPT. NAPOLOEON P. DUQUEZ	-	Chief of Police
F/SINSP. RYAN L. PASCUAL	-	Fire Marshal
MANUEL A. SAMBO	-	MDRRMO
LGOO VI AIMEE L. TAVISORA	-	MLGOO
ENGR. VLADIMIR L. SANTILLAN	-	MPDC
EUGENE D. GALANGA, RSW	-	MSWDO
GEORGE N. PAYUMO	-	MAO
HON. LINDA B. MANUEL	-	LnB President





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Section 2. Functions of the Operation LISTO Team. The LISTO Team shall perform the following functions:

Local Chief Executive

- Create and institutionalize structures, systems, policies and plans
 - Create and establish LDRRMC, LDRRMO, ICS, Community Disaster Volunteers;
 - Pass and Executive Order establishing a Response Cluster System;
 - Through an Executive Order, assign teams led by the LDRRMO to conduct a Risk Assessment as part of preparing the LDRRMP, LCCAP, Contingency Plan, Public Service Continuity Plan and Evacuation Plan;
 - Through an Executive Order, assign a team to prepare, update, and integrate the DRRMP in the CLUP and CDP;
 - Establish/designate an Operation Center and temporary shelters;
 - Designate warehouse for food, non-food items, burial sites and morgues;
 - Develop and disseminate a community and family guide for disaster preparedness and response;
 - Develop standard operation procedures that are relevant to the LGU;
 - Establish service delivery network and health referral systems for emergencies;
 - Check baseline health data and statistics. Focus on vulnerable groups; and
 - Issue and Executive Order establishing an Memorandum of Agreement or Understanding between and among the appropriate agencies
- Build competencies
 - Conduct trainings
- Mobilize resources
 - Acquiring resources for security, law and order, search and rescue, management of the dead and missing, clearing (Tasks, Supplies, Equipment, Stockpile); and
 - Acquiring communication and public awareness resources (Tasking, Supplies, Stockpile);

Chief of Police

- Before Actions
 - Prepare teams and equipment
- Convene the LDRRMC
 - Attend the LDRRMC meeting;
 - Establish an advanced command post of the Disaster Incident Management Task Group when deemed necessary;
 - Prepare and submit to the Mayor the security plan at the evacuation center;
 - Prepare and submit to the Mayor the forced/pre-emptive evacuation plan
- Activate the ICS
- Update the Mayor on the availability of resources (personnel and equipment) for response and secure emergency telecommunications equipment
- Mobilize Teams and Enlist Volunteers
 - Declare heightened alert to PNP Stations;
 - Prepare the SRR Teams;
 - Designate personnel who will assist in the medical, clearing, evacuation, camp management, and information dissemination operations
- Check the Functionality of Equipment



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- Preposition teams and Equipment
 - Prepositioning of SRR;
 - Prepositioning of personnel in assisting the clearing, evacuation, camp management and information dissemination operations;
 - Availability of medical teams for timely and rapid response if needed;
 - Inform the LCE the readiness of SRR equipment and supplies to support operational requirements;
 - Update the Mayor on the operational readiness of personnel, equipment and supplies for SRR;
 - Provide vehicular and personnel support for pre-emptive and force evacuation
- Deploy teams for operations during and after disasters
 - Before the Typhoon:
 - Provide updates on the readiness of personnel and equipment;
 - Mobilize volunteers;
 - Coordinate with the Mayor and the PNP higher headquarters to forward the deployment of the PPPOs/PROs SRR team;
 - Provide updates on status of public safety;
 - Maintain overall peace and order;
 - Conduct patrol/police visibility in vacated areas and establishments prone to looting;
 - Secure jail facilities;
 - Provide security measures to abandoned houses and properties and to operationalize the security system in the evacuation centers
 - During and After the Typhoon
 - Continue providing updates on status of public safety;
 - Continue maintaining peace and order to prevent looting;
 - Continue patrolling communities;
 - Continue securing jail facilities;
 - Assist in overall operation (SRR, Security, Medical and Clearing)
- Start Pre-emptive and Forcible Evacuation
 - Deploy police personnel to provide security and assist in the pre-emptive evacuation;
 - Coordination with other teams (security, medical and clearing)
- Cut-off Power/Electrical and Water Supply in the identified/affected areas
- Continue Operations
 - Coordination with DRMMO in assessing if affected communities are safe and ready to be occupied again;
 - Continue ensuring the safety of routes of the returning evacuees;
 - Continue providing updates on status of public safety and readiness of personnel and equipment;
 - Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross);
 - Continue the conduct of rescue and evacuation if deemed necessary;
 - Provide headcount of injured, missing and other casualties;
 - Conduct retrieval of dead bodies;
 - Coordinate with funeral parlors to manage the dead;
 - Continue maintaining peace and order, securing jail facilities and patrolling
- Prepare Evacuation Centers
- Preposition Relief Goods in the Evacuation Center
- Distribute Relief Packs and Conduct Mass Feeding
 - Provide security on the distribution of relief goods/mass feeding;
 - Assist the Mayor in alerting residents on the previously established warning system;



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- Patrol car sirens, ringing the church bells, use of megaphones and local radio broadcast
- Monitor Alerts

