



Regional Special Order

No. _____

Series of 2023

**SUBJECT: CREATION OF TASK FORCE COMMITTEES FOR THE
IMMEDIATE RESPONSE TO OIL SPILLAGE IN THE
PROVINCE OF ORIENTAL MINDORO**

In the interest of the service and in order to take part in the immediate actions needed to be taken as emerging response to oil spillage in the province of Oriental Mindoro, the Committees are hereby created to be composed of the following:

Incident Commander:

PENRO Alan L. Valle

Liaison/Coordinator

Amor D. Asi

Public Information Office

Bea Natasha R. Fortu
Mabelle M. Manalo

Safety Officer

Jezreel John M. Matre

Legal Officer

Atty. Frances Margarete Mendoza

Operations:

PEMO Ederlita U. Labre

Planning:

PEMO Ederlita U. Labre
TSD Chief, Alma E. Gibe
MSD Chief, Maricel V. Supleo

Logistics:

PEMO Ederlita U. Labre

Finance & Admin

Maricel V. Supleo
Corazon E. Pudiquet
Marites B. Landicho
Rayson C. Alfante
Jiely Rose P. Galindez

Sampling Team

Ma. Theresa Caya	-	Air
Carlota Laviña Jugno	-	Water



Hazardous Waste Generation Management

Engr. Rochelle E. Padirayon

Clean-Up Operations Team and Containment Team (24/7 monitoring)

PENRO:

- | | | |
|--------------------|---|------------------------|
| Chairperson | - | Rick U. Dumadag |
| Members | - | Gerry C. Mamigo |
| | - | Ronaldo L. Suarez |
| | - | Kenneth E. Pudiquet |
| | - | Elegio C. Hio |
| | - | Rey Mar R. Gunday |
| | - | Nelson S. Florida |
| | - | Rhadjie A. Hulleza |

CENRO-Socorro

- | | | |
|--------------------|--------------------------|---------------------------------|
| Chairperson | - | Ricardo R. Natividad |
| Members | - | Adrian G. Argulles |
| | - | Norman C. Asi |
| | - | Julius V. Fontanilla |
| | - | Elcid M. Montero |
| | - | Arnaldo M. Pudiquet |
| | - | Adrean V. Castillo |
| | - | Erwin Val R. Sixon |
| | - | Eric C. Gito |
| | - | Armando D. Cabungcal |
| | - | Herrick A. Jurado |
| | - | Marcial B. Buding |
| | - | Jay Wilhelm Zeus Lourd Kaibigan |
| | - | Joey Albert L. San Diego |
| | - | Felix B. Goma-ad |
| | - | Walter L. Tolentino |
| | - | Michaelangelo M. Morente |
| - | Michael Angelo A. Acuzar | |

CENRO-Roxas

- | | | |
|--------------------|---|------------------------|
| Chairperson | - | Rey G. Firmanes |
| Members | - | Aniceto M. Abalos |
| | - | Neil Rocky A. Cabayao |
| | - | Lingin U. Litaw |
| | - | Oliver A. Noble |
| | - | Jasper B. Palmejar |
| | - | Jefferson U. Ablan |
| | - | Mark Conrad M. Abalos |
| | - | Larry E. Herilla |
| | - | Ace C. Gloria |



- Ireneo Hamlet J. Eustaquio
- Marcing U. Tugas
- Dennis D. Carpio
- Elmar A. Mañibo
- Aquino D. Bautista
- Elmer A. Relos
- Fenly M. Galindez III

Ground Monitoring and Area Assessment

Chairpersons : **CENRO Rodel M. Boyles (1st District)**
For. Emily G. Aguilon
CENRO Caesar E. Quebec (2nd District)
For. Reynaldo D. Pudiquet
SVEMS Amor D. Asi (1st&2nd District consolidation)

Members : All PENRO/CENRO-Socorro and CENRO-Roxas
24/7 monitoring committees

Environmental Unit Leader:

PEMO Ederlita U. Labre

Mapping:

Joel D. Morillo
Nestor G. Mira, Jr.
Michael Angelo A. Acuzar
Chucklee B. Ngabit

Documentation:

Bea Natasha R. Fortu
Mabelle M. Manalo

Resources Unit

Maricel V. Supleo
Nestor N. Cuasay
Delia T. Almarez
Buena P. Florida
Myla Gemma P. Gamboa

IEC and Reporting

Bea Natasha R. Fortu
Jezreel John M. Matre
Dalia G. Bigtas
Neil Edgar Dex P. Marza
Mackaley P. Martinez
Jose Maria M. Fontanilla
Adrian V. Catud
Kathreen C. Diaz



