

## **CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION**

### **Plantilla Item No. 33 – Local DRRM Officer III (SG 18)**

1. Design, program, and coordinate the DRRM activities, consistent with the NDRRMC's standards and guidelines;
2. Facilitate and support risk assessments and contingency planning activities;
3. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
4. Conduct research and development initiatives on DRRM;
5. Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);
6. Prepare and submit to the local Sanggunian through the local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO;
7. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
8. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
9. Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;
10. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
11. Involve the most vulnerable sectors (women, children, senior citizen, and PWD) in risk assessment and planning;
12. Perform IMT/EOC Secretariat functions during disasters/emergencies;
13. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 41 – Local DRRM Officer I (SG 11)**

1. Lead, manage and implement fire auxiliary services activities;
2. Develop/review/ensure the timely submission of unit report and other related documents
3. Conduct and evaluate drills and other simulation exercises;
4. Recommend training activities for the fire auxiliary services team;
5. Implement Incident Command System procedures on-site;
6. Implement regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
7. Implement physical fitness activities to the fire auxiliary services team and
8. Recommend procurement of fire auxiliary services tools/equipment to the Operations and Warning Chief
9. Conduct personnel inspection (grooming, performance, uniforms and personal protective gears) and
10. Perform other duties and responsibilities as may be assigned from time to time.

### **Plantilla Item No. 59 – Local DRRM Officer I (SG 11)**

1. Responsible for the organization and conduct of training, orientation, and knowledge management activities on DRRM at the local level i.e. CDRRMO personnel, LGU, barangays, schools, NGO, NGAs among others
2. Responsible for the organization, training, equipping and supervising the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
3. Responsible for the conduct of training to the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness;
4. Prepare/update the Annual Training and Development Plan;
5. Develop/maintain/update training modules, presentations;
6. Develop and submit monthly unit report;
7. Provides logistical support to the Administration and Public Information Unit;
8. Performs executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and

9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 60 – Local DRRM Assistant (SG 8)**

1. Checks/manages official office email account regularly for information and/or correspondence, log and forward to head of office/concerned unit/personnel;
2. Updates/maintains the LDRRMO calendar of activities and coordinates with the concerned personnel;
3. Drafts/monitors/process routinary correspondences/transmittals, travel orders, office attendance logbook and summary of attendance;
4. Manages/monitors/process biometrics, locator slips, leave application, updates of leave credits, authorization of overtime;
5. Monitors status of IEC and training related project proposals, post-activity reports and related supporting documents;
6. Provides logistical support to the Training and Development Unit;
7. Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
8. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 61 – Local DRRM Assistant (SG 8)**

1. Assists in the conduct of trainings, capability-building activities for the LDRRMO, LDRRMC and augment personnel and coordinates the same with concerned office/org/agency;
2. Prepares/monitors project proposals for personnel development, post-activity reports and other related documents;
3. Maintains/monitors the personnel competency map and Individual Development Plan (IDP);
4. Performs daily inventory of existing training equipment and supplies and reports repair/replacement to concerned section;
5. Provides logistical support to the Administration and Public Information Unit;
6. Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
7. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 71 – Local DRRM Assistant (SG 8)**

1. Assists in the conduct of trainings, drills, simulation exercises for the community i.e. LGU, barangays, schools, NGO, NGAs, vulnerable/marginalized sectors and coordinates the same with concerned office/org/agency;
2. Prepares/monitors project proposals for community development, post-activity reports and other related documents;
3. Maintains/monitors the community competency map;
4. Performs daily inventory of existing training equipment and supplies and reports repair/replacement to concerned section;
5. Provides logistical support to the Administration and Public Information Unit;
6. Assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies and
7. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 35 – Local DRRM Assistant (SG 8)**

