

2016

**ANNUAL  
ACCOMPLISHMENT  
REPORT**



**ISABELA PROVINCIAL PUBLIC SAFETY OFFICE**

*Alone we can do so little, together we can do so much" - Helen Keller*

**PROVINCE  
OF  
ISABELA**

# ANNUAL ACCOMPLISHMENT REPORT

## Special points of interest:

- SAFETY OFFICER TRAINING
- NATIONAL SIMULTANEOUS EARTHQUAKE DRILL
- LAWS AND ORDINANCES HANDBOOK: PUBLIC ROAD SAFETY PROGRAM
- SAFETY OFFICER'S HANDBOOK

## PGI SAFETY OFFICERS : FIRST RESPONDERS

On January 19, agencies holding office in the 2015, the Province hosted Capitol Compound. The 1st Fire Safety Summit was for the department and it was attended by delegates from government, non-government, and civil society organizations. It was around that time when the Public Safety Office introduced the idea of formulating an Emergency Evacuation Operations Plan to address any calamitous situation anywhere in the Capitol Compound.

The requisite for the implementation of such Plan is the designation of first responders composed one (1) safety officer and three (3) assistant safety officers in all the provincial government departments and all the line

agencies, through their respective safety officers, to create and submit their respective safety plans and coordinate all such plans. The goal of the Safety Officer System is to keep all provincial government employees, clients, and visitors as harmless as possible in all cases of emergency; and to get them out of harm's way through safe and efficient evacuation from buildings within the Capitol Compound. Full story on pp. 3



**ISABELA PROVINCIAL  
PUBLIC SAFETY OFFICE**



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## PUBLIC SAFETY OFFICE

**G/F ISABELA PROVINCIAL CAPITOL**

**ALIBAGU, CITY OF ILAGAN**

**PROVINCE OF ISABELA**

**3300**

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## PGI SAFETY OFFICERS: FIRST RESPONDERS

On January 19, 2015, the Province hosted the 1st Fire Safety Summit and it was attended by delegates from government, non-government, and civil society organizations. It was around that time when the Public Safety Office introduced the idea of formulating an Emergency Evacuation Operations Plan to address any calamitous situation anywhere in the Capitol Compound. The requisite for the implementation of such Plan is the

designation of first responders composed one (1) safety officer and three (3) assistant safety officers in all the provincial government departments and all the line agencies holding office in the Capitol Compound.

The consensus was for the departments and line agencies, through their respective safety officers, to create and submit their respective safety plans and coordinate all such plans.

The goal of the Safety Officer System is to keep all provincial government employees, clients, and visitors as harmless as possible in all cases of emergency; and to get them out of harm's way through safe and efficient evacuation from buildings within the Capitol Compound.

After several deliberations and revisions, the Safety Officer System became fully

*The goal of the Safety Officer System is to keep all provincial government employees, clients, and visitors as harmless as possible in all cases of emergency; and to get them out of harm's way through safe and efficient evacuation from buildings within the Capitol Compound.*

operational with each department and participating line agency having its own set of safety officers composed of a Primary Safety Officer (SO-1), a Secondary Safety Officer (SO-2), a Tertiary Safety Officer (SO-3), and a Quaternary Safety Officer (SO-4) each having specific tasks. The safety officers are to be trained in emergency evacuation, fire suppression, bomb threat handling, first aid, basic life support, and cardio-pulmonary resuscitation as well as other skills specific to assigned tasks.

As of this writing, all 4 sets of PGI Safety Officers from SO1 to SO4 has undergone first responder training which includes Basic Life Support, First-Aid and Cardio-Pulmonary Resuscitation as focal points of the lecture. Lectures about Bomb threat prevention, fire prevention and other related topics were also squeezed in to further educate our designated Safety Officers and enable them to fully grasp the extent of duties and responsibilities that are to be expected of a Safety Officer.

The 3 day seminar and workshop were conducted by PSO personnel with the Dart 831 personnel as lecturers together with select certified Emergency Medical Technicians providing assistance and guidance throughout the course. The trainings were mostly held at the Balai conference hall, Isabela Capitol which has complete technical amenities and is wide enough for the lectures and activities needed for the workshop. Training for



First responder training was conducted by the D.A.R.T. rescue 831 certified EMT's



Above:

PSO Leadership confers with the Isabela Provincial Administrator, Atty. Noel Manuel R. Lopez, CPA during the 1st batch of Safety Officer training.

Right:

Dart 831 instructors demonstrate proper maneuver and handling of injured/wounded party.



the Principal Safety Officers were held on August 3-5, 2016; Safety Officer 2 training was on September 21-23, 2016; Safety Officer 3 training was held on October 12-14, 2016 while the latest one for the Safety Officer 4's was held at the PCDO (Provincial Cooperative Development Office) last November 9-11, 2016.

## EXECUTIVE SUMMARY

The Provincial Public Safety Office trace its humble beginnings to February 21, 2012, when Provincial Ordinance No. 001 Series of 2012, entitled “**AN ORDINANCE CREATING AND ESTABLISHING THE DEPARTMENT OF PUBLIC SAFETY IN THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS**

**THEREFOR**” authored by Provincial Board Member Hon. Rolando L. Tugade, Chairman of the Committee on Public Security and Order, was ENACTED and APPROVED.

It was later amended by Provincial Ordinance No. 002, series of 2014, entitled “ORDINANCE CREATING AND ESTABLISHING THE

PUBLIC SAFETY OFFICE THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR”, authored by Provincial Board Member, Hon. Karen G. Abuan, Chairman, Committee on Law, Rules and Regulations, ENACTED and APPROVED on January 21, 2014. Its functions are:



**ISABELA  
PROVINCIAL PUBLIC  
SAFETY OFFICE  
LOGO**

(a) To enforce provisions of Ordinance No. 0002-2001 otherwise known as the Provincial Administrative Code, particularly Chapter IV, Provincial Government Services: Article 1 – Peace, Order, and Security; Article 2 – Public Order; Article 3 – Safety on Public Roads; and Article 4 – Safety on Fire Hazards;

(b) To enforce provisions of Presidential Decree No. 1566 governing the creation of Provincial Disaster Coordinating

Council in the Province of Isabela now called the Provincial Disaster Risk Reduction and Management Council (PDRRMC) under R.A. 10121;

(c) To enforce all other laws and ordinances relative to the protection of lives and properties, and those pertaining but not limited to the maintenance of public safety, peace and order especially during mad-made or natural calamities, and the promotion of general welfare;

(d) To ensure and provide quick response and coordinative efforts for any call or need of the public for police, fire marshals, rescue or medical assistance;

(e) Exercise the duty to make citizen’s arrest pursuant to the Rules of Court; and

(f) Perform such other duties and functions as may be provided by law or ordinance. (Section 5, Ordinance No. 01-2014)

*To enforce all other laws and ordinances relative to the protection of lives and properties, and those pertaining but not limited to the maintenance of public safety, peace and order especially during mad-made or natural calamities, and the promotion of general welfare;*

Barely two (2) years since its creation on January 21, 2014, Public Safety Office has evolved into what it is now. It initially shared office space with the Office of the Governor, until the Congressional Office of 1<sup>st</sup>. District Representative Rodolfo “Rodito” T. Albano was graciously offered to be its temporary office pending the completion/renovation of its permanent office, the former office of the Provincial Cooperative Development Office (PCDO).

It was initially manned by Atty. Constante A. Foronda, Jr. As the Department Head,

retired Police Officer, Police Senior Superintendent Jimmy U. Rivera, Sr., the former Isabela PNP Provincial Director and Jose Armand G Araneta.

During the first month after its creation, the first order of business was the crafting of the **Proposed Table of Organization, Manning Chart and Job Description** for each plantilla position. It was envisioned to have three (3) Divisions, with at least three (3) sections per division or a minimum of

twenty one (21) office personnel, as mandated by **Civil Service Commission** in their **Memorandum Circular MC No. 19, series of 1992, Subject: Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units.** (Attached hereto are the **Proposed Table of Organization, Manning Chart, Job Description and a machine copies CSC MC 19, s. 1992, Personnel Schedule of the Department of Public Safety, Budget Year 2014 and 2015**)






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*... "fundamentally anchored on the efficiency of government, to maintain and enhance public safety and order, provide comfort and their well-being are protected and at the same time, enlist their active participation in nation building."*

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## PUBLIC SAFETY OFFICE: VISION AND MISSION

### OUR VISION

The Provincial Public Safety Office is committed to the vision of a civilized society that has the characteristics of law and order; where its existence is fundamentally anchored on the efficiency of government, to maintain and enhance public safety and order, provide comfort and their well-being are protected and at the same time, enlist their active participation in nation building.

### OUR MISSION

The Provincial Public Safety Office shall strive to improve the delivery of Public Safety Services through coordinative efforts for any call or need of the public for police, fire marshals, rescue and medical assistance. To help provide the basic welfare, protect human rights, preserve and protect the environment, provide training and education and community awareness programs on matters pertaining to te personal safety and security of its inhabitants in times of calamities and disasters, crime prevention, terrorism and other forms of security threats that encompass public safety and order.



## THE PSO SHIELD

The PSO Shield was designed to formally establish the identity and purpose of the Public Safety Office which was created by virtue of Sangguniang Panlalawigan Ordinance No. 002 series of 2014 on January 21, 2014.



**THE SHIELD** The shield signifies protection from danger, risk, or any unpleasant experience.

**Black Color of the Shield** Signifies power, unity and strength.

**Map of Isabela** The Map is in green color indicating the province's status as one of the top corn and rice producers of the country. It is presented with demarcation lines indicating 34 towns and 2 component cities which makes it the 2<sup>nd</sup> largest province of the Philippines. It was initially called *Isabela de Luzon* to differentiate from other places within the Country bearing the name of Isabela. The province was named after Queen Isabela II of Spain.

**The Official Seal** The Official Seal of Isabela is super imposed on top of the Malta Cross and Star of Life to signify the province's readiness to respond in all types of emergencies.

**The Maltese Cross** Symbolizes the good traits of a safety officer as being observant, tactful, resourceful, dexterous, explicit, discriminating, perseverant and sympathetic.

**Star of Life** is a blue, six-pointed star, outlined with a white border which features the rod of Asclepius in the center. Traditionally, the logo was used as a stamp of authentication or certification for ambulances, paramedics or other EMS personnel. Internationally, it represents emergency medical services units and personnel.

**The Four Connected Hands** is a symbol of togetherness and participation. It signifies the unity of various units within the government working hand in hand to ensure the safety and well-being of its residents.

**The People** A group of 36 persons, representing the 34 towns and 2 component cities of the Province of Isabela linking together, to provide a full and unified front against all adversities and elements that may compromise the safety and well-being of its residents.

**36 studs** The thirty-six cities and municipalities that fortify, strengthen, and hold the Province together are manifested by the studs surrounding the Shield.



## RESPONSIBILITIES OF THE SAFETY OFFICER

The goal of the Safety Officer is to ensure the orderly evacuation of employees and clients from the office during an emergency. The duties of the Safety Officer are as follows:

A. Be familiar with the content of the Emergency Evacuation Operations Plan;

B. Alert staff of emergency situations;

C. Ensure that employees and clients are appropriately evacuating the facility or area based on the escape route assignments;

D. Assist in the evacuation of employees and clients with disabilities;

E. Perform medical duties as necessary to employees and clients during emergency situations;

F. Extinguish small fires with the use of a fire extinguisher; and

G. Account for all employees and clients at the designated meeting location(s);

Each situation is unique and that people must use common sense and good judgement in all situations. As stated earlier, there are multiple reasons to evacuate a building such as a fire, earthquake, a bomb scare, or some other dangerous situations.

With these in mind, the office has included in its Annual Programs, Projects and Activities (PPAs) the continuing training and education program of Safety Officers, replication of the program to the 1,018 barangays of the province, private and public schools, offices, and other places and like shopping malls, markets and other places where people converged.

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*The goal of the Safety Officer is to ensure the orderly evacuation of employees and clients from the office during an emergency*

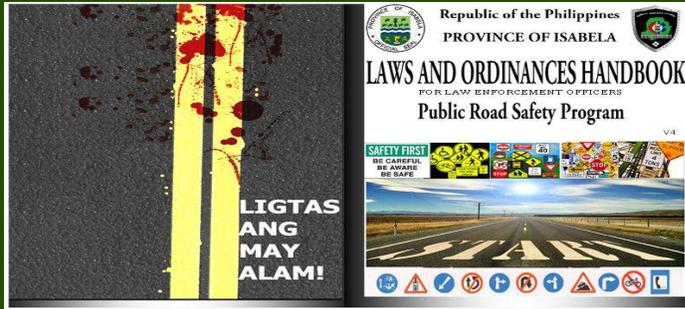
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**ARE YOU READY?**



# NOTABLE ACCOMPLISHMENTS FOR 2016

- SAFETY OFFICER TRAINING: COMPLETION***
- NATIONAL SIMULTANEOUS EARTHQUAKE DRILL***
- LAWS AND ORDINANCES HANDBOOK: PUBLIC ROAD SAFETY PROGRAM***
- SAFETY OFFICER'S HANDBOOK***



***LAWS AND ORDINANCES HANDBOOK: PUBLIC ROAD SAFETY PROGRAM***

***SAFETY OFFICER'S HANDBOOK***



***NATIONAL SIMULTANEOUS EARTHQUAKE DRILL***



***SAFETY OFFICER TRAINING: COMPLETION***





## CITIZEN'S CHARTER: PUBLIC SAFETY OFFICE

### CITIZEN'S CHARTER PROVINCIAL PUBLIC SAFETY OFFICE

*Citizen's Charter is a document which represents a systematic effort to focus on the commitment of the Organisation towards its Citizens in respects of Standard of Services, Information, Choice and Consultation, Non-discrimination and Accessibility, Grievance Redress, Courtesy and Value for Money.*



**2007 ARTA LAW  
R.A. 9485**

STEP	TAONG LALAPITAN	MGA KAILANGANG DALHIN	ITATAGAL NG PROSESO	EXTENSION NG PAGHIHINTAY KUNG MAY PROBLEMA	BAYARIN (Kung Mayroon man)
<b>SERBISYONG KAILANGAN: USAPING PANGKALIGTASAN</b>					
1	ATTY CONSTANTE A. FORONDA, JR. PCS JIMMY U. RIVERA, SR. (RET) FRANCIS DAVID G. GANGAN JOYCEL M. LAMPITOC EVANGELINE C. ANTONIO MANUEL CESAR G. BINAG IV BENJAMIN B. SINGSON BOBBY B. CASTILLO	PARA SA MGA USAPING PANGKALIGTASAN  Dalhin ang mga sumusunod: a. Resolusyon o sulat mula sa isang ahensya o indibidwal b. Mga dokumento o litrato ng mga usapin c. Pag taya ng kaukulang halaga para sa proyekto	1 oras	30 minuto	wala
<b>SERBISYONG KAILANGAN: PAGBIBIGAY NG MGA BABASAHIN TUNGKOL SA USAPANG PANGKALIGTASAN</b>					
1	FRANCIS DAVID G. GANGAN MANUEL CESAR G. BINAG IV BENJAMIN B. SINGSON	Personal na paghingi o sa pamamagitan ng sulat	10 minuto	5 minuto	wala
<b>SERBISYONG KAILANGAN: TEKNIKAL NA PAGTULONG PARA SA PAGPAPATUPAD NG EXECUTIVE ORDER NO. 18</b>					
1	ATTY CONSTANTE A. FORONDA, JR. PCS JIMMY U. RIVERA, SR. (RET) FRANCIS DAVID G. GANGAN	Sulat ng reklamo o hinaing sa pagpapatupad Sulat o personal na pagtatanong para sa pagpapatupad	30 minuto	25 minuto	wala
<b>SERBISYONG KAILANGAN: PAGBIBIGAY KAALAMAN SA PAMAMAGITAN NG SAFETY TRAINING AT KAUKULANG TEKNIKAL NA PAGTULONG</b>					
1	ATTY CONSTANTE A. FORONDA, JR. PCS JIMMY U. RIVERA, SR. (RET)	Sulat o Resolusyon	1 araw	1/2 araw	wala
<b>SERBISYONG KAILANGAN: PAGBIBIGAY IMPORMASYON PATUNGKOL SA PROSESO NG VOUCHER</b>					
1	JOYCEL M. LAMPITOC EVANGELINE C. ANTONIO	Personal na paghiling	15 minuto	5 minuto	wala
<b>SERBISYONG KAILANGAN: PAGBIBIGAY NG KOPYA (KUNG KINAKAILANGAN) NG MGA ADMINISTRATIBONG DOKUMENTONG OPISINA</b>					
1	FRANCIS DAVID G. GANGAN MANUEL CESAR G. BINAG IV	Personal na paghiling o sa pamamagitan ng sulat	15 minuto	5 minuto	wala
KUNG HINDI MAAYOS ANG SERBISYO		Tumawag sa tanggapan ng Provincial Governor sa 323-0173 O mag-text sa PGI Hotline 0927-5585-888			

## ROAD SAFETY PROGRAM

The high incidence of motorcycle-related accidents has rendered the highways and roads of Isabela unsafe for the riding public, the pedestrians, and the motorists alike. If remained unchecked, the situation will project a negative picture of the province, which is fast-emerging as center of trade and investment in Luzon.

fatalities in the highways and roads of Isabela.

Data and other sources of information available from the Department of Transportation and Communications and the Department of Public Works and Highways has it that human error ranked number 1 as the major cause of road accidents. Human error presupposes the following physical conditions: driving under the influence of intoxicating beverages or prohibited

most especially by motorcycles and tricycles are matters of great concern by law enforcement agencies, the local government units, the Department of Trade and Industry, to legislate laws and ordinances to regulate, if not prohibit the installation of LED lights on any kind of motor vehicles. After all, modification of any sort to all types of motor vehicles is against the law.

To give more “teeth” to the law enforcement agencies in the province, the Provincial Governor issued Executive Order Nr, 18 “directing the Isabela Police Provincial Office (IPPO), the Land Transportation Office-Isabela (LTO ISABELA) and the Liga ng mga Barangay (LMB) to enforce confiscation of all unregistered motorcycles and motorcycles driven by under-

drugs, sleeping/napping while driving, lack if not absence of better judgement, distraction or operating electronic gadgets such as mobile/cellphones/ipads while driving and disregard to traffic laws, rules and regulations.

This however, cannot solely be blamed or attributed to motor vehicle drivers or human error. Substandard road conditions; obstructions due to road repairs, absence of or poor condition sign-

aged or unlicensed drivers and the Public Safety Office (PSO) to monitor compliance therewith”.

Kudos to the Governor, the renewed vigor of the PNP and the LTO in the enforcement of Executive Order Nr. 18, under the watchful supervision of this Office, has resulted in the dramatic decrease in the number of incidents and

age; indiscriminate solar drying of agricultural products on main roads; stray animals crossing the roads; slow moving vehicles contribute as risks.

Another cause of road accidents during night-time is the unauthorized installation and proliferation of high intensity LED lights. These LED lights are the major causes of vision impairment due headlight glares. The continuous proliferation and installation of LED lights,

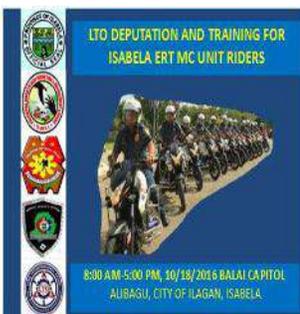


*EO 18 : “...directing the Isabela Police Provincial Office (IPPO), the Land Transportation Office-Isabela (LTO ISABELA) and the Liga ng mga Barangay (LMB) to enforce confiscation of all unregistered motorcycles and motorcycles driven by under-aged or unlicensed drivers and the Public Safety Office (PSO) to monitor compliance therewith”.*





*Continuous enforcement of Traffic Laws, Rules and Regulations without fear or favor, with the active participation of the community through the Liga ng mga Barangay;*



LTO deputation and training was conducted on October 18, 2016

## ACTIONS TAKEN TO IMPROVE THE ROAD SAFETY PROGRAM

1. Caused the Deputation of select Police Officers of Isabela Police Provincial Office (IPPO) to issue Temporary Operators Permit (TOP) to erring drivers by the Regional Land Transportation Office 02;
2. Continuous enforcement of Traffic Laws, Rules and Regulations without fear or favor, with the active participation of the community through the Liga ng mga Barangay;
3. Recommend the crafting of Ordinances to the local government units through the Sangguniang Bayan to legislate laws and/or ordinances;
4. Assist the Department of Public Works and Highway for the installation, replacement of ageing/dilapidated signages;
5. Tap and encourage Civil Society Organizations (CSOs) to help train and educate public utility vehicle drivers, most especially tricycles and jeepneys, in close collaboration with the Land Transportation Office;
6. Provide information and education flyers and handbooks to motorcycle drivers and drivers of public utility vehicles (PUVs); and
7. Maximize the use of the Tri-Media to disseminate programs of government to keep the general public informed.
8. Facilitated Basic Life Support, First-Aid and Cardio-pulmonary resuscitation training for the deputized ERT / EO 18 riders.
9. Fully enforced Memo. Number 33, “putting a stop to the practice of overloading” as ordered by the Governor and implemented by various agencies.
10. Published and distributed a “LAW and Ordinances Handbook”, specifically designed for Law Enforcement Officers.



## BUDGET ALLOCATION

Fiscal Year	Authorized Appropriation	Released Allotment	Amount Obligated	Allotment Balance/ Savings
2014	P1,450,000.00	P1,450,000.00	P759,830.27	P662,569.73
2015	P1,650,000.00	P1,650,000.00	P900,645.09	P669,579.91
2016	P1,770,000.00	P1,770,000.00	P789,322.24 (NOV. 2016)	P938,677.76 (NOV. 2016)

## PLANS, PROGRAMS AND ACTIVITIES

- A. The Public Safety Office will continue to be the lead advocate on public safety and security matters, to keep its citizenry, most especially the barangays folks, well informed and an indispensable partner in nation-building.
- B. Coordinate and collaborate with the University of the Philippines National Center for Transportation Studies (UPNCTS) for the training of public safety and law Enforcement officers to continuously improve the road safety program of the province.
- C. Subject to the availability of funds and in cooperation with the PDRRMO, Public Safety Office will continue to acquire safety equipment for First Responders in the 1,018 Barangays of the province.
- D. Continue training and education programs for safety officers and first responders on Basic Life Support and other Life Saving Programs in close coordination with the Provincial Disaster Risk Reduction Man-

agement Office, Office of the Civil Defense and other National and civil society organizations.

- E. Acquire communication and other safety equipment for Public Safety Office personnel.
- F. Encourage and assist in the Formal Activation of Barangay Anti-Drug Abuse Councils (BADACs), through their respective City and Municipal Anti-Drug Councils (CADACs/MADACs) in close coordination with the Philippine Drug Enforcement Agency, the Philippine National Police, National Bureau of Investigation and other National Government Agencies (NGAs), Local Government Units, Liga ng Mga Barangay and Civil Society Organizations (CSOs).

### ISABELA PROVINCIAL PUBLIC SAFETY OFFICE

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*“...will continue to be the lead advocate on public safety and security matters, to keep its citizenry, most especially the barangays folks, well informed and an indispensable partner in nation-building”*

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## PROBLEMS ENCOUNTERED



- Recommend to the Human Resource Management Office the filling of vacant positions personnel fill, by qualified and experienced personnel.
- Supplemental budget for advocacy projects (continuing training and education of Safety Officers, Public Safety Office Personnel and Barangay First Responders)
- Acquisition of Safety Equipment for Public Safety Personnel and designated Safety Officers who will act as First Responders in the unlikely event of emergencies, where rescue personnel are committed and occupied.

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*“...will continue to be in the forefront on matters pertaining to safety and security...”*

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## RECOMMENDATION

The Public Safety Office will continue to be in the forefront on matters pertaining to safety and security and will be the office of primary responsibility (OPR) of the Province when it comes to safety and security of the people of Isabela.

## ANNEXES

- a. SP RESOLUTION NO. 001, s. 2012
- b. SP RESOLUTION NO. 002, s. 2014
- c. CSC MC 19, s. 1992
- d. Table of Organization
- e. Job Description
- f. Budget Allocation
- g. Vision Statement
- h. Mission Statement
- i. Action Photos
- j. BRO SAFETY Flyers
- k. Road Safety Tip Flyers
- l. Isabela Public Safety Office LOGO
- m. E.O. 18
- n. Memorandum no. 33
- o. Law and Ordinances Handbook: Road Safety Program
- p. Safety Officer's Handbook
- q. Safety Officer's training: Completion report
- r. Bomb threat prevention

## A. SP RESOLUTION 001 S 2012



Republic of the Philippines  
PROVINCE OF ISABELA  
Ilagan

*Office of the Sangguniang Panlalawigan*

EXCERPT FROM THE MINUTES OF THE 62<sup>nd</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF ISABELA HELD AT FAUSTINO N. DY HALL, CAPITOL, ILAGAN, ISABELA ON FEBRUARY 21, 2012

**Present :**

RODOLFO T. ALBANO III	Provincial Vice Governor
KIRYLL S. BELLO	Presiding Officer Protempore
CESAR C. PURUGGANAN	Floor Leader
ROLANDO L. TUGADE	Member (1 <sup>st</sup> District)
MITZI P. CUMIGAD	Member (2 <sup>nd</sup> District)
KAREN G. ABUAN	Member (3 <sup>rd</sup> District)
JAIME N. ATAYDE	Member (3 <sup>rd</sup> District)
MANUEL A. ALEJANDRO	Member (3 <sup>rd</sup> District)
MATTHEW JOSEPH P. ALINDADA	Member (4 <sup>th</sup> District)
EDWARD S. ISIDRO	Member, PCL Federation President
NAPOLEON M. HERNANDEZ, JR.	Member, LMB Federation President
VILINDA H. BERNARDO	Member, Women's Sectoral Representative

**Absent:**

MARCELINO I. ESPIRITU	Member, Agriculture Sectoral Representative
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**O.B.:**

RIC JUSTICE E. ANGOBUNG	Member (1 <sup>st</sup> District)
KRYSZYNA LOUISE C. DY	Member, SK Federation President

### ORDINANCE NO. 01 SERIES OF 2012

#### AN ORDINANCE CREATING & ESTABLISHING THE DEPARTMENT OF PUBLIC SAFETY IN THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR

**Author: HONORABLE ROLANDO L. TUGADE**  
Chairman, Committee on Public Security and Order

**BE IT ORDAINED BY THE SANGGUNIANG PANLALAWIGAN, DULY ASSEMBLED, THAT:**

**SECTION 1. Title of the Ordinance.** – This Ordinance shall be known as the *Ordinance creating and establishing the Department of Public Safety of the provincial government of Isabela and providing funds therefor.*

**SECTION 2. Declaration of Policy.** –

- (a) It is hereby declared policy of the Province to ensure public safety, promote peace and order, and further strengthen the capability of the Provincial Government of Isabela towards the effective delivery of basic services of inhabitants through the establishment of a highly efficient and competent Department of Public Safety. Towards this end, the Province shall bolster a system of coordination and cooperation among its citizenry, its component local government units and the integrated public safety units created under this Ordinance.
- (b) The Sanggunian further finds and declares that for an efficient, effective and economical governance, the purpose of which is the general welfare of the Province and its inhabitants pursuant to Section 16, R.A. No. 7160, the establishment of the Department of Public Safety is necessary;

## A. SP RESOLUTION 001 S 2012

- (c) Any crisis or emergency must of extreme necessity be addressed with the swiftest possible action. Immediate and timely response with the use of human and material resources invariably forestalls that which could result to the loss of lives and properties. In this respect, the key to an effective crisis management is for the establishment of the Department of Public Safety and the creation, among others, of a response or emergency relief unit (**to be called "830"**) that is adequately equipped with an efficient communication network;
- (d) The Department of Public Safety shall be organized, trained and equipped primarily for the promotion, enforcement and maintenance of public safety throughout the territorial jurisdiction of the Province;
- (e) Finally, the Provincial Governor is empowered by the law to carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities as well as to call upon the appropriate national law enforcement agencies to suppress disorder, lawless violence or to apprehend violators of the laws when public interest so requires and the police forces of the component city or municipality where the disorder or violation is happening are inadequate to cope with the situation or violation.

**SECTION 3. *Promulgation of Comprehensive Policies by the Provincial Governor and the Sangguniang Panlalawigan.*** - - Subject to the limitations provided in existing laws and regulations, the Provincial Governor shall recommend to the Sangguniang Panlalawigan the promulgation of policies on public order and safety to protect the citizenry from all forms of public disorder or jeopardy, natural and man-made calamities, lawlessness and other threats to peace and order, and public safety.

**SECTION 4. *The Department of Public Safety.*** - To carry out the policies and purposes of this Ordinance, there is hereby created and established in the Provincial Government an Office to be known as the "**DEPARTMENT OF PUBLIC SAFETY**", hereinafter referred to as the Department, in accordance with the provisions of this Ordinance.

**SECTION 5. *Powers and Functions of the Department.*** - The Department shall have the following functions, duties and powers:

- (a) To enforce Provisions of Ordinance No. 0002 S. 2001 otherwise known as the Provincial Administrative Code, particularly **Chapter IV, Provincial Government Services: Article 1-** Peace, Order and Security; **Articles 2-** Public Order; **Article 3-** Safety on Public Roads; and **Article 4-** Safety on Fire Hazards;
- (b) To enforce Provisions of Presidential Decree No. 1566 governing the creation of Provincial Disaster Coordinating Council in the province of Isabela now called the Provincial Disaster Risk Reduction Management Council (PDRRMC) under R.A. 10121;

## A. SP RESOLUTION 001 S 2012

Ord. No. 01-2012

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AN ORDINANCE CREATING & ESTABLISHING THE DEPARTMENT OF PUBLIC SAFETY IN THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR

- (c) To enforce all other laws and ordinances relative to the protection of lives and properties, and those pertaining, but not limited to the maintenance of public safety, peace and order especially during man-made or natural calamities, and the promotion of general welfare;
- (d) To ensure and provide quick response and coordinative efforts for any call or need of the public for police, fire marshals, rescue or medical assistance;
- (e) Exercise the duty to make a citizen's arrest pursuant to the Rules of Court; and,
- (f) Perform such other duties and functions as may be provided by law or ordinance.

**SECTION 6. *Organization and Division.*** - The Department Proper shall consist of the following offices:

- (a) **Office of the Director or Provincial Public Safety Officer (PUSO)** – The Office of the Provincial Director or Provincial Public Safety Officer shall consist of the Director or Provincial Public Safety Officer V and his immediate staff;
- (b) **Offices of the First Assistant and Second Assistant or Provincial Public Safety Officers** – The Director or PUSO V shall be assisted by one (1) First Assistant Director or Provincial Public Safety Officer IV and four (4) Second Assistant Directors or Public Safety Officers III, one for each of the four congressional districts of the province as provided hereinafter.

**SECTION 7. *Head of the Department.*** – The Department shall be headed by a Director or Public Safety Officer V who shall be appointed by the Provincial Governor, subject to the confirmation of the majority of the members of the Sangguniang Panlalawigan, and shall hold the rank of a Provincial Government Department Head, Provided; That until such time that here has been duly appointed a Director, the Provincial Governor shall be the ex-officio Director and the Provincial Director, Philippine National Police (PNP), as the ex-officio First Assistant PUSO IV;

**SECTION 8. *General Duties, Powers, Functions, Term of Office and Compensation of the Director.*** – The authority and responsibility for the exercise of the powers and functions of the Department shall be vested in the Director, who shall hold office at the pleasure of the Governor and shall receive the compensation, allowances and other emoluments to which the Provincial Government Heads are entitled.

**SECTION 9. *District Offices.*** – The Department may establish, operate and maintain a district office in each of the congressional districts of the Province, to implement the policies, programs, plans and activities of the Department; Provided; That the member of the House of Representatives concerned shall provide funds or grant subsidy therefor; Provided, Further; That each District Office shall be headed by a Second Assistant Director, Provided, Finally; That if the Congressman concerned fails or refuses to provide funds or grant subsidy as aforesated, only one First Assistant Director

## A. SP RESOLUTION 001 S 2012

shall be appointed for the whole Department, and the District Offices shall not be established.

### SECTION 10. *Qualifications of the Director and Assistant Directors –*

(a) The Director shall have the following qualifications:

- (i) He is at least thirty (30) years of age;
- (ii) A Member of the Philippine Bar or holder of a Master's Degree in public safety, public administration, management, sociology, criminology, law enforcement, national security administration, disaster preparedness, defense studies and other related disciplines;
- (iii) Has had experience in public safety, law enforcement, or disaster preparedness for at least five (5) years;

(b) The Assistant Director shall have the following qualification:

- (i) He is at least twenty-five (25) years of age;
- (ii) A holder of a degree in public safety, public administration, management, sociology, criminology, law enforcement, national security administration, disaster preparedness, defense studies and other related disciplines;
- (iii) Has had experience in public safety, law enforcement, or disaster preparedness for at least three (3) years;

**SECTION 11. *Relationship of the Department with the Philippine National Police.*** – The Director of the Department shall be deputized and empowered by the Provincial Governor to perform his power to call upon the appropriate national law enforcement agencies to suppress disorder, lawless violence or to apprehend violators of the law when public interest so requires and the police forces of the competent city or municipality where the disorder or violation is happening are inadequate to cope with the situation or violation.

**SECTION 12. *Relationship of the Department with the Bureau of Fire Protection.*** – The Director of the Department shall be deputized and empowered by the Provincial Governor to perform his power to carry out such emergency measures and natural disasters and calamities and to call units of the Bureau of Fire Protection to address any problem or situation where their services may be needed.

**SECTION 13. *Relationship of the Department with the Provincial Health Office and other Departments of the Provincial Government and National Government Agencies.*** – The Director of the Department shall be deputized and empowered by the Provincial Governor to perform his power of control and supervision over the Provincial Health Office and other departments of the Provincial Government as well as National Government Agencies in the pursuit of the objectives of his Ordinance.

**SECTION 14. *Participation of Mayors of Component Municipalities and City in the Administration of the Department.*** – The city and municipal mayors shall

**A. SP RESOLUTION 001 S 2012***Cred. No. 01-2012**Page 5 of 5*

AN ORDINANCE CREATING & ESTABLISHING THE DEPARTMENT OF PUBLIC SAFETY IN THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR

deputized as representatives of the Governor in their respective territorial jurisdictions, and may call upon any unit or personnel of the Department to assist them in the enforcement of their functions relative to public safety as Chief Executives of their city or municipality, and shall oversee the implementation of the Provincial Public Safety Plan with their respective territorial jurisdictions.

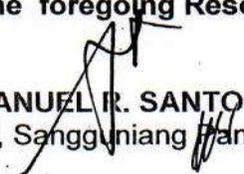
**SECTION 15. *Funding.*** - For purposes of organizing and constituting the Department, and for carrying out the provisions of this ordinance, the appropriations in the 2012 Budget of the Provincial Government for the "Emergency Relief Unit" shall be transferred to the Department, Provided; that the Provincial Governor shall see to it that allocations for this purpose in succeeding years shall be included in his Executive Budget which shall be submitted to the Sanggunian.

**SECTION 16. *Implementing Rules and Regulations.*** - The Provincial Governor, pursuant to existing laws and ordinances, shall promulgate rules and regulations to ensure the effective implementation of this Ordinance.

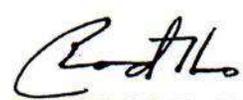
**SECTION 17. *Effectivity.*** - This Ordinance shall take effect upon approval .

Enacted and Approved. February 21, 2012.

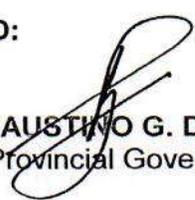
**I HEREBY CERTIFY TO THE CORRECTNESS  
of the foregoing Resolution:**

  
**MANUEL R. SANTOS**  
Secretary, Sangguniang Panlalawigan

**ATTESTED:**

  
**RODOLFO T. ALBANO III**  
Provincial Vice Governor & Presiding Officer

**APPROVED:**

  
**FAUSTINO G. DY III**  
Provincial Governor

## B. SP RESOLUTION 002 S 2014



PROVINCE OF ISABELA  
City of Ilagan

### *Office of the Sangguniang Panlalawigan*

EXCERPT FROM THE MINUTES OF THE 19<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF ISABELA HELD AT FAUSTINO N. DY HALL, CAPITOL, ILAGAN, ISABELA ON JANUARY 21, 2014.

**PRESENT:**

ANTONIO T. ALBANO	Provincial Vice-Governor & Presiding Officer
KAREN G. ABUAN	Member (3 <sup>rd</sup> District) & Floor Leader
RIC JUSTICE E. ANGOBUNG	Member (1 <sup>st</sup> District)
ROLANDO L. TUGADE	Member (1 <sup>st</sup> District)
KIRYLL S. BELLO	Member (1 <sup>st</sup> District)
FAUSTINO U. DY IV	Member (2 <sup>nd</sup> District)
MANUEL A. ALEJANDRO	Member (3 <sup>rd</sup> District)
RANDOLPH JOSEPH P. ARREOLA	Member (3 <sup>rd</sup> District)
ABEGAIL V. SABLE	Member (4 <sup>th</sup> District)
ALFREDO V. ALILI	Member (4 <sup>th</sup> District)
EDWARD S. ISIDRO	Member, PCL Federation President
FRANCIS FAUSTINO A. DY	Member, LMB Federation President
VILINDA H. BERNARDO	Member, Women's Sectoral Representative
JONATHAN JOSE C. CALDERON	Member, Agricultural / Industrial Workers / Labor Sector Representative

**ABSENT:**

ED CHRISTOPHER S. GO	Member (2 <sup>nd</sup> District)
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### ORDINANCE NO. 002 SERIES OF 2014

### ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR

Author: **HONORABLE KAREN G. ABUAN**  
Chairman, Committee on Laws, Rules and Regulations

#### PREFATORY STATEMENT

**WHEREAS**, on the letter dated November 25, 2013 of Dir. Erwina D. Arugay, director II of the Civil Service Commission, it informed this August Body that the Civil Service Commission may not give its attestation to the Appointment of the Provincial Public Order and Safety Officer due to various reasons including discrepancies between the provisions of Ordinance No. 01 Series of 2012 creating the Department of Public and Safety and those of Civil Service Laws. The position created by the above-mentioned Ordinance are not found in the Index of Occupational Services for Local Government units. Further, to comply with Civil Service Laws requirements, certain provisions of the Ordinance that have to be amended.

**WHEREFORE**, on motion of **HONORABLE KAREN G. ABUAN**, Chairman, Committee on Laws, Rules and Regulations, duly seconded and unanimously approve, it was-

**RESOLVED AS IT HEREBY RESOLVES**, to amend Ordinance No. 01 series of 2012 to conform with the Civil Service Commission Laws, Rules and Regulations;

**B. SP RESOLUTION 002 S 2014**

02-2014 Page 2 of 6  
 ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA  
 AND PROVIDING FUNDS THEREFOR

BE IT ORDAINED BY THE SANGGUNIANG PANLALAWIGAN ON ITS REGULAR SESSION, DULY ASSEMBLED, THAT THE AMENDED ORDINANCE BE READ AS FOLLOWS:

**SECTION 1. Title of the Ordinance.** –This Ordinance shall be known as the **ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR.**

**SECTION 2. Declaration of Policy.** –

- (a) It is hereby declared policy of the Province to ensure public safety, promote peace and order, and further strengthen the capability of the Provincial Government of Isabela towards the effective delivery of basic services of inhabitants through the establishment of a highly efficient and competent Public Safety Office. Towards this end, the Province shall bolster a system of coordination and cooperation among its citizenry, its component local government units and the integrated public safety units created under this Ordinance.
- (b) The Sanggunian further finds and declares that for an efficient, effective and economical governance, the purpose of which is the general welfare of the Province and its inhabitants pursuant to Section 16, R.A. No. 7160, the establishment of the Public Safety Office is necessary;
- (c) Any crisis or emergency must of extreme necessity be addressed with the swiftest possible action. Immediate and timely response with the use of human and material resources invariably forestalls that which could result to the loss of lives and properties. In this respect, the key to an effective crisis management is for the establishment of the **Public Safety Office** and the **creation of a response or emergency relief unit to be called "DART-331"** that is adequately equipped with an efficient communication network;
- (d) The Public Safety Office shall be organized, trained and equipped primarily for the promotion, enforcement and maintenance of public safety throughout the territorial jurisdiction of the Province;
- (e) Finally, the Provincial Governor is empowered by the law to carry out such emergency measures as may be necessary during and in the aftermath of **man-made and natural disasters and calamities** as well as to call upon the appropriate national law enforcement agencies to suppress disorder, lawless violence or to apprehend violators of the laws when public interest so requires and the police forces of the component city or municipality where the disorder or violation is happening are inadequate to cope with the situation or violation.

**SECTION 3. Promulgation of Comprehensive Policies by the Provincial**

## B. SP RESOLUTION 002 S 2014

in existing laws and regulations, the Provincial Governor shall recommend to the Sangguniang Panlalawigan the promulgation of policies on public order and safety to protect the citizenry from all forms of public disorder or jeopardy, natural and man-made calamities, lawlessness and other threats to peace and order, and public safety.

**SECTION 4. The Public Safety Office.** – To carry out the policies and purposes of this Ordinance, there is hereby created and established in the Provincial Government an Office to be known as the “PUBLIC SAFETY OFFICE”, hereinafter referred to as the Office, in accordance with the provisions of this Ordinance.

~~SECTION 5. Powers and Functions of the Office.~~ – The Office shall have the following functions, duties and powers:

- (a) To enforce Provisions of Ordinance No. 0002 S. 2001 otherwise known as the Provincial Administrative Code, particularly **Chapter IV, Provincial Government Services: Article 1- Peace, Order and Security; Articles 2- Public Order; Article 3- Safety on Public Roads; and Article 4- Safety on Fire Hazards;**
- (b) To enforce Provisions of Presidential Decree No. 1566 governing the creation of ~~Provincial Disaster Coordinating Council~~ in the province of ~~Isabela now called the Provincial Disaster Risk Reduction Management Council (PDRRMC) under R.A. 10121;~~
- (c) To enforce all other laws and ordinances relative to the protection of lives and properties, and those pertaining, but not limited to the maintenance of public safety, peace and order especially during man-made or natural calamities, and the promotion of general welfare;
- (d) To ensure and provide quick response and coordinative efforts for any call or need of the public for police, fire marshals, rescue or medical assistance;
- (e) Exercise the duty to make a citizen's arrest pursuant to the Rules of Court; and,
- (f) Perform such other duties and functions as may be provided by law or ordinance.

**SECTION 6. Organization and Division.** - The Office Proper shall consist of the following offices:

- (a) **Office of the Provincial Government Department Head.** The Office of the Provincial Government Head shall consist of the Provincial Government Department Head and his immediate staff;
- (b) **Office of the Provincial Government Assistant Department Head and Public Services Officer IV** – The Provincial Government Department Head shall be assisted by a Provincial Government Assistant Department Head and three (3) Public Services Officer IV.

## B. SP RESOLUTION 002 S 2014

02-2014  
ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA AND PROVIDING FUNDS THEREFOR

**SECTION 7. Head of the Office.** – The Office shall be headed by a Provincial Government Department Head who shall be appointed by the Provincial Governor, subject to the confirmation of the majority of the members of the Sangguniang Panlalawigan, provided, that until such time that a Head of the Office shall have been duly appointed, the Provincial Governor shall be the ex-officio Head of the Office and the Provincial Director, Philippine National Police (PNP), shall be the ex-officio Provincial Government Assistant Department Head;

**SECTION 8. General Duties, Powers, Functions, and Compensation of the Provincial Government Department Head.** – The authority and responsibility for the exercise of the powers and functions of the Office shall be vested in the Provincial Government Department Head, who shall receive the compensation, allowances and other emoluments to which the position is entitled.

**SECTION 9. Qualifications of the Provincial Government Department Head and Provincial Government Assistant Department Head–**

(a) The Provincial Government Department Head shall have the following qualifications:

- (i) He is at least thirty (30) years of age;
- (ii) A Member of the Philippine Bar or holder of a Master's Degree in public safety, public administration, management, sociology, criminology, law enforcement, national security administration, disaster preparedness, defense studies and other related disciplines;
- (iii) Has had experience in public safety, law enforcement, or disaster preparedness for at least five (5) years; and
- (iv) Has had at least thirty-two (32) hours of relevant training.

(b) The Provincial Government Assistant Department Head shall have the following qualification:

- (i) He is at least twenty-five (25) years of age;
- (ii) A holder of a bachelor degree in public safety, public administration, management, sociology, criminology, law enforcement, national security administration, disaster preparedness, defense studies and other related disciplines;
- (iii) Has had experience in public safety, law enforcement, or disaster preparedness for at least three (3) years; and

## B. SP RESOLUTION 002 S 2014

... 02-2014  
 ORDINANCE CREATING AND ESTABLISHING THE PUBLIC SAFETY OFFICE OF THE PROVINCIAL GOVERNMENT OF ISABELA  
 AND PROVIDING FUNDS THEREFOR

**SECTION 10. Relationship of the Office with the Philippine National Police.** – The Provincial Government Department Head of the Office shall be deputized and empowered by the Provincial Governor to perform his power to call upon the appropriate national law enforcement agencies to suppress disorder, lawless violence or to apprehend violators of the law when public interest so requires and the police forces of the competent city or municipality where the disorder or violation is happening are inadequate to cope with the situation or violation.

**SECTION 11. Relationship of the Office with the Bureau of Fire Protection.** – The Provincial Government Department Head of the Office shall be deputized and empowered by the Provincial Governor to perform his power to carry out such emergency measures and natural disasters and calamities and to call units of the Bureau of Fire Protection to address any problem or situation where their services may be needed.

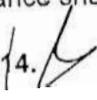
**SECTION 12. Relationship of the Office with the Provincial Health Office and other Departments of the Provincial Government and National Government Agencies.** – The Provincial Government Department Head of the Department shall be deputized and empowered by the Provincial Governor to perform his power of control and supervision over the Provincial Health Office and other departments of the Provincial Government as well as National Government Agencies in the pursuit of the objectives of his Ordinance.

**SECTION 13. Participation of Mayors of Component Municipalities and City in the Administration of the Office.** – The city and municipal mayors shall be deputized as representatives of the Governor in their respective territorial jurisdictions, and may call upon any unit or personnel of the Office to assist them in the enforcement of their functions relative to public safety as Chief Executives of their city or municipality, and shall oversee the implementation of the Provincial Public Safety Plan with their respective territorial jurisdictions.

**SECTION 14. Funding.** - For purposes of organizing and constituting the Office, and for carrying out the provisions of this ordinance, the appropriations in the 2012 Budget of the Provincial Government for the "Emergency Relief Unit" shall be transferred to the Office, Provided; that the Provincial Governor shall see to it that allocations for this purpose in succeeding years shall be included in his Executive Budget which shall be submitted to the Sanggunian.

**SECTION 15. Implementing Rules and Regulations.** – The Provincial Governor, pursuant to existing laws and ordinances, shall promulgate rules and regulations to ensure the effective implementation of this Ordinance.

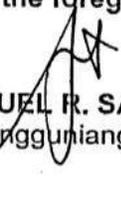
**SECTION 16. Effectivity.** – This Ordinance shall take effect upon approval .

Enacted and Approved. January 21, 2014. 

## B. SP RESOLUTION 002 S 2014

*SAKING FUNDS THEREFOR*

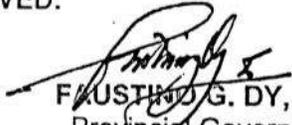
I HEREBY ATTEST TO THE GENUINENESS AND AUTHENTICITY of the foregoing Ordinance:

  
**MANUEL R. SANTOS**  
Secretary, Sangguniang Panlalawigan

ATTESTED:

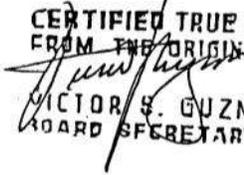
  
**ANTONIO T. ALBANO**  
Provincial Vice Governor & Presiding Officer

APPROVED:

  
**FAUSTINO G. DY, III**  
Provincial Governor

CERTIFIED XEROX COPY.

  
**EUNICE R. GALAPON**  
MUNICIPAL RES. MGMT. OFFICER II

CERTIFIED TRUE XEROX COPY  
FROM THE ORIGINAL ON FILE  
 2/10/14  
**VICTOR S. GUZMAN**  
BOARD SECRETARY II

## C. CSC MC 19, s. 1992

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**

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MC No. 19, S. 1992

### MEMORANDUM CIRCULAR

**TO : TO ALL CHIEF EXECUTIVES, SANGGUNANG MEMBERS  
 AND ALL CONCERNED**

**SUBJECT: GUIDELINES AND STANDARDS IN THE ESTABLISHMENT  
 OF ORGANIZATIONAL STRUCTURES AND STAFFING  
 PATTERNS IN LOCAL GOVERNMENT UNITS.**

Pursuant to Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Civil Service Commission shall prescribe minimum standards and guidelines in the design and implementation of organizational structures and staffing patterns in local government units. It provides, as follows:

Section 76. Organizational Structure and Staffing Pattern. – Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

It is therefore, the responsibility of every local government unit to design, approve and implement the organizational structure and staffing pattern in accordance with the following guidelines and standards:

Section 1. The appropriate organizational structure and staffing patterns of local government units shall be determined and established in accordance with Section 17 (Basic Services Facilities) of the Code and the priority needs identified by the local chief executive, the sangguniang and/or the local development council concerned.

Section 2. The organizational structure and staffing pattern shall likewise be established within the financial capability of local government units, taking into consideration the budgetary limitations provided in Sec. 325 of the Code such as:

2.1. The total appropriation whether annual or supplemental for personal services of a local government unit for one (1) fiscal year shall not exceed forty-five percent (45%) in the case of first to third class provinces, cities and municipalities, and fifty-five percent (55%) in the case of fourth class or lower of the total annual income from regular sources realized in the next preceding fiscal year. (Sec. 325 (a))

2.2. The appropriations for salaries, wages, representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the local government units shall not be included in the annual budget or in the

## C. CSC MC 19, s. 1992

2.3 No official or employee shall be entitled to a salary rate higher than the maximum fixed for his position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder. (Sec. 325 (b))

2.4 No local fund shall be appropriated to increase or adjust salaries or wages of officials and employee of the national government, except as may be expressly authorized by law. (Sec. 325 (c))

2.5 In cases of abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition or creation shall be made in accordance with pertinent provisions of the Code and the civil service law, rules and regulations. (Sec. 325-d)

2.6 Positions in the official plantilla for career positions which are occupied by incumbents holding permanent appointments shall be covered by adequate appropriations. (Sec. 325-e)

2.7 No changes in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filing of such positions shall be strictly made in accordance with the civil service law, rules and regulations. (Sec. 325-f)

This provision shall not apply to appeals on decisions of the defunct Joint Commission on Local Government Personnel Administration relative to allocation of positions, under the Salary Standardization Law.

2.8 The creation of new positions and salary increases or adjustments shall in no case be made retroactive. (Sec. 325-g)

Section 3. Each local government unit may create the following Offices subject to the provisions of Sections 1,2 and 9 of these guidelines:

### Province:

- a. Office of the Provincial Governor
- b. Office of the Provincial Vice-Governor
- c. Office of the Secretary to the Sangguniang Panlalawigan
- d. Office of the Provincial Treasurer
- e. Office of the Provincial Assessor
- f. Office of the Provincial Accountant
- g. Office of the Provincial Engineer
- h. Office of the provincial Budget Officer
- i. Office of the Provincial Planning and Development Coordinator
- j. Office of the Provincial Health Officer
- k. Office of the Provincial Administrator
- l. Office of the Provincial Legal Officer
- m. Office of the Provincial Agriculturist
- n. Office of the Provincial Social Welfare and Development Officer

## C. CSC MC 19, s. 1992

- q. Office of the Provincial Population Officer
- r. Office of Provincial Natural Resources and Environment Officer
- s. Office of the Provincial Cooperative Officer
- t. Office of the Provincial Architect
- u. Office of Provincial Information Officer
- v. Office of the Human resource Management Officer

### City

- a. Office of the City Mayor
- b. Office of the City Vice-mayor
- c. Office of the Secretary to the Sangguniang Panlungsod
- d. Office of the City Treasurer
- e. Office of the City Assessor
- f. Office of the City Accountant
- g. Office of the City Budget Officer
- h. Office of the City Engineer
- i. Office of the City Planning and Development Coordinator
- j. Office of the City Health Officer
- k. Office of the City Administrator
- l. Office of the City Civil Registrar
- m. Office of the City Legal Officer
- n. Office of the City Agriculturist
- o. Office of the City Social Welfare and development Officer
- p. Office of the City Environmental and Natural Resources
- q. Office of the City Architect
- r. Office of the City Information Officer
- s. Office of the City Cooperative Officer
- t. Office of the City Population Officer
- u. Office of the City Veterinarian
- v. Office of the City General Services Officer
- w. Office of the Human Resource Management Officer

### Municipality

- a. Office of the Municipal Mayor
- b. Office of the Vice-Mayor
- c. Office of the Secretary to the Sangguniang Bayan
- d. Office of the Municipal treasurer
- e. Office of the Municipal Assessor
- f. Office of the Municipal Accountant
- g. Office of the Municipal Budget Office
- h. Office of the Municipal Planning and Development Coordinator
- i. Office of the Municipal Engineer
- j. Office of the Municipal Health Officer
- k. Office of the Municipal Civil registrar
- l. Office of the Municipal Administrator
- m. Office of the Municipal Legal Officer
- n. Office of the Municipal Agriculturist
- o. Office of the Municipal Social Welfare and Development Officer
- p. Office of the Municipal Environment and Natural resources Officers
- q. Office of the Municipal Architect
- r. Office of the Municipal Information Officer
- s. Office of the Municipal Cooperative Officer
- t. Office of the Municipal Population Officer
- u. Office of the Municipal Veterinarian
- v. Office of the Municipal General Services Officer

## C. CSC MC 19, s. 1992

w. Office of the Human Resource Management Officer

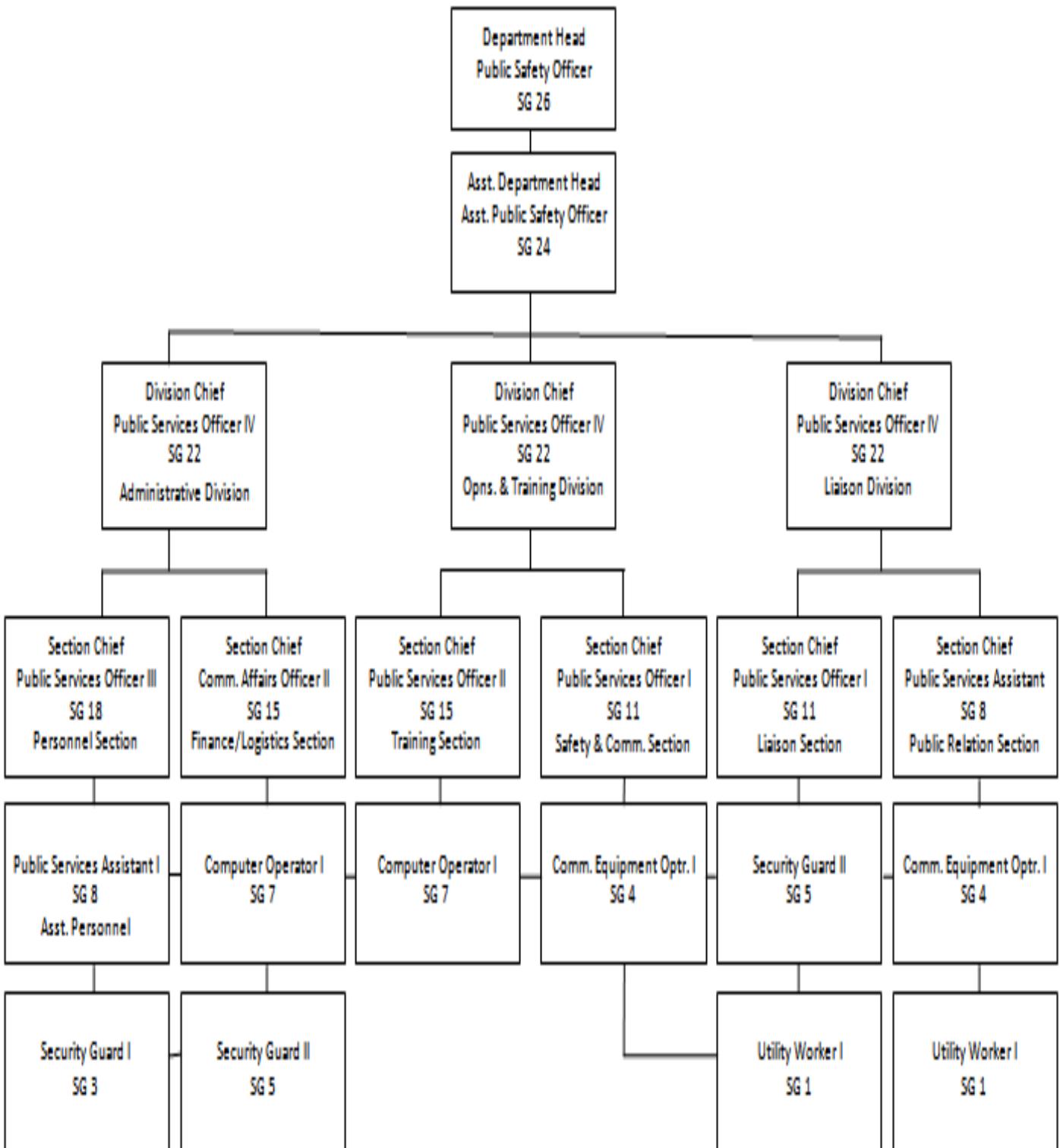
### Barangay

a. Office of the Pamunuang Barangay

Section 4. The following appointive local positions shall be mandatory or optional as indicated hereunder:

## TABLE OF ORGANIZATION

### PROPOSED ORGANIZATIONAL STRUCTURE OF THE PROVINCIAL PUBLIC SAFETY OFFICE |



## E. JOB DESCRIPTION

### PROPOSED JOB DESCRIPTION FOR INDIVIDUAL ITEM/POSITION AT THE PROVINCIAL PUBLIC SAFETY OFFICE

Position Title	Item No.	Job Description
1. <u>Public Safety Officer</u>	22.06.01	The Public Safety Officer is the Department Head of the Department of Public Safety as defined in the Sangguniang Panlalawigan Ordinance Number 002-2014 dated 21 January 2014, establishing the Public Safety Office. As the Head of Department, he shall principally be responsible to the Provincial Governor on matters of pertaining to Public Safety, Order and Security. He shall recommend to the Sangguniang Panlalawigan the promulgation of Policies on public order and safety to protect the citizenry from all forms of public disorder or jeopardy, natural and man-made calamities, lawlessness and other threats to peace and order, and public safety. (Section 3, SP Ordinance 002-2014) The Public Safety Officer performs other duties as the Provincial Governor may direct or see fit, to carry out emergency measures as maybe necessary during and in the aftermath of man-made and natural disasters and calamities, as well as to call upon the appropriate national law enforcement agencies to suppress disorder, lawlessness, violence, or to apprehend violators of the laws when public interest so requires and the and the police forces of the component city or municipality where the disorder or violations is happening. (Section 2, SP Ordinance 002- 2014)
2. <u>Asst. Public Safety Officer</u>	22.06.02	The Assistant Public Safety Officer is the Assistant Department Head. As such, he will assist the Department Head, the Public Safety Officer, to fulfill his duties and responsibilities. The Assistant Public Safety Officer shall be the principal staff officer primarily responsible in the day-to-day operations of the office and acts as the Department Head when the Public Safety Officer is on leave or in dispose. The Assistant Public Safety Officer performs other duties and responsibilities as the Public Safety Officer, the Provincial Governor or the Sangguniang Panlalawigan may direct from time to time.

## E. JOB DESCRIPTION

<p><b>3. <u>Public Services Officer IV (SG 22) – Administrative Division</u></b></p>	<p>22.06.03</p>	<p>The Administrative Division Chief, which ever is the most senior, in terms of work experience, civil service eligibility, related training, shall be the Administrative Division Chief. The Administrative Division shall be composed of and assisted by two (2) sections, manned by two (2) section chiefs and four (4) public services assistants, administrative aides and computer encoders/operators. The two (2) sections are: 1) Personnel Section and 2) Logistics, Finance/Budget Section. The Administrative Division shall principally be responsible in the strict implementation of the Strategic Performance Management System (SPMS) as called for by the Civil Service Commission.</p>
<p><b>4. <u>Public Services Officer IV (SG 22) – Operations and Training Division:</u></b></p>	<p>22.06.04</p>	<p>The Operations and Training Division Chief shall be responsible on matters pertaining to operations and training. He/she will prepare training and advocacy programs, make available related training materials, coordinate and determine training venues, coordinate safety awareness programs and communication protocols with other gov't and non-gov't agencies. Prepare and submit periodic reports. Performs other necessary functions from time to time.</p>
<p><b>5. <u>Public Services Officer IV (SG 22) – Liaison Division:</u></b></p>	<p>22.06.05</p>	<p>The Chief Liaison Division shall oversee the liaisons functions of the office, especially with the Armed Forces of the Philippines, the Philippine National Police, the Bureau of Fire Protection and the Bureau of Jail Management and Penology. Coordinates with other government offices and departments other line agencies and civil society organizations. Closely coordinate with the local chief executives, most especially the barangays captains, projects, programs and activities of the office. Submits periodic reports as maybe required from time to time. Perform other duties/functions as maybe directed.</p>
<p><b>6. <u>Public Services Officer III (SG 18) – Personnel Section:</u></b></p>	<p>22.06.06</p>	<p>Acts as the Section Chief. As such he/she is responsible in the supervision of personnel directly under the Division where he/she belong. Maintain</p>

## E. JOB DESCRIPTION

		and keep personnel files, and other office related duties, not limited to encoding, filing and keeping of office documents. Prepare travel orders, and other related personnel matters. Prepare the necessary paper works related thereto. Submits periodic reports from time to time. Perform other necessary functions as maybe directed.
<b>7. <u>Public Services Officer II (SG 15) – Training Section:</u></b>	22.06.07	Assist the Division, Section Chief in his/her functions particularly on training related matters. Keep and update training programs, coordinate with other gov't and non-gov't offices matters related to the programs, projects and activities of the office. Submits periodic reports from time to time. Perform other necessary functions as maybe directed.
<b>8. <u>Public Services Officer I (SG 11) – Safety &amp; Communication Section</u></b>	22.06.08	Assist the Division Chief in his/her functions particularly on safety and communications matters. Prepare all materials pertaining to safety awareness program and communications protocol of the office. Conduct information, education and communications campaigns. Acts on all incoming/outgoing communications of the office. Perform other duties assigned from time to time.
<b>9. <u>Public Services Officer I (SG 11) – Liaison Section:</u></b>	22.06.09	Acts as the Section Chief and assist the Division Chief in his/her functions on liaisoning matters. Coordinate with other linkages/networks in connection with office functions. Submits periodic reports from time to time. Shall perform other related duties as maybe directed.
<b>10. <u>Public Services Assistant (SG 8) – Public Relations Section:</u></b>	22.06.10	Assist the Division and Section Chief in his/her functions on public relations matters. Assist all clients of the office as necessary. Submits periodic reports from time to time. Shall perform other related duties as maybe directed.
<b>11. <u>Public Services Assistant (SG 8) - Personnel Clerk</u></b>	22.06.11	Assist the Division Chief in his/her functions on personnel matters. Maintain and update all files of the office. Coordinates with other Divs/Secs

## E. JOB DESCRIPTION

		<p>pertaining to all communication files. Submits periodic reports to the immediate superior. Shall perform other related duties assigned from time to time.</p>
<p><b>12. <u>Administrative Officer IV /CAO II (SG 15) –Finance and Logistics Section</u></b></p>	22.06.12	<p>Assist the Division Chief in his/her functions administering particularly on all financial and logistical matters of the office. Implements and establish social programs. Submits periodic reports to the immediate superior. Shall perform other related duties assigned from time to time.</p>
<p><b>13. <u>Administrative Assistant I (SG 1) Utility Worker I/AAI</u></b></p>	22.06.13	<p>Does light cleaning that needs immediate attention. Operates simple mimeo, or other reproduction process. Distributes office supplies from a central storage room to requesting officer. Prepares meeting room by setting up seating arrangements. Seeing that immediate supplies are available and that loud speaker system is in order. Shall perform other related duties assigned from time to time.</p>
<p><b>14. <u>Administrative Assistant I (SG 1) Utility Worker I/AAI</u></b></p>	22.06.14	<p>Does light cleaning that needs immediate attention. Operates simple mimeo, or other reproduction process. Distributes office supplies from a central storage room to requesting officer. Prepares meeting room by setting up seating arrangements. Seeing that immediate supplies are available and that loud speaker system is in order. Shall perform other related duties assigned from time to time.</p>
<p><b>15. <u>Administrative Aide IV (SG 4) Communication Equipment Operator</u></b></p>	22.06.15	<p>Transmit messages such as simple, tabulated, multiple address or single address, clear text, plain language messages over single side band. Select method of transmission within prescribed frequencies. Established procedure regulates and patches radio equipment to insure proper transmission within prescribed frequencies. Establishes and maintains station logs, construction of message headings for single address message. Prepare message notes; assign program system call signs to message for garbling. Confirms message using policy on when to confirm or not to confirm. Reorganized needs for service actions. Interpret operating signals on receiving side of circuit</p>

## E. JOB DESCRIPTION

		regarding act to be taken on messages. Makes periodic reports on messages per column, condition of set problem encountered and suggestion for possible solutions. Shall perform other related duties assigned from time to time.
16. Administrative Aide IV (SG 4)	22.06.16	<p>Transmit messages such as simple, tabulated, multiple address or single address, clear text, plain language messages over single side band. Select method of transmission within prescribed frequencies. Established procedure regulates and patches radio equipment to insure proper transmission within prescribed frequencies. Establishes and maintains station logs, construction of message headings for single address message. Prepare message notes; assign program system call signs to message for garbling. Confirms message using policy on when to confirm or not to confirm. Reorganized needs for service actions. Interpret operating signals on receiving side of circuit regarding act to be taken on messages. Makes periodic reports on messages per column, condition of set problem encountered and suggestion for possible solutions. Shall perform other related duties assigned from time to time.</p>
17. Administrative Aide I (SG 1)	22.06.17	<p>Does light cleaning that needs immediate attention. Operates simple mimeo, or other reproduction process. Distributes office supplies from a central storage room to requesting officer. Prepares meeting room by setting up seating arrangements. Seeing that immediate supplies are available and that loud speaker system is in order. Shall perform other related duties assigned from time to time.</p>
18. Administrative Aide I (SG 1)	22.06.18	<p>Does light cleaning that needs immediate attention. Operates simple mimeo, or other reproduction process. Distributes office supplies from a central storage room to requesting officer. Prepares meeting room by setting up seating arrangements. Seeing that immediate supplies are available and that loud speaker system is in order. Shall perform other related duties assigned from time to time.</p>

## E. JOB DESCRIPTION

9. Security Guard II (SG 5)	22.06.19	Perform guarding duties within the compound and its surroundings. Maintains peace and order situation. Relay messages and conducts investigation of petty offenses. Logs/Checks in-out of visitors and employees. As the senior security guard supervises a shift, assist new security guards in their routine and procedure of the job. Serves as go between for the supervising security guard. Shall perform other related duties assigned from time to time.
0. Security Guard II (SG 5)	22.06.20	Perform guarding duties within the compound and its surroundings. Maintains peace and order situation. Relay messages and conducts investigation of petty offenses. Logs/Checks in-out of visitors and employees. As the senior security guard supervises a shift, assist new security guards in their routine and procedure of the job. Serves as go between for the supervising security guard. Shall perform other related duties assigned from time to time.

## E. JOB DESCRIPTION

### UNFILLED / VACANT POSITIONS

<u>Item No.</u>	<u>Position Title</u>	<u>SG</u>	<u>Qualification Standards</u>
22.06.03	Public Services Offr IV	SG 22	BS Degree, CS Prof, 3yrs of relevant experience, 16 hrs. of relevant training
22.06.04	Public Services Offr IV	SG 22	(same qualification standards)
22.06.05	Public Services Offr IV	SG 22	(same qualification standards)
22.06.06	Public Services Offr III	SG 18	BS Degree, CS Prof, 2 yrs of relevant experience 8 hrs of relevant training
22.06.07	Public Services Offr II	SG 15	BS Degree, CS Prof, 1 yr of relevant experience, 4 hrs of relevant training
22.06.08	Public Services Offr I	SG 11	BS Degree, CS Prof, no relevant experience and training required (but preferred)
22.06.09	Public Services Offr I	SG 11	BS Degree, CS Prof, no relevant experience and Training required (but preferred)
22.06.13	Admin. Asst. 1 (Computer Optr. 1)	SG 7	Completion of 2 yrs studies in college or HS Graduate with relevant vocational/trade Course, CS Sub-Prof, Data Encoder
22.06.14	Admin. Asst. 1 (Computer Optr 1)	SG 7	Completion of 2 yrs studies in college or HS Graduate with relevant vocational/trade Course, CS Sub-Prof, Data Encoder
22.06.15	Admin.Aide IV (Communications Equipt.Optr)	SG 4	Completion of 2 yrs studies in college or HS Graduate with relevant vocational/trade Course, Appropriate License (MC 11, s. 96)
22.06.16	Admin.Aide IV (Communications Equipt.Optr)	SG 4	Completion of 2 yrs. Studies in college or HS Graduate with relevant vocational/trade Course, Appropriate License (MC 11, s. 96)
22.06.17	Admin.Aide 1 (Utility Worker 1)	SG 1	Must be able to read and write,
22.06.18	Admin.Aide 1 (Utility Worker 1)	SG 1	Must be able to read and write

## F. BUDGET ALLOCATION

### PUBLIC ORDER AND SAFETY OFFICE

Maintenance and Other Operating Expense

Nov. 15, 2016

PARTICULARS	Authorized Appropriation	Adjusted Appropriation	Released Allotment	PR's as part of Obligations	Amount Obligated	Allotment Balance	Appropriation Balance
Maintenance and Other Operating Expenses							
Travelling Expenses Local	751	313,000.00	313,000.00	313,000.00	70,697.84	<b>242,302.16</b>	242,302.16
Training Expenses	753	225,000.00	225,000.00	225,000.00		<b>225,000.00</b>	225,000.00
Gasoline, Oil and Lubricants Expenses	761	263,000.00	263,000.00	263,000.00	188,925.04	<b>74,074.96</b>	74,074.96
Postage and deliveries	771	12,000.00	12,000.00	12,000.00	945.00	<b>11,055.00</b>	11,055.00
Telephone Expenses Landline	772	84,000.00	84,000.00	84,000.00	33,979.86	<b>50,020.14</b>	50,020.14
Telephone Expenses Mobile	773	156,000.00	156,000.00	156,000.00	66,083.00	<b>89,917.00</b>	89,917.00
Representation Expenses	783	430,000.00	430,000.00	430,000.00	30,000.00	<b>149,574.47</b>	149,574.47
Subscription Expenses	786	25,000.00	25,000.00	25,000.00	17,070.00	<b>7,930.00</b>	7,930.00
Repairs and Maintenance Office Equipment	821	50,000.00	50,000.00	50,000.00	7,100.00	<b>42,900.00</b>	42,900.00
Repairs and Maintenance Motor Vehicles	841	60,000.00	60,000.00	60,000.00	56,135.52	<b>3,864.48</b>	3,864.48
Other Maintenance and Operating Expenses - Miscellaneous	969 01	152,000.00	152,000.00	152,000.00	12,000.00	<b>42,039.55</b>	42,039.55
<b>Total Maintenance &amp; Other Misc Expenses</b>		<b>1,770,000.00</b>	<b>1,770,000.00</b>	<b>1,770,000.00</b>	<b>42,000.00</b>	<b>789,322.24</b>	<b>938,677.76</b>

## G. VISION STATEMENT

### OUR VISION

The Provincial Public Safety Office is committed to the vision of a civilized society that has the characteristics of law and order; where its existence is fundamentally anchored on the efficiency of government, to maintain and enhance public safety and order, provide comfort and their well-being are protected and at the same time, enlist their active participation in nation building.

## H. MISSION STATEMENT

### OUR MISSION

The Provincial Public Safety Office shall strive to improve the delivery of Public Safety Services through coordinative efforts for any call or need of the public for police, fire marshals, rescue and medical assistance. To help provide the basic welfare, protect human rights, preserve and protect the environment, provide training and education and community awareness programs on matters pertaining to the personal safety and security of its inhabitants in times of calamities and disasters, crime prevention, terrorism and other forms of security threats that encompass public safety and order.

## I. ACTION PHOTOS



**ATTY. CONSTANTE A. FORONDA, JR. TOGETHER WITH RET. PD. JIMMY U. RIVERA, SR WHILE DISCUSSING SECURITY PREPARATIONS FOR THE 2016 BAMBANTI EVENT ATTENDED BY TROY ALEXANDER MIANO, THEN PPDO ASSISTANT DEPARTMENT HEAD AND OFFICERS FROM THE ISABELA PNP**



## I. ACTION PHOTOS



**ASSISTANT PUBLIC SAFETY OFFICER, RET. PD. JIMMY U. RIVERA, SR. DURING THE PREPARATORY MEETING WITH PNP PERSONNEL REGARDING PARKING AND SECURITY FOR THE “GAWAD KALASAG” EVALUATION LAST JANUARY 11, 2016.**



## I. ACTION PHOTOS



**ASSISTANT PUBLIC SAFETY OFFICER, RET. PD. JIMMY U. RIVERA, SR. DURING THE PREPARATORY MEETING WITH PNP PERSONNEL REGARDING PARKING AND SECURITY FOR THE “GAWAD KALASAG” EVALUATION LAST JANUARY 11, 2016.**



## I. ACTION PHOTOS



**PSO PERSONNEL IN ACTION DURING THE NDRRMC GAWAD KALASAG EVALUATION**



## I. ACTION PHOTOS



**ASSISTANT PUBLIC SAFETY OFFICER, RET. PD. JIMMY U. RIVERA, SR. DURING THE FARMER'S CONGRESS HELD IN AURORA, ISABELA**



## I. ACTION PHOTOS



**PSO PERSONNEL IN ACTION DURING THE FARMER'S CONGRESS HELD IN AURORA ISABELA**



## I. ACTION PHOTOS



**COORDINATING CONFERENCE FOR THE 2016 BAMBANTI FESTIVAL SECURITY COMMITTEE HELD AT IPPO ILAGAN**



## I. ACTION PHOTOS



**COORDINATING CONFERENCE FOR THE 2016 BAMBANTI FESTIVAL SECURITY COMMITTEE HELD AT IPPO ILAGAN**



## I. ACTION PHOTOS



**PSO PERSONNEL IN ACTION DURING THE BAMBANTI 2016 FESTIVAL IN COORDINATION WITH PNP, KABALIKAT, PPDO AND THE PROVINCIAL SECURITY GROUP**



## I. ACTION PHOTOS



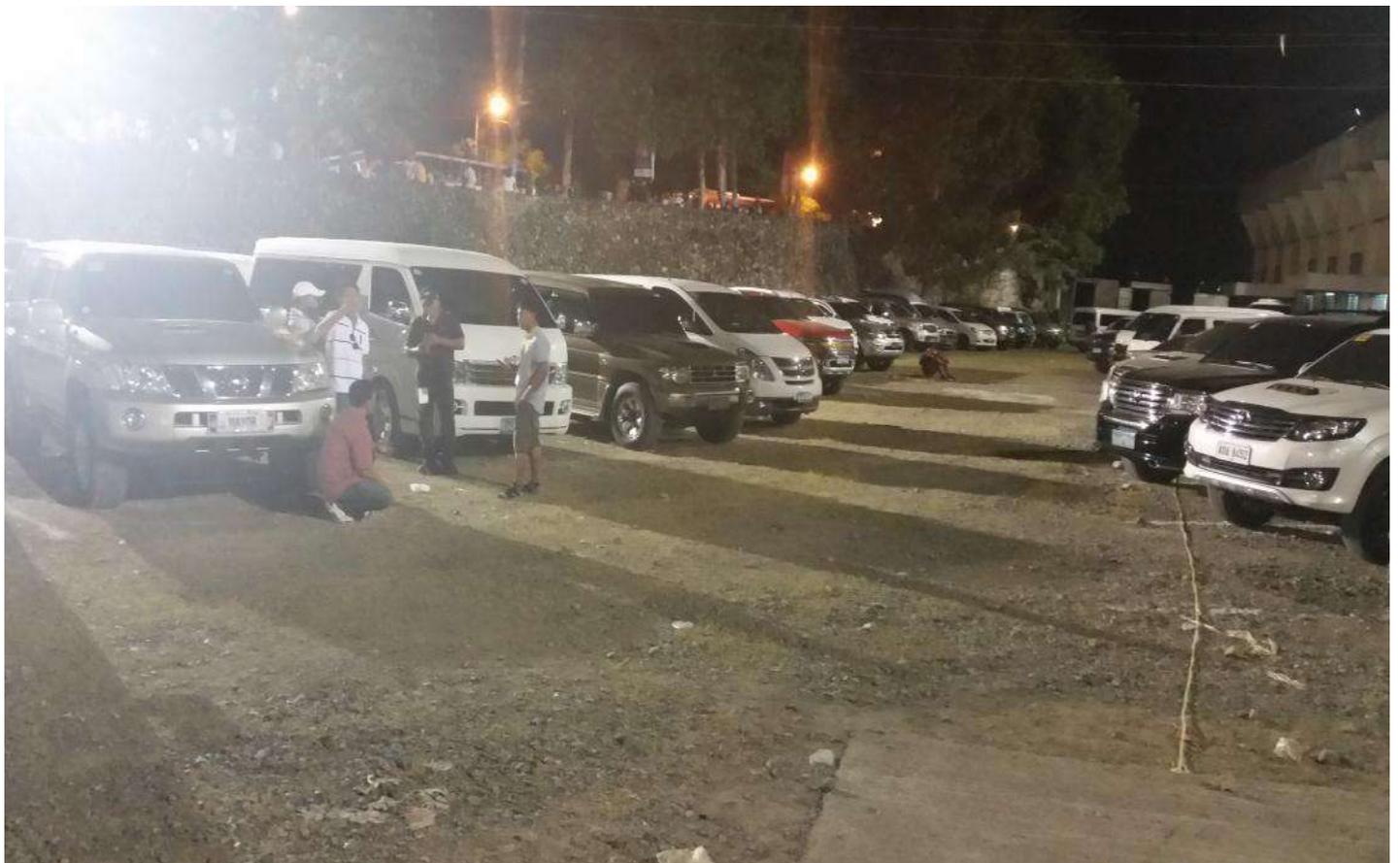
**PUBLIC SAFETY OFFICER , ATTY. CONSTANTE A. FORONDA , JR. TOGETHER WITH BAMBANTI DIRECTOR JONATHAN CALDERON, VISITORS AND FRIENDS DURING THE BAMBANTI WEEK-LONG FESTIVAL**



## I. ACTION PHOTOS



**PSO PERSONNEL IN ACTION DURING THE BAMBANTI 2016 FESTIVAL IN COORDINATION WITH PNP, KABALIKAT, PPDO AND THE PROVINCIAL SECURITY GROUP**



## I. ACTION PHOTOS



**PUBLIC SAFETY OFFICE OFFICIALLY TRANSFERS TO NEWLY RENOVATED OFFICE LOCATED AT THE REAR PORTION OF THE ISABELA PROVINCIAL CAPITOL FEBRUARY 3, 2016**



## I. ACTION PHOTOS



**ASSISTANT PUBLIC SAFETY OFFICER RET.PD. JIMMY U. RIVERA, SR. TOGETHER WITH IPHO, PIO, PNP AND BOMBO ROMY SANTOS DURING THE “NEWCASTLE DISEASE VIRUS” MEETING WHEREIN VARIOUS PREVENTION METHODS WERE DISCUSSED**



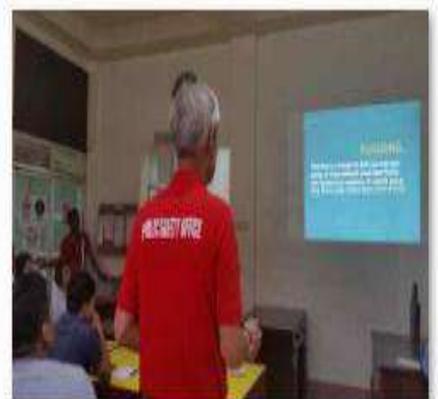
## I. ACTION PHOTOS

### PSO, PGI PERSONNEL DURING THE PHILIPPINE RED CROSS “MILLION VOLUNTEER RUN” FEBRUARY 6, 2016



## I. ACTION PHOTOS

**ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. TOGETHER WITH THE PSO PERSONNEL WHILE CONDUCTING EEOP LECTURE TO THE SAFETY OFFICERS OF THE ISABELA MUSEUM AND LIBRARY MARCH 28, 2016**



## I. ACTION PHOTOS

### FINAL COORDINATION MEETING FOR ALL SAFETY OFFICERS IN PREPARATION FOR THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL MARCH 30, 2016



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTH-QUAKE DRILL MARCH 31, 2016



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTH-QUAKE DRILL MARCH 31, 2016



## I. ACTION PHOTOS

### FINAL COORDINATING MEETING FOR THE APRIL 21, 2016 NATIONAL SIMULTANEOUS EARTHQUAKE DRILL HELD AT THE PUBLIC SAFETY OFFICE



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTH-QUAKE DRILL APRIL 21, 2016



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTH-QUAKE DRILL APRIL 21, 2016



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTH-QUAKE DRILL APRIL 21, 2016



## I. ACTION PHOTOS

### ISABELA DAY FINAL PREPARATORY MEETING: PSO IN CHARGE OF THE SECURITY, TRAFFIC MANAGEMENT AND CROWD CONTROL



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE 2016 ISABELA DAY CELEBRATION: MAY 14, 2016



## I. ACTION PHOTOS

### SEMINAR AND WORKSHOP ON TRANSPORTATION AND TRAFFIC LAWS: BALAI ISABELA JUNE 9, 2016



## I. ACTION PHOTOS

### SEMINAR AND WORKSHOP ON TRANSPORTATION AND TRAFFIC LAWS: BALAI ISABELA JUNE 9, 2016



## I. ACTION PHOTOS

### BOMBO RADYO DZNC CAUAYAN INTERVIEWS ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA, SR. REGARDING EXECUTIVE ORDER 18 OPERATIONS



### EO 18 OPERATIONS AND LECTURES



# I. ACTION PHOTOS

## EO 18 OPERATIONS AND LECTURES



## I. ACTION PHOTOS

### EO 18 OPERATIONS AND LECTURES



# I. ACTION PHOTOS

## EO 18 OPERATIONS AND LECTURES



## I. ACTION PHOTOS

### EO 18 OPERATIONS AND LECTURES



# I. ACTION PHOTOS

## EO 18 OPERATIONS AND LECTURES



## I. ACTION PHOTOS

### EO 18 OPERATIONS AND LECTURES



## I. ACTION PHOTOS

### **PUBLIC SAFETY OFFICE HOSTING THE MONDAY CONVOCATION AND OFFICIAL TURN-OVER OF THE ERT MOTORCYCLES TO SELECT PNP PERSONNEL JUNE 20, 2016**



## I. ACTION PHOTOS

### **PUBLIC SAFETY OFFICE HOSTING THE MONDAY CONVOCATION AND OFFICIAL TURN-OVER OF THE ERT MOTORCYCLES TO SELECT PNP PERSONNEL JUNE 20, 2016**



## I. ACTION PHOTOS

**PROVINCIAL ADMINISTRATOR ATTY NOEL MANUEL R. LOPEZ AND PUBLIC SAFETY OFFICER ATTY. CONSTANTE A., FORONDA, JR. DURING THE MONDAY CONVOCATION AND OFFICIAL TURN-OVER OF THE ERT MOTORCYCLES TO THE PHILIPPINE NATIONAL POLICE JUNE 20, 2016**



## I. ACTION PHOTOS

### **ISABELA PDRRMC EMERGENCY RESPONSE TEAM MOTORCYCLE RIDERS MOUNTING THEIR NEWLY ASSIGNED VEHICLES**



## I. ACTION PHOTOS

### PROVINCIAL ADMINISTRATOR ATTY NOEL MANUEL R. LOPEZ AND PNP OIC POLICE DIRECTOR LEON RAFAEL WHILE INSPECTING ONE OF THE ERT MOTORCYCLES



### PROVINCIAL ADMINISTRATOR ATTY NOEL MANUEL R. LOPEZ AND PGI DEPARTMENT HEADS WHILE INSPECTING ONE OF THE ERT MOTORCYCLES



## I. ACTION PHOTOS

**ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA, SR.  
AT THE ISABELA PROVINCIAL POLICE OFFICE WHILE GIVING FINAL  
INSTRUCTIONS TO THE PDRRMC ERT MOTORCYCLE RIDERS**



## I. ACTION PHOTOS

### THE PUBLIC SAFETY OFFICE SYMBOLIC SHIELD, VISION AND MISSION STATEMENT AS DISPLAYED AT THE NEWLY RENOVATED PUBLIC SAFETY OFFICE



### PROVINCIAL ADMINISTRATOR ATTY NOEL MANUEL R. LOPEZ, PGI DEPARTMENT HEADS AND VISITORS DURING THE BLESSING OF THE NEWLY RENOVATED PUBLIC SAFETY OFFICE JUNE 20, 2016



## I. ACTION PHOTOS

### PGI DEPARTMENT HEADS AND VISITORS DURING THE BLESSING OF THE NEWLY RENOVATED PUBLIC SAFETY OFFICE JUNE 20, 2016



## I. ACTION PHOTOS

### PGI DEPARTMENT HEADS TOGETHER WITH FATHER GEORGE QUILONGQUILONG DURING THE BLESSING OF THE NEWLY RENOVATED PUBLIC SAFETY OFFICE JUNE 20, 2016



## I. ACTION PHOTOS

### PSO FACILITATES EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL JUNE 23, 2016



## I. ACTION PHOTOS

### PSO FACILITATES EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL JUNE 23, 2016



## I. ACTION PHOTOS

### PSO FACILITATES EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL JUNE 23, 2016



## I. ACTION PHOTOS

### PSO FACILITATES EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL JUNE 23, 2016



## I. ACTION PHOTOS

### PSO FACILITATES EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL JUNE 23, 2016



## I. ACTION PHOTOS

### ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA, SR., PSO AND DART 831 PERSONNEL AT WORK DURING THE EARTHQUAKE DRILL AND SEMINAR AT ISABELA SPORTS HIGH SCHOOL



## I. ACTION PHOTOS

### PSO AND DART 831 PERSONNEL FACILITATE THE 3 DAY HIGHWAY PATROL GROUP MOTORCYCLE RIDING TRAINING FOR THE PDRRMC ERT MOTORCYCLE RIDERS JULY 4-6, 2016 AT BALAI ISABELA CONFERENCE HALL



## I. ACTION PHOTOS

### PSO AND DART 831 PERSONNEL FACILITATE THE 3 DAY HIGHWAY PATROL GROUP MOTORCYCLE RIDING TRAINING FOR THE PDRRMC ERT MOTORCYCLE RIDERS JULY 4-6, 2016 AT BALAI ISABELA CONFERENCE HALL



## I. ACTION PHOTOS

### PSO AND DART 831 PERSONNEL FACILITATE THE 3 DAY HIGHWAY PATROL GROUP MOTORCYCLE RIDING TRAINING FOR THE PDRRMC ERT MOTORCYCLE RIDERS JULY 4-6, 2016 AT BALAI ISABELA CONFERENCE HALL



## I. ACTION PHOTOS

### PSO AND DART 831 PERSONNEL FACILITATE THE 3 DAY HIGHWAY PATROL GROUP MOTORCYCLE RIDING TRAINING FOR THE PDRRMC ERT MOTORCYCLE RIDERS JULY 4-6, 2016 AT BALAI ISABELA CONFERENCE HALL



## I. ACTION PHOTOS

### PSO AND DART 831 PERSONNEL FACILITATE THE 3 FIRST AID, BASIC LIFE SUPPORT AND CARDIOPULMONARY RESUSCITATION TRAINING FOR THE PDRRMC ERT MOTORCYCLE RIDERS JULY 15-17, 2016 AT THE CAPITOL FOODCOURT



## I. ACTION PHOTOS

**PUBLIC SAFETY OFFICER ATTY. CONSTANTE A. FORONDA, JR TOGETHER WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. DURING THE INAUGURATION OF THE PRDP FUNDED FARM TO MARKET ROAD JULY 17, 2016**



## I. ACTION PHOTOS

**PUBLIC SAFETY OFFICER ATTY. CONSTANTE A. FORONDA, JR TOGETHER WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. DURING THE INAUGURATION OF THE PRDP FUNDED FARM TO MARKET ROAD JULY 17, 2016**



## I. ACTION PHOTOS

**PUBLIC SAFETY OFFICER ATTY. CONSTANTE A. FORONDA, JR TOGETHER WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. DURING THE INAUGURATION OF THE PRDP FUNDED FARM TO MARKET ROAD JULY 17, 2016**



## I. ACTION PHOTOS

**PUBLIC SAFETY OFFICER ATTY. CONSTANTE A. FORONDA, JR TOGETHER WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. ACCOMPANIES THE GOVERNOR DURING THE INAUGURATION OF THE PRDP FUNDED FARM TO MARKET ROAD JULY 17, 2016**



## I. ACTION PHOTOS

**PUBLIC SAFETY OFFICER ATTY. CONSTANTE A. FORONDA, JR TOGETHER WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA SR. ACCOMPANIES THE GOVERNOR DURING THE INAUGURATION OF THE PRDP FUNDED FARM TO MARKET ROAD JULY 17, 2016**



## I. ACTION PHOTOS

**IN OBSERVANCE OF THE NATIONAL DISASTER CONCIIOUSNESS MONTH , PGI EMPLOYEES AND OFFICIALS CONDUCTED TREE PLANTING ACTIVITIES AT SITIO LAGIS, SINDON BAYABO, ILAGAN CITY ISABELA JULY 20, 2016**



## I. ACTION PHOTOS

**IN OBSERVANCE OF THE NATIONAL DISASTER CONCIIOUSNESS MONTH , PGI EMPLOYEES AND OFFICIALS CONDUCTED TREE PLANTING ACTIVITIES AT SITIO LAGIS, SINDON BAYABO, ILAGAN CITY ISABELA JULY 20, 2016**



## I. ACTION PHOTOS

### PSO IN ACTION DURING THE INAUGURATION AND BLESSING OF THE PROVINCIAL MULTI-PURPOSE EVACUATION CENTER LOCATED AT THE SPORTS VILLAGE, CAPITOL COMPOUND, ALIBAGU, ILAGAN CITY, ISABELA



## I. ACTION PHOTOS

### PSO IN ACTION DURING THE INAUGURATION AND BLESSING OF THE PROVINCIAL MULTI-PURPOSE EVACUATION CENTER LOCATED AT THE SPORTS VILLAGE, CAPITOL COMPOUND, ALIBAGU, ILAGAN CITY, ISABELA



## I. ACTION PHOTOS

### PSO IN ACTION DURING THE INAUGURATION AND BLESSING OF THE PROVINCIAL MULTI-PURPOSE EVACUATION CENTER LOCATED AT THE SPORTS VILLAGE, CAPITOL COMPOUND, ALIBAGU, ILAGAN CITY, ISABELA



## I. ACTION PHOTOS

### PSO IN ACTION DURING THE INAUGURATION AND BLESSING OF THE PROVINCIAL MULTI-PURPOSE EVACUATION CENTER LOCATED AT THE SPORTS VILLAGE, CAPITOL COMPOUND, ALIBAGU, ILAGAN CITY, ISABELA



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR PRINCIPAL SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL AUGUST 3-5, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR PRINCIPAL SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL AUGUST 3-5, 2016



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## I. ACTION PHOTOS

### EXPLOSIVES AND ORDNANCE DISPOSAL (EOD) LECTURE FACILITATED BY 5TH INFANTRY DIVISION ATTENDED BY PSO, PSG AND DESIGNATED PRINCIPAL SAFETY OFFICERS OF ALL PGI DEPARTMENTS SEPTEMBER 13, 2016



## I. ACTION PHOTOS

### EXPLOSIVES AND ORDNANCE DISPOSAL (EOD) LECTURE FACILITATED BY 5TH INFANTRY DIVISION ATTENDED BY PSO, PSG AND DESIGNATED PRINCIPAL SAFETY OFFICERS OF ALL PGI DEPARTMENTS SEPTEMBER 13, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR SECONDARY SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL SEPTEMBER 21-23, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR SECONDARY SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL SEPTEMBER 21-23, 2016



## I. ACTION PHOTOS

**PNP AND BFP PERSONNEL COORDINATES WITH ASSISTANT PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA, SR. REGARDING THE CONDUCT OF THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016**



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



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### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



## I. ACTION PHOTOS

### **ATTY NOEL MANUEL R. LOPEZ AND ATTY CONSTANTE A. FORONDA, JR. DISCUSSING THE CONDUCT OF THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016**



### **DART 831 RESCUERS AND PGI SAFETY OFFICERS/FIRST RESPONDERS WORKING HAND IN HAND WHILE ASSISTING NATIONAL SIMULTANEOUS EARTHQUAKE DRILL ROLEPLAY EARTHQUAKE VICTIMS SEPTEMBER 28, 2016**



## I. ACTION PHOTOS

### ACTION PHOTOS DURING THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



## I. ACTION PHOTOS

### OCD REGIONAL DIRECTOR NORMA TALOSIG DISCUSSING THE RATING AND OVERALL IMPRESSION OF THE RECENTLY CONCLUDED NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



### PGI DEPARTMENT HEADS TOGETHER WITH PSO LEADERSHIP DURING THE POST EVENT EVALUATION OF THE NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



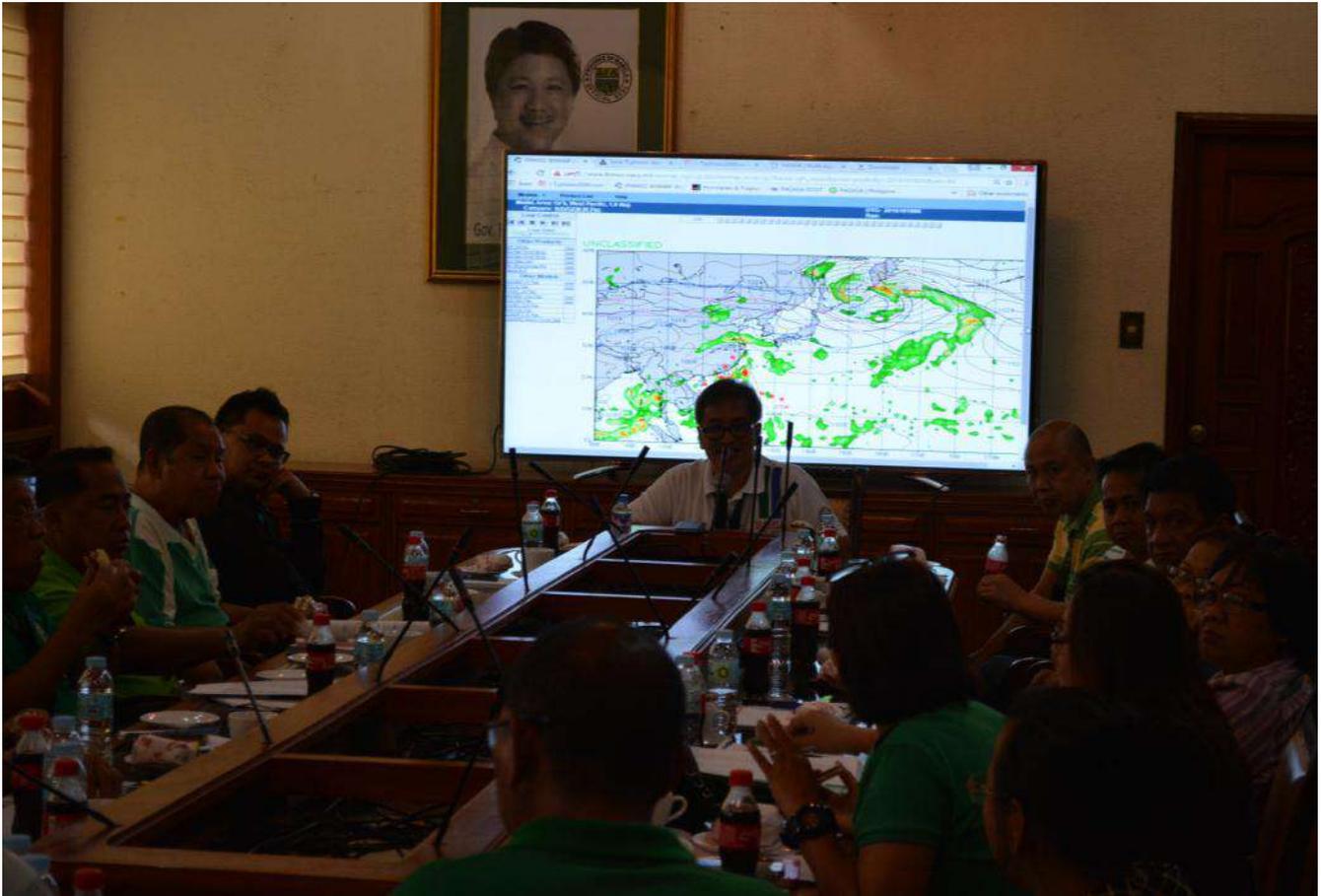
## I. ACTION PHOTOS

### ATTY. NOEL MANUEL R. LOPEZ DISCUSSING THE RATING AND OVERALL IMPRESSION OF THE RECENTLY CONCLUDED NATIONAL SIMULTANEOUS EARTHQUAKE DRILL SEPTEMBER 28, 2016



## I. ACTION PHOTOS

### ATTY. NOEL MANUEL R. LOPEZ DISCUSSING PREPARATIONS WITH PGI DEPARTMENT HEADS FOR TYPHOON LAWIN AT THE GOVERNOR'S CONFERENCE ROOM OCTOBER 11, 2016



## I. ACTION PHOTOS

**ASSISTANT PUBLIC SAFETY OFFICER AND CAMP MANAGER RET. PD. JIMMY U. RIVERA INSPECTING THE ISABELA EVACUATION CENTER IN PREPARATION FOR POSSIBLE TYPHOON LAWIN EVACUEES OCTOBER 11, 2016**



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR TERTIARY SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL OCTOBER 12-14, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR TERTIARY SAFETY OFFICERS AT BALAI NA MAGUILI FUNCTION HALL OCTOBER 12-14, 2016



## I. ACTION PHOTOS

### PSO, PNP AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



## I. ACTION PHOTOS

### PSO, PNP AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



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### PSO, PSG AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



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### PSO, PSG AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



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### PSO, PSG AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



## I. ACTION PHOTOS

### PSO, PSG AND SAFETY OFFICERS IN ACTION BEFORE AND DURING TY-PHOON LAWIN OCTOBER 19-20, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR QUATERNARY SAFETY OFFICERS AT PCDO FUNCTION HALL NOVEMBER 9-11, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR QUATERNARY SAFETY OFFICERS AT PCDO FUNCTION HALL NOVEMBER 9-11, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR QUATERNARY SAFETY OFFICERS AT PCDO FUNCTION HALL NOVEMBER 9-11, 2016



## I. ACTION PHOTOS

### PSO PERSONNEL FACILITATES FIRST AID, BASIC LIFE SUPPORT AND CARDIO PULMONARY RESUSCITATION TRAINING FOR QUATERNARY SAFETY OFFICERS AT PCDO FUNCTION HALL NOVEMBER 9-11, 2016



## I. ACTION PHOTOS

**PSO PERSONNEL CONDUCTED BRIGADA ESKWELA AT FUGU ELEMENTARY SCHOOL, ILAGAN, ISABELA AND SIMANU NORTE ELEMENTARY SCHOOL, SAN PABLO, ISABELA NOVEMBER 25, 2016**



## I. ACTION PHOTOS

**PSO PERSONNEL CONDUCTED BRIGADA ESKWELA AT FUGU ELEMENTARY SCHOOL, ILAGAN, ISABELA AND SIMANU NORTE ELEMENTARY SCHOOL, SAN PABLO, ISABELA NOVEMBER 25, 2016**



## I. ACTION PHOTOS

**PSO PERSONNEL CONDUCTED BRIGADA ESKWELA AT FUGU ELEMENTARY SCHOOL, ILAGAN, ISABELA AND SIMANU NORTE ELEMENTARY SCHOOL, SAN PABLO, ISABELA NOVEMBER 25, 2016**



## I. ACTION PHOTOS

**PSO PERSONNEL CONDUCTED BRIGADA ESKWELA AT FUGU ELEMENTARY SCHOOL, ILAGAN, ISABELA AND SIMANU NORTE ELEMENTARY SCHOOL, SAN PABLO, ISABELA NOVEMBER 25, 2016**



## I. ACTION PHOTOS

### PSO PERSONNEL IN CHARGE OF PREPARATIONS REGARDING PARKING AND SECURITY FOR THE JESUS REIGNS 2016 CELEBRATION IN COORDINATION WITH PNP,PSG, BALIKATAN AND GSO PERSONNEL



## I. ACTION PHOTOS

### PSO PERSONNEL IN CHARGE OF PREPARATIONS REGARDING PARKING AND SECURITY FOR THE JESUS REIGNS 2016 CELEBRATION IN COORDINATION WITH PNP,PSG, BALIKATAN AND GSO PERSONNEL



## I. ACTION PHOTOS

### PSO PERSONNEL IN CHARGE OF PREPARATIONS REGARDING PARKING AND SECURITY FOR THE JESUS REIGNS 2016 CELEBRATION IN COORDINATION WITH PNP,PSG, BALIKATAN, PGI SAFETY OFFICERS AND GSO PERSONNEL NOVEMBER 30, 2016



## I. ACTION PHOTOS

**PSO PERSONNEL IN CHARGE OF PREPARATIONS REGARDING PARKING AND SECURITY FOR THE JESUS REIGNS 2016 CELEBRATION IN COORDINATION WITH PNP,PSG, BALIKATAN, PGI SAFETY OFFICERS AND GSO PERSONNEL NOVEMBER 30, 2016**



## J. BRO SAFETY FLYERS



1. Always Wear a Helmet  
2. Watch Your Speed  
3. Use Your Turn Signals  
4. Keep Your Distance  
5. Use Both Brakes  
6. Avoid Blind Spots




Ang posibilidad na kaw at ang iyong pamilya ay maaaring maikalat sa araw sa bakay, bala, lindol at bagyo ay nakadepende sa mga maliit na pagkakaroon ng tamang pagkakaalala at establisang pangkalahatan. Pareho rin ito para maaaring maipagpatalim sa mga emerjensiya. Dapat maituturing ang mga kagamitan at aparato sa kalakalanan upang mapaglabanan ang ating sarili, ng ibang araw, kasama man kung kagap nagkapag ang sakuna. Tiid ang pagkakaroon ng safety kit, ang pagkakaalala para sa hindi inaasahan ay may sayay. Maiganda na ngayon.



ISABELA RESCUE TEAMS	
Alicia Rescue 531	0906 - 886 - 4160 / 0927 - 306 - 5269
Cabatuan Rescue 24/7	0936 - 230 - 1326 / 0936 - 947 - 1537
Cauayan Rescue 922	0917 - 502 - 8017 / 0916 - 526 - 9222 / (078) 652 - 1438
DART 831	0915 - 819 - 3187 / (078) 323 - 0416 / 0921-5852341
Delfin Albano DART 13	0935 - 792-4526 / 0917-653-3652
Echague Rescue 113	0916 - 824 - 3301 / 0917 - 324 - 2483 / (078) 305 - 0268
Ilagan Rescue 1124	0906-275-0094 / 0915-234-1124 / 0928 - 369 - 9292
San Mateo Rescue 24 HACTAF	0905-225-3825 / 0917 - 730 - 6667 / 0929 - 648 - 6329 / (078) 664 - 0687
Santiago Rescue 206	0942 - 508 - 0888 / (078) 305 - 2766 / 0905 - 558 - 6669
San Mariano Rescue QRT 111	0915 - 346 - 1011 / 0917-971-1125
Tumauini Rescue 811	0975-994-8281 / 0935-953-2062 / 0999 - 790 - 3939 / (078) 632 - 4298

**Isabela Provincial Public Safety Office**  
**G / F, Provincial Capitol Ilagan City Isabela 3300**  
**Isabela\_safety@yahoo.com | tel. (078) 323 1132**

Siguraduhing nasa inyo ang kaulalang impormasyon upang makontak ang local na Kapulisan, Ospital at Bumbero sa inyong lugar.



Republic of the Philippines  
 PROVINCE OF ISABELA  
 City of Ilagan

**ISABELA**

**Bojie Dy**  
 Governor

**Tony Pet Albano**  
 Vice Governor

**BRO-SAFETY**  
 (SAFE KA KAY BRO)

**S - SYSTEM** of  
**A - ALERTNESS** DURING  
**F - FIRE / FLOOD**  
**E - EARTHQUAKE / EMERGENCIES &**  
**Ty - TYPHOON**

## BRO-SAFETY (SAFE KA KAY BRO)

Ano ang PPSO / BRO Safety?  
 Ang Isabela PPSO/ BRO Safety Department, kilala rin sa pangalan na Isabela Provincial Public Safety Office, ay itinatag noong ika-21 ng Enero taong 2014 sa bisa ng Sangguniang Panlalawigan Ordinance Blg. 002 serye 2014. Layunin ng Pamahalaang Panlalawigan ng Isabela ang siguruhin ang kaligtasan ng bawat mamamayan sa panahon ng sakuna at sa araw araw na pamumuhay.

**Mandato:**

- Palawigin ang kaalamang pangkaligtasan
- Ipatupad ang layunin ng Ordinanza Blg. 002 S. 2001 (Provincial Administrative Code, Chapter IV, Provincial Government Services: Artikulo 1 Kapayapaan, Kaayusan at seguridad; Artikulo 2 - Kaayusang pampubliko; artikulo 3- seguridad sa Pampublikong daan ; Artikulo 4—Kaligtasan sa Sunog / Apoy.
- Pagtibayin ang probisyon ng Presidential Decree No 1566 governing the creation of Provincial Disaster Coordinating Council in the province of Isabela now called the Provincial Disaster Risk Reduction Management Council (PDRRMC) under RA 10121

### Public Safety



Sino ang mali kinabang sa programang ito?  
 Layuning itaguyod ng programang ito ang kaligtasan ng lahat ng mamamayan ng Isabela lalonglalo na ang ating mga magsasaka sapagkat sila ang labis na naapektuhan sa panahon ng sakuna. Kaagapay ng opisang ito ang iba't ibang sangay ng gobyerno tulad ng PNP, PHO, BFP at iba pa upang masigurong ligtas at maykahaandaan ang lahat ng mamamayan ng Isabela.

### Kaligtasan sa Daan

- Maging mapagmasid sa mga taong naglalakad o nagbibisikleta o nagmomotor
- Bagalan ang pagmamaneho, at huwag dumikit sa ibang sasakyan
- Napakahalaga ng signal lights pagdating sa kaligtasan sa daan, lalo na sa ulan. Bawat palit mo ng lane, mag-signal ka bago lumipat ng lane
- Siguraduhing nasa maayos na kondisyon ang iyong sasakyan bago umalis. Mahirap nang masiraan sa daan habang umuulan. Huwag ding hayagan na bumaba sa kalahati ng tangke ang gasolina ng sasakyan kapag bibiyaha, bilang panigurado na hindi ito mauubos kung sakaling ma-traffic.
- Sumunod sa bawat alituntunin ng batas trapiko sa inyong lugar.

### Bagyo

- Manatili sa loob ng bahay
- Making ng radyo o manood ng telebisyon upang malaman ang pinakabagong impormasyon ukol sa bagyo.
- Pakuluhan ang inuring tubig ng dalawampung minuto o higit pa. Tipunin ito sa mga lalagyang maytangkap.
- Ingatan ang mga kandila o gaserang maysindi.
- Huwag lumusong sa tubig baha upang maiwasan ang mga sakit na dala nito o ang mga aksidenteng tulad ng pagkakuryente.
- Kung kinakailangang lumikas sundin ang mga sumusunod:
  - Lumikas nang mahinahon
  - Isara ang mga bintana at ibaba ang main switch ng kuryente
- Ilagay sa mataas na lugar ang mga mahalagang bagay gaya ng appliances, kama atbp.
- Lwasan ang daan patungo sa ilog.
- Magabi ng flashlight, extrang baterya, pospero at mga kandila
- Isaayos ang mga kagamitan upang di maabot ng baha
- Alamin ang mga lugar kung saan maaaring lumikas kung kinakailangan



### Baha

- Alamin ang mga babala tungkol sa pagbaha at tiyaking alam ito ng buong pamilya.
- Making araw araw sa ulat ng panahon.
- Kung appektado sa pagtaas ng tubig sanhi ng high tide, sikaping magkaroon ng kalendaryo ukol sa high tide at low tide.
- Lagyan ng matibay na suporta ang haligi ng bahay
- Mag imbak ng malinis na tubig at maglaan ng pagkaing de lata o pagkaing hindi madaling mapanis.

### Sunog

- Maging listo at mahinahon.
- Kung ang sunog ay nagsisimula pa lamang, patayin agad ang apoy upang di lumaki at kumalat
- Alamin kung saang parte ng bahay maaaring lumabas o tumakas mula sa sunog.
- Tumawag ng bumbero.
- Kung may oras pang maglabas ng gamit, humingi ng tulong mula sa mga kapitbahay (wasang ilagay ang mga gamit sa gitna ng kalsada upang di makaabala sa trapiko at bumbero).

### Lindol

- Siguraduhing nakakabit o nakadikit sa dingding ang mga mabigat na kasangkapan tulad ng refrigerator at aparador.
- Palitan ang mga bahagi ng bahay na inaanay.
- Huwag maglalagay ng mabigat na bagay sa mataas na lugar.
- Siguraduhing ang pundasyon, buungan at kisame ng bahayay matibay at di umuuga
- Magsanay sa drop cover and hold routine (Dumapa, magtago at humawak) upang maghanda sakaling lumindol

Kaukulang paghahanda sa anumang uri ng sakuna:  
 Isang galong tubig sa bawat tao sa bawat araw, para sa inumin at sanitasyon

- Hindi bababa sa tatlong araw na supply ng hindi nasisirang pagkain
- First aid kit: Band aid, gamot sa sugat, Debateryang radio, flashlight at mga karagdagang baterya, Silbato para partawag ng tulong Filter mask o kamiseta, upang tumulong sa pagsala ng hangin.
- Natatanging mga kailangan ng pamilya, tulad ng araw-araw na mga iniresetang gamot, gatas para sa sanggol, o mga lampin, at mga mahalagang papeles ng pamilya.

## J. BRO SAFETY FLYERS



Ang posibilidad na ikaw at ang iyong pamilya ay mababait sa sarong sa balay, aksidente, bala, ilalad at bagay ay nakalapa-de ag mabiti sa pagkakaroon ng tinatag pagkaka-de at establi-hang pagkakaroon. Pareho ito ng pagkakaroon sa pag-abala ng karambo o ba pang emergency. Dapat mag-ayon sa mga bagay na nakalapa-de upang magkaragagan ang ating sarili, ang ating anak, karambo man, bago lapag mag-ayon ang sarili. Tinatag pagkakaroon ng sarong de-obra, ang pagkakaroon para sa ibang karambo ay may saksak, maghanda na ngayon.



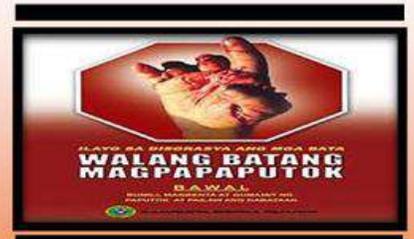
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Isabela Provincial Public Safety Office

Siguraduhing nasa inyo ang kaukulang impormasyon upang makontak ang local na Kapulisan, Pagamutan at Bumbero sa inyong lugar.



SEGURIDAD AT KALIGTASANG PAMPAMILYA SA PAGSAPIT NG PASKO AT BAGONG TAON



### Pag-iingat ngayong kapaskuhan at bagong taon:

#### Pasko:

1. Suriin nang mabuti ang mga binibiling ilaw na pandekorasyon. Siguraduhing ito ay may markang "PS" o "ICC".



2. Ilayo ang Christmas tree at iba pang dekorasyon na de-kuryente sa mga kurnal na at ibang kasangkapan na madaling masunog.

3. Huwag hayaang nakasindi nang magdamag ang mga ilaw na pandekorasyon.

4. Iwasang gumamit ng sanga-sangang saksakang kuryente upang hindi mag overload at magdulot ng sunog.

5. Ilayo ang mga bata sa mga kandila at ilaw na pandekorasyon.

6. Pag-iingatan ang mga kasangkapang de-kuryente at siguraduhing ang mga ito ay nakalagay sa maluwag na lugar upang hindi uminit at maging sanhi ng sunog.

7. Kung kinakailangan, ipasuri sa electrician ang mga linya ng kuryente.

8. Siguraduhing nasa wastong boltahe ang saksakan bago isaksak ang anumang kasangkapan.

9. Tanggali sa saksakan ang lahat ng kagamitan bago umalis ng bahay.

### BABALA!



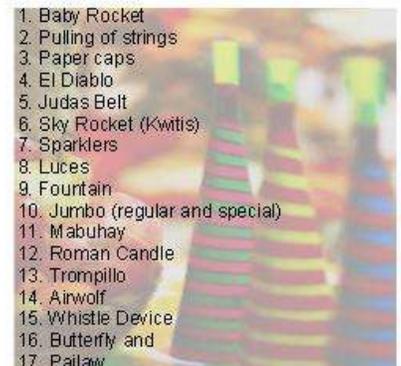
### Kung hindi maiwasan ang pag-gamit ng paputok:

1. Gumamit lamang ng mga paputok na aprubado ng Gobyerno.
2. Suriin, basahin, at sundin nang mabuti ang nakasaad na alituntunin sa wastong paggamit ng paputok.
3. Huwag magpaputok malapit sa mga bagay na madaling masunog tulad ng tuyong damo o mga papel.
4. Huwag gumamit ng posporo, maigsing kandila, lighter o sigarilyo sa pagsisindi ng paputok. Gumamit ng panindi na may mahabang hawakan tulad ng mahabang kandila.
5. Huwag lumapit o sumilip sa paputok pagkatapos masindhin. Kung ito ay hindi pumutok sa inaasahang panahon, buhsan ng tubig, buhangin, o lupa.
6. Gumamit ng kaukulang mga kagamitang pang proteksiyon sa mukha at ibang parte ng katawan tulad ng goggles, long sleeve na damit o maong na pantalon bago magpaputok.



### Mga dapat gawin kung aksidenteng masabugan ng paputok

1. Hugasan ng tubig at sabon ang sugat.
2. Patuyuin ang sugat gamit ang malinis na tuwalya.
3. Pahiran ng antiseptic cream ang sugat at balutin ng malinis na gasa.
4. Uminom ng gamot na pamawi ng sakit tulad ng paracetamol o ibuprofen.
5. Dalhin ang pasyente sa pinakamalapit na pagamutan



Prohibited Firecrackers: (Mga ipinagbabawal na paputok)

1. Watusi or dancing firecrackers
2. Piccolo
3. Super Lolo and Atomic Big Trianggulo
4. Mother Rockets
5. Lolo Thunder
6. Pillbox
7. Boga
8. Big Judas belt
9. Big Bawang
10. Kwiton
11. Goodbye Philippines
12. Kabasi
13. Atomic Bomb
14. Five Star
15. Pla-pla
16. Og
17. Giant Whistle Bomb

Tips upang maiwasan ang Hold-up/Snatching:

1. Iwasang gumamit ng mamahaling alahas, o cellphone sa matataong lugar.
2. Kapag naghintay ng masasakyan, huwag pumuwesto sa madilim na lugar.

## K. ROAD SAFETY TIPS



### PUBLIC SAFETY OFFICE

#### ANG PARAAN NG PAGMO-MOTOR PARA HINDI KA HULIHIN NG PNP O NG LTO

DITO sa Isabela ay hindi bumababa sa 50 insidenteng sangkot ang motorsiklo ang naitatala ng Philippine National Police buwan-buwan. Marami ang namamatay o nasusugatan. Nakaka-alarma na ang dami. Dahil dito ay pinaigting ng PNP at LTO ang panghuhuli ng mga nagmo-motor na lumalabag sa mga batas-pangkaligtasan sa pamamagitan ng Executive Order No. 18 ng ating Gobernador. Ang layunin ng EO 18 ay upang maging ligtas ang mga nagmo-motor at ang publiko. Maliban sa maabala, mahal ang multa kapag ikaw ay nahuli ng PNP o ng LTO dahil sa paglabag sa batas. Minabuti ng Public Safety Office ng Isabela na magtipon ng mga sumusunod na paalala para sa ligtas at legal na pagmo-motorsiklo. Hindi ka huhulihin at pagmulutahin kung susundin mo lamang ang mga paalalang nakalahad dito.

Hindi layunin ang kitlin ang karapatan ng mamamayan na maglakbay sa anumang gustong paraan. Nais lamang ng pamahalaan na mawala o mabawasan ang peligro sa pagmo-motor.

Bihira po ang umaamin ng kasalanan, subalit hinuhuli ng PNP o LTO ang mga nagmo-motor dahil hindi sila sumusunod sa regulasyon. Halos lahat ng aksidente sa pagmo-motorsiklo ay sangkot ang mga hindi marunong mag-motor, mga kaskasero, mga lasing, o mga may ka-angkas. Marami sa mga naa-aksidente sa motor ay mga bata o mga baguhang wala pang sapat na kaalaman sa pagmo-motor. Kadalasan ay walang lisensiya kaya hindi dumaan sa nararapat na pagsasanay.

#### I. LISENSIYA

Bago gawaran ng LTO ang mga gustong mag-motorsiklo, sila dapat ay kwalipikado.

##### a. Sapat na Gulang

Ang itinakdang *minimum* na gulang na 16 ay napatunayang sapat upang magkaroon ng pag-iisip at pisikal na kabuuan para sa pagmo-motorsiklo. Ang mga may

• **Alamin ang iyong dadaanan** – Tuwing tumingin sa malayo upang antisipado mo na ang peligro bago mo pa sapitin ito.

• **Maging alerto** – Lagi kang humanda sa anumang pwedeng mangyari upang maiwasan mo ang peligro. Dapat alam mo din kung paano iwasan ang anumang peligro.

#### Basic Rider Training

Itinuturing ng marami ang pagmo-motor bilang mabilis lamang na paglalakad o pagbibisikleta. Iba ang pagmo-motor dahil ang motorsiklo ay may taglay na malakas na makina. Kapag ikaw ay nagawaran ng isang student license, sikaping ikaw ay maturuan ig wastong pagmo-motorsiklo ng isang *qualified instructor*. Huwag iasa sa kapitbahay, aibigan, kapatid, o sa kung sino-sinolamang ang pagtuturo sa iyo ng pagmo-motor dahil ung mali ang nalalaman ng nagtuturo sayo ay mali din ang natutunan mo.

• **Pag-kambyo** – Ang pag-kambyo ay hindi lamang para umusad nang maayos ang motorsiklo. Alamin ang pag-gamit ng kambyo sa pag-liko, sa pag-ahon at pag-lusong, at sa pagpapa-bagal ng takbo ng motorsiklo. Ingatan ang pag-kambyong pababa (*downshift*) dahil maaaring pumiglas ang motorsiklo o dumulas ang likurang gulong.

• **Pag-preno** – Alalahanin na ang iyong motorsiklo ay may dalawang preno: ang preno sa unahang gulong at ang preno sa likurang gulong. Gamitin nang sabay ang preno. Mas malakas ang preno sa harapan kaya pigain ito nang maingat. Huwag sunggaban ang *front brake lever* dahil baka mawalan ka ng kontrol. Kapag itinagilid ang motorsiklo sa pagliko, ang kanto lamang ng gulong ang nakalapat sa kalsada kaya maaaring madulas ang motorsiklo kapag ikaw ay pumreno habang lumiliko.

• **Pag-liko** – Kadalasan ay inililiko ang motorsiklo habang mabilis ang takbo nito. Kapag hindi maayos ang pagliko, maaari kang tumawid sa kabilang linya o di kaya ay mahulog sa gilid ng kalsada. Kung minsan ay sumosobra ang reaksyon mo sa pagliko at ikaw ay napapa-preno. Maaring dumulas ang gulong at mabuwal ang motorsiklo. Dapat sundin ang mga sumusunod:

a. Pabagalin ang motorsiklo bago humantong sa kurbada sa pamamagitan ng pagbitaw sa silinyador at ng sabay na pagdiin sa harapan at likurang preno o sa pamamagitan ng *downshifting* ng kambyo.

b. Lumignon sa direksyon kung saan papunta ang motorsiklo. Ulo mo lang dapat ang pipihit at hindi kasama ang katawan.

c. Itagilid ang motorsiklo sa direksyon ng liko. Tumitindi ang pagtagilid habang bumibilis ang takbo. Sa mga normal na pagliko, ang

gulang na 16 pataas ay marunong nang umintinding mga bagay na may kaugnayan sa pagmo-motor. Sila rin ay may sapat nang laki upang mamaneho nang wasto ang motorsiklo. Hindi dapat hinahayaan ng mga magulang ang mga bata na magmaneho. Ang motorsiklo ay nakamamatay kapag hindi ginamit nang wasto.

• **Postura at Pag-Upo sa Silyeta** – Ang postura mo dapat sa silyeta ay maayos upang maabot mo ang manibela na malaya at maluwag mong ipapatrubay ang motorsiklo. Maayos dapat ang pagkaka-upo sa silyeta na hindi ka mabubuwal kahit hindi ka nakahawak sa manibela. Ang manibela ay para pag-patrubay ng motorsiklo at hindi para may kakapitan ka.

• **Braso** – Umupo nang maayos upang ang braso ay bahagyang nakabalang sa siko habang hawak ng kamay ang manibela. Limitado ang kontrol sa manibela kapag nakaunat ang mga braso.

• **Kamay** – Hawakan nang maayos ang manibela. Simulan nang deretso ang pulso upang hindi mo aksidenteng mapihit ang silinyador. Isaayos ang manibela upang ang posisyon ng kamay sa manibela ay katapat o mas mababa sa siko. Ang posisyon ng kamay na ito ang magbibigay ng sapat na lakas at galaw sa braso para sa maayos na pag-galaw sa manibela.

• **Tuhod** – Idikit ang tuhod sa tangke ng gasolina upang makatulong sa pag-balanse lalo na kung inililiko mo ang motorsiklo.

• **Paa** – Ang mga paa ay dapat komportableng nakapatong sa foot pegs para sa maayos na pag-kambyo at pag-apak sa preno. Huwag ilaylay ang paa dahil baka ito sumayad sa lupa at masugatan.

#### b. Sapat na Pag-iisip

Taglay ng taong 16 gulang pataas ang sapat na pag-iisip upang maintindihan ang mga sumusunod:

• **Kitang-kita ka dapat** – Maliit at makitid ang motorsiklo kung ikukumpara sa mag sasakyang 4 ang gulong. Hindi ka madaling makikita ng mga kasalubong o mga kasunod kaya magsuot ng matingkad na kasuotan; pallawin ang headlight; at pumuwesto sa lansangan kung saan ka pinaka-madaling mapansin.

• **Ipaalam sa iba ang nais mong gawin** – Laging gamitin ang turn flasher tuwing ikaway liliko o tuwing lilipat ka ng linya. Siguruhing gumagana ang iyong *brake light* upang malaman ng nasa likuran mo na ikaw ay pume-preno.

• **Huwag tumutok sa sinusundan** – Lagyan ng sapat na pagitan ang iyong motorsiklo at ang iyong sinusundang motorista upang sa gayon ay may panahon kang umiwas kung kailangan.

anggulog ng motorsiklo at anggulog ng katawan mo ay dapat na magkatugma. Ngunit sa mabagal at masikip na pagliko, ang motorsiklo lang ang tumatagilid habang ang katawan mo ay nakatindig.

d. Pihitin ang silinyador habang lumiliko upang umarangkada nang maayos ang motorsiklo at hindi umalpas.

Hindi dahil may lisensiya ka na ay pwede ka nang mag-motorsiklo. Ang lisensiya ay dapat na may restriction na "1" (MOTORCYCLES/MOTORIZED TRICYCLES) upang maging legal ang iyong pagmo-motorsiklo. Suriin ang iyong lisensiya kung may numerong "1" sa ilalim ng salitang "RESTRICTIONS" na matatagpuan sa bandang kaliwang tenga ng litrato mo sa lisensiya.

Kung ang iyong lisensiya ay hindi angkop at ikaw ay nag-motorsiklo, ikaw ay ituturing na walang lisensiya. Ang pagmo-motor nang walang lisensiya ay pinapatawan ng multang P3,000.00 (DOTC JAO 2014-01). Maliban dito, hindi sasagutin ng insurance ang anumang danyos na idudulot ng iyong pagmo-motor.

#### II. REHISTRO

Bilang proteksiyon ng mga nagmomotor at ng publiko, isinasaad ng batas na lahat ng sasakyang may makina ay dapat na naka-rehistro sa LTO. Ito ay upang may pagkaka-kilanlan ang sasakyan at upang mabigyan ng pribilihiyo na gamitin ang sasakyan sa mga pampublikong lansangan. Siguraduhin mo na ang gagamitin mong motorsiklo ay legal na naka-rehistro sa LTO at may dala-dala kang kopya ng rehistro. Hinuhuli at ini-impound ang motorsiklong hindi naka-rehistro o hindi updated ang rehistro. P10,000.00 ang multa sa paggamit ng hindi rehistradong motorsiklo.

#### III. ANG MOTORSIKLO AY DAPAT NA NASA TAMANG KUNDISYON

Hinuhuli ang mga motorsiklong wala sa tamang kundisyon. Para sa ibayon kaligtasan, suriin ang iyong motorsiklo araw-araw bago mo ito sakyan:

• **Gulong** – Siguruhin na ang gulong ay walang lamat, may tamang dami ng hangin, at hindi pa nakakalbo.

• **Langis** – Siguruhin na may sapat na langis ang makina. Tignan ang lupa sa ilalim ng makina kung may senyales ng tulo ng langis at ipaayos kaagad ang tulo kung meron. Siguraduhin din na hindi nabasa ng langis ang mga gulong ng motorsiklo.

## K. ROAD SAFETY TIPS

• **Gasolina** – Upang hindi maubusan sa alanganing lugar, siguruhing may sapat na gasolina magdadala sa iyo sa iyong pupuntahan at sapat na gasolina ng pabalik.

• **Preno** – Suriin ang mga *lining* at kable ng preno.

• **Headlight** – Siguraduhing umilaw ang *headlight*. Ang *headlight* ay hindi lamang upang ilawan ang iyong daan sa dilim. Ito rin ay ginagamit din sa araw upang makita ng kasalubong ang maliit at makitid mong motorsiklo kahit sa liwanag ng araw. Pailawin kaagad ang *headlight* bago pa umusad ang motorsiklo, araw man o gabi.

• **Tail light at brake light** – Madaming motorsiklo ang nabubundol mula sa likuran sa gabi dahil pundido ang *tail light*. Nabubundol din ang motorsiklong walang *brake light* dahil walang babala sa sumusunod na ito ay pume-preno.

• **Turn signal flasher** – Siguraduhing gumagana ang inyong *signal flasher*. Maari kang mabangga ng sumusunod o kasalubong na motorista kung hindi niya alam na liliko ka o lilipat ka ng linya.

• **Kadena at sprocket** – Siguraduhin na ang kadena ay may grasa o langis at ang mga ngipin ng mga *sprocket* ay kumpleto at matatalim.

• **Silinyador** – Siguraduhin na ang silinyador ay hindi maganit at bumabalik sa dating posisyon kapag binitawan.

• **Clutch at Front Brake Lever** – Siguraduhin na ang *clutch at front brake lever* ay hindi maganit at bumabalik sa dating posisyon kapag binitawan.

• **Side mirror** – Siguraduhing malinis ang *side mirror* upang makitang mabuti ang daan at mga motorista sa iyong likuran.

• **Busina** – Siguraduhin na ang busina ay tutunog kapag kailangang patunugin.

• **Muffler** – Siguraduhin na ang tambutso ay hindi maingay. Huwag palitan ang *original* na muffler ng maingay na tambutso. Hindi ikagaganda ng *performance* ng motorsiklo ang maingay na tambutso. Ingay lang ang dulot ng mga ito. Hindi natutuwa sa maingay na motorsiklo ang mga normal na tao. Ang maingay na tambutso ay *unauthorized modification* ayon sa batas at may multang P5,000.00 bawat huli. Ibalik ang *original* na tambutso ng motorsiklo.

b. **Wastong kasuotan.** Ang wastong kasuotan ay proteksyon kapag ikaw ay memplang. Pinoprotektahan ka din nito laban sa init, sa lamig, sa kung anu-anong ja lumilipad, at sa maiinit na bahagi ng motorsiklo.

• Ang iyong kasuotan ay dapat na hapit upang hindi wumagayway sa hangin, pero hindi namanipit ang iyong pag-galaw. Mag-*jack* kahit mainit para hindi ka manuyot. Hindi na baleng masira ang *jack*et mo sa semplang basta't hindi magasgasan ang balat mo.

• Magsuot ng saradong sapatos. Kung naka-tsinelas ka lang, nakalaylay at maaring maputol ang mga daliri ng paa mo. Maari ding sumabit sa preno o kambyo ang tsinelas. Kung ang sapatos mo ay may sintas, siguraduhing naka-siksik ito upang hindi sumabit.

• Magsuot ng guwantes bilang proteksyon ng iyong mga kamay. Ang palad ay madulas kapag nabasa ng tubig o pawis at maari mong mabitawan ang manibela. Proteksyon din ang guwantes sa malamig na hangin upang hindi mamanhid at manigas ang iyong kamay at mga daliri.

### WASTONG PAG-GAMIT NG LANSANGAN

Masakit sabihin at lalong masakit tanggapin na madami sa mga nagmo-motor g hindi marunong gumamit ng lansangan. Basta napa-andar at napa-usad ang motorsiklo ay sasabak na sila sa kalsada. Ang alam ng iba ay basta nakasampa na sila kalsada ay pag-aari na nila ang kalsada at bahala na ang iba na iwasan sila. Wala ang pakialam kahit mainis o madisgrasya ang iba o di kaya ay maistorbo ang iba sa ibagal (o mabilis) na pagpapatakbo nila sa gitna ng kalsada. Ang resulta ay ang irahan, away, kaguluhan, masikip na traffic, at, higit sa lahat, ang nakamamatay na sgrasya.

Ang sakuna ay maiwasan kung wasto ang iyong pag-gamit ng lansangan. Ang ja lansangan ay para sa lahat. Ang lansangan ay hindi dapat ituring na pag-aari ang angkinin. Igalang ang karapatan ng lahat na gumagamit ng lansangan. Katulad , ang iba ay gustong marating ang pupuntahan nang ligtas at mapayapa na hindi na-tala.

### Pumuwesto nang maayos sa kalsada

Kung hindi ka naman kinakailangang pumagitna, ikaway dapat manatili sa gilid ng lansangan upang mabigyan ang ibang motorista ng pagkakataon upang maunahan . Maliban dito, ang gitna ng lansangan ay karaniwang natutulan ng langis na galing sa ang sasakyan. Ang langis sa lansangan ay madulas at peligroso sa mga nagmo-motorsiklo. Manatili sa gilid ng lansangan kung saan walang tulo ng langis. Kapag may mentadong shoulder ang highway, mas mabuti at mas ligtas kapag doon ka.

### III. WASTONG KAGAMITAN SA PAGMO-MOTOR

Alalahaning ikaway sasakay sa sasakyang dalawa lamang ang gulong na hindi kusang tumatayo. Sa kaunting pagkakamali ay maring sumemplang ang motorsiklo. Ikaw ay dapat mag-suot ng wastong kagamitan upang mabawasan ang posibilidad na ikaw ay malubhang masugatan kapag ikaw ay sumemplang. Kabilang sa wastong kagamitan ang mga sumusunod:

a. **Helmet.** - Hinuhuli ang mga nagmo-motor na walang helmet. Umaabot sa P5,000.00 ang multa. Huwag mong isipin na dapat kang magsuot ng *helmet* dahil ipinagbabawal ng batas ang hindi pagsuot nito. Kung tutuusin ay hindi na kailangan ng batas sa pagsuot ng *helmet*. Ang *helmet* ay ginagamit upang maiwasan ang malubhang pagkabagok. Karamihan ng mga kamatayan sa pagmo-motorsilo ay sanhi ng pagkabasag ng bungo o pagkasugat ng utak. Dapat lamang na ikaw ay magsuot ng *helmet*.

• Ang *helmet* ay dapat na may taglay na markang "PS" o "ICC". Ang mga nasabing marka ay patunay na ang *helmet* ay aprobado ng Bureau of Philippine Standards bilang magbibigay ng kaukulang proteksiyon sa iyong ulo kung sakaling ikaw ay sumemplang.

• Hindi dapat kakalog-kalog ang ulo mo sa loob ng *helmet*. Walang silbi ang maluwag na *helmet*.

• Kapag nagsuot ka ng *helmet*, ibaling ang paningin sa magkabilang banda. Dapat wala o konting lamang na bahagi ng *helmet* ang iyong nakikitang.

• Ugaliing isuot ang *helmet* bago paandar ang motorsiklo. Huwag isipin na sandali ka lang sasakay o malapit lang ang iyong pupuntahan. Ayon sa *statistics*, karamihan ng mga semplang nagaganap sa unang 10 kilometro ng biyaha.

• Naka-lock dapat ang *strap* ng *helmet*. Walang silbi ang *helmet* kung ito ay matatanggal bago magagok ang ulo mo.

• Huwag magsuot ng *helmet* na may lamat, may maluwag na *padding*, o may marupok na *strap*.

• Istorbo ang hangin, alikabok, insekto, at mga maliit na bato sa mukha kapag ikaw ay nagmo-motorsiklo. Maari kang sumemplang kapag nawala ka sa konsentrasyon, kaya mas mabuti kung ang *helmet* mo ay may malinaw na *face shield*.

### b. Alamin at sundin ang batas-trapiko

Kahit hindi mo alam ang mga batas-trapiko, ikaw ay huhulihin pa ri pagmumultahin kung labagin mo ang mga ito. Responsibilidad ng bawat *drive* basahin ang Republic Act No. 4136 o ang Land Transportation and Traffic Code a pang batas-trapiko. Doon nakasaad ang mga alituntunin sa pagmamaneho at pag-g sa lansangan. Ang mga opisina ng LTO ay may kopya ng mga ito. Alamin ang ordinansa sa trapiko. Kadalasan ay may mga karatula sa gilid ng kalsada.

### c. Alamin at sundin ang mga traffic lights

Ang mga traffic lights ay mga *color-coded* na ilaw upang isaayos ang daloy trapiko.



a. **Pulang Ilaw Na Bilog** – Ang ibig sabihin ng pulang ilaw na bilo HUMINTO KA. Hindi ka pwedeng tumuloy kung may pulang bilo nakailaw. Pwede kang lumikong pakanan kahit may pulang ilaw na t maliban kung may nakailaw na pulang pana na nakaturo sa ka (tignan sa [b.]). Bago kumaman, huminto ka muna sandali sa kanto siguraduhing wala kang mababanggang sasakyan o tao.



b. **Pulang Korteng-Pana** – Ang ibig sabihin ng pulang pana ay HUMINTO KA. Hindi ka pwedeng tumuloy sa direksyon kung saan nakaturo pulang pana. Hintaying mawala ang ilaw ng pulang pana bag tumuloy.



c. **Patay-Sinding Pulang Ilaw na Bilog** – Kapag may patay-sinding pulang ilaw, dapat kang huminto sandali sa kanto ng ilaw. Tumuloy lang kapag wala kang mababanggang sasakyan o tao.



d. **Dilaw na Ilaw na Bilog** – Ang ibig sabihin ng dilaw na ilaw ay mabigyan ang ibang motorista ng pagkakataon upang maunahan .

## K. ROAD SAFETY TIPS



- e. **Dilaw na Korteng-Pana** – Ang ibig sabihin ng dilaw na pana ay malapit nang umilaw ang pulang pana. Humanda ka nang huminto sa pag-liko patungo sa direksyon ng pana.



- f. **Patay-Sinding Dilaw na Ilaw na Bilog** – *SLOW DOWN* ang ibig sabihin nito. Tumuloy ka nang marahan kapag may patay-sinding dilaw na ilaw na bilog. Kapag mabilis ang iyong takbo, pabagalin muna ang takbo bago tumuloy.



- g. **Patay-Sinding Dilaw na Korteng Pana** – *SLOW DOWN* ang ibig sabihin nito. Tumuloy nang marahan sa direksyon ng patay-sinding dilaw na pana. Kapag mabilis ang iyong takbo, pabagalin muna bago tumuloy.



- h. **Berdeng Ilaw na Bilog** – Ang ibig sabihin ng berdeng ilaw na bilog ay TUMULOY KA. Pwede ka ding kumaman malibankung may pulang ilaw na korteng pana na nakaturo sa kanan. Pwede ka ring kumaliwa kung walang kasalubong na mababangga.



- i. **Berdeng Ilaw na Korteng-Pana** – Ang ibig sabihin ay TUMULOY KA sa direksyon kung saan nakaturo ang pana.

- j. **Kung May Traffic Light Pero Hindi Gumagana** – Kung may traffic light pero hindi ito gumagana, ituring mo na may patay-sinding bilog na pula (c).



- f. **PINIHIIT NA PARISUKAT** – Papalapit sa peligrong lansangan kapag may karatulang pinihiit na parisukat.



- g. **PUTING PARIHABA** – Ang mga regulasyon ng lansangan na dapat sundin ay nakasulat sa parihabang karatula na kulay puti. Sa nakalarawan, hindi ka pwedeng magpatakbo nang lalampas sa 80 km/hr.

### Alamin at sundin ang mga alituntunin ng *right-of-way*

Ang mga regulasyon sa *right of way* ay nag-aayos ng trapiko. Nagkakagulo, gkakaroon ng away, at nagkaka-aksidente dahil nag-uunahan ang mga sasakyan. nasaad ng regulasyon kung sino ang mas may karapatang mauna sa lansangan. amin at sundin ang mga regulasyon ng *right of way* bilang pag-galang mo sa karapatan iba na mauna sa lansangan at upang igtalang din ng iba sa karapatan mo.

a. **Klasipikasyon ng Lansangan.** Ang mga lansangan ay kina-klasipika ayon sa giging national, provincial, city o municipal, at barangay. Ang national road ay ngunguna sa provincial road na nangunguna sa city o municipal road na nangunguna barangay road. Alamin ang klasipikasyon ng lansangang tinatahak mo.

Kapag nag-krus ang mga lansangan:

- mas may karapatang mauna ang mga sasakyang tumatahak sa national road laban sa mga tumatahak sa provincial, city, municipal o barangay road;
- mas may karapatang mauna ang mga sasakyang tumatahak sa provincial road laban sa mga tumatahak sa city, municipal, o barangay road;
- mas may karapatang mauna ang mga sasakyang tumatahak sa city o municipal road laban sa mga tumatahak sa barangay road.

b. **Paahon o palusong na kalsada.** - Sa anumang kalsada, mas may rapatang mauna ang mga sasakyang paahon laban sa mga palusong.

c. **Pasulong o paliko.** - Sa kanto ng dalawang kalsadang pareho ng isipikasyon, ang sasakyang pasulong ang mas may karapatang mauna laban sa sakyang paliko.

- d. **Alamin at sundin ang mga traffic signs**

**Karatulang Pantrapiko.** – Ang mga karatulang pantrapiko ay may iba't-ibang kulay at hugis. Hindi ito mga dekorasyon ng kalsada. Ito ang mga nagbibigay ng impormasyon hinggil sa lansangan at sa mga kanto. Dapat sundin ang mga ito para sa iyong kaligtasan. Karaniwan ang mga sumusunod:



- a. **PULANG WALONG SULOK NA STOP SIGN** – Kapag may pulang walong sulok na STOP sign, huminto bago sa kanto at tumuloy lamang kapag walang mababanggang sasakyan o tao.



- b. **TATSULOK NA YIELD SIGN** – Kapag may tatsulok na YIELD sign pabagalin ang motorsiklo at humandang huminto bago sa kanto. Tumuloy lamang kapag walang paparating na sasakyan na pwedeng makabanggaan.



- c. **DO NOT ENTER SIGN** – Kapag may DO NOT ENTER sign, huwag tumuloy o pumasok dahil ito ay *one-way* na kalsada o kalsadang hindi pwedeng daanan.



- d. **PULANG BILOG NA MAY PAHIWAS NA LINYA** – Ang ibig sabihin ng pulang bilog na may pahiwat na linya ay BAWAL. Ang simbolo sa loob ng bilog ay ang bagay na BAWAL gawin. Sa nakalarawan, BAWAL ang bumuwelta.



- e. **DILAW NA MAY LIMANG KANTO** – Papalapit ka sa paaralan kapag may nakalagay na karatulang dilaw na may limang kanto. May mga batang maaari mong mabundol. Pabagalin ang takbo sa 20 km/hr kapag nakita mo ang karatulang ito.

d. **Lilikong pakanan o pakaliwa.** - Sa kanto ng dalawang kalsadang parehi klasipikasyon kung saan nagsalubong ang dalawang sasakyan, ang sasakyang li pakaliwa ang mas may karapatang mauna laban sa sasakyang lilikong pakanan

e. **Sa mga kantong korteng "T".** - Sa mga kantong korteng-"T", mas karapatang mauna ang mga sasakyang pasulong laban sa mga sasakyang pal

f. **Mga tao sa lansangan.** - Ang mga taong tumatahak o tumatawid lansangan na naglalakad, naka-roller skates o skateboard, o naka-wheelchair, ay laç mas may karapatang mauna laban sa anumang sasakyan kahit pa walang pedest lane. Hindi kasama sa mga mas may karapatang mauna ang mga naka-bisikleta. . mga naka-bisikleta ay dapat sumunod sa karaniwang regulasyon ng *right of wa*

g. **Kapag may sagabal sa lansangan.** - Kung ang dalawang sasakyat magsasalubong sa tapat ng sagabal sa lansangan, ang sasakyan sa panig o liny: walang sagabal ang mas may karapatang mauna laban sa sasakyan sa panig o liny: may sagabal.

h. **Kapag dalawa, tatlo, o apat na sasakyan ang sumapit sa iisang kan** ang sasakyang unang sumapit sa kanto ang pinaka-may karapatang mauna; susu ang pangalawa; susunod ang pangatlo; at huli ang pang-apat.

i. **Kapag dalawang sasakyan ang sabay na sumapit sa iisang kanto** - sasakyang nasa kanan ng isa't isa ang mas may karapatang mauna.

h. **Kapag tatlo o apat na sasakyan ang sabay-sabay na sumapit sa iis kanto** - ang sasakyang patungong *north* ang pinaka-may karapatang mauna; susu ang papuntang *west*; susunod ang patungong *south*; at huli ang papuntang *ea*

- f. **Igalang ang pedestrian lane**

Ang *pedestrian lane* ay ang pintado o markadong bahagi ng lansangar itinalagang tawiran.

a. Laging pabagalin ang motorsiklo kapag sasapit sa *pedestrian l* isiping laging may taong papatawid. Huminto bago sumapit sa *pedestrian lane* ka may taong tumatawid o papatawid. Huwag huminto sa ibabaw ng *pedestrian lane*. H sagabal sayo ang mga taong tumatawid sa *pedestrian lane*. IKAW ang sagabal sa ka

b. Huwag hararangan ang *pedestrian lane*.

c. Huwag lulusutan ang sasakyang nakahinto sa may *pedestrian la*

d. Huwag tumuloy hanggang hindi pa nakakatawid ang lahat ng taong *pedestrian lane*.



## L. ISABELA PUBLIC SAFETY OFFICE LOGO

### THE PSO SHIELD

The PSO Shield was designed to formally establish the identity and purpose of the Public Safety Office which was created by virtue of Sangguniang Panlalawigan Ordinance No. 002 series of 2014 on January 21, 2014.



**THE SHIELD** The shield signifies protection from danger, risk, or any unpleasant experience.

**Black Color of the Shield** Signifies power, unity and strength.

**Map of Isabela** The Map is in green color indicating the province's status as one of the top corn and rice producers of the country. It is presented with demarcation lines indicating 34 towns and 2 component cities which makes it the 2<sup>nd</sup> largest province of the Philippines. It was initially called *Isabela de Luzon* to differentiate from other places within the Country bearing the name of Isabela. The province was named after Queen Isabela II of Spain.

**The Official Seal** The Official Seal of Isabela is super imposed on top of the Malta Cross and Star of Life to signify the province's readiness to respond in all types of emergencies.

**The Maltese Cross** Symbolizes the good traits of a safety officer as being observant, tactful, resourceful, dexterous, explicit, discriminating, perseverant and sympathetic.

**Star of Life** is a blue, six-pointed star, outlined with a white border which features the rod of Asclepius in the center. Traditionally, the logo was used as a stamp of authentication or certification for ambulances, paramedics or other EMS personnel. Internationally, it represents emergency medical services units and personnel.

**The Four Connected Hands** is a symbol of togetherness and participation. It signifies the unity of various units within the government working hand in hand to ensure the safety and well-being of its residents.

**The People** A group of 36 persons, representing the 34 towns and 2 component cities of the Province of Isabela linking together, to provide a full and unified front against all adversities and elements that may compromise the safety and well-being of its residents.

**36 studs** The thirty-six cities and municipalities that fortify, strengthen, and hold the Province together are manifested by the studs surrounding the Shield.

## M. EXECUTIVE ORDER NO. 18



Republic of the Philippines  
**PROVINCE OF ISABELA**  
 ILAGAN  
 -oOo-

*Office of the Governor*

### **EXECUTIVE ORDER NO. 2015- 18**

**DECLARING THE 11th OF MAY 2015, MONDAY, AS A SPECIAL NON-WORKING DAY  
 IN THE PROVINCE OF ISABELA, IN COMMEMORATION OF THE 159<sup>TH</sup> FOUNDATION  
 ANNIVERSARY OF THE PROVINCE**

**Whereas**, it is the policy of the State to ensure that Filipino heritage and culture are cultivated, promoted and sustained;

**Whereas**, it is the policy of the Provincial Government of Isabela to encourage the public and private sectors to contribute in the implementation of its policy to promote Isabela's cultural heritage and the growth of the local economy;

**Whereas**, the Province of Isabela has a well-established annual tradition of celebrating the Foundation Anniversary of the province and encouraging all employees of the Provincial Government and members of the private sector to participate in or witness the many cultural and trade activities conducted during the Festival;

**Whereas**, for the year 2015, the Provincial Government of Isabela is commemorating the event by holding a trade fair, float exhibit, a Thanksgiving Mass, grand Concert, the Search for Miss Isabela, and a host of other activities;

**Whereas**, it is the intent of the Provincial Government to promote public awareness and participation in Isabela Day activities, deepen people's affection for local culture and history, and afford families the opportunity to get together and create family atmospheres that are conducive to these;

**NOW, THEREFORE I, FAUSTINO G. DY III**, Governor of the Province of Isabela, by virtue of the powers vested in me by law, do hereby declare the 11th of May 2015, Monday, as a Special Non-Working Day in the Province of Isabela, in celebration of the 159<sup>th</sup> Foundation Anniversary of the province.

This Executive Order shall take effect immediately.

Issued this 29<sup>th</sup> day of April, 2015, in the City of Ilagan, Isabela.

  
**FAUSTINO G. DY III**  
 Provincial Governor

**Nagkaisa para sa Isabela**

Provincial Capitol  
 Albagu, Ilagan, Isabela 3300



Tel. Nos (078) 323-2636 / 323-2038  
 Fax No. (078) 622-0955

## N. MEMORANDUM NO. 33



Republic of the Philippines  
**PROVINCE OF ISABELA**  
 ILAGAN CITY  
 -oOo-

PUBLIC SAFETY OFFICE  
**RECEIVED**  
 DATE: 9/16/16  
 TIME: 9:48 am  
 LOG BOOK ENTRY NO. \_\_\_\_\_  
 BY: Vergu

*Office of the Governor*

MEMORANDUM No. 33

DATE : September 15, 2016

TO : **PD Leon Rafael**  
 PNP IPPO

: **Atty. Constante A. Foronda**  
 Head – Public Safety Office

: **Mr. Romeo A. Sales**  
 LTO – Isabela

: **SDS Edna A. Pasamonte**  
 DepEd Isabela

FROM : **Faustino C. Dy III**  
 Governor

RE : As Stated

Greetings!

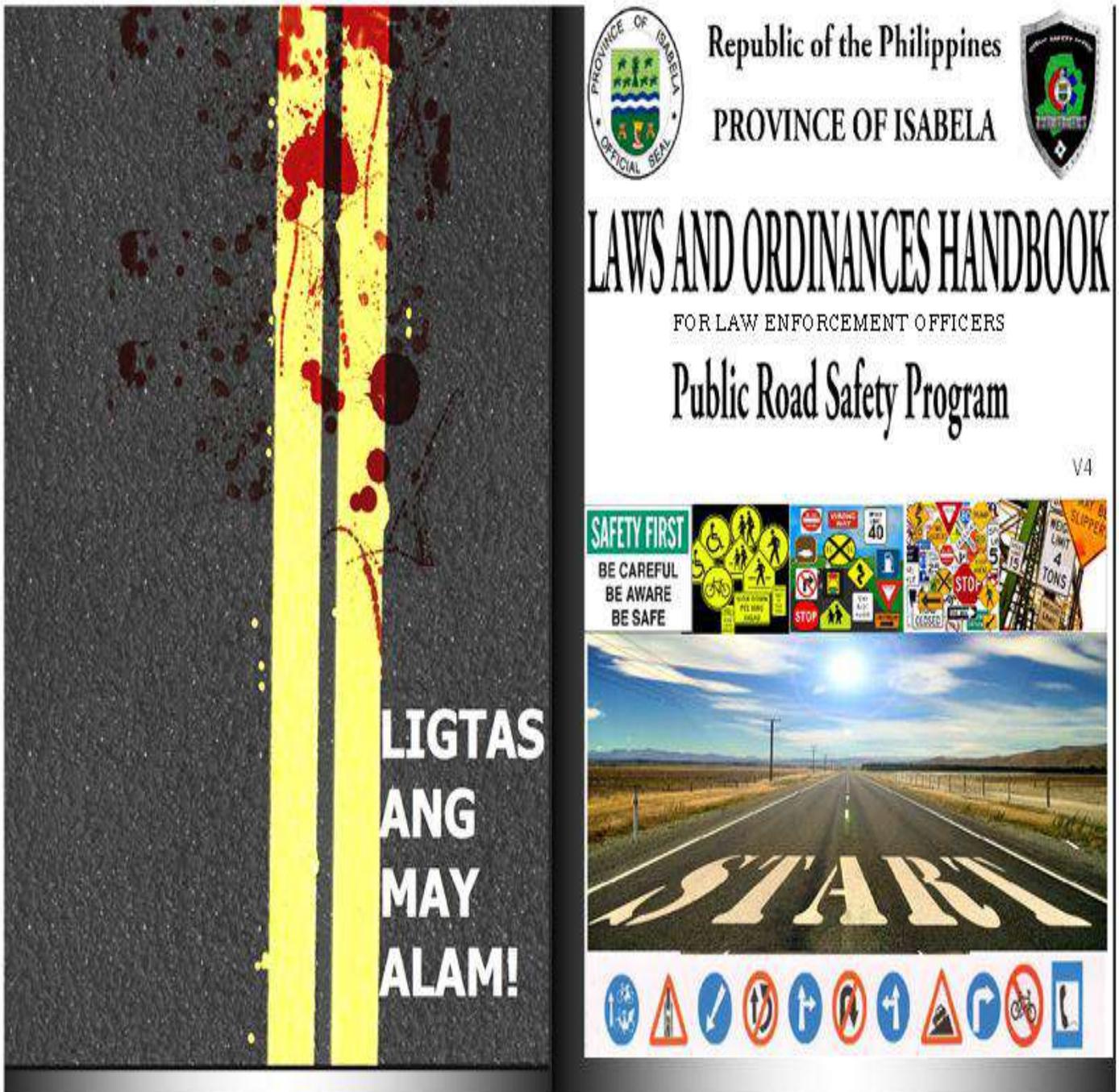
On my way to the Provincial Capitol few minutes ago, I have seen several tricycles along the stretch of Cauayan City to Ilagan City jam-packed and overfull of pupils and students, up to the sidecar back carrier and roof. Some squeeze about 10 to 12 passengers into one tricycle putting their lives in serious danger. A minor miscalculation by the driver or even a flat tire while cruising will inevitably cause and result to a major accident.

Effective immediately therefore, please dispatch all available personnel specially our newly organized motorcycle police group to put a stop to this practice of overloading by these tricycles and issue an order to all police stations that all policemen deployed in school must ensure compliance with this order making sure that no tricycle shall carry more than 5 passengers. The Schools Division Superintendent is likewise directed to order the principals, school heads and school guards of all schools within her jurisdiction to implement this order. In case of an accident and we will be able to identify from where the victims came from, I will personally see to it that appropriate penalties are imposed including but not limited to cancellation of tricycle franchise, driver license and other fees and damages including the transfer of school principal who did not follow this memorandum.

For your strict compliance

Nagkaisa para sa Isabela

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM



## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

### P R E F A C E

This booklet is introduced by the Provincial Public Safety Office for LTO Deputized Agents of Isabela Police Provincial Office (IPPO), LTO Law Enforcement Officers and Local Government Officials.

This booklet is dedicated to saving lives by preventing road accidents resulting to deaths and injuries. It also aims to serve as a ready reference to Transportation and Traffic Laws, use of Public Roads and enhance awareness, and help promote Road Safety.

The compilation of related Traffic Laws, Rules and Regulations, Executive Orders and Ordinances will help appropriate authorities perform their assigned tasks, duties and responsibilities of promoting Public Safety.

### INTRODUCTION

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The promotion of public road and safety is a key policy of the Provincial Government of Isabela (PGI) wherein Section 16 of RA 7160 or the Local Government Code grants every local government unit (LGU) the powers necessary, appropriate, or incidental for its efficient and effective governance, and mandate all LGUs to ensure and support the promotion of public safety.

The Disaster Action Response Team 831 (DART 831) of the PGI, the mobile emergency unit of the Provincial Disaster Risk Reduction and Management Council (PDRRMC) that performs rescue, retrieval, and relief operations in any location within the province of Isabela, reports that accidents involving motorcycles has been on the rise in the last twelve (12) months, posting the highest incidence rate at 80% of all emergencies to which it has responded.

It reveals that many of the drivers of motorcycles involved in road mishaps are underaged or not in possession of valid driver's licenses and some reports are confirmed in the proliferation of unregistered motorcycles in Isabela.

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High incidences of motorcycle and motorcycle-related accidents have rendered the highways and roads of Isabela unsafe for the riding of the public, the pedestrians, and motorists, and are unfavourable to the conduct of trade activities in the province, even rendering a negative picture of the province.

**FAUSTINO G. DY III, Governor of Isabela** have issued **Executive Order No. 18** on **May 3, 2014** at **Ilagan City, Isabela**, entitled: **"Directing the Isabela Police Provincial Office (IPPO), Land Transportation Office-Isabela (LTO- Isabela), and the Liga ng mga Barangay (LMB) to enforce the confiscation of motorcycle vehicles driven by underage or unlicensed drivers, and the Public Safety Office (PSO) to monitor compliance therewith."**

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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By the power vested by him under Section 465 of RA 7160 which was to carry out measures for the appropriate enforcement and execution of laws and ordinances, call upon the appropriate national law enforcement agencies to suppress lawlessness or to apprehend violators of the law when public interest so requires.

**Focusing on the three E's has helped to reduce the number of people killed and seriously injured:**

- Enforcing laws without fear or favor.
- Educating the populace or citizenry.
- Enlisting *Active Community Participation*

Further, Governor Faustino G. Dy III, have ordered also the Implementation of this Executive Order by the Isabela Police Provincial Office and the Liga ng mga Barangay in municipalities where there are no LTO offices.

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### I. DEFINITION OF TERMS

**(a) "Motor Vehicle"** shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes. Trailers having any number of wheels, when propelled or intended to be propelled by attachment to a motor vehicle shall be classified as separate motor vehicle with no power rating (Art. II Section 3).

**(j) "Highways"** shall mean every public thoroughfare, public boulevard, driveway, avenue, park, alley and callejon, but shall not include roadway upon grounds owned by private persons, colleges, universities, or other similar institutions. (Art. II Section 3)

## REPUBLIC ACT NO. 4136

### **"AN ACT TO COMPILE THE LAWS RELATIVE TO LAND TRANSPORTATION AND TRAFFIC RULES, TO CREATE A LAND TRANSPORTATION COMMISSION AND FOR OTHER PURPOSES"**

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**(l) "Parking or parked"**, for the purposes of this Act, shall mean that a motor vehicle is "parked" or "parking" if it has been brought to a stop on the shoulder or proper edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time. A motor vehicle which properly stops merely to discharge a passenger or to take in a waiting passenger, or to load or unload a small quantity of freight with reasonable dispatch shall not be considered as "parked", if the motor vehicle again moves away without delay. (Art. II Section 3)

### **II. REGISTRATION OF MOTOR VEHICLES SECTION 5. Compulsory Registration of Motor Vehicles. –**

**(a)** All motor vehicles and trailer of any type used or operated on or upon any highway of the Philippines must be registered with the Bureau of Land Transportation for the current year in accordance with the provisions of this Act. (Art. I Chapter 2)

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**b)** The dates of annual registration of motor vehicles shall be based on a registration scheme to be prepared by the Bureau of Land Transportation subject to approval of the Minister of Transportation and Communications. The scheme shall provide for a system that will distribute the registration of motor vehicles equitably over different months in a calendar year. Said scheme and rates shall not be changed more often than once every three (3) years, and only upon due notice given to the public at least ninety (90) calendar days before the effectivity of such registration scheme. Any registration of motor vehicles not renewed or before the date fixed by the Bureau of Land Transportation shall become delinquent and invalid. (Art. I Chapter 2)

### II. LICENSE TO DRIVE MOTORCYCLES

**SECTION 19. Duty to have License.** – Except as otherwise specifically provided in this Act, it shall be unlawful for any person to operate any motor vehicle without having in his possession a valid license to drive a motor vehicle.

The license shall be carried by the driver at all times when operating a motor vehicle, and shall be shown and/or surrendered for cause and upon demand to any person with authority under this Act to confiscate the same. (Art. 1, Chapter 3)

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### SECTION 29. Confiscation of Driver's License.

– Law enforcement and peace officers of other agencies duly deputized by the Director shall, in apprehending a driver for any violation of this Act or any regulations issued pursuant thereto, or of local traffic rules and regulations not contrary to any provisions of this Act, confiscate the license of the driver concerned and issue a receipt prescribed and issued by the Bureau therefor which shall authorize the driver to operate a motor vehicle for a period not exceeding seventy-two hours from the time and date of issue of said receipt. The period so fixed in the receipt shall not be extended, and shall become invalid thereafter. Failure of the driver to settle his case within fifteen days from the date of apprehension will be a ground for the suspension and/or revocation of his license. (Art. 1, Chapter 3)

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### SECTION 24. Use of Driver's License and Identification Card.

Every license issued under the provisions of this Act to any driver shall entitle the holder thereof, while the same is valid and effective, to operate motor vehicles described in such license: Provided, however, That every licensed professional driver, before operating a public utility vehicle registered under classification (b) of Section seven hereof, as amended by Batas Pambansa Bilang 74, shall secure from the Director, upon payment of the sum of five pesos, a driver's identification card which he shall, at all times while so operating a public utility vehicle, display in plain sight in the vehicle being operated. The identification card shall be issued simultaneously with the license. (Art. 1, Chapter 3)

It shall be unlawful for any duly licensed driver to transfer, lend or otherwise allow any person to use his license for the purpose of enabling such person to operate a motor vehicle.

No owner of a motor vehicle shall engage, employ, or hire any person to operate such motor vehicle, unless the person sought to be employed is a duly licensed professional driver.

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### SECTION 30. Student-Driver's Permit.

Upon proper application and the payment of the fee prescribed in accordance with law, the Director or his deputies may issue student-driver's permits, valid for one year to persons not under sixteen years of age, who desire to learn to operate motor vehicles.

A student-driver who fails in the examination on a professional or non-professional license shall continue as a student-driver and shall not be allowed to take another examination at least one month thereafter. **No student-driver shall operate a motor vehicle, unless possessed of a valid student-driver's permit and accompanied by a duly licensed driver.**

The licensed driver duly accredited by the Bureau, acting as instructor to the student-driver, shall be equally responsible and liable as the latter for any violation of the provisions of this Act and for any injury or damage done by the motor vehicle on account or as a result of its operation by a student-driver under his direction. (Art. 1, Chapter 3)

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### IV. SPEED LIMIT AND KEEPING TO THE RIGHT

#### SECTION 35. Restriction as to Speed.

(a) Any person driving a motor vehicle on a highway shall drive the same at a careful and prudent speed, not greater nor less than is reasonable and proper, having due regard for the traffic, the width of the highway, and of any other condition then and there existing; and no person shall drive any motor vehicle upon a highway at such a speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to a stop within the assured clear distance ahead.

(b) Subject to the provisions of the preceding paragraph, the rate of speed of any motor vehicle shall not exceed the following:

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**SECTION 36. Speed Limits Uniform throughout the Philippines.** – No provincial, city or municipal authority shall enact or enforce any ordinance or resolution specifying maximum allowable speeds other than those provided in this Act. (Art. I, Chapter IV)

**SECTION 38. Classification of Highways.** – Public highways shall be properly classified for traffic purposes by the provincial board, municipal board or city council having jurisdiction over them, and said provincial board, municipal board or city council shall provide appropriate signs therefor, subject to the approval of the Commissioner. It shall be the duty of every provincial, city and municipal secretary to certify to the Commissioner the names, locations, and limits of all "through streets" designated as such by the provincial board, municipal board or council. (Art. I, Chapter IV)

#### IV. TURNING AND PARKING

**SECTION 46. Parking Prohibited in Specified Places.** – No driver shall park a vehicle, or permit it to stand, whether attended or unattended, upon a highway in any of the following places:

(a) Within an intersection.

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MAXIMUM ALLOWABLE SPEEDS		
Road Condition	Cars and Motor-cycles	Motor Trucks and Buses
1. On open country roads, with no "blinds corners" not closely bordered by habitations.	80 km./hr	50 km./hr
2. On "through streets" or boulevards, clear of traffic, with no "blind corners," when so designated.	40 km./hr	30 km./hr
3. On city and municipal streets, with light traffic, when not designated "through streets".	30 km./hr	30 km./hr
4. Through crowded streets, approaching intersections at "blind corners," passing school zones, passing other vehicles which are stationery, or for similar dangerous circumstances.	20 km./hr	20 km./hr

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- (b) On a crosswalk.  
 (c) Within six meters of the intersection of curb lines.  
 (d) Within four meters of the driveway entrance to and fire station.  
 (e) Within four meters of a fire hydrant.  
 (f) In front of a private driveway.  
 (g) On the roadway side of any vehicle stopped or parked at the curb or edge of the highway.  
 (h) At any place where official signs have been erected prohibiting parking. (Art. IV)

**SECTION 47. Parked Vehicle.** – Whenever a motor vehicle is parked unattended on any highway, the driver thereof must turn off the ignition switch and stop the motor and notch effectively the hand brake. (Art. IV)

#### VI. MISCELLANEOUS TRAFFIC RULES

**SECTION 52. Driving or Parking on Sidewalk.** – No person shall drive or park a motor vehicle upon or along any sidewalk, path or alley not intended for vehicular traffic or parking. (Art. V)

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**SECTION 53. Driving While Under the Influence of Liquor or Narcotic Drug.** – No person shall drive a motor vehicle while under the influence of liquor or narcotic drug. (Art. V)

**SECTION 54. Obstruction of Traffic.** – No person shall drive his motor vehicle in such a manner as to obstruct or impede the passage of any vehicle, nor, while discharging or taking on passengers or loading or unloading freight, obstruct the free passage of other vehicles on the highway. (Art. V)

### II. PENALTIES

**SECTION 56. Penalty for Violation.** – The following penalties shall be imposed for violations of this Act (Art. 1, Chapter 5):

(j) For registering later than seven days after acquiring title to an unregistered motor vehicle or after conversion of a registered motor vehicle requiring larger registration fee than for which it was originally registered, the penalty shall be a fine of fifty per cent of the registration fees corresponding to the portion of the year in which the vehicle is registered for use.

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allowed to operate, unless the requirement provided in this section are complied with.

(k) Violations of Sections forty-nine, fifty-one, and fifty-two, a fine of not less than twenty-five pesos nor more than fifty pesos.

(l) For using or attempting to use a driver's license, identification card, certificate of registration, number plate, tag or permit in similitude of those issued under this Act, or falsely or fraudulently representing as valid any driver's license under this Act which is delinquent or which has been suspended or revoked, a fine of not less than one thousand nor more than three thousand pesos or imprisonment of not more than six months, or both, at the discretion of the court.

(m) For making, manufacturing, distributing or selling a driver's license, identification card, certificate of registration, number plate, tag or permit in imitation or similitude of those issued under this Act, the penalties shall be the provisions of the Revised Penal Code.

(n) If the violation is committed by a public officer or employee, the offender shall furthermore suffer perpetual absolute disqualification.

(o) For using private passenger automobiles, private

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(b) For failure to sign driver's license or to carry same while driving, one hundred pesos fine.

(c) Driving a vehicle with a delinquent or invalid driver's license, two hundred pesos fine or imprisonment not exceeding ten days, at the discretion of the court.

(d) Driving a motor vehicle with delinquent, suspended or invalid registration, or without registration or without the proper license plate for the current year, three hundred pesos fine or imprisonment not exceeding fifteen days, at the discretion of the court.

(e) Driving a motor vehicle without first securing driver's license, five hundred pesos fine and imprisonment of not exceeding fifteen days.

(f) Driving a motor vehicle while under the influence of liquor or narcotic drug, a fine of not less than one thousand pesos or imprisonment of not less than three nor more than six months, or both, at the discretion of the court.

(g) Violation of Sections thirty-two, thirty-four (a), (b), and (b-1), thirty-five and forty-six, a fine not exceeding one hundred pesos: Provided, however, That in the case of violation of Section thirty-four (b) the vehicle or vehicles affected may not be

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trucks, private motorcycles, and motor wheelchairs for hire, in violation of Section seven, subsections (a), (b), and (c), of this Act, a fine of two hundred pesos and suspension of driver's license for a period of three months for the first conviction; a fine of three hundred pesos and six months imprisonment for the second year and permanent revocation of the driver's license for the third conviction.

(k) For permitting, allowing, consenting to, or tolerating the use of privately-owned motor vehicles for hire in violation of Section seven, subsections (a), (b), and (c), of this Act, there shall be imposed upon the owner of the vehicle as fine of five hundred pesos and the certificate of registration shall be suspended for a period of three months for the first conviction, and an increase of one hundred pesos for the fine and one month's suspension of the registration for each subsequent conviction.

(l) For violation of any provisions of this Act or regulations promulgated pursuant hereto, not herebefore specifically punished, a fine of not less than one hundred nor more than five hundred pesos shall be imposed.

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In the event an offender cannot pay any fine imposed pursuant to the provisions of this Act, he shall be made to undergo subsidiary imprisonment as provided for in the Revised Penal Code.

If, as the result of negligence or reckless or unreasonable fast driving, any accident occurs resulting in death or injury of any person, the motor vehicle operator at fault shall, upon conviction, be punished under the provisions of the Revised Penal Code.

**SECTION 57. Punishment for Other Offenses.** – Conviction of any person for any offense under this Act shall not bar his prosecution for any other offense which may have been committed by such person concurrently with the commission of the offense of which he was convicted or in doing the act or series of acts which constituted the offense of which he was convicted. (Art. 1, Chapter 5)

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### SEC. 3. Definition of Terms.

For purposes of this Act:

**(a) Alcohol** refers to alcoholic beverages classified into beer, wine and distilled spirits, the consumption of which produces intoxication.

**(b) Breath analyzer** refers to the equipment which can determine the blood alcohol concentration level of a person through testing of his breath.

**(c) Chemical tests** refer to breath, saliva, urine or blood tests to determine the blood alcohol concentration level and/or positive indication of dangerous drugs and similar substances in a person's body.

**(d) Dangerous drugs and other similar substances** refer to drugs listed in the schedules annexed to the 1961 Single Convention on Narcotics Drugs, as amended by the 1972 Protocol, and in the schedules annexed to the 1971 Single Convention of Psychotropic Substances as enumerated in its attachment which is an integral part of Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002" and those that the Board may reclassify, add to or remove from the list of dangerous drugs.

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## **REPUBLIC ACT NO. 10586**

### **"AN ACT PENALIZING PERSONS DRIVING UNDER THE INFLUENCE OF ALCOHOL, DANGEROUS DRUGS, AND SIMILAR SUBSTANCES, AND FOR OTHER PURPOSES"**

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**(e) Driving under the influence of alcohol** refers to the act of operating a motor vehicle while the driver's blood alcohol concentration level has, after being subjected to a breath analyzer test, reached the level of intoxication, as established jointly by the Department of Health (DOH), the National Police Commission (NAPOLCOM) and the Department of Transportation and Communications (DOTC).

**(f) Driving under the influence of dangerous drugs and other similar substances** refers to the act of operating a motor vehicle while the driver, after being subjected to a confirmatory test as mandated under Republic Act No. 9165, is found to be positive for use of any dangerous drug.

**(g) Field sobriety tests** refer to standardized tests to initially assess and determine intoxication, such as the horizontal gaze nystagmus, the walk-and-turn, the one-leg stand, and other similar tests as determined jointly by the DOH, the NAPOLCOM and the DOTC.

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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**SEC. 4. Driver's Education.** – Every applicant for a motor vehicle driver's license shall complete a course of instruction that provides information on safe driving including, but not limited to, the effects of the consumption of alcoholic beverages on the ability of a person to operate a motor vehicle, the hazards of driving under the influence of alcohol, dangerous drugs and/or other similar substances, and the penalties attached for violation thereof. For professional drivers, every applicant for a driver's license or those applying for renewal thereof shall undergo the driver's education herein stated. The driver's license written examination shall include questions concerning the effects of alcohol and drug intoxication on the ability of a person to operate a motor vehicle and the legal and pecuniary consequences resulting from violation of the provisions of this Act.

**SEC. 5. Punishable Act.** – It shall be unlawful for any person to drive a motor vehicle while under the influence of alcohol, dangerous drugs and/or other similar substances.

**SEC. 6. Conduct of Field Sobriety, Chemical and Confirmatory Tests.** – A law enforcement officer who has probable cause to believe that a person is driving under the influence of alcohol, dangerous drugs and/or other similar substances by apparent indications and manifestations, including overspeeding, weaving, lane straddling, sudden stops, swerving, poor coordination or the evident smell of alcohol in a person's breath or signs

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**C. 8. Refusal to Subject Oneself to Mandatory sts.** – A driver of a motor vehicle who refuses to undergo the mandatory field sobriety and drug tests under Sections 6, 7 and 15 of this Act shall be penalized by the **confiscation and automatic revocation of his or her driver's license**, in addition to other penalties provided herein and/or other pertinent laws.

**C. 9. Acquisition of Equipment.** – Within four months from the effectivity of this Act, the Land Transportation Office (LTO) and the Philippine National Police (PNP) shall acquire sufficient breath analyzers and drug-testing kits to be utilized by law enforcement officers and deputized local traffic enforcement officers nationwide giving priority to areas with high reported occurrences of accidents. For purposes of acquiring these equipment and for the training seminars indicated in Section 10 hereof, the LTO shall utilize the Special Road Safety Fund allotted for this purpose as provided under Section 7 of Republic Act No. 94, entitled: "An Act Imposing a Motor Vehicle User's Charge on Owners of All Types of Motor Vehicles and for Other Purposes". Additional yearly appropriations for the purchase of breath analyzers and drug-testing kits shall be provided annually under the General Appropriations Act.

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of use of dangerous drugs and other similar substances, shall conduct field sobriety tests. If the driver fails in the sobriety tests, it shall be the duty of the law enforcement officer to implement the mandatory determination of the driver's blood alcohol concentration level through the use of a breath analyzer or similar measuring instrument. If the law enforcement officer has probable cause to believe that a person is driving under the influence of dangerous drugs and/or other similar substances, it shall be the duty of the law enforcement officer to bring the driver to the nearest police station to be subjected to a drug screening test and, if necessary, a drug confirmatory test as mandated under Republic Act No. 9165. Law enforcement officers and deputized local traffic enforcement officers shall be responsible in implementing this section.

**SEC. 7. Mandatory Alcohol and Chemical Testing of Drivers Involved in Motor Vehicular Accidents.** – A driver of a motor vehicle involved in a vehicular accident resulting in the loss of human life or physical injuries shall be subjected to chemical tests, including a drug screening test and, if necessary, a drug confirmatory test as mandated under Republic Act No. 9165, to determine the presence and/or concentration of alcohol, dangerous drugs and/or similar substances in the bloodstream or body.

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**SEC. 10. Deputation.** – The LTO may deputize traffic enforcement officers of the PNP, the Metropolitan Manila Development Authority (MMDA) and cities and municipalities in order to enforce the provisions of this Act.

**SEC. 11. Law Enforcement Officer Education.** – The LTO and the PNP shall conduct training seminars for their law enforcers and deputies with regard to the proper conduct of field sobriety tests and breath analyzer tests every year. Within four (4) months from the effectivity of this Act, the LTO shall publish the guidelines and procedures for the proper conduct of field sobriety tests, which guidelines shall be made available to the public and made available for download through the official LTO website.

**SEC. 12. Penalties.** – A driver found to have been driving a motor vehicle while under the influence of alcohol, dangerous drugs and/or other similar substances, as provided for under Section 5 of this Act shall be penalized as follows:

**(a)** If the violation of Section 5 did not result in physical injuries or homicide, the penalty of three (3) months imprisonment, and a fine ranging from Twenty thousand pesos (Php20,000.00) to Eighty thousand pesos (Php80,000.00) shall be imposed;

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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(b) If the violation of Section 5 resulted in physical injuries, the penalty provided in Article 263 of the Revised Penal Code or the penalty provided in the next preceding subparagraph, whichever is higher, and a fine ranging from One hundred thousand pesos (Php100,000.00) to Two hundred thousand pesos (Php200,000.00) shall be imposed;

(c) If the violation of Section 5 resulted in homicide, the penalty provided in Article 249 of the Revised Penal Code and a fine ranging from Three hundred thousand pesos (Php300,000.00) to Five hundred thousand pesos (Php500,000.00) shall be imposed;

(d) The nonprofessional driver's license of any person found to have violated Section 5 of this Act shall also be confiscated and suspended for a period of twelve (12) months for the first conviction and perpetually revoked for the second conviction. The **professional driver's license** of any person found to have violated **Section 5 of this Act** shall also be **confiscated and perpetually revoked for the first conviction**. The perpetual revocation of a driver's license shall disqualify the person from being granted any kind of driver's license thereafter. The prosecution for any violation of this Act shall be without prejudice to criminal prosecution for violation of the Revised Penal Code, Republic Act No. 9165 and other special laws and existing local ordinances, whenever applicable.

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**Section 3. Mandatory Use of Motorcycle Helmets.** - All motorcycle riders, including drivers and back riders, shall at all times wear standard protective motorcycle helmets while driving, whether long or short drives, in any type of road and highway.

Standard protective motorcycle helmets are appropriate types of helmets for motorcycle riders that comply with the specifications issued by the Department of Trade and Industry (DTI).

The DTI shall issue guidelines, which should include the specifications regarding standard protective motorcycle helmets.

**Section 4. Exemption.** - Drivers of tricycles shall be exempted from complying with the mandatory wearing of motorcycle helmets as provided in this Act.

**Section 5. Provision of Motorcycle Helmets.** - A new motorcycle helmet which bears the Philippine Standard (PS) mark or Import Commodity Clearance (ICC) of the Bureau of Product Standards (BPS) and complies with the standards set by the BPS shall be made available by every seller and/or dealer every time a new motorcycle unit is purchased and which the purchaser may buy at his option. Failure to comply with the requirements provided under this section shall constitute a violation of this Act.

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### **REPUBLIC ACT NO. 10054**

#### **"AN ACT MANDATING ALL MOTORCYCLE RIDERS TO WEAR STANDARD PROTECTIVE MOTORCYCLE HELMETS WHILE DRIVING AND PROVIDING PENALTIES THEREFOR."**

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**Section 6. Implementation.** - The Department of Transportation and Communications (DOTC), with its attached agency, the Land Transportation Office (LTO), is mandated by this Act to issue guidelines necessary to implement the provisions of this Act. The DTI, through the BPS, is mandated to utilize the United Nations Economic Commission for Europe (UNECE) Protocols with regard to the standards that will be applicable to the approval or disapproval of motorcycle helmets that will be sold in the Philippines. The DTI, through the BPS, shall conduct a mandatory testing of all manufactured and imported motorcycle helmets in the Philippines. All manufacturers and importers of standard protective motorcycle helmets are required to secure a PS license or ICC prior to the sale and distribution of their products. The BPS shall issue periodically a list of motorcycle helmet manufacturers and importers and the brands which pass the standards of the BPS to be published in a newspaper of general circulation or in its website. Upon the effectivity of this Act, only those standard protective motorcycle helmets bearing the PS or ICC mark shall be sold in the market.

**Section 7. Penalties.** - (a) Any person caught not wearing the standard protective motorcycle helmet in violation of this Act shall be punished with a fine of One thousand five hundred pesos (Php1,500.00) for the first offense;

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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three thousand pesos (Php3,000.00) for the second offense; Five thousand pesos (Php5,000.00) for the third offense; and Ten thousand pesos (Php10,000.00) plus confiscation of the driver's license for the fourth and succeeding offenses.

**b)** Any seller and/or dealer who violates Section 5 of this Act shall be punished with a fine of not less than ten thousand pesos (Php10,000.00) but not more than twenty thousand pesos (Php20,000.00).

**c)** Any person who uses, sells and distributes substandard motorcycle helmets or those which do not bear the PS mark or the ICC certificate shall be punished with a fine of not less than Three thousand pesos (Php3,000.00) for the first offense; and Five thousand pesos (Php5,000.00) for the second offense, without prejudice to other penalties imposed in Republic Act No. 7394 or the "Consumer Act of the Philippines".

**d)** Tampering, alteration, forgery and imitation of the PS mark and the ICC certificates in the helmets shall be punished with a fine of not less than Ten thousand pesos (Php10,000.00) but not more than Twenty thousand pesos (Php20,000.00), without prejudice to other penalties imposed in Republic Act No. 7394 or the "Consumer Act of the Philippines".

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**EC. 3. Definitions.** – For purposes of this Act, the following terms shall mean:

**a) Motorcycle** refers to any two (2)-wheeled motor vehicle having one (1) or two (2) riding saddles;

**b) Public roads** refer to roads designed by the national government or local government units as roads for public use such as, but not limited to, national highways, provincial roads, city, municipal and barangay streets;

**c) Foot peg** refers to a flat form attached to the motorcycles on which to stand or brace the feet; and

**d) Rider** refers to the driver of a motorcycle.

**EC. 4. Prohibition.** – It shall be unlawful for any person to drive a two (2)-wheeled motorcycle with a child on board on public roads where there is heavy volume of vehicles, there is a high density of fast moving vehicles or where a speed limit of more than 60/ ph is imposed, unless:

**a)** The child passenger can comfortably reach his/her feet on the standard foot peg of the motorcycle;

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### **REPUBLIC ACT NO. 10666**

#### **"AN ACT PROVIDING FOR THE SAFETY OF CHILDREN ABOARD MOTORCYCLES."**

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**(b)** The child's arms can reach around and grasp the waist of the motorcycle rider; and

**(c)** The child is wearing a standard protective helmet referred to under Republic Act No. 10054, otherwise known the "Motorcycle Helmet Act of 2009."

**SEC. 5. Exception.** – Notwithstanding the prohibition provided in the preceding section, this Act shall not apply to cases where the child to be transported requires immediate medical attention.

**SEC. 6. Penalties.** – Any person who operates a motorcycle in violation of Section 4 of this Act shall be fined with an amount of three thousand pesos (P3,000.00) for the first offense; five thousand pesos (P5,000.00) for the second offense; and ten thousand pesos (P10,000.00) for the third and succeeding offenses.

Moreover, for the third offense, the driver's license of the offender shall be suspended for a period of one (1) month.

Violation of these provisions beyond the third time shall result to automatic revocation of the offender's driver's license.

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**2. 8. *Qualifying Circumstances.*** – If, in violation of the provisions of this Act, death shall have resulted or serious or less serious injuries shall have been inflicted upon the child or any other person, a penalty of not less than (1) year imprisonment shall be imposed upon the motorcyclist or operator of the motorcycle involved without prejudice to the penalties provided under Act No. 3815, otherwise known as “The Revised Penal Code of the Philippines”, as amended.

**2. 9. Authority to Deputize Traffic Enforcers of Local Government Units (LGUs).** — To effectively implement the provisions of this Act, the LTO is hereby given the authority to deputize members of the Philippine National Police (PNP), the Metropolitan Manila Development Authority (MMDA) and the LGUs to carry out enforcement functions and duties.

### I. DEFINITION OF TERMS

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**SEC. 3. Words and phrases defined.**—When used in this Act and in subsequent Acts having reference thereto, unless the context indicates otherwise:

**(a)** The term “**highway**” includes rights-of-way, bridges, ferries, drainage structures, signs, guard rails, and protective structures in connection with highways.

**(b)** The term “**Division of Highways**” means the division of the Bureau of Public Works that has charge of the administration of highways, and includes any regional provincial or city department, regional engineering division, section, engineering district, or office suitably equipped and organized or official having adequate powers to discharge the duties herein required.

**(c)** The term “**maintenance**” means the constant making of needed repairs to preserve a smooth-surfaced highway, and operation of existing ferries, but shall not be held to include neither extraordinary repairs nor reconstruction.

**(d)** The term “**construction**” means the supervising, inspecting, actual building, and all expenses, including the costs of right-of-way, incidental to construction of a highway, except locating, surveying and mapping.

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## **REPUBLIC ACT NO. 917**

**“AN ACT TO PROVIDE FOR AN EFFECTIVE HIGHWAY ADMINISTRATION, MODIFY APPORTIONMENT OF HIGHWAY FUNDS AND GIVE AID TO THE PROVINCES, CHARTERED CITIES AND MUNICIPALITIES IN THE CONSTRUCTION OF ROADS AND STREETS, AND FOR OTHER PURPOSES.”**

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**(e)** The term “**reconstruction**” means a widening or a rebuilding of a highway or any portion thereof to make it a continuous road of sufficient width and strength to care adequately for traffic needs.

**(f)** The term “**improvement**” means any repair of a highway or any portion thereof that results in its betterment by virtue of the use of materials of a quality superior to those repaired or the employment of more skillful workmanship involving expenditure of money in excess of the normal cost of ordinary reconditioning or replacement.

**(g)** The term “**local funds**” include funds raised under the authority of a province, chartered city, or municipality; allotments or internal revenue accruing by law to their general funds and the “road bridge” funds; and other revenues accruing to their general funds and made available by resolution of the Board or Council concerned for expenditure under the control of the Division of Highways, but does not include apportionments or allotments from the Highway Special Fund.

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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(h) The term "**primary roads**" means roads which form parts of the main trunk-line system continuous in extent; roads which are now declared national roads except those not forming parts of the continuous system, such as roads leading to national airports, sea-ports and parks, etc., or coast-to-coast roads not forming continuous part of the trunk-line system.

(i) The term "**secondary roads**" shall include all access roads, national, provincial and city roads and streets forming the secondary trunk-line system not classified as "primary roads," but shall exclude "feeder roads."

(j) The term "**vehicle-kilometer**" means the unit measure of road use expressed by the product of the actual number of motor vehicles passing thru a given section of a road in a specified unit of time multiplied by the length of the section in kilometers. "Vehicle-kilometer-age" is the sum total of the vehicle-kilometers computed for a given highway system, and for the purpose of this Act shall be the sum of all the products of the inferred annual average twenty-four hours traffic count multiplied by the respective lengths in kilometers of the control sections where the traffic counts had been actually and periodically observed.

(k) The "**right-of-way**" means the land secured and reserved to the public for highway purposes.

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### **REPUBLIC ACT NO. 10913**

#### **"AN ACT DEFINING AND PENALIZING DISTRACTED DRIVING."**

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### **II. PENALTIES AND OTHER PROVISIONS**

**SEC. 30. Penalties.**—It shall be unlawful for any person to usurp any portion of a right-of-way, to convert any part of any public highway, bridge, wharf or trail to his own private use or to obstruct the same in any manner, or to use any highway ditch for irrigation or other private purposes, and any person so offending shall be punished by a fine of not more than two hundred pesos or by imprisonment not exceeding three months.

Any person altering boundaries or location monuments or road right-of-ways shall be punished under article three hundred and thirteen of the Revised Penal Code.

Any person who shall remove any tool or any roadmaking material from any highway, or mutilate, damage, destroy, or in any manner interfere with any public bridge, culvert, drainage canal, road marker, sign, or other road or road-side development facilities shall be punished under article three hundred and twenty-eight of the Revised Penal Code.

If the obstruction or damage shall result in any road or motor-vehicle accident, the penalty provided in the second paragraph of article three hundred and thirty of the Revised Penal Code shall be imposed.

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### **I. DEFINITION OF TERMS**

- A. **Diplomatic motor vehicle** - any motor vehicle leased or owned by a foreign mission and its staff for official use;
- B. **Electronic entertainment and computing device** - any handheld electronic device capable of digital information processing, recording, capturing or displaying and computing operations such as but not limited to laptop, computers, tablet, video game consoles and calculators;
- C. **Government motor vehicle** - any motor vehicle owned by the national government or any of its agencies, instrumentalities or political subdivisions, including government-owned or controlled corporations or their subsidiaries for official use;
- D. **IMPLEMENTING AGENCY** - the Department of Transportation and Communications- Land Transportation Office (DOTC-LTO);
- E. **MOBILE COMMUNICATION DEVICES** - Electronic communications equipment such as, but not limited to, cellular phones, wireless telephones, two-way radio transceivers, pagers and other similar devices capable of transmitting, receiving, or both, of encrypted data and/or signals through wireless electronic or any other similar means;
- F. **MOTOR VEHICLE** - engine driven vehicles such as, but not limited to, automobiles, trucks, vans, buses, jeeps, motorcycles and tricycles;

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- G. **MOTORIST**— a person driving a motor vehicle;
- H. **PRIVATE MOTOR VEHICLE** - any motor vehicle owned by individuals and juridical persons for private use; and
- I. **PUBLIC MOTOR VEHICLE** - a motor vehicle with a valid franchise issued by the appropriate government agency to as a public utility vehicle or any vehicle for hire.

### Sec. 4 : DISTRACTED DRIVING

Subject to the qualifications in Section 5 and 6 of this Act, distracted driving refers to the performance by a motorist of any of any of the following acts in a motor vehicle in motion or temporarily stopped at a red light, whether diplomatic, public or private, which are hereby declared unlawful:

- a) Using a mobile communications device to write, send or a text-based communication or to make or receive calls, and other similar acts; and
- b) Using an electronic entertainment or computing device to play games, watch movies, surf the internet, compose messages, read e-books, perform calculations, and other similar acts.

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- c) The provisions of this Act shall not apply to ,motorists of motor vehicles which are not in motion, except those which are stopped momentarily at a red light, or are pulled over to the side of the road in compliance with a traffic regulation.

### SEC. 6: Exemptions

The provisions of this Act shall not apply to the following:

- a) A motorist using a mobile phone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services, agency or entity; and
- b) A motorist using a mobile phone while operating an emergency vehicle such as an ambulance, a fire truck, and other vehicles providing emergency assistance in the course and scope of his or her duties.

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### SEC. 5: EXTENT OF COVERAGE

- a) The operation of a mobile communications device is not considered to be distracted driving if done using the aid of a hands-free function or similar device such as, but not limited to, a speaker phone, earphones and microphones or other similar devices which allow a person to make and receive calls without having to hold the mobile communications device: *Provided* that the placement of the mobile communications device or the hands-free device does not interfere with the line of sight of the driver.
- b) Wheeled agricultural machineries such as tractors and construction equipment such as graders, rollers, backhoes, payloaders, cranes, bulldozers, mobile concrete mixers and the like, and other forms of conveyances such as bicycles, pedicabs, "habal-habal", trolleys, "kuligligs", wagons, carriages, carts, sledges, chariots or the like, whether animal or human powered, are covered by the provisions of this Act as long as the same are operated or driven in public thoroughfares, highways or streets or under circumstances where public safety is under consideration.

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### SEC. 8: PENALTIES

Any person who shall violate any provision of this Act shall be penalized with:

- a) A fine of five thousand pesos (P 5000.00) for the first offense;
- b) A fine of ten thousand pesos (P 10,000.00) for the second offense;
- c) A fine of fifteen thousand pesos (P 15,000.00) and suspension of driver's license for three (3) months for the 3rd offense;and
- d) A fine of twenty thousand pesos (P 20,000.00) and revocation fo driver's license: *Provided* that the implementing agency may increase the amount of fine herein imposed once every five (5) years in the amount not exceeding ten percent ( 10%) of the existing rates sought to be increased which shall take effect only upon

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publication in at least two (2) newspapers of general circulation: *Provided further*, that a driver of a public utility vehicle, a school bus, a school service vehicle, a common carrier hauling volatile, flammable or toxic material, or a driver who commits an act classified herein as distracted driving within a fifty (50) meter radius from the school premises shall be subject to a penalty of thirty thousand pesos (P 30,000.00) and suspension of one's driver's license for three (3) months.

**The foregoing penalties shall be imposed without prejudice to other liabilities under the Revised Penal Code or any special law, arising out or on occasion of the herein prohibited acts.**

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### OTHER LAWS AND ORDINANCES PERTAINING TO THE ROAD SAFETY PROGRAM

**1. Article 151 of the Revised Penal Code. Resistance and disobedience to a person in authority or the agents of such person.** — The penalty of arresto mayor and a fine not exceeding 500 pesos shall be imposed upon any person who not being included in the provisions of the preceding articles shall resist or seriously disobey any person in authority, or the agents of such person, while engaged in the performance of official duties.

When the disobedience to an agent of a person in authority is not of a serious nature, the penalty of arresto menor or a fine ranging from 10 to P100 pesos shall be imposed upon the offender.

**2. Article 330 of the Revised Penal Code. Damage and obstruction to means of communication.** — The penalty of prision correccional in its medium and maximum periods shall be imposed upon any person who shall damage any railway, telegraph or telephone lines.

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### Sec. 9. LIABILITY OF OWNER AND/ OR OPERATOR OF THE VEHICLE DRIVEN BY THE OFFENDER

The owner and/or operator of the vehicle driven by the offender shall be directly and principally held liable together with the offender for the fine unless he or she is able to convincingly prove that he or she has exercised extraordinary diligence in the selection and supervision of his or her drivers in general and the offending driver in particular.

This section shall principally apply to the owners and/or operators of public utility vehicles and commercial vehicles such as delivery vans, cargo trucks, container trucks, school and company buses, hotel transports, cars or vans for rent, taxi cabs and the like.

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If the damage shall result in any derailment of cars, collision or other accident, the penalty of prision mayor shall be imposed, without prejudice to the criminal liability of the offender for the other consequences of his criminal act.

For the purpose of the provisions of the article, the electric wires, traction cables, signal system and other things pertaining to railways, shall be deemed to constitute an integral part of a railway system.

**3. Executive Order No. 22-** "Directing All Motorists in the Province of Isabela to Observe the 20-Kilometer per Hour Speed Limit in School Zones, Requiring the Department of Public Works and Highways to Install Speed Limit Signs, and Authorizing the Philippine National Police, the Land Transportation Office, and All Government Offices in Isabela to Strictly Implement the Speed Limits Pursuant to Section 35 (b) of the Transportation and Traffic Code, otherwise known as Republic Act No. 4136.

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### JOINT ADMINISTRATIVE ORDER NO. 2014-01

"REVISED SCHEDULE OF FINES AND PENALTIES FOR VIOLATIONS OF LAWS, RULES AND REGULATIONS GOVERNING LAND TRANSPORTATION"

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VIOLATIONS	FINES
<p><b>b. Driving a Motor Vehicle used in the Commission of a Crime upon Conviction by a regular court of Competent Jurisdiction.</b></p> <hr/> <p>- In addition, the driver's license shall be confiscated, and upon conviction for the crime, revoked and the driver shall be perpetually disqualified from being granted a driver's license and driving a motor vehicle. The motor vehicle driven by the violator shall likewise be impounded until ordered to be released by a regular court of competent jurisdiction after payment of appropriate fines and penalties.</p>	<p><b>Php10,000.00</b></p>

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### PENALTIES

#### I. VIOLATIONS IN CONNECTION WITH LICENSING

VIOLATIONS	FINES
<p><b>a. Driving without a valid license/ conductor's permit driver.</b></p> <hr/> <p>- This includes driving with an expired, revoked, suspended, inappropriate driver's license restriction code, inappropriate driver's license classification, fake driver's license, tourist driving a motor vehicle with a valid foreign driver's license beyond the 90-day maximum allowable period and a student driver driving without being accompanied by a duly licensed driver.</p> <hr/> <p style="text-align: center;">In addition, the unlicensed or improperly licensed driver shall be disqualified from being granted a driver's license and driving a motor vehicle for a period of one (1) year from the payment of the fine.</p>	<p><b>Php 3,000.00</b></p>

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VIOLATIONS	FINES
<p><b>b. Driving a Motor Vehicle used in the Commission of a Crime upon Conviction by a regular court of Competent Jurisdiction.</b></p> <hr/> <p>- In addition, the driver's license shall be confiscated, and upon conviction for the crime, revoked and the driver shall be perpetually disqualified from being granted a driver's license and driving a motor vehicle. The motor vehicle driven by the violator shall likewise be impounded until ordered to be released by a regular court of competent jurisdiction after payment of appropriate fines and penalties.</p>	<p><b>Php10,000.00</b></p>

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VIOLATIONS	FINES
<p><b>c. Commission of a Crime in the Course of Apprehension upon Conviction by a Regular Court of Competent Jurisdiction.</b></p> <p>- In addition, the driver's license shall be confiscated, and revoked upon conviction for the crime. The driver shall be disqualified from being granted driver's license for a period of 5 years counted from the date of payment of appropriate fines and penalties. The motor vehicle driven by the violator shall likewise be.</p>	<p>Php10,000.00</p>

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VIOLATIONS	FINES
<p><b>e. FAILURE TO WEAR THE STANDARD PROTECTIVE MOTORCYCLE HELMET OR FAILURE TO REQUIRE THE BACK RIDER TO WEAR THE STANDARD PROTECTIVE MOTORCYCLE HELMET, UNDER R.A. 10054.</b></p> <p>- Wearing a helmet with a fake Philippine standard (PS) or Import Commodity Clearance (IIC) sticker shall be tantamount to riding a moving motorcycle without wearing a helmet.</p>	<p><u>First offense</u> Php1,500.00</p>
	<p><u>Second offense</u> –  Php 3,000.00</p>
	<p><u>Third offense</u> Php5,000.00</p>
	<p><u>Fourth and succeeding offenses</u>  Php10,000.00</p>

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VIOLATIONS	FINES
<p><b>d. Driving a Motor Vehicle while under the Influence of Alcohol, Dangerous Drugs and/or similar substance upon Final Conviction by a Regular Court of Competent jurisdiction (Section 12, R.A. 10586).</b></p> <p>Impounded until ordered to be released by a regular court of competent jurisdiction after payment of appropriate fines and penalties. In addition to the fines and penalties prescribed by law: The non-professional driver's license of the person shall be confiscated and suspended for a period of twelve (12) months for the first conviction and perpetually revoked for the second conviction. The suspension above shall commence upon the payment of the appropriate fines and penalties. The professional driver's license of the person shall also be confiscated and perpetually revoked for the first conviction. The perpetual revocation of a driver's license shall disqualify the person from being granted any kind of driver's license</p>	<p>Php10,000.00</p>

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VIOLATIONS	FINES
<p><b>f. FAILURE TO CARRY DRIVER'S LICENSE CERTIFICATE OF REGISTRATION OR OFFICIAL RECEIPT WHILE DRIVING A MOTOR VEHICLE.</b></p>	<p>Php1,000.00</p>
<p><b>g. ALL OTHER VIOLATIONS OF TRAFFIC RULES AND REGULATIONS.</b></p> <p>- This includes the following traffic violations:</p> <p>1. Parking</p> <p>a. In an intersection</p> <p>b. Within 5 meters of the intersection</p> <p>c. 4 meters from the drive way entrance</p> <p>d. Within 4 meters from a fire hydrant</p> <p>e. In front of a private driveway</p> <p>f. On the roadway side of any unmoving or parked MV at the curb or edge of the</p>	<p>Php 1,000.00</p>



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### Enforcement of LED lights and "Wang-wang" sirens: DOTC-LTO-LTRFB JAO 2014-01

In the interest of road safety and pursuant to DOTC-LTO-LTRFB Joint Administrative Order 2014-01, Atty. Roberto P. Cabrera III, LTO ASEC in his official capacity reiterates that the drive against unauthorized wang-wangs, LED lights, and all other modifications.

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
LAND TRANSPORTATION OFFICE  
East Avenue, Quezon City  
E-mail Address: [dotc@lto.gov.ph](mailto:dotc@lto.gov.ph) • Website: [www.lto.gov.ph](http://www.lto.gov.ph)

RECORDS & CORRESPONDENCE UNIT  
LTO RECEIVED  
DATE: JAN 13 2015 2:00 pm

MEMORANDUM

TO : ALL REGIONAL/DISTRICT/SATELLITE OFFICES

DATE: 10 JANUARY 2014

SUBJECT: ENFORCEMENT OF LED LIGHTS AND "WANG-WANG" SIRENS

In the interest of road safety and pursuant to DOTC-LTO-LTRFB Joint Administrative Order 2014-01, the undersigned reiterates the drive against unauthorized wang-wang, LED lights, and all other modifications.

In light of this, please update your respective law enforcement personnel of this drive and pertinent JAO provision relevant.

For your guidance:

ATTY. ROBERTO P. CABRERA III  
Assistant Secretary

U.S. LAW CENTER  
DIVISION OF THE HONORABLE ADMINISTRATIVE TRIBUNAL  
Administrative Law, Inc. Recusars  
RECEIVED  
JAN 13 2015

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JANIS P. BONGIORIA  
ASST. SEC. FOR LEGAL AFFAIRS  
LEGAL SERVICES SECTION

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- B. Only 1 stop lamp is allowed
  - C. Shall be wired that it may be turned on only when the brake system of the motorcycle is applied.
  - D. The stop lamp in combination with a tail lamp shall be wired that it's luminous intensity may increase 5 times or stronger than that of the tail lamp only when the brake system is operated.
- 5) Parking Lamp
- A. Front parking lamp shall be white, yellow or amber in color.
  - B. Rear parking lamp shall be red in color
  - C. Shall be wired that it may be turned on while the engine is not in operation.
  - D. Shall be wired that all of them will be lit simultaneously.
  - E. Shall not be turned on while the motorcycle is moving.
- 6) Fog Lamp
- A. Only 1 fog lamp is allowed
  - B. must be white or selective-yellow light
  - C. shall be installed below the headlamp in such a way that no point illuminated by the fog lamps shall come in any contact with any point illuminated by the Headlamp.

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### LTO MEMORANDUM : Rules and Regulations Concerning Motorcycle Lights

After a series of consultations with stakeholders and pursuant to Republic Act 4136 (Land Transportation and Traffic Code of the Philippines). DOTC Joint Administrative Order 2014-01 and other related laws, the following rules and regulations governing the use of motorcycle lights are hereby underscored and promulgated for the guidance and observance of all concerned. Anything contrary to the following is subject to apprehension.

Motorcycles or scooters shall be equipped with the required accessory lights such as headlight, tail light, signal light and break light.

- 1) Headlight/Headlamp:
  - A. Shall be white or yellowish in color only
  - B. Shall be capable of being directed downward
  - C. Shall have no blinker mode
- 2) Tail light/ Tail lamp:
  - A. must be in red color only
  - B. Shall have no blinker mode
- 3) Direction indicator lamp/Signal lights must be yellow, amber or orange only.
- 4) Stop Lamp/ Break Lamp:
  - A. must be at the rear of the motorcycle

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- D. Shall have their own switches, independent from the headlamps.
- E. shall only be lit during the instances of thick fog, falling snow, heavy rain or similar conditions.

#### 7) Number Plate Lights

- A. The motorcycle shall be provided with two (2) white number plate lights only at the rear only to illuminate such.
- B. The number plate shall be wired that it may not be put off from the driver's seat or that it will be turned on whenever the headlamps or parking lamps are turned on.
- C. The light shall render the plate number clearly visible at night.

#### 8) Auxiliary Headlamps

- A. Shall be wired independently and shall have separate switches.
- B. Shall be directed downward but in no case towards the left side of the vehicle.
- C. Must be white or selective-yellow in color.
- D. Shall be mounted in such a way that it will not be disturbed by vibration or shock.

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- E. Must not be operated on well-lighted streets within the limits of municipalities and thickly populated barrios or districts or whenever such meets another vehicle on any public highway.
- F. A maximum of two (2) auxiliary or supplementary lights/lamps are allowed.
- G. A maximum of six (6) bulbs per auxiliary or supplementary light/lamp is allowed and shall not be combined as one or installed or placed side by side as a bar.
- H. Deviation of optic axis direction shall be at least twenty (20) cm downwards at ten (10) meters forward.
- I. Shall be installed not higher than the handle bars of the motorcycle or scooter.
- J. auxiliary or supplementary lights/lamps can not be used as replacement to the headlamp.

**"Use of LED or HID lights is allowed as long as it adheres to the aforementioned parameters."**

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### DIRECTORIES

PUBLIC SAFETY OFFICE

☎ : (078) 323-1132

Twitter: Isabela\_safety@yahoo.com

E-mail: Isabela\_safety@yahoo.com.ph

E-mail2: isabela\_publicsafetyoffice@yahoo.com

G/F Isabela Provincial Capitol  
Alibagu, City of Ilagan 3300

IN CASE OF EMERGENCIES, CALL D.A.R.T. RESCUE 831

HOTLINE NUMBERS:

GLOBE: 0915 - 819 - 3187

SMART: 0921- 585 - 2341

PLDT: (078) 323 - 0416



Gov. Boris C. Dy III    Vice-Gov. Tony Pet. I. Albano

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"... put a stop to this practice of overloading..."  
 "... must ensure compliance with this order making sure that no tricycle shall carry more than 5 passengers..."



Republic of the Philippines  
**PROVINCE OF ISABELA**  
ILAGAN CITY

Office of the Governor

MEMORANDUM No. 33

DATE : September 15, 2016

TO : **PD Leon Rafael**  
PSP-IPRO

Atty. Constante A. Foronda  
Head - Public Safety Office

Mr. Romeo A. Sales  
LTO - Isabela

SDS Edna A. Pasamento  
DepEd Isabela

FROM : **Francisco G. Dy III**  
Governor

RE : As stated

---

Greetings!

On my way to the Provincial Capitol few minutes ago, I have seen several tricycles along the stretch of Cauayan City to Ilagan City jam-packed and overflow of taxis and students, up to the sidewalk back corner and roof. Some squeeze about 10 to 12 passengers into one tricycle putting their lives in serious danger. A minor miscalculation by the driver or even a flat tire while cruising will inevitably cause and result to a major accident.

Effective immediately therefore, please dispatch all available personnel specially our newly organized motorcycle police group to put a stop to this practice of overloading by these tricycles and issue an order to all police stations that all policemen deployed in school must ensure compliance with this order making sure that no tricycle shall carry more than 5 passengers. The Schools Division Superintendent is likewise directed to order the principals, school heads and school guards of all schools within his jurisdiction to implement this order. In case of an accident and we will be able to identify from where the victims came from, I will personally see to it that appropriate penalties are imposed including but not limited to cancellation of tricycle franchise, driver license and other fees and damages including the transfer of school principal who did not follow this memorandum.

For your strict compliance

Provincial Capitol  
Alibagu, Iligan City, Isabela 3300      Tel. Nos. (078) 323-2536 / 323-2018  
Fax No. (078) 323-0360

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**PROVINCIAL DISASTER RISK REDUCTION  
AND MANAGEMENT OFFICE**  
Alibagu, Ilagan City, Isabela



PDRRC SEARCH AND RESCUE TEAMS

1st District		3rd District	
UNIT	HOTLINE	UNIT	HOTLINE
Ilagan- Rescue 1124	0906-275-0094 0915-234-1124	Cauayan City- Rescue 922	0917-502-8017 0916-526-9222
Cabagan Rescue	0917-580-5643	Alicia- Rescue 531	0906-886-4160 0927-306-5269
Delfin Albano- Rescue DART 13	0935-792-4526 0917-653-3652	Cabatuan- Rescue 24/7	0936-230-1326 0936-947-1537
Dinapigue- Rescue 1027	0947-398-6624	Luna- Rescue Laser 3304	0916-430-9674
Divilacan- Rescue 715	0949-435-2029 0929-313-2791	San Guillermo- Rescue 802	0917-552-7679 0905-687-8928
Maconacon- Rescue 811	0975-994-8281 0935-953-2062	San Mateo- Rescue 24	0905-225-3625
		HACTAF	
2nd District		4th District	
Roxas- Rescue 333	0905-437-8377 0906-789-6333	Echague- Rescue 113	0916-824-3301 0917-324-2483
Quezon- Rescue 819	0917-815-3693	Jones- Rescue 42	0917-595-3499 0917-591-4847
San Mariano- Rescue 111	0917-971-1125	Ramon- Rescue	0915-742-2716 0926-757-8570

PDRRC VOLUNTEERS

UNIT	HOTLINE	UNIT	HOTLINE
51D Philippine Army (PA) Rescue Team	0917-546-2992 0927-354-1496	TOG- 2 Philippine Air Force (PAF)-Cauayan City	0922-802-1994
Philippine Red Cross- Isabela 502 <sup>nd</sup> PA	0917-523-9995	A COY Res. PA Capitol	0917-810-5688
Echague Rescue Team & BFP Rescue Team	0917-514-4795	2 <sup>nd</sup> RCDC	0917-897-8109
		ARESCOM	0906-238-6007
		ILAGAN FILIPINO-CHINESE VOLUNTEERS (IFCV)	0917-579-7778

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM

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**PROVINCIAL FIRE STATION**  
**OFFICE OF THE PROVINCIAL FIRE MARSHAL**  
Ilagan City, Isabela  
Tel. /Cp No: (078) 624-0184 / 0916-556-2881



### CITY/MUNICIPAL FIRE STATIONS

1st District		3rd District	
UNIT	HOTLINE		
Ilagan CFS	0906-894-3273	Cauayan City	0975-549-9977
Cabagan FS	0915-348-3868	Alicia FS	0927-489-1945
Delfin Albano	0917-565-2688	Angadanan FS	0935-923-4694
Sta. Maria FS	0905-691-8838	Cabatuan FS	0917-312-2871
San Pablo FS	0935-884-8268	Luna FS	0917-859-7824
Tumauini FS	0917-846-1060	Reina Mercedes	0915-313-3858
		San Guillermo	0906-187-3844
		San Mateo FS	0917-509-8451
2nd District		4th District	
Roxas FS	0927-215-4581	Cordon FS	0927-932-7456
Aurora FS	0917-584-1272	Echague FS	0917-584-9550
Benito Soliven	0905-510-2524	Jones FS	0915-462-2588
Burgos FS	0915-903-0270	Ramon FS	0916-858-4751
Gamu FS	0906-586-8127	San Agustin FS	0926-534-3913
Mallig FS	0917-319-6356	San Isidro	0935-181-3588
Naguillian FS	0922-820-1799		
Quezon FS	0917-792-4629		
Quirino FS	0917-651-8187		
San Manuel FS	0926-487-6640		
San Mariano	0917-519-2933		

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**PROVINCIAL HEADQUARTERS**  
**ISABELA POLICE PROVINCIAL OFFICE (IPPO)**  
Baligatan, Ilagan City, Isabela  
Tel. /Cp No: (078) 622-2952 / 0915-850-9146



### CITY/MUNICIPAL POLICE STATIONS

UNIT	HOTLINE	UNIT	HOTLINE
1 <sup>ST</sup> District		3 <sup>RD</sup> District	
Ilagan CPS	09165474809	Cauayan City PS	09055588333
Cabagan PS	09179040181	Alicia PS	09178196449
Delfin Albano	09297841117	Angadanan PS	09369711413
Divilacan PS	0930-166-8222	Cabatuan PS	09156670205
Maconacon PS	09089869193	Luna PS	09156681499
Palanan PS	09054415892	Reina	09355328600
Sta. Maria PS	09179353808	Mercedes	
Sto. Tomas PS	09161972189	San Guillermo	09168438112
San Pablo PS	09064908312	San Mateo PS	09157062893
Tumauini PS	0927-377-1436	4 <sup>TH</sup> District	
2 <sup>ND</sup> District		Cordon PS	09055423154
Roxas PS	09158414988	Dinapigue PS	09287652306
Aurora PS	09352670914	Echague PS	09158925165
Benito Soliven	09159681561	Jones PS	09175974585
Burgos PS	09205015438	Ramon PS	09055422760
Gamu PS	09279396862	San Agustin PS	09365564277
Mallig PS	09058187345	San Isidro	09265121750
Naguillian PS	09067893786		
Quezon PS	09065131703		
Quirino PS	09163384207		
San Manuel PS	09268462199		
San Mariano	09162661151		

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### LTO DISTRICT OFFICES

Province of Isabela



Agency Code	0218
Name of Agency	CABAGAN EXTENSION OFFICE
Office Address	Magassi, Cabagan, Isabela
Contact No.	(0917) 5808859
Head of Agency	Roland A. Aguada

Agency Code	0232
Name of Agency	ROXAS DISTRICT OFFICE
Office Address	San Antonio, Roxas, Isabela
Contact No.	(078) 6428246 (0919) 3974200
Head of Agency	Gregorio B. Cabaccan

Agency Code	0224
Name of Agency	CAUAYAN EXTENSION OFFICE
Office Address	Central Terminal, Cabaruan, Cauayan, Isabela
Contact No.	(0927) 6136887
Head of Agency	Deo M. Salud

Agency Code	0240
Name of Agency	SAN ISIDRO DISTRICT OFFICE
Office Address	Ramos East, San Isidro, Isabela
Contact No.	(0916) 7550038
Head of Agency	Melinda C. Magsali

Agency Code	0228
Name of Agency	ILAGAN DISTRICT OFFICE
Office Address	Osmena, Ilagan, Isabela
Contact No.	0928 5024535 (078) 6222084
Head of Agency	Romeo Solomon Sergio A. Sales

Agency Code	0242
Name of Agency	SANTIAGO EXTENSION OFFICE
Office Address	Singsayon, Santiago City, Isabela
Contact No.	(0917) 7881714
Head of Agency	Ramon D. De Guzman

WARNING SIGNS

 TRAFFIC LIGHTS	 SLIPPERY ROAD	 ROUND ABOUT	 Y-INTER SECTION	 2 WAY TRAFFIC
 LEFT BEND	 RIGHT BEND	 NARROW ROAD	 ROAD RIGHT	 ROAD LEFT
 STEEP DESCENT	 STEEP ASCENT	 LINE MERGE AHEAD	 SOFT VERGES	 RIVER BANK
 SCHOOL CROSSING	 FALLING ROCKS	 ROAD WORK	 CYCLE CROSSING	 ANIMAL CROSSING
 BRIDGE ROAD SIGN	 HUMP AHEAD	 CROSS ROAD	 HEIGHT LIMIT	 RAIL ROAD
 INTERSECTING T SIGN	 T JUNCTION	 SCHOOL BUS STOP AHEAD	 CROSSING AHEAD	 LEFT HAIR PIN

## O. LAWS AND ORDINANCES HANDBOOK: ROAD SAFETY PROGRAM



For any inquiries, comments, suggestions or feedback please contact the Isabela Provincial Public Safety Office thru any of the addresses below:

Email1: [Isabela\\_safety@yahoo.com.ph](mailto:Isabela_safety@yahoo.com.ph)  
 Email2: [Isabela\\_publicsafety@yahoo.com](mailto:Isabela_publicsafety@yahoo.com)

## P. SAFETY OFFICER'S HANDBOOK



## P. SAFETY OFFICER'S HANDBOOK

### P R E F A C E

This booklet is introduced by the Provincial Public Safety Office for the Safety Officers of the Provincial Government of Isabela to arm them with the necessary knowledge and skills to be able to act as beacons of safety; promote proper preparation, and to ensure that the actual performance of their duties is in line with the general practice recommended by the Public Safety Office.

This compilation of articles aims to help Safety Officers in the performance of their assigned tasks, duties and responsibilities of promoting Public Safety in an office setting.

### INTRODUCTION: THE PUBLIC SAFETY OFFICE 1

CREATED under Sangguniang Panlalawigan Ordinance No. 01-2013, as amended by Ordinance No. 002-2014, the Public Safety Office is the newest among the departments of the Provincial Government. Its functions are:

- (a) To enforce provisions of Ordinance No. 0002-2001 otherwise known as the Provincial Administrative Code, particularly Chapter IV, Provincial Government Services: Article 1 – Peace, Order, and Security; Article 2 – Public Order; Article 3 – Safety on Public Roads; and Article 4 – Safety on Fire Hazards;
- (b) To enforce provisions of Presidential Decree No. 1566 governing the creation of Provincial Disaster Coordinating Council in the Province of Isabela now called the Provincial Disaster Risk Reduction and Management Council (PDRRMC) under R.A. 10121;
- (d) To enforce all other laws and ordinances relative to the protection of lives and properties, and those pertaining but not limited to the maintenance of public safety, peace and order especially during man-made or natural calamities, and the promotion of general welfare; To ensure and provide quick response and coordinative efforts for any call or need of the public for police, fire marshals, rescue or medical assistance;
- (e) Exercise the duty to make citizen's arrest pursuant to the Rules of Court; and
- (f) Perform such other duties and functions as may be provided by law or ordinance.

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### VISION

The Public Safety Office is committed to the vision of a civilized society that has the characteristics of law and order; where its existence is fundamentally anchored on the efficiency of government, to maintain and enhance public safety and order, provide comfort and their well-being are protected and at the same time, enlist their active participation in nation building.

### MISSION

The Public Safety Office shall strive to improve the delivery of public safety services through coordinative efforts for any call or need of the public for police, fire, rescue, and medical assistance; to help provide basic welfare, protect human rights, preserve and protect the environment; to provide training and education and community awareness programs on matters pertaining to the personal safety and security of its inhabitants in times of calamities and disasters, crime prevention, terrorism and other forms of security threats that encompass public safety and order.

## P. SAFETY OFFICER'S HANDBOOK

### THE SAFETY OFFICER SYSTEM

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On January 19, 2015, the Province hosted the 1st Fire Safety Summit and it was attended by delegates from government, non-government, and civil society organizations. It was around that time when the Public Safety Office introduced the idea of formulating an Emergency Evacuation Operations Plan to address any calamitous situation anywhere in the Capitol Compound. The requisite for the implementation of such Plan is the designation of first responders composed of one (1) safety officer and three (3) assistant safety officers in all the provincial government departments and all the line agencies holding office in the Capitol Compound. The consensus was for the departments and line agencies, through their respective safety officers, to create and submit their respective safety plans and coordinate all such plans.

The goal of the Safety Officer System is to keep all provincial government employees, clients, and visitors as harmless as possible in all cases of emergency; and to get them out of harm's way through safe and efficient evacuation from buildings within the Capitol Compound.

### GENERAL EMERGENCY PROCEDURE

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#### General Emergency Preparedness

1. A regularly updated list of emergency contact numbers is to be kept near every telephone unit in the workplace. Such list should include the contact numbers of the DART 831, the local and provincial stations of the Philippine National Police, the local and provincial stations of the Bureau of Fire Protection, and the Bomb Squad (Explosives and Ordnance Disposal) of the 5th Infantry Division of the Philippine Army.
2. Each department and line agency is to create a safety officer team composed of an SO-1, an SO-2, an SO-3, and an SO-4 and the names shall be submitted to the Public Safety Office. The SO-1 shall notify the Public Safety Office of any subsequent change in the composition of the safety officer team.
3. The safety officer team of each department and line agency shall prepare a Safety Plan and submit the same to the Public Safety Office. The Safety Plan shall be reviewed and, if necessary, revised every calendar year by the safety officer team.

After several deliberations and revisions, the Safety Officer System became fully operational with each department and participating line agency having its own set of safety officers composed of a Primary Safety Officer (SO-1), a Secondary Safety Officer (SO-2), a Tertiary Safety Officer (SO-3), and a Quaternary Safety Officer (SO-4) each having specific tasks. The safety officers are to be trained in emergency evacuation, fire suppression, bomb threat handling, first aid, basic life support, and cardio-pulmonary resuscitation as well as other skills specific to assigned tasks. Hence this Safety Officer Handbook.

This Handbook is a guide to general and special steps to be taken in the event of an emergency situation. It should be understood that each emergency situation is unique; and that safety officers must use common sense and exercise good judgment in all situations.

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4. The SO-1 is to pre-designate a safety officer who will contact the DART 831, and the local and provincial stations of the Philippine National Police, and/or the local and provincial stations of the Bureau of Fire Protection, and/or the Bomb Squad (Explosives and Ordnance Disposal) of the 5th Infantry Division of the Philippine Army, whichever the emergency situation requires.
5. The SO-1 is to pre-designate the burliest co-employee to take charge of the fire axe.
6. The SO-2 and SO-3 are to take charge of the first aid kits.
7. The SO-4 is to take charge of the office fire extinguisher.
8. Each department is to establish a permanent Triangular Buddy System whereby the employees are to be divided into groups of three (3) with members looking after one another.
9. Safety officers are to undergo emergency handling training and such training is to be refreshed and updated every year.

## P. SAFETY OFFICER'S HANDBOOK

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10. Safety officers are to map out and memorize primary, secondary, tertiary, etc. evacuation routes. A diagram indicating the location of the office in relation to the primary evacuation route must be posted in strategic locations in the office premises.

11. Safety officers are to routinely inspect the work premises for safety hazards and are to be vigilant for such hazards that may emerge from time to time.

12. Prior to the start of any work week, the safety officers shall orient and re-orient their co-employees to inculcate in them the emergency procedures and evacuation routes including the location of fire extinguishers, fire axes, and first aid kits.

13. Should any office move to another location, the safety officer team shall, within one month after transfer, revise the office Safety Plan and evacuation routes to make them suited to the new location. Such revisions shall be submitted to the Public Safety Office.

14. All employees are to be vigilant and are to scrutinize closets, rooms, and storage areas in the work premises for potential hazards such as flammable materials, oily rags, hazardous waste, and suspicious packages.

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5. The SO-1 is to immediately report the names and relevant circumstances of the injured left behind and the missing to the Incident Command Post or, if no ICP has been established, to any officer of the Public Safety Office.

6. Wait for the arrival of rescue personnel.

7. Make sure that the injured are endorsed to the rescue personnel. Check yourself for injuries as well. Bear in mind that in an emergency when the adrenaline level is high, victims sometimes do not realize that they have been injured.



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Any irregularity shall be reported to the Public Safety Office through the SO-1.

### General Emergency Response

1. In an emergency situation, the SO-1, or in his or her absence, the SO-2, SO-3, or SO-4, is to calmly announce to all employees, clients, and visitors that there is an emergency; implement emergency procedure including the wearing of individual safety hard hats; and lead in the evacuation of the building. If visibility is poor, employees shall hold hands to make an evacuation chain.

2. A pre-designated safety officer is to contact the DART 831, and the local and provincial stations of the Philippine National Police, and/or the local and provincial stations of the Bureau of Fire Protection, and/or the Bomb Squad (Explosives and Ordnance Disposal) of the 5th Infantry Division of the Philippine Army, whichever the emergency situation requires.

3. Members of the buddy triangle are to look after one another.

4. Assemble at the pre-designated evacuation area.

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### General Post-Emergency Procedure

1. Do not re-enter the evacuated offices unless allowed by proper authorities.

2. While they are still fresh in safety officers' minds, events that took place during the emergency should be recalled and written down, especially those that caused errors and injuries.

3. Conduct a full staff meeting as soon as possible and discuss the preceding emergency situation and how it was handled. Suggest changes in the emergency procedure to prevent errors and injuries from occurring in the future.



## P. SAFETY OFFICER'S HANDBOOK

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### SPECIAL EMERGENCY PROTOCOLS:

#### A. EARTHQUAKE

##### Earthquake Preparedness

The safety officers are to periodically inspect the office premises for items that may fall on anyone in the event of an earthquake.

1. The SO-1 is the primary safety officer who will:
  - a. identify the primary, secondary, tertiary, etc. evacuation route
  - b. designate the First Responders (SO-2 and SO-3) who, in an event:
    - will man the first aid kit
    - will respond to the injured
    - will carry the injured out if possible
    - if the injured cannot be carried out, will note the identify, condition, and exact location of the injured for the guidance of the extrication team if the injured cannot be carried out
  - c. designate the Tail Scout (SO-4) who, in an event:
    - will man the fire extinguisher
    - will check the toilets, kitchen, bodega, and other enclosed areas for fire and for persons prior to actual evacuation.

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6. At the first opportunity the SO-2 and the SO-3 are to report to the Command Post on the injured that are still in the building stating the description, condition, and location of the injured;
7. The SO-1 is to account for all the employees in the Department; and
8. The SO-1 is to secure the employees and prepare them for possible aftershocks.

#### B. BOMB THREAT

##### Bomb Threat Preparedness

1. All land line telephone units should be equipped with a caller identification feature.
2. The "Phoned-In Bomb Threat Script" and the "Bomb Threat Details Checklist" should be in a folder placed beside the office telephone unit for ready access.
3. ALL bomb threats are to be treated as real.
4. Each department is to come up with a secret and silent bomb threat signal that the phoned-in bomb threat receiver will use to warn workmates. All department employees are to know such signal.

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### When there is shaking

1. The SO-1 will give the Drop, Cover, and Hold command; and
2. At the first safe opportunity the employees are to put their hard hats on.

### Evacuation

1. After the shaking, employees are to prepare to evacuate by assuming a single file;
2. The employees are to check their respective buddies;
3. The SO-1 is to check which evacuation route is clear;
4. Meanwhile, the SO-2 and SO-3 are to take the first aid kit and attend to the injured if there are any; and the SO-4 is to take the fire extinguisher and check the toilets, kitchen, bodega, and other enclosed areas for fire and for persons;

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### Bomb Threat Response

1. The person who received the phoned-in bomb threat is to give the bomb threat signal to warn the employees and is to immediately transfer the call to a safety officer who will follow the "Phoned-In Bomb Threat Script". At the same time a pre-designated officer shall immediately notify the Philippine Army Bomb Squad (0905-1673745 or 0922-3509955), the DART Rescue 831 (0915-8193187), and the PNP (078-6222952).
2. All employees are to stop whatever they are doing and all eyes shall be on the safety officer talking to the caller and wait for signals and/or instructions.
3. Everyone must stay calm. Panic will cause confusion. A stampede may produce more casualties than a bomb.

## P. SAFETY OFFICER'S HANDBOOK

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4. If, according to the caller, an explosion is to take place in the building within a period of less than 15 minutes then:

- a. The safety officer talking to the caller shall shout:

**"BOMB THREAT! (the location of the bomb) !  
DROP COVER AND HOLD!"**

- b. Those who hear the warning, especially the safety officers of other departments, shall repeat the same so that it may reach the farthest point in the building.
- c. All persons in the building shall execute the "Drop-Cover-And-Hold" maneuver and shall stay under cover until told that the threat has ceased or until ordered to evacuate the building. All must stay as far away from glass panels as possible.



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5. Without risking his own safety and the safety of his co-employees, the safety officer talking to the caller shall get as much details from the caller as time allows using as guide the Bomb Threat Notes Checklist.

6. If, according to the caller, the bomb was planted in another building, a pre-designated person shall, in the fastest possible way, advise a safety officer in that building to order the execution of the "Drop-Cover-And-Hold" maneuver or the evacuation of the building, whichever the time-before-explosion will allow.

7. If the caller refuses to tell the location of the bomb or does not know the location, there shall be a general execution of the "Drop-Cover-And-Hold" maneuver or the evacuation of all buildings, whichever the time-before-explosion will allow.



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- d. A pre-designated officer shall tell the pre-designated person at the Provincial Governor's Office to sound the bomb threat alarm. If the earthquake alarm is a long continuous alarm, the alarm for a bomb threat is a chain of short alarm bursts, to wit:

Earthquake Alarm: \_\_\_\_\_

Bomb Threat Alarm: - - - - -

- e. Safety officers are to lead in the evacuation as if there were an earthquake.
- f. After the employees shall have been evacuated or upon the arrival of the responding Bomb Squad, the Safety Officer who talked to the caller is to give to the Bomb Squad all details that he learned about the bomb.
- g. No one shall re-enter the building unless it has been cleared by the Bomb Squad and the Provincial Engineer's Office.

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### C. FIRE

#### Fire Emergency Preparedness

1. A regularly updated list of emergency contact numbers is to be kept near every telephone unit in the workplace. Such list should include the contact numbers of the DART 831, the local and provincial stations of the Philippine National Police, the local and provincial stations of the Bureau of Fire Protection, and the Bomb Squad (Explosives and Ordnance Disposal) of the 5th Infantry Division of the Philippine Army.
2. The SO-4 shall be in charge of the office fire extinguisher and shall be the key person in fire suppression. He or she shall:
  - a. Know the location of the fire extinguisher;
  - b. Check the condition of the fire extinguisher before the start of any work week.
  - c. Submit a report to the Public Safety Office on any anomaly of the fire extinguisher.

## P. SAFETY OFFICER'S HANDBOOK

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3. The SO-2 is to be designated to notify the Bureau of Fire Protection at the earliest safe opportunity to do so.
4. The SO-3 is to be designated to notify the DART 831 at the earliest safe opportunity to do so.
5. The SO-1 is to lead the evacuation as if there was an earthquake.

### Fire Emergency Response

1. The first person to detect the fire is to warn all co-workers by shouting "FIRE!" or "SUNOG!".
2. The SO-2 shall notify the Bureau of Fire Protection at the earliest safe opportunity to do so.
3. The SO-3 shall notify the DART 831 at the earliest safe opportunity to do so.
4. The SO-4 shall attempt to suppress the fire with a fire extinguisher.

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### Basic Life Support:

#### CARDIOPULMONARY RESUSCITATION

##### 1. BASIC Life Support (BLS)

An emergency procedure that consists of recognizing respiratory or cardiac arrest or both and the proper application of CPR to maintain life until a victim recovers or advanced life support is available.

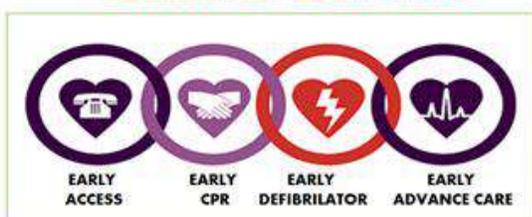
##### 2. Advanced Cardiac Life Support (ACLS)

The use of special equipment to maintain breathing and circulation for the victim of a cardiac emergency.

##### 3. Prolonged Life Support (PLS)

For post resuscitative and long term resuscitation.

### CHAIN OF SURVIVAL



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5. If the SO-4 appears to be unable to suppress the fire, the SO-1 shall order an evacuation.
6. The SO-4 shall cease suppressing the fire and shall join in the evacuation.
7. In no case shall anyone return to the evacuated area to retrieve any item left behind.
8. The SO-1 will lead the employees through the evacuation route and to the pre-designated assembly area;
9. At the first opportunity the SO-2 and the SO-3 are to report to the Command Post on the injured that are still in the building stating the description, condition, and location of the injured;
10. The SO-1 is to account for all the employees in his department.

### Post-Emergency

1. No one is to re-enter the evacuated office until allowed by the Bureau of Fire Protection and by the Office of the Provincial Engineer.

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### BODY SUBSTANCE ISOLATION (BSI)

Are precautions taken to isolate or prevent risk of exposure from any other type of bodily substance.

Gloves, face mask, protective eyeglass, etc...



Equipment Cleaning & Disinfecting