Fire Marshal

- Before Actions
 - Prepare teams and equipment
- Convene the LDRRMC
 - Attend the LDRRMC meeting;
 - Coordinate with other government agencies in the conduct of disaster response;
 - Prepare and submit to the Mayor the required Action Plan;
 - Prepare and submit to the Mayor the forced/pre-emptive evacuation plan
- Activate the ICS
- Update the Mayor on the availability of resources
- Mobilize Teams and Enlist Volunteers
 - Declare heightened alert to Fire Stations;
 - Prepare the SRR Teams;
 - Designate personnel who will assist in the medical, clearing, evacuation, camp management, and information dissemination operations
- Check the Functionality of Equipment
- Preposition teams and Equipment
 - Provide vehicular and personnel support;
 - Prepositioning of personnel in assisting the clearing, evacuation, camp management and information dissemination operations;
 - Update the Mayor on the operational readiness of personnel, equipment and supplies for SRR;
- Deploy teams for operations during and after disasters
 - Before the Typhoon
 - Conduct draining of flood waters and vital road networks;
 - Conduct cleaning/flashing of vital structures;
 - Deliver potable water to the evacuation center;
 - Take down billboards, prune trees, clear canals;
 - Ensure unobstructed routes of other teams for faster delivery of relief goods/supplies
 - Assess other structures/places as additional to the pre-identified evacuation centers;
 - Ensure adequate markers that would guide evacuees and operation teams
 - During and After the Typhoon
 - Continue providing updates on readiness of personnel and equipment;
 - Continue mobilizing volunteers;
 - Continue the conduct of rescue and evacuations;
 - Provide headcount of injured, missing and other casualties;
 - Conduct retrieval of dead bodies;
 - Coordinate with funeral parlors to manage the dead
- Start Pre-emptive and Forcible Evacuation
 - Deploy fire marshals to assist in the pre-emptive evacuation;
 - Coordination with other teams (security, medical and clearing)
- Cut-off Power/Electrical and Water Supply in the identified/affected areas
- Continue Operations
 - Conduct SRR;
 - Deliver potable water to the evacuation centers;
 - Continue providing updates on status of public safety and readiness of personnel and equipment;



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- Continue mobilizing volunteers (Tanods, BPATs, Kabalikat, Fire Brigade, Red Cross);
- Continue the conduct of rescue and evacuation if deemed necessary;
- Provide headcount of injured, missing and other casualties;
- Cut uprooted trees and start clearing roads;
- Coordinate with electric and water cooperatives to repair damaged water and power lines to restore supply
- Prepare Evacuation Centers
- Preposition Relief Goods in the Evacuation Center
- Distribute Relief Packs and Conduct Mass Feeding
 - Secure lifelines needed on distribution of relief/mass feeding;
- Monitor Alerts

MLGOO

- Coordinate with DILG CODIX for the latest status of weather bulletin;
- Attend LDRRMC Meeting;
 - In close coordination with the Finance and Budget, check the status of LDRRM Fund
- Coordinate Task Group 1 (Security, Law & Order, Lifeline, SRR, MDM);
 - In close coordination with the LDRRMO, check if the resources needed by the SRR, Security, Clearing and Info & Awareness are deployed or prepositioned;
 - In close coordination with the LDRRMO, coordinate and check the deployment and prepositioning of the SRR, Security, Clearing and Info & Awareness Teams;
 - In close coordination with the LDRRMO, identify the communities to be evacuated
- Coordinate Task Group 2 (Welfare and Humanitarian Services);
 - In close coordination with the LDRRMO, coordinate and check the deployment and prepositioning of the SRR, Security, Clearing and Info & Awareness Teams;
 - In close coordination with the LDRRMO, identify the communities to be evacuated;
 - In close coordination with the MHO, coordinate and check the deployment and prepositioning of the Health Team
- Coordinate Task Group 3 (Communication and Public Awareness);
 - In close coordination with the LDRRMO, check if the resources needed by the Communication and Awareness Team are deployed or prepositioned;
 - Coordinate with the Communication and Awareness Team for the dissemination of weather advisory to the public
- Monitor and document the key highlights during LDRRMC Meeting
 - Prepare and submit the Situational Report to the DILG Provincial Office

MDRRMO

- Operate a multi-hazard early warning system linked to disaster risk reduction to provide accurate and timely advice to local or national emergency response organizations and to the public, through diverse mass media, particularly radio, landline communications, and technologies for communication for rural communities;
- Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, 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;
- Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there are 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 them with breastfeeding, feed and care for their babies and give support to each other;



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Province of Tarlac



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- Serve as the Secretariat and executive arm of the LDRRMC;
- Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes

MSWDO

- Preposition food and non-food items even before disaster strikes to ensure that affected families have access to the most basic needs;
- Monitor and ensure that the temporary shelters operate based on the approved guidelines;
- Ensure the promotion and protection of internally-displaced families (IDF) and that they are free from abuse, especially those staying in evacuation centers;
- Provide immediate relief assistance in the aftermath of disasters

MPDC

- Provide assistance in the development and formulation of disaster plan towards the attainment of Disaster Prevention/Mitigation, Disaster Preparedness, Disaster Response and Disaster Rehabilitation and Recovery;
- Monitor and evaluate implementation of the different programs, projects and activities in accordance with the approved DRRM and other disaster preparedness related plans;

Liga ng mga Barangay President

- In coordination with the MLGOO and MDRRMO, inform the Punong Barangays of the weather advisory and disseminate public warning through established warning systems;
- In coordination with the MLGOO and MDRRMO, advise households to prepare survival kits, secure roof/walls and power lines

MAO

- In coordination with the MDRRMO, inform farmers of the weather advisory;

Section 3. Effectivity. This Order shall take effect immediately.

Signed this 6th of February, 2019 in Paniqui, Tarlac.


HON. LEONARDO M. ROXAS
Municipal Mayor