



## OFFICE OF THE MUNICIPAL MAYOR

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### 35 BARANGAY'S OF KITAOTAO

1. Balanqigay
2. Balocbocan
3. Bershiba
4. Binoongan
5. Bobong
6. Bolocaoan
7. Cabalantian
8. Calapatan
9. Diqonqan
10. East Dalurong
11. Kahusayan
12. Kalumihan
13. Kauyonan
14. Kimolonq
15. Kipilas
16. Kitaihon
17. Kitobo
18. Kiulom
19. Loreqa
20. Maqsaysay
21. Malobalo
22. Metebaqaq
23. Paqan
24. Panqanan
25. Poblacion
26. Saqundanon
27. San Isidro
28. San Lorenzo
29. Sinaysayan
30. Sinuda
31. Sto. Rosario
32. Tandonq
33. Tawas
34. West Dalurong
35. White Kulaman

### Vision

"Kitaotao, a peaceful tourist destination of Southern Bukidnon, ideal place for investment with sustainable and advanced agri-industry, balanced ecology, home of empowered and resilient people who takes pride of its heritage within the paradigm of responsible governance".

### Mission

The promotion of the general welfare of the people is the concern and duty of the Municipal Government shall work for the effective implementation of the Local Government Code to effectively conserve, regenerate, utilize potential natural resources, increase investment and employment opportunities, increase agricultural productivity and improve delivery of basic services.

### EXECUTIVE ORDER NO. 20 Series of 2024

#### AN ORDER CREATING THE MUNICIPAL RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA) TEAM, DEFINING ITS DUTIES AND FUNCTIONS AND FOR OTHER PURPOSES

**WHEREAS**, the Municipality of Kitaotao is prone to natural hazards such as floods, drought, landslides, earthquakes and human-induced hazards such as fire, criminality and health epidemic that have threatened the lives of the communities;

**WHEREAS**, Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 is mandating the Local Disaster Risk Reduction and Management Councils in coordination with the Office of Civil Defense (OCD) to institutionalize the Rapid Damage Assessment and Needs Analysis (RDANA) as a tool for proper disaster response;

**WHEREAS**, in order to get an immediate picture of the affected areas and the general situation right after the occurrence of a disaster, an RDANA Team shall be deployed to undertake immediate assessment of the situation on the ground, most specifically to:

- (1) determine the type and extent of damages brought about by the disaster including its secondary threats and the critical needs of the affected population and the local response capacities,
- (2) undertake information sharing among different government agencies,
- (3) coordinate agencies, stakeholders, and the community before and after every disaster.

**NOW, THEREFORE, I, EDWIN P. ABUCAYAN**, Mayor of the Municipality of Kitaotao, by virtue of the power vested in me by law, do hereby order the following:

**SECTION 1. CREATION OF THE MUNICIPAL RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA) TEAM.** There is hereby created a Rapid Damage Assessment and Needs Analysis Team to be deployed after every incident, be it natural or human-induced hazards. The said team shall make an assessment during the onset of the disaster which will serve as a tool for the quick provision of relief and other form of response appropriate for such a situation.

**SECTION 2. COMPOSITION.** The Municipal Rapid Damage Assessment and Needs Analysis Team is hereby constituted as follows:

**EA NO. 2024-20 AN ORDER CREATING THE MUNICIPAL RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA) TEAM, DEFINING ITS DUTIES AND FUNCTIONS AND FOR OTHER PURPOSES**



Engr. Eleuterio G. Vicente, *MDRRMO/Head as Over-all Team Coordinator*  
Ms. Renehart O. Manga, *Municipal Social Welfare and Development Officer (MSWDO)*  
Ms. Beulah Grace P. Rafisura, *Municipal Agriculturist's Officer (MAO)*  
Engr. Rosemarie A. Paderanga, *Municipal Engineer (ME)*  
Dr. Ramona B. Santiago, *Municipal Health Officer (MHO)*  
Mr. Wennie S. Angit, *Municipal Planning and Development Coordinator (MPDC)*  
Engr. Juliemery A. Morales, *Municipal Environment and Natural Resources Officer (MENRO)*  
SFO3 Antonio G. Palis, III, *Bureau of Fire Protection Municipal Fire Marshal (BFP)*

**SECTION 3. DUTIES AND FUNCTIONS.** The RDANA Team shall have the following duties and functions:

1. The Municipal Disaster and Risk Reduction Management Officer shall act as Over-all Team Coordinator. He or she shall immediately organize and deploy as many RDANA Teams of specific expertise as soon as possible whenever an incident occurs depending on its impact and magnitude. He or she shall act as Head Secretariat to consolidate all reports from the deployed teams.
2. The Municipal Social Welfare and Development Officer shall lead on the assessment of families and individuals affected, most particularly the exact number of families and or individuals affected and the number of totally and partially damaged houses.
3. The Municipal Agriculturist shall lead in the assessment of the extent of agricultural damage such as crops and livestock, loss of livelihood and the number of farmers affected.
4. The Municipal Engineer and the Municipal Fire Marshall shall assess damages to various infrastructure as well as determine the integrity and safety of all buildings.
5. The Municipal Health Officer shall conduct assessment on the effect of an incident to the health of the residents and conduct assessment of emerging and re-emerging infectious diseases that may accompany such incident.

As a general rule, the RDANA Team shall submit immediately within 24-72 hours the assessment report on the impact of a certain incident to the Municipal Mayor. Based on the report submitted, the MDRRMO will evaluate if any of the conditions in the criteria for a declaration of state of calamity is present, then the MDRRMO will immediately convene and recommend to the Sangguniang Bayan the declaration of a State Of Calamity.




**SECTION 4. FUNDING.** Expenses to support the activities of the Rapid Damage Assessment and Needs Analysis (RDANA) Team shall be sourced out from the Office of the Municipal Mayor and or the MDRRM Fund.

**SECTION 5. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**SECTION 6. REPEALING CAUSE.** All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 7. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this May 20, 2024 in The Municipality of Kitaotao, Philippines.

  
**EDWIN P. ABUCAYAN**  
Municipal Mayor