



**EXECUTIVE ORDER NO. 100**  
**Series of 2020**

**AN ORDER PROVIDING FOR THE ADOPTION OF THE CAMP COORDINATION AND CAMP MANAGEMENT (CCCM) AND ACTIVATION OF THE CAMP MANAGEMENT TEAM (CMT) IN THE PROVINCE OF OCCIDENTAL MINDORO, AND FOR OTHER PURPOSES**

**WHEREAS**, Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," provides for the national disaster risk reduction and management framework and institutionalizes the national disaster risk reduction and management plant, to strengthen the Philippine Disaster Risk Reduction and Management System;

**WHEREAS**, Section 3 (p) of the Implementing Rules and Regulations of R.A. No. 10121 states that it is the policy of the State to provide maximum care, assistance and services to individuals and families affected by disaster, implement emergency rehabilitation projects to lessen the impact of disaster, and facilitate resumption of normal social and economic activities;

**WHEREAS**, Natural and human disasters are becoming more frequent and climate change further added to the unpredictability of these occurrences, causing impact in the society;

**WHEREAS**, the impact has prompted the national government thru the National Disaster Risk and Management Council to heighten its vigilance in ensuring that disaster risks are addressed, prevented or minimized;

**WHEREAS**, the Camp Coordination and Camp Management (CCCM) is one of the clusters formulated based on National Disasters Response Plan headed by the Department of Social Welfare and Development Office;

**WHEREAS**, CCCM strives to improve the living conditions during displacement, ensure assistance and protection of Internally Displaced Persons (IDPs) in displacement sites, as well as to seek durable solutions to end temporary displacement, with an organized closure and phase out of displacement sites;

**WHEREAS**, the Provincial Social Welfare and Development Office (PSWDO) is responsible and the lead office in managing and operating the Camp Coordination and Camp Management in the provincial level;

**NOW, THEREFORE, I, EDUARDO B. GADIANO**, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1. ADOPTION OF THE CAMP COORDINATION AND CAMP MANAGEMENT.**

The Camp Coordination and Camp Management (CCCM) is hereby adopted which aims to coordinate and provide assistance and protection to Internally Displaced Persons (IDPs) living in camps according to the legal protection framework and minimum humanitarian standards, encouraging IDP participation, managing IDP data, and maintaining camp facilities.



## **SECTION 2. ACTIVATION OF THE CAMP MANAGEMENT TEAM.**

The Camp Management Team (CMT) shall be activated during the disaster response operations. It is a team composed of different units doing important tasks and managing the welfare and safety of the IDPs inside evacuation centers or camps. It shall be capacitated in performing the different responsibilities during hazard occurrences and shall attend to the needs of the IDPs during these times.

## **SECTION 3. COMPOSITION OF THE CAMP MANAGEMENT TEAM.**

The CMT shall be composed of the following:

CAMP MANAGER	: <b>Michael Caponpon</b> Provincial Social Welfare and Development Office
ASSISTANT CAMP MANAGER	: <b>Romer F. Zulueta</b> Provincial Disaster Risk Reduction Management Office
RECORDS OFFICER	: <b>Jomel Tomas</b> Office of the Provincial Agriculturist
SECURITY OFFICER	: <b>Gerardo Arellano</b> General Services Office
UTILITY OFFICER	: <b>Vermil Alafriz</b> General Services Office
KITCHEN HEAD	: <b>Joseph Basa</b> Office of the Provincial Agriculturist
DOCUMENTATION HEAD	: <b>Lucille Bico</b> Provincial Governor's Office

## **SECTION 4. DUTIES AND RESPONSIBILITIES**

The officers in the preceding section shall have the following duties and responsibilities:

### **A. Camp Manager**

1. Inspect the evacuation center from time to time to ensure that everything is functional and in order;
2. Distribute food and relief goods;
3. Manage donations directly given to the evacuation centers;
4. Inventory relief goods and ensure sufficient supplies on stock;
5. Prepare list of materials, goods, food for evacuation centers, and advise PDRMO for stockpiling; and,
6. Ensure the availability of forms, records and reports at any given time.

### **B. Assistant Camp Manager**

1. Shall serve as an alternate of the Camp Manager.





#### **C. Records Officer**

1. Maintain the registry of individuals accepted and staying in the evacuation center on a daily basis. The record shall have the signature of the head of the family;
2. Record donations; and,
3. Maintain duly accomplished prescribed forms.

#### **D. Security Officer**

The security officer, together with the security personnel, which are under the supervision of the General Services Office, shall have the following functions:

1. Ensure security, peace and order in the evacuation center; and,
2. Report on an eight-hour duty per day.

#### **E. Utility Officer**

1. Ensure that the site is clean and maintained by the evacuees;
2. Ensure that waste materials are properly disposed; and,
3. Ensure that evacuation centers are free from insects and pests to prevent occurrence of diseases.

#### **F. Kitchen Head**

1. Prepare daily menus, perform marketing of food supplies, and supervise the actual cooking of foods by the volunteers;
2. Monitor the type of food given to the evacuees belonging to vulnerable groups such as children, sick, persons with disabilities (PWDs), and senior citizens;
3. Assist in the feeding program, if any;
4. Monitor the status of the vulnerable groups;
5. Conduct baseline and succeeding nutritional assessment; and,
6. Regularly meet with the Camp Manager to report nutritional status of individuals inside the evacuation centers.

#### **G. Documentation Head**

1. Take photo documentation during operations inside evacuation center in times of disaster; and,
2. Create a narrative report of the whole operation inside the evacuation centers.

### **SECTION 5. THE CAMP MANAGEMENT TEAM STRUCTURE.**

The Camp Management Team (CMT) Structure shall be adopted and be integrated in the PSWDO system of the province.

### **SECTION 6. FUNDING.**

The funding requirement of the CMT shall be sourced out from the calamity fund of the province under the PDRRMO.



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**SECTION 7. SEPARABILITY CLAUSE.**

If any section or provision of this Order is held unconstitutional or invalid, any other section or provision not affected thereby shall remain valid and effective.

**SECTION 8. REPEALING CLAUSE.**

All orders, rules and regulations issued by the Provincial Government which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

**SECTION 9. EFFECTIVITY CLAUSE.**

This Order shall take effect immediately and shall remain in force until expressly revoked.

DONE this 14<sup>th</sup> day of December 2020 in the Province of Occidental Mindoro.

  
**EDUARDO B. GADIANO**  
Governor