Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001

BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE TWENTY-FIRST (21ST) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON JANUARY 5, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

None

ORDINANCE NO. 2026 - 2463

AN ORDINANCE REQUIRING THE PROVISION OF DISASTER RESPONSE SUPPLIES IN ALL GOVERNMENT AND PRIVATE OFFICES WITHIN THE MUNICIPALITY OF LOS BAÑOS, LAGUNA TO ENSURE PUBLIC SAFETY DURING EMERGENCIES AND CALAMITIES.

Author : Councilor Rand Edouard R. De Jesus

WHEREAS, the Municipality of Los Baños, Laguna is prone to various natural and human-induced hazards such as earthquakes, typhoons, flooding, fires, and other emergencies that may threaten lives and disrupt essential functions;

WHEREAS, Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," mandates all local government units to institutionalize and sustain comprehensive DRRM programs;

WHEREAS, ensuring the safety of employees, personnel, and the general public working or transacting within government and private offices is a necessary component of disaster preparedness and response;

WHEREAS, it is essential to require a minimum standard of disaster response supplies in all establishments within the Municipality for use during emergencies or calamities;

NOW, THEREFORE, on motion of Councilor Rand Edouard R. De Jesus, duly seconded by Councilor Benedicto S. Alborida and approved by the Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA in session assembled, **THAT**:

SECTION 1. **TITLE.** This shall be known as the **"Los Baños Public Safety and Disaster Response Supplies Ordinance."**

SECTION 2. **LEGAL BASIS.** This Ordinance is enacted pursuant to the following national laws, frameworks, and policies which mandate the adoption of local measures to strengthen disaster preparedness and public safety

2.1. Republic Act No. 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010

This law establishes the legal framework for disaster risk reduction in the Philippines, requiring all Local Government Units (LGUs) to:

a. Develop and implement comprehensive DRRM programs;
b. Ensure the safety of all constituents, including workers and students;
c. Strengthen preparedness through the availability of essential resources, such as emergency supplies and equipment;
d. Empower barangays through the Barangay DRRM Committees to participate in preparedness, response, and monitoring.

2.2. Republic Act No. 7160 otherwise known as the Local Government Code of 1991

Under the General Welfare Clause (Sec. 16), LGUs are mandated to enact measures that protect life, property, and public safety. Sections 444-447 also grant powers to local officials and the Sangguniang Bayan to adopt ordinances that enhance disaster resilience, including requirements for emergency supplies in government and private establishments.

2.3. National Disaster Risk Reduction and Management Framework (NDRRMF)

The NDRRMF outlines the strategic direction for DRRM in the country and emphasizes the importance of preparedness and risk reduction at all levels. This includes ensuring that all public and private institutions are equipped with essential emergency supplies to reduce injury, loss of life, and disruption of operations.

2.4. National DRRM Plan (NDRRMP)

The NDRRMP operationalizes the NDRRMF and directs LGUs to integrate preparedness mechanisms into institutional systems. The plan highlights the need for readily available emergency equipment and supplies as a core component of disaster response capacity.

2.5. Department of the Interior and Local Government (DILG) DRRM-BCM Guidelines

These guidelines require barangays and LGUs to establish and maintain emergency resources, including basic safety equipment and supplies, and to ensure compliance through monitoring and enforcement mechanisms.

2.6. Other National and Local Policies

This Ordinance is anchored on all relevant policies and issuances from the Office of Civil Defense (OCD), Department of Education (DepEd), Commission on Higher Education (CHED), and the Bureau of Fire Protection (BFP) which promote readiness, pre-disaster preparation, and safety protocols within Institutions.

SECTION 3. OBJECTIVES. The objectives of this Ordinance are:

a. Resource Availability and Preparedness

To ensure that all government offices, barangay facilities, and private establishments maintain complete, accessible, and adequate disaster response supplies that can be immediately utilized during emergencies., thereby minimizing casualties and operational disruptions.

b. Standardization of Disaster Response Requirements

To establish uniform minimum standards for emergency equipment and materials across all establishments, ensuring that every office, school, and institution in Los Baños meets the same baseline level of preparedness.

c. Promotion of a Culture of Safety and Readiness

To cultivate a community-wide culture of preparedness among employees, workers, employers, students, and the general public by reinforcing awareness, readiness, and emergency response competencies.

d. Institutional Coordination and Support

To strengthen collaboration among private establishments, barangay DRRM committees, and the Municipal Disaster Risk Reduction, and Management Office (MDRRMO) for harmonized, efficient, and coordinated disaster response.

e. Proper Management and Maintenance of Supplies

To ensure all emergency supplies are well-maintained, clearly labeled, periodically inspected, and strategically located to maximize accessibility and effectiveness during an actual emergency.

SECTION 4. **COVERAGE.** This Ordinance shall apply to all institutions operating within the territorial jurisdiction of the Municipality of Los Baños, including but not limited to:

4.1. All Municipal Government Offices

Such as municipal departments, satellite offices, and public facilities.

4.2. All Barangay Halls and Barangay-Operated Facilities

Including barangay health centers, day care centers, and any public-use facility.

4.3. All Private Establishments

Regardless of size, nature, or business category, including:

a. Commercial buildings, malls, and retail centers
b. Offices, corporate facilities, and service centers
c. Restaurants, cafés, bars, and food service establishments
d. Schools, universities, training centers, and daycare institutions
e. Hospitals, clinics, laboratories, and medical facilities
f. Lodging facilities such as hotels, dormitories, and boarding houses
g. All entities, whether newly established or existing, must comply.