1. Assist in the conduct of risk assessments and contingency planning activities at the local level;
2. Assist in the consolidation of local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
3. Assist in the conduct of research and development initiatives on DRRM;
4. Assist in the formulation and submission of LDRRMC recommendations/resolutions, i.e. enactment of local ordinances and policies;
5. Assist in the involvement of the most vulnerable sectors (women, children, senior citizens and PWD) in risk assessment and planning;

6. Draft technical documents, i.e. executive orders, resolutions, non-routine (research-related) communications, recommendations, MOAs, CDRRMC minutes etc.;
7. Perform secretariat functions for the LDRRMC;
8. Perform IMT/EOC functions during disasters/emergencies and
9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 63 – Local DRRM Assistant (SG 8)**

1. Assist and maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;
2. Sort, number, file, maintain, update and retrieve documents and records of the office (document/records control), including technical documents, photos, clippings and quad-media citations/exposures
3. Prepare, maintain and make available office templates/forms
4. Develop and submit monthly reports
5. Perform IMT/EOC secretariat functions during disasters/emergencies
6. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 72 – Local DRRM Assistant (SG 8)**

1. Assist in the design, programming and coordination of DRRM activities consistent with the NDRRMC's standards and guidelines
2. Assist in the preparation and submission, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG;
3. Assist in the formulation and implementation of a comprehensive and integrated LDRRM Plan in accordance with the national regional, and provincial framework, and policies on DRR in close coordination with the LDRRMC and LDC;
4. Draft/process/log/monitor status of procurement and other finance-related documents, e.g. project proposals, PRs, OBRs, petty cash, liquidation, payroll, itinerary of travel, etc.;
5. Monitor DRRM Fund utilization by CDRRMC member offices and draft related report/s;
6. Prepare, update and maintain the office financial plans, e.g. AIP/DMP/PPMP, etc.
7. Serve as the secretariat and executive arm of the Local DRRM Council (LDRRMC);
8. Develop and submit monthly reports;
9. Perform IMT/EOC Secretariat functions during disasters/emergencies and
10. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 73 – Local DRRM Assistant (SG 8)**

1. Develop and monitor equipment/vehicles maintenance plan and coordinate accordingly to concerned personnel/office, e.g. repairs/replacements, etc.;
2. Ensure safekeeping and conduct regular inventory and accounting of supplies/equipment/vehicles;
3. Monitor availability/utilization/issuance of consumable supplies and coordinate accordingly for proper and timely replenishment.
4. Develop and maintain the annual procurement plan for office supplies/equipment;
5. Assist in the design, programming and coordination of DRRM activities consistent with the NDRRMC's standards and guidelines;
6. Serve as the secretariat and executive arm of the Local DRRM Council (LDRRMC);
7. Develop and submit monthly reports;
8. Perform IMT/EOC secretariat functions during disasters/emergencies and
9. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 43, 44 – Local DRRM Assistant (SG 8)**

1. Participate in search and rescue activities;
2. Ensure the timely submission of reports and other related documents;
3. Participate in drills and other simulation exercises;

4. Participate in training activities for the search and rescue team;
5. Implement Incident Command System procedures on-site;
6. Conduct regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
7. Participate in physical fitness activities for the search and rescue team and
8. Perform other duties and responsibilities as may be assigned from time to time.

**Plantilla Item No. 45, 66, 67 – Local DRRM Assistant (SG 8)**

1. Lead, manage and implement fire auxiliary services activities;
2. Develop/review/ensure the timely submission of unit report and other related documents
3. Conduct and evaluate drills and other simulation exercises;
4. Recommend training activities for the fire auxiliary services team;
5. Implement Incident Command System procedures on-site;
6. Implement regular maintenance of vehicles/equipment and coordinate accordingly to concerned personnel/office;
7. Implement physical fitness activities to the fire auxiliary services team and
8. Recommend procurement of fire auxiliary services tools/equipment to the Operations and Warning Chief
9. Conduct personnel inspection (grooming, performance, uniforms and personal protective gears) and
10. Perform other duties and responsibilities as may be assigned from time to time.