



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

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

SVEMS, Chief, CDS

Public Information Office

Bea Natasha R. Fortu

Forester II/IEC Officer

Mabelle M. Manalo

Chief, Envi. Education and Information Unit

Safety Officer

Mary Ann Lontoc

EMS II

Legal Officer

Atty. Frances Margarette Mendoza

Attorney III

Operations:

PEMO Ederlita U. Labre

Planning:

PEMO Ederlita U. Labre

TSD Chief, Alma E. Gibe

MSD Chief, Maricel V. Supleo

Logistics:

Nestor N. Cuasay

DMO IV/Asst. MSD/Chief, GSS

MYLA GEMMA P. GAMBOA

FT II/Chief, Property/HR

BUENA P. Florida

Admin. Officer IV/HRMO



Finance & Admin

Maricel V. Supleo

Chief, MSD

Corazon E. Pudiquet

Planning Officer III

Marites B. Landicho

Sr. Credit Officer/In-Charge, Budget

Rayson C. Alfante

ECOMS II

Jiely Rose P. Galindez

Forester II/In-Charge, Planning

Sampling Team

Air

Ma. Theresa Caya - Senior EMS

Mary Grace M. Valiente- Project Monitoring & Evaluation Officer

Water

Carlota Levinia Jugno - EMS II

Airene Manalo - EMS I

Deunise Angelo Abu- EMS I

Marvin Fetalco - EMS II

Michael Angelo Daguno- Project Monitoring & Evaluation Officer

Kevin Almodovar - Environmental Monitoring Officer

Emelyn Fabito - Environmental Monitoring Officer

Maricris Patulot - Environmental Monitoring Officer

Cesar G. Raymundo- Admin Aide IV/Driver

Job Dagohoy - Forest Protection Officer

Hazardous Waste Generation Management

Engr. Rochelle E. Padirayon - Chief, Chemicals and Hazardous Waste
Monitoring Section

Ground Monitoring and Area Assessment

Chairpersons : **CENRO Rodel M. Boyles (1st District)**
Ricardo R. Natividad - Sr. ECOMS
CENRO Caesar E. Quebec (2nd District)



For. Reynaldo D. Pudiquet - Forester III

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

PENRO/CENROs (24/7 monitoring team)

PENRO:

Chairperson - **Rick U. Dumadag** - SFMS/Chief, MES
Members - Gerry C. Mamigo - CDO II
- Ronaldo L. Suarez - ISA II
- Kenneth E. Pudiquet - FT II
- Elegio C. Hio - FT II
- Rey Mar R. Gunday - Forest Ranger
- Nelson S. Florida - Forest Ranger
- Rhadjie A. Hulleza - Forest Ranger

CENRO-Socorro

Chairperson - **Ricardo R. Natividad**- Sr. ECOMS/PASu NLNP
Members - Adrian G. Arguilles - Forest Ranger
- Norman C. Asi - Forest Ranger
- Julius V. Fontanilla - Forest Ranger
- Elcid M. Montero - Forest Ranger
- Arnaldo M. Pudiquet - Forest Ranger
- Adrean V. Castillo - Forest Ranger
- Erwin Val R. Sixon - Forest Ranger
- Eric C. Gito - Park Maint. Foreman
- Armando D. Cabungcal- Forest Ranger
- Herrick A. Jurado - FT II
- Marcial B. Buding - Cartographer I
- Jay Wilhelm Zeus Lourd Kaibigan - Cartographer I
- Joey Albert L. San Diego- FT I
- Felix B. Goma-ad- FT I
- Walter L. Tolentino -Spl. Investigator I
- Michaelangelo M. Morente - Engineering Aide
- Michael Angelo A. Acuzar - FT II

CENRO-Roxas

Chairperson - **Rey G. Firmanes** - Forester II
Members - Aniceto M. Abalos - Forest Ranger
- Neil Rocky A. Cabayao - Forest Ranger



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- Lingin U. Litaw - Forest Ranger
- Oliver A. Noble - Forest Ranger
- Jaspheer B. Palmejar - Forest Ranger
- Jefferson U. Ablan - Forest Ranger
- Mark Conrad M. Abalos - Admin. Aide IV
- Larry E. Herilla - FT I
- Ace C. Gloria - FT I
- Ireneo Hamlet J. Eustaquio - FT II
- Marcing U. Tugas - Forester I
- Dennis D. Carpio - FTI
- Elmar A. Mañibo - Park Maint. Foreman
- Aquino D. Bautista - Forester I
- Elmer A. Relos - Cartographer I
- Fenly M. Galindez III- Engineering Aide

Mapping:

- Joel D. Morillo** - Forester II
- Nestor G. Mira, Jr.** - Planning Officer II
- Michael Angelo A. Acuzar** - FT II
- Chucklee B. Ngabit** - Forester II / NGP Focal

IEC/Coordination:

- Bea Natasha R. Fortu - Forester II/IEC Officer
- Mabelle M. Manalo - Chief, Envi. Education and Information Unit
- Mackaley P. Martinez - Forester I
- Nowena B. Joung - FT I/ IEC Officer

Documentation: (Office-based)

- Jezreel John M. Matre- Planning Officer I
- Dalia G. Bigtas - Special Investigator I
- Neil Edgar Dex P. Marza - CDS Extension Officer

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 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.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 with 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 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.

4.2. DOCUMENTATION (Office-based)

- 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.

4.3 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.

4.4 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.



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- 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.

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

**TASK FORCE MT PRINCESS EMPRESS
DENR INCIDENT COMMAND TEAM (ICT)**