Nowena B. Joung
Mabelle M. Manalo

FUNCTIONS:

1. INCIDENT COMMANDER (IC)

- Review Common Responsibilities.
- Obtain a briefing from the Regional Executive Director as Regional Incident Commander
- Determine incident objectives and general direction for managing the incident.
- Establish priorities.
- Establish an appropriate ICS organization.
- Establish an Incident Command Plan (ICP)
- Brief Command Staff and Section Chiefs.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an action plan.
- Approve the Site Safety and Health Plan
- Ensure that adequate safety measures are in place.
- Establish the incident specific CIRs and time criticality of the information.
- Coordinate activity for all Command and General Staff.
- Identify and coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and from other technical specialist
- Authorize release of information to the partner agencies.
- Ensure Incident Status Summary (Report Daily-Situation Report)
- Order the demobilization of the incident when appropriate.

2. COMMAND STAFF

2.1. Public Information Officer

- Develop a media strategy and obtain IC/UC approval prior to implementation.
- Develop public and social media information plan.
- Establish contact with other Public Information personnel.
- Locate and establish a JIC.
- provide talking points to IC/UC for press briefings, VIP visits, and town hall meetings.
- Keep IC/UC informed of any potential adverse political, social, and economic impacts.
- Collects and Gather data/reports from Operations, Planning, Logistics and Admin & Finance.
- Create Presentation for the daily situational updates.

2.2. Liaison Officer

- Performs other tasks as necessary or directed.
- Obtain a briefing from the incident commander. Insure that all agency resources have completed check-in.
- Initiate the initial contact with the appropriate local support agencies/representatives and provide an initial briefing.



- Identify agency representatives from each agency, including communications link and location.
- Respond to request from incident personnel for inter-organizational problems.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Maintain a post log.
- Establish a working location and advise agency personnel of the incident that the agency representative has corrected.
- Attend planning meetings as required.
- Provide input on the use of agency resources.
- Cooperate fully with the incident commander and staff on local support agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to the incident.
- Advise of any special agency needs or requirements.
- Determine if any special reports or documents are required.
- Insure that all agency personnel and/or equipment is properly accounted for and released prior to departure.
- Insure that all required agency forms, reports, and documents are complete prior to departure from the incident.

2.3 SAFETY OFFICER

- Conducts daily safety briefing to all members of the team
- Ensure Implementation Site Safety and Health Plan
- Provide safety report, accident/incident report related to operations.
- Review Occupational Safety and Health.
- Ensures security of both personnel and equipment on site;

2.4 LEGAL OFFICER

- Provide legal assistance to the operation of Incident Command System.

3. GENERAL STAFF

3.1. Operations Section Chief

- Review Common Responsibilities.
- Obtain briefing from IC.
- Evaluate and request sufficient Section supervisory staffing for both operational and planning activities.
- Supervise Operations Section field personnel.

3.1.1. SAMPLING TEAM

- Conducts air & water sampling to identified sampling stations.
- Provide geotagged photos for the daily sampling and forwarded it to Operation Section Chief for screening.



3.1.2. HAZARDOUS WASTE MANAGEMENT

- Provide assistance in the hauling/transporting of hazardous waste collected.
- To contact and coordinate directly to the accredited Treatment Storage for collection and transport
- Provide assistance in the conduct of IEC organized by the Information Officer.
- Provide photos and forwarded to Operations Chief for screening
- Provide Hazardous Waste Management Plan and Contingency Plan guided by the existing Rules and Regulation under RA 6969.

3.1.3 CLEAN-UP OPERATIONS/ OIL RESPONSE

- Monitor the conduct of cleaning of affected areas, through coordination to the Incident Command Post, MHO, and LGU.
- Assure that all clean-up participants and volunteers shall undergo briefing before the cleaning activities.
- Provide photos, inventory of oil recovered during cleanup, materials used during cleanup, and attendees of cleanup.
- Report to the Operation Chief the daily situation.

3.1.4 GROUND MONITORING

- Conduct daily monitoring to the areas affected and to those areas that may possibly affected by the spill.
- Conduct assessment in the effect of spill in some sensitive areas such as MPAs, Fish Sanctuary, Marshy and Mangrove areas, Rivers in coordination to LGUs.
- Provide reports daily to the Operation Chief together with geotagged photos and recommendations.

