



ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	PRE-DISASTER RISK ASSESSMENT PLAN
Date Implemented	April 24, 2025
Rationale	<ul style="list-style-type: none"> Analyze hazard forecasts and early warning information from credible sources such as PAGASA, PHIVOLCS, and NDRRMC. Assess vulnerabilities and exposure of communities, sectors, and critical lifelines based on existing risk data; Determine possible scenarios and consequences for various sectors (e.g., health, agriculture, infrastructure, livelihoods); Formulate risk-informed recommendations and response options, including preemptive evacuations, resource mobilization, and public advisories; Enhance coordination among concerned government agencies, local government units, and key stakeholders in preparation for the impending hazard.
Activity Narrative Report	<p>1. Election-Related Preparations</p> <p>The meeting began with a briefing on the ongoing preparations for the upcoming national and local elections. The Office of Civil Defense (OCD) and Commission on Elections (COMELEC) emphasized the importance of ensuring an uninterrupted and secure electoral process despite the prevailing risk environment. Key points included:</p> <ul style="list-style-type: none"> Coordination with our men in uniform to secure polling areas and prevent election-related violence. Deployment of emergency response teams in strategic areas to ensure rapid response in case of incidents. Prepositioning of logistical support (e.g., generators, medical kits, transportation) in geographically isolated and disadvantaged areas (GIDAs). Communication protocols were established to ensure real-time coordination among election stakeholders and disaster response units. <p>2. Recent Series of Earthquakes</p> <p>The Philippine Institute of Volcanology and Seismology (PHIVOLCS) provided a detailed update on the recent series of earthquakes that have affected parts of our city. Salient points discussed:</p> <ul style="list-style-type: none"> The earthquakes were tectonic in origin and were accompanied by multiple aftershocks. Although no significant structural damage was initially reported, several schools, health facilities, and barangay halls are being assessed for integrity. Local Disaster Risk Reduction and Management Councils (LDRRMCs) were instructed to conduct structural assessments and initiate temporary evacuations where needed.



3. Composition and Activation of the RDANA Team

To evaluate the impact of the earthquakes and other emerging threats, the activation of the **Rapid Damage Assessment and Needs Analysis (RDANA)** Team was discussed and approved. The following points were agreed upon:

- The RDANA Team will be composed of representatives from OCD, DSWD, DOH, DPWH, DepEd, LGUs, and other relevant agencies.
- Teams will be deployed to affected municipalities starting [insert date], with a focus on gathering primary data on damage to infrastructure, displacement of populations, and urgent humanitarian needs.
- RDANA findings will inform the development of appropriate response and recovery strategies, including possible declarations of a state of calamity at the local level.
- The team was reminded to observe safety protocols and coordinate closely with local officials.

Conclusion and Next Steps

The meeting concluded with a call for continuous inter-agency coordination and real-time information sharing. Agencies were reminded to remain on heightened alert, especially during the election period and amid ongoing seismic activities.

Follow-up meetings and RDANA briefings will be scheduled as needed. Situation monitoring and public advisories will be maintained to ensure that communities are well-informed and prepared.

