



Republic of the Philippines
OFFICE OF THE GOVERNOR
Province of Negros Occidental



Executive Order No. 20-09-A
Series of 2020

**ACTIVATION OF INCIDENT COMMAND SYSTEM (PICS) STRUCTURE, COMPOSITION
AND DEFINING ITS TEAM FUNCTIONS AS RESPONSE AND MANAGEMENT MECHANISM
FOR COVID19**

WHEREAS, Sections 4 and 5 of the 1987 Philippine Constitution articulates that "it is the prime duty of the government to serve and protect the people; and that the maintenance of peace and order, the protection of life, liberty, and property, and promotion of the general welfare are essential for the enjoyment by all the people of the blessings of democracy;

WHEREAS, the 21st century security environment is described as increasingly complex and demands a pro-active, diverse, and collaborative approach among government agencies and other stakeholders in preparing for, preventing, or mitigating the effects of, and recovering from the crises;

WHEREAS, Situation Awareness, Strategy, Command and Control, Capability Building and Enhancement, and Post Action and Assessment are essential elements of effective crisis management;

WHEREAS, there is a need to establish and clearly delineate authority, responsibility and accountability of crisis management organizations and Incident Command Systems from the Provincial level and other national agencies;

NOW THEREFORE, I, EUGENIO JOSE V. LACSON, Governor of the Province of Negros Occidental by virtue of the powers vested in me by law do hereby order the activation of the Incident Command System and organization of the Incident Management Team, with the following composition and functions:

INCIDENT MANAGEMENT TEAM

Responsible Officer
Incident Commander
PIO
Liaison Officer

GOV. EUGENIO JOSE V. LACSON
JONATHAN LOBATON, PhD
CHARINA TAN
MA. LINA SANOGAL, DPA, CESE
ATTY. JAPHET MASCULINO
DR. JESSICA FAMA
MARIA FATIMA DAIZ

Safety Office Chief

JAMES BENARES
RUDGE BALLADARES
PFM PAMELA ROJANE CANDIDO
PMaj EDISON GARCIA
ZEAPHARD CAELIAN, PhD
EVANGELINE LACHICA
LUCILLE GELVOLEA

Operations Section Chief
Deputy Operation SC
Planning Section Chief
Finance and Administration
Logistics Chief

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INCIDENT COMMANDER

The Incident Commander is technically not part of either the General or Command Staff. The Incident Commander is responsible for:

- Having clear authority and knowing agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Setting priorities, and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Approving the Incident Action Plan.
- Coordinating Command and General Staff activities.
- Approving resources requests and use of volunteers and auxiliary personnel.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.
- Ordering demobilization as needed.

PUBLIC INFORMATION OFFICER RESPONSIBILITIES

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC's approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in planning meetings.

SAFETY OFFICER RESPONSIBILITIES

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings.

LIAISON OFFICER RESPONSIBILITIES

- Act as a point of contact for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential interorganizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and requirements.

OPERATIONS SECTION CHIEF RESPONSIBILITIES

- Assure safety and tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operation.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the AIP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

PLANNING SECTION CHIEF RESPONSIBILITIES

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.

- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g., Resources and situation Units).
- Determine need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to the operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident status.
- Oversee preparation of the Demobilization Plan.

LOGISTICS SECTION CHIEF RESPONSIBILITIES

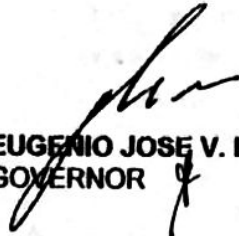
- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services (for responders)
- All off-incident resources
- Provide all facilities, transportation, communication, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
- Manage all incident logistics.
- Provide logistical input to the IAP.
- Brief Logistics Staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee the development of the Communication, Medical, and Traffic Plans as required.
- Oversee demobilization of the Logistics Section and associated resources.

FINANCE/ADMINISTRATION SECTION CHIEF RESPONSIBILITIES

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.

This Executive Order shall take effect immediately.

Done this 4 FEB 2020 day of March 2020 at Negros Occidental, Philippines.


EUGENIO JOSE V. LACSON
 GOVERNOR