



PROVINCIAL BUDGET OFFICE
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ORDINANCE NO. 2026-15

"CREATING THE POSITION OF LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I, SALARY GRADE 11, UNDER THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF THE MUNICIPALITY OF BUSTOS, BULACAN, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES."

PROVINCE OF BULACAN
OFFICE OF THE SECRETARY
OFFICIAL RECEIVED

Motioned by:

Honorable Romeo B. Cabalquinto

Chairman

Committee on Rules, Privileges, Legislative Matters, Civil Service, Good Governance, Livelihood, Labor, and Human Rights

WHEREAS, the Local Government Code of the Philippines (RA 7160) empowers the Sangguniang Bayan as a legislative body to enact ordinances, approve resolutions for an efficient and effective municipal government and in this connection shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, in response to the request of the Human Resource Management Office, and after thorough study and evaluation, the Sangguniang Bayan deems it proper to create the position of Local Disaster Risk Reduction and Management Officer I, Salary Grade 11, under the Local Disaster Risk Reduction and Management Office, and to appropriate funds therefor and for other purposes;

Hon. Martin S.J. Angeles, MMPA

Hon. Francis Albert G. Juan

TANGGAPAN NG SANGGUNIANG BAYAN

BAKURAN NG PAMAHALAANG BAYAN NG BUSTOS, BULACAN

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Hon. Raymond R. [Signature]

Hon. Mar Ryan P. Juan [Signature]

Hon. John Erick L. Perez [Signature]

Hon. Engr. Patricia M. Perez [Signature]

Hon. Leo T. Santos [Signature]

Hon. Melvin H. Melencio [Signature]

Hon. Romeo B. Cabalquinto [Signature]

Hon. Albaneal E. Quinsones [Signature]

Hon. Phillip Wyrner B. Santos [Signature]

Hon. Rylee Gabrielle D.R. Navarro [Signature]

WHEREAS, the addition of personnel is deemed necessary for the said Office to further enhance the delivery of public services.

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN, IN A SESSION DULY ASSEMBLED, THAT:

Section 1. Creation of Position. – There is hereby created the position of two (2) Local Disaster Risk Reduction and Management Assistant, Salary Grade 8, under the Local Disaster Risk Reduction and Management Office of the Municipality of Bustos, Bulacan.

Section 2. Qualifications. – The qualifications for the position of Local Disaster Risk Reduction and Management Assistant, Salary Grade 8, shall strictly conform to the Qualification Standards prescribed by the Civil Service Commission (CSC), which require:

- **Education:** Completion of two (2) years of studies in College
- **Experience:** One (1) year of relevant experience in Disaster Risk Reduction and Management
- **Training:** Four (4) hours of training in management and supervision on Disaster Risk Reduction and Management
- **Eligibility:** Career Service (Subprofessional) / First Level Eligibility

Appointment to this position shall be made in accordance with the provisions of Republic Act No. 10121 (the "Philippine Disaster Risk Reduction and Management Act of 2010"), CSC guidelines, and the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

Section 3. Duties and Functions. – The Local Disaster Risk Reduction and Management Officer I shall perform the following duties and functions:

- Assist in the implementation of disaster risk reduction and management (DRRM) programs, projects, and activities of the Local Government Unit (LGU);

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- Assist in organizing and facilitating disaster preparedness trainings, seminars, orientations, capacity-building activities, and public information campaigns;
- Assist in the conduct of hazard, vulnerability, and capacity assessments (HVCA), contingency planning, and risk assessments;
- Assist in ensuring the operational readiness of emergency response equipment and facilities;
- Assist in documenting emergency incidents, rescue operations, trainings, meetings, and other DRRM activities; and
- Perform such other duties and responsibilities as may be assigned by the Local Chief Executive or the Local Disaster Risk Reduction and Management Officer.

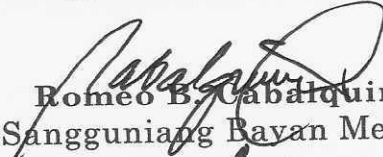
Section 4. Source of Funding. – For the current Fiscal Year 2026, the funds necessary for the salary, allowances, and other benefits of the newly created Local Disaster Risk Reduction and Management Assistant position shall be sourced from the personal services savings generated from the abolition of the Local Disaster Risk Reduction and Management Officer III (LDRRMO III) position, as well as other available municipal savings. Thereafter, the funding required to sustain this position shall be included and appropriated in the regular Personal Services allocation of the Local Disaster Risk Reduction and Management Office in the Annual Budget of succeeding year.