SECTION 5. **MINIMUM REQUIRED CONTENTS**

A. MINIMUM SUPPLIES

For Establishments with 10-50 Employees (1:1 provision)
Each employee shall be provided with a basic individual emergency kit containing:

1. Safety Helmet - For head protection during falling debris incidents.
2. Whistle or Signaling Device - For visibility and rescue assistance.
3. Flashlight with Extra Batteries - For low-visibility situations or power outages.
4. Basic First-Aid Kit - Minimum: bandages, gauze, antiseptic wipes, gloves

Optional Items:

1. Emergency Blanket - For thermal protection during shock or exposure.
2. N95 Face Mask - For respiratory protection from dust and hazardous particles.
3. Personal ID Holder with Emergency Information - For identification during rescue.
4. 330-500 ml Bottled Water - For hydration during evacuation
5. Light Sticks - For lighting when batteries fail or hands-free visibility.

Mall locators must provide the same items to all employees, regardless of employment status (regular, contractual, agency-hired).

For Establishments with More than Fifty (50) Employees

For establishments with more than 50 employees, a minimum of 50 sets of disaster response supplies is required, and designated emergency marshals, wardens, and sweepers must be assigned. However, for the interest of safety, and if the budget allows, a one-on-one provision is highly encouraged.

Additional optional equipment:

1. Megaphone (for mass communication)
2. Emergency rope (for guided evacuation or rescue)
3. Portable first-aid bag (for use by marshals)
4. For Educational Institutions (Public & Private)

For public and private elementary, junior high school, and senior high school, a one-on-one provision of disaster response supplies shall be required for teaching and non-teaching personnel.

For students, however, a separate ordinance shall be enacted.

B. STORAGE, LABELING, AND ACCESSIBILITY

All supplies must be:

1. Stored in clearly marked, visible cabinets or storage bins
2. Labeled with:
3. Complete item inventory
4. Last inspection date
5. Assigned custodian
6. Placed near emergency exits or evacuation routes
7. Accessible within 15 seconds, without obstruction
8. Secured against theft but quickly accessible in emergencies

C. MAINTENANCE AND INVENTORY

To maintain readiness:

1. Monthly self-inspection by the establishment's safety officer
2. Quarterly official inspection by MDRRMO and Barangay DRRM Committee
3. Immediate replacement of expired or damaged items
4. Technical Inventory log, including:
   - Condition of supplies
   - Repairs made
   - Replacement dates
   - Name of inspecting personnel

D. TRAINING AND DRILLS

All establishments shall:

1. Conduct bi-annual DRRM orientations covering evacuation, first-aid, and hazard awareness
2. Conduct bi-annual emergency drills with MDRRMO, BFP, and barangay counterparts
3. Receive a Compliance Certificate, required for:
   - Business permit renewal
   - Accreditation
   - Government clearances

SECTION 6. COMPLIANCE PERIOD. All covered offices and establishments shall comply with the provisions of this Ordinance within **ninety (90) days** from the date of its effectivity.

Establishments that fail the initial inspection shall be granted a 15-day grace period to correct deficiencies, after which a mandatory re-inspection shall be conducted by the MDRRMO and concerned offices.

SECTION 7. PENALTIES.

A. **Private Establishments.** Failure to comply with any provision of this Ordinance shall be penalized as follows:

1. **First Offense**
   - Issuance of a written warning
   - 15-day compliance period to correct deficiencies
2. **Second Offense**
   - Administrative fine of One Thousand Five Hundred Pesos (Php1,500.00)
3. **Third and Subsequent Offenses**
   - Administrative fine of Two Thousand Five Hundred Pesos (Php 2,500.00)
   - Non-renewal of business permit until full compliance is achieved
   - Possible recommendation for temporary closure pursuant to applicable local and national regulations

B. **Government Offices and Facilities.** Consistent with Section 447(a) (1) (vi) of Republic Act No. 7160 (Local Government Code), non-compliance shall be penalized as follows:

1. **First Offense**
   - Written warning
   - 15-day compliance period
2. **Second and Subsequent Offenses**
   - Administrative fine not exceeding Two Thousand Five Hundred Pesos (Php 2,500.00)
   - Formal report to the Local Chief Executive for administrative action under Civil Service and LGU rules

SECTION 8. EXEMPTIONS. Micro-enterprises with fewer than ten (10) employees may be granted modified or scaled-down disaster supply requirements, subject to the technical evaluation and written guidance of the MDRRMO and the Barangay DRRM Committee.

SECTION 9. FUNDING.

A. **Government Offices and Barangays.** All municipal offices and barangay facilities shall allocate funds for the procurement, replenishment, and maintenance of disaster response supplies under their respective annual appropriations, subject to budgetary.

B. Private Establishments. All private establishments covered by this Ordinance shall procure and maintain and update their own disaster response supplies at their own expense, as part of their mandatory operational safety requirements.

This obligation is consistent with Article 2, Section 16 (General Welfare Clause) of Republic Act No. 7160, which mandates every LGU to promote the general welfare, protect life and property, and ensure the safety of all persons within its jurisdiction.

SECTION 10. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SECTION 11. REPEALING CLAUSE. All ordinances, resolutions, rules, and regulations, or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed or modified accordingly.

SECTION 12. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its complete publication in a local newspaper of general circulation or by posting in at least three (3) conspicuous public places in the Municipality of Los Baños.

ENACTED : January 5, 2026

I HEREBY CERTIFY to the correctness of the above–quoted Ordinance.

DONA T. ALBORIDA – DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:

HON. NEIL ANDREW N. NOCON
Municipal Mayor