



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines  
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**EXECUTIVE ORDER NO. 070**  
**Series of 2021**

**AN ORDER REORGANIZING THE TECHNICAL WORKING GROUP TO FACILITATE THE INSTITUTIONALIZED LOCAL DISASTER RISK REDUCTION AND MANAGEMENT PLAN (LDRRMP) OF THE MUNICIPALITY OF LOS BAÑOS**

**WHEREAS**, Sec. 4 of Republic Act (RA) 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 states that there is a need to provide for the development of policies and plans and the implementation of actions and measures pertaining to all aspects of disaster risk reduction, including good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors and preparedness for effective response and early recovery;

**WHEREAS**, Section 11 of the same Act and its IRR state that the Local Disaster Risk Reduction and Management Councils shall approve, monitor and evaluate the implementation of the Local Disaster Risk Reduction and Management Plans and regularly review and test the plan consistent with other national and local planning programs;

**NOW, THEREFORE, I, ANTONIO L. KALAW**, Municipal Mayor of Los Baños, Laguna, by virtue of the power vested in me, do hereby order the reorganization of the Technical Working Group (TWG) for the review of the formulated LDRRMP, as follows:

**Section 1. COMPOSITION.** The TWG shall be composed of the following:

Designation	Name	Position	Area
Chairperson	Ms. Michiko R. Escalante	DILG-MLGOO	
Secretariat	Ms. Cynthia N. Quintans	OIC-MDRRMO	
Members	Ms. Cheryll L. Gonzales	Municipal Agriculturist	Agricultural Sector
	Engr. Ricky R. Estopace	Municipal Engineer	Infrastructure Sector
	Dr. Alvin A. Isidro	Municipal Health Officer	Health Sector
	Ms. Hanna Erika E. Laviña	MSWDO	CCCM and FNFI
	Ms. Twila T. Torres	MPDC	CLUP
	Ms. Karen L. Mercado	Designated GAD Officer	Gender Mainstreaming
	Ms. Genoveva B. Poyaoan	Municipal Budget Officer	Financing
	Mr. Alexander L. Bejosano	Municipal Treasurer	
	Mr. Ronell B. Alcachupas	Municipal Accountant	
	Ms. Lizette C. Cardenas	MENRO Focal Person	Environment Sector
	Mr. Martin Q. Imatong	CCA Focal Person	CCAP
	Dr. Jose V. Camacho	UPLB Chancellor	Environmental and Ecosystem Service

**Section 2. DUTIES AND RESPONSIBILITIES.** The TWG shall have the following duties and responsibilities:

- Gather available data and process information relevant to the review of the MDRRMP.

- b) Ensure policy coordination and uniformity in operational directives for disaster risk reduction and management.
- c) Ensure that the processing of information and the corresponding actions are in line with national policies and standards.
- d) Establish and/or maintain linkage and seek substantial inputs from the appropriate national government agencies, civil society organization and private sector group in all stages of the disaster risk reduction and management and development processes, and
- e) Formulate the MDRRMP and initiate community validation and consultation.

The Secretariat shall serve as the main support unit of the TWG and shall have the following functions and responsibilities:

- a) Provide administrative support to the TWG;
- b) Organize and make all necessary arrangements for the TWG meetings;
- c) Prepare minutes of meetings and resolutions of the TWG;
- d) Act as the central channel of communications for the TWG with end-user or implementing unit.

**Section 3. QUORUM.** A majority of the total TWG composition shall constitute a quorum for the transaction of business.

**Section 4. MEETING.** The Chairperson shall preside all meetings of the TWG. The decision of the majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the TWG.

**EFFECTIVITY.** This Executive Order shall take effect immediately upon signing thereof.

**Done this 22<sup>nd</sup> day of November, 2021 at Los Banos, Laguna.**

HON. ANTONIO L. KALAW  
Municipal Mayor *h*