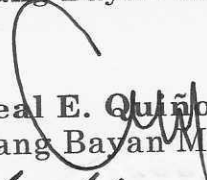
Section 7. Effectivity Clause. – This Ordinance shall take effect upon the signature of the Local Chief Executive and upon the review and approval of the Sangguniang Panlalawigan of Bulacan.

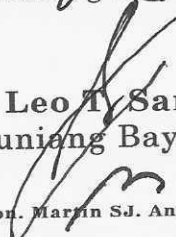
ORDAINED, 20th of July, 2026 at the Amado Raymundo Session Hall.

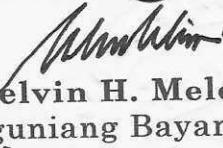

Phillip Wryner B. Santos
Sangguniang Bayan Member

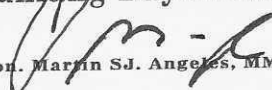

Kyle Gabrielle DR. Navarro
Sangguniang Bayan Member

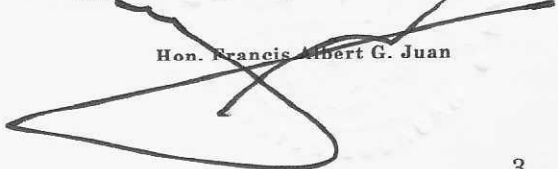

Romeo B. Cabatquinto
Sangguniang Bayan Member


Aljhaneal E. Quinones
Sangguniang Bayan Member

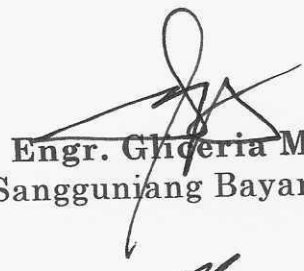

Leo T. Santos
Sangguniang Bayan Member

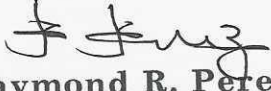

Melvin H. Melencio
Sangguniang Bayan Member

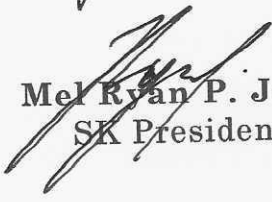

Hon. Martin S.J. Angeles, MMPA


Hon. Francis Albert G. Juan


John Erick L. Perez
Sangguniang Bayan Member


Engr. Gliceria M. Perez
Sangguniang Bayan Member

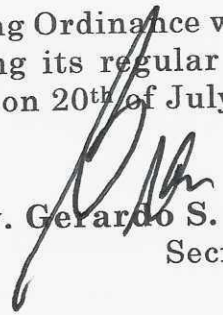

Raymond R. Perez
ABC Vice President


Mel Ryan P. Juan
SK President


Martin SJ. Angeles, MMPA
Vice Mayor and
Presiding Officer of the Sangguniang Bayan

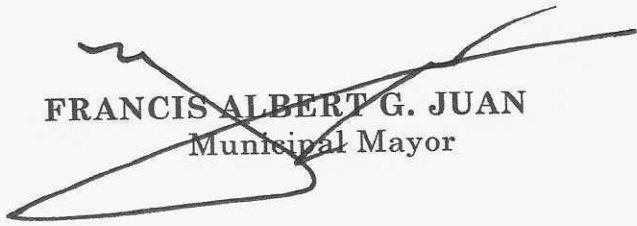
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CERTIFICATION:

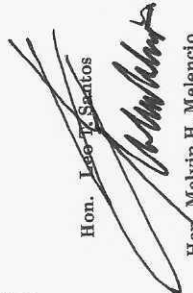
I HEREBY CERTIFY that the foregoing Ordinance was duly ordained by the Sangguniang Bayan during its regular session held at the Amado Raymundo Session Hall on 20th of July, 2026.


Atty. Gerardo S. Briasa
Secretary

Attested:

Signed today, 28 of August 2026


FRANCIS ALBERT G. JUAN
Municipal Mayor


Hon. Leo T. Santos


Hon. Melvin H. Melencio


Hon. Romeo B. Cabalquinto


Hon. Aljhaeal E. Quinsaga


Hon. Phillip Wryne B. Santos


Hon. Kyra Gabrielle DR. Navarro