4.1. Planning Team

- Review Common Responsibilities.
- Collect, process, display, and disseminate incident information.
- Assist IC in the development of response strategies.
- Supervise preparation of the Action Plan.
- Facilitate planning meetings and briefings.
- Supervise the tracking of incident personnel and resources through the Resources Unit.
- Assign personnel already on-site to ICS organizational positions as appropriate.
- Oversee information management processes and plans, including the development and approval of the Information Management Plan
- Ensure the accuracy of all information being produced by Planning Section Units wit special attention to IC/UC and their reporting requirements.
- Support information requirements and reporting schedules for Planning Section Units (e.g., Resources Unit and Situation Unit).
- Establish special information collection activities as necessary (e.g., weather, environmental, and toxics).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Keep IMT apprised of any significant changes in incident status.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., traffic, medical, communications, and site safety) into the IAP.



- Develop other incident supporting plans (e.g., salvage, transition, and security).
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.

4.1.1 ENVIRONMENTAL PLANNING

- Provide planning and strategies on air and water sampling activities.
- Provide technical assistance regarding the implementation of Air and water sampling.
- Conduct study to establishment of additional sampling station and removal of sampling stations.
- Interpret data base on results of analysis.
- Provide diagrams/trends base on the consolidated results of analysis.
- Provide assistance in the IEC in coordination to Information Officer.
- Coordinate directly to the EMB Laboratory and Partner third party laboratory for the results of analysis (ROA)

4.1.2 MAPPING TEAM

- Provide Maps (official) for the identified sampling stations.
- Provide Maps of the affected MPAs and other sensitive areas.
- Provide One Control Map for EMB and DENR.
- Gather updated maps or latest trajectory maps of the oil spill in coordination with UP-MSI and NAMRIA.
- Conduct drone survey to be use in mapping system.

4.1.3 DOCUMENTATION TEAM

- Gather all datas, information, and photos of all activities.
- Prepare daily reports to send to the Planning Chief before and to be submitted to Information Officer for consolidation.
- Provide all necessary information from ground operations in coordination to all section chiefs and the Incident Command Post.
- Provide standard format for reporting.

4.1.4 RESOURCES UNIT TEAM

- Provide inventory of sampling bottles and laboratory equipment's such as reagents and etc in coordination to Logistics Section.
- Provide and coordinate available resources in coordination to Logistics Team regarding oil spill response team to come-up with the inventory.
- Provide control inventory of all resources that is utilize during operation.
- Inventory of Manpower

4.1.5 INFORMATION, EDUCATION CAMPAIGN (IEC) TEAM

- Conduct IEC to all concerned Brgys relating to Marine Protection, Mangrove Protection, Effect of Oil spill, Proper Hazardous waste management in coordination to the technicals of the DENR and other concerned agencies.
- Provide reports after the IEC and submit to Planning Chief and documentation team.
- Establish and Implement the Information Education Campaign program/ plans.
- Provide schedule and strategies in relating to IEC.



4.1.6 LABORATORY

- Analyze samples taken by the sampling team and other concerned groups.
- Provide Results of Analysis (ROA) and submit to Planning.

5.0. Logistics

- Review Common Responsibilities.
- Organize the Logistics Section.
- Assign work locations and work tasks to Section personnel.
- Notify the Planning Section/Resources Unit of activated Logistics Section Units, including names and locations of assigned personnel.
- Assemble and brief Logistics Branch Directors and Unit Leaders.
- Participate in the planning process.
- Determine and supply immediate incident resource and facility needs.
- Coordinate and process requests for additional resources.
- In conjunction with Command, develop and advise all Sections of the IMT resource request
- Develop resource ordering process.
- Review proposed tactics for upcoming operational period to ensure ability to provide resources and logistical support.
- Advise Command and other Section Chiefs on resource availability to support incident needs.
- Identify logistical resource needs for incident contingencies.
- Provide Logistics Section requirements to be included in the Demobilization Plan.

6.0 Finance & Administration

- Review Common Responsibilities.
- Participate in incident planning meetings and briefings as required.
- Review operational plans and provide alternatives where financially appropriate.
- Manage all financial aspects of an incident.
- Identify all funding sources and ceilings for the response operation.
- Provide financial and cost analysis information, as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Admin Section.
- Fill supply and support needs.
- Provide compensation

In view hereof, the aforesaid personnel shall be at all times judicious and prompt in performing their duties and responsibilities as stated in the Special Order.

All expenses to be incurred for the conduct of the activities for the urgency need in the response to oil spill, including meals and lease of venue, accommodation, traveling expenses and other incidental expenses shall be charged against respective office funds, all of which are subject to existing accounting and auditing rules and regulations.



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Department of Environment and Natural Resources

This Order takes effect immediately and supersedes previous order and shall remain in force unless revoke by the undersigned or higher authorities.

Recommending Approval:


ALAN L. VALLE
OIC, PENRO

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director