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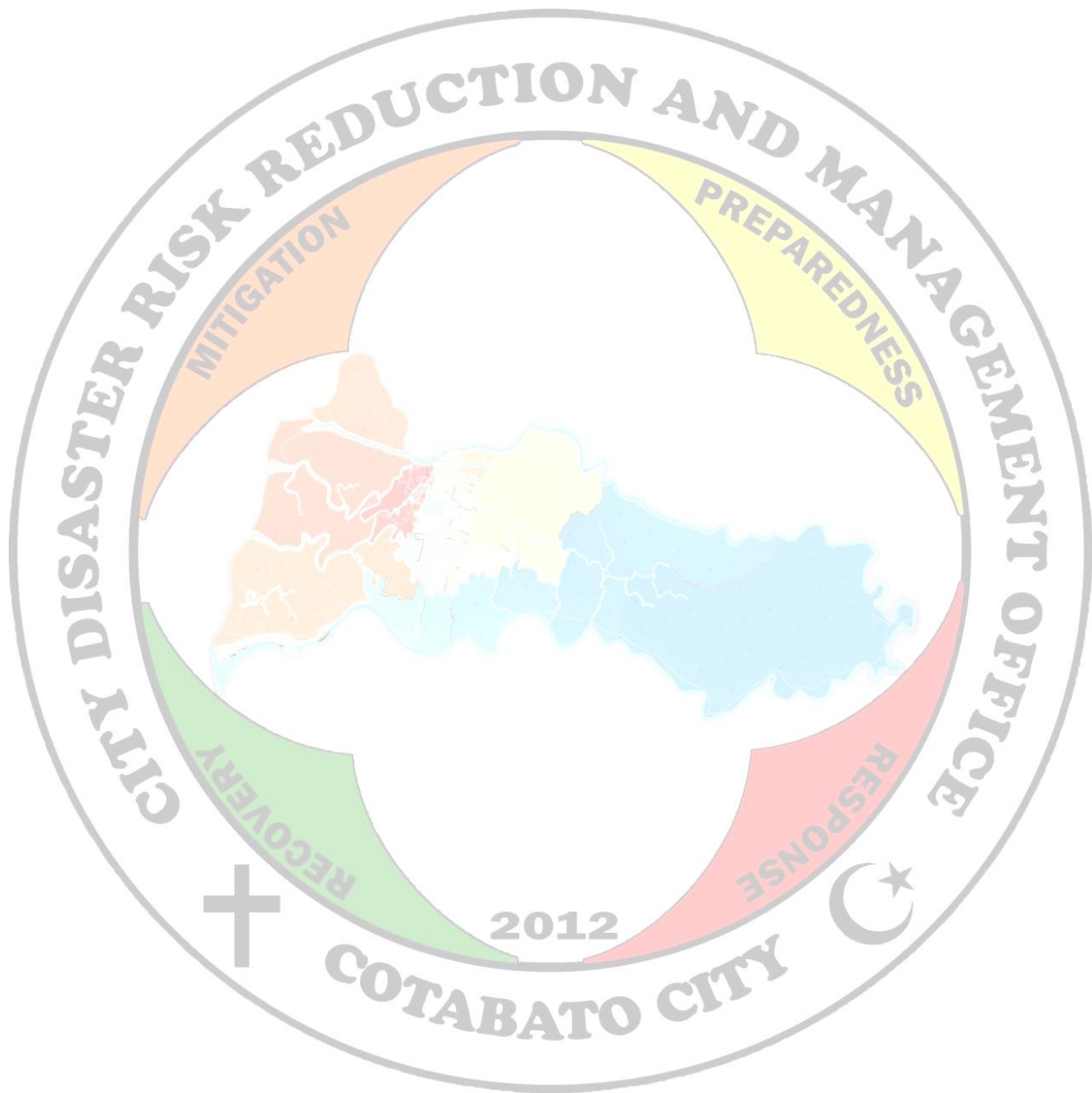
Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	FOLLOW UP MEETING PRE-DISASTER RISK ASSESSMENT PLAN
Date Implemented	MAY 2, 2025
Rationale	<p>This follow-up PDRA meeting was convened to reassess readiness levels in response to the ongoing disaster situation triggered by the recent series of earthquakes and to solidify the operational coordination framework. Specifically, the meeting focused on finalizing the composition and activation of the RDANA (Rapid Damage Assessment and Needs Analysis) Team and on the establishment of an Incident Command Post (ICP) to streamline response operations on the ground.</p>
Activity Narrative Report	<p><i>1. Composition and Activation of the RDANA Team</i></p> <ul style="list-style-type: none"> • The OCD officially activated the RDANA Team in accordance with NDRRMC guidelines. The core team includes technical personnel from the following agencies: <ul style="list-style-type: none"> ○ OCD – Overall team coordination and report consolidation ○ DSWD – Data on displaced population and urgent relief needs ○ DOH – Health and sanitation assessments ○ DPWH – Structural integrity inspections ○ DepEd – Damage reports on schools and learning continuity needs ○ LGU DRRM Offices – Localized data and community access facilitation • Deployment of RDANA teams to priority areas (e.g., most affected municipalities) is scheduled to begin on [Insert Deployment Date]. • All RDANA members were reminded to observe safety protocols and use standardized tools for rapid reporting, including GPS-enabled mobile data collection forms. <p><i>2. Establishment of the Incident Command Post (ICP) for Responders</i></p> <ul style="list-style-type: none"> • The group agreed to establish a centralized Incident Command Post (ICP) in [Insert Location – typically the most affected or strategic area], which will serve as the hub for coordinating multi-agency field operations. • The ICP will be led by the Local Chief Executive or designated Incident Commander, supported by an Incident Management Team (IMT) composed of: <ul style="list-style-type: none"> ○ Operations Section (Response teams and logistics) ○ Planning Section (RDANA coordination, GIS mapping) ○ Logistics Section (supplies, transport, fuel, communication) ○ Finance/Admin Section (documentation, resource tracking) • The Bureau of Fire Protection (BFP) and Philippine National Police (PNP) committed to providing perimeter security and crowd management at the ICP. • Emergency communication lines, including satellite phones and handheld radios, will be <p>Closing Remarks</p> <p>The presiding officer reiterated the importance of unified and coordinated action during this critical phase. All agencies were enjoined to maintain real-time communication, uphold humanitarian standards, and prioritize the safety of both responders and affected communities.</p>



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The meeting was adjourned at 11:30 AM.



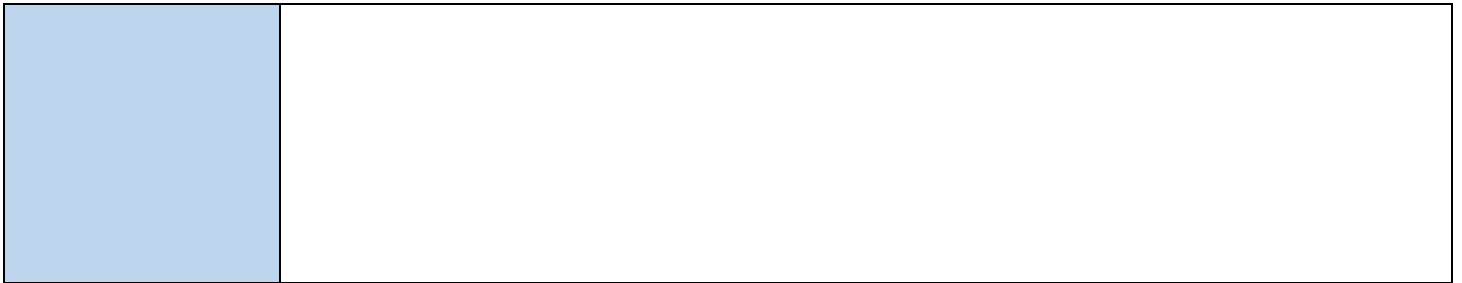


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Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	INCIDENT COMMAND POST (ICP) FOR RESPONDERS
Date Implemented	May 11 – 13, 2025
Rationale	<ul style="list-style-type: none"> Enhance Command and Control Improves Coordination Among Agencies Ensures Effective Resource Management Enhances Communication and Information Flow Promotes Safety and Accountability Complies with National and International Incident Management Standards
Activity Narrative Report	<p>In line with efforts to` strengthen local disaster risk reduction and emergency response capabilities, an Incident Command Post (ICP) for Responders was formally established and activated on May 11, 2025 to May 13, 2025 at the City Plaza. This initiative aimed to provide a centralized structure for command, control, coordination, and communication during emergency operations.</p> <p>The activity was spearheaded by our Action Officer Rashman Nazer D. Lim with support from various response agencies including such as PNP, BFP, REDCROSS, HEMS, MILG, CTTMC and the PUBLIC SAFETY OFFICE.</p> <p>The ICP setup involved multiple components and activities to ensure full operational capability:</p> <ol style="list-style-type: none"> 1. Site Selection and Setup <ul style="list-style-type: none"> A strategic and secure location was chosen to serve as the ICP. Tents, signage, communication lines, and logistics support were established. 2. Role Assignments and Positioning <ul style="list-style-type: none"> Command staff and general staff positions were assigned (Incident Commander, Safety Officer, Liaison Officer, Operations, Planning, Logistics, and Finance Sections). Briefings were conducted to define responsibilities and establish reporting structures. 3. Communication and Coordination Protocols <ul style="list-style-type: none"> Radios, public address systems, and documentation tools were deployed. Responders were trained on communication protocols, situation reporting, and resource requests. <p>The ICP for Responders was successfully established and became fully operational for 36 hours. Participants demonstrated effective collaboration, adherence to the ICS structure, and efficient communication practices. Feedback from involved agencies highlighted the value of the ICP in improving operational clarity and inter-agency coordination.</p>



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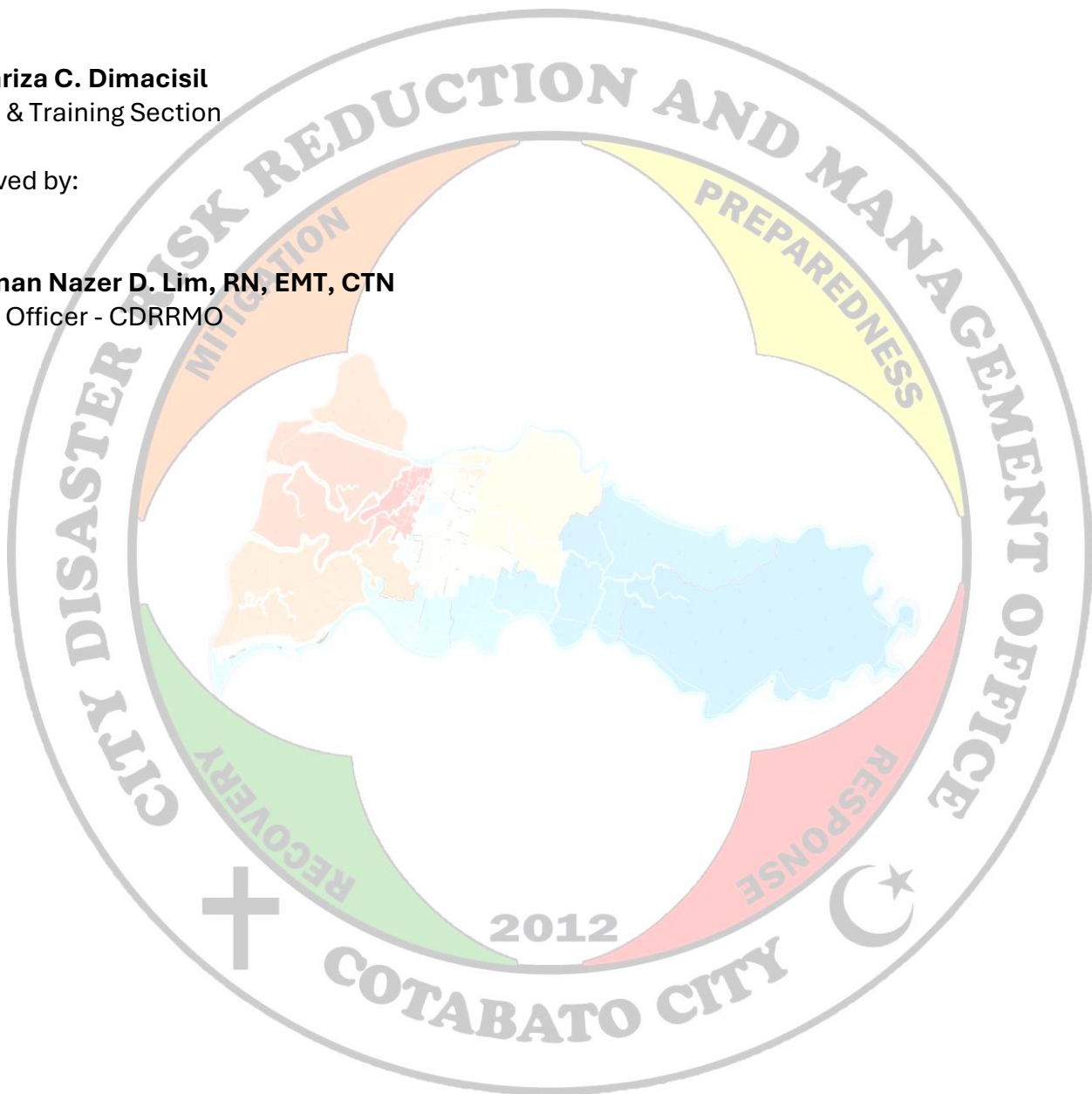


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ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	INCIDENT COMMAND SYSTEM EXECUTIVE COURSE
Date Implemented	MAY 26, 2025 8:30 AM – 5:30 PM
Rationale	<p>Following the enactment of RA 10121, otherwise known as the Philippine DRRM Act of 2010, the Philippine government took a proactive approach to manage the disaster consequences and reduce disaster risks by institutionalizing various mechanisms. Among these is the Incident Command System (ICS).</p> <p>ICS is one of the flagship programs of the OCD. By virtue of various NDRRMC issuances, ICS has been institutionalized as an on-scene disaster response tool of the Philippine DRRM System. ICS is a standard, on-scene, and all-hazard incident management concept introduced by the US Forest Service that can be used by all DRRM Councils, emergency management, and response agencies. It is a disaster response tool that coordinates the actions of all response groups.</p> <p>To effectively implement ICS, there is a need to obtain authority from the decision makers of agencies and organizations, known as Responsible Officials (ROs). ROs work by delegating authority to an Incident Commander and setting the priorities and policy guidance for tactical response.</p> <p>To develop better appreciation and understanding of ICS at the RO's level, there is a need to conduct an executive course, designed as a crash-course, which shall highlight the core ICS principles, features and functions that are appropriate for the management's perspectives.</p> <p>In this regard, the course design for the conduct of ICS Executive Course is hereby prepared</p>
Activity Narrative Report	<p style="text-align: center;">A. REGISTRATION</p> <p>At around 8:00 am participants were instructed to fill up attendance sheet and participants profile for formal registration process in the said activity.</p> <p style="text-align: center;">B. OPENING PRELIMINARIES</p> <p>The INCIDENT COMMAND SYSTEM EXECUTIVE TRAINING COURSE formally started at 9:00 o'clock in the morning, with a morning prayer which was followed by giving of salutation to the flag by the singing of the Philippine National Anthem and BARMM HYMN.</p> <p>A welcome message was given by Secretary to the Mayor, Guianodin D. Abdilah followed by message of support by Atty. Suharto Ambolodto (Member of Parliament, a special message from City Police Director PCOL Jibin M. Bongcayao and Chief DRRM Myrna J Angot. The participants and training teams introduced themselves followed by administrative announcement as well as course overview discussed by Jahn Paul C Tillo.</p> <p>As part of the learning requirements, the participants accomplished pre-test to gauge the level of their stock knowledge and skills on the topics that will be discussed.</p> <p style="text-align: center;">C. TRAINING PROPER</p>



To begin the training proper, Nova Eloiza P Ybañez discussed the ICS Overview followed by Module 1: **Introduction to ICS** discussed by Mr Jahn Paul C Tillo. This module is an introduction to the concept of ICS, highlighting its background and development as well as the key features and principles.

Jahn Paul B. Tillo discussed the Module 2: **ICS Organization** This module presents the composition of the ICS organization and the roles and responsibilities of the members of the Incident Management Team.

Jahn Paul C Tillo presented the Module 3: **ICS Facilities** This module emphasizes the basic ICS facilities, their uses and map symbols and Module 4: **Managing Planned Events and Incidents** was discussed by Nova Eloiza Ybañez. This module underscores the considerations for managing planned events and major incidents using a number of incident management options.

Lastly, Nova Eloiza P. Ybañez discussed the Module 5: **Common Responsibilities**. This module is about the communication responsibilities that any ICS practitioner must be aware of.

In addition, after the discussions, as part of the learning requirements, the participants accomplished post-test to gauge the level of their knowledge and skills on the topics discussed.

A total of Seventy-six (76) Certificate of Completion and Ten (10) Certificate of Participation were given to the attendees.

The participants were given a course evaluation form to give their feedback based on the overall lecture's performance, topics and exercises for the said activity.

CLOSING PROGRAM

To end the training proper, impression was given by five (5) participants followed by closing message of Regional Director of OCD BAR Director Joel Q. Mamon and photo opportunity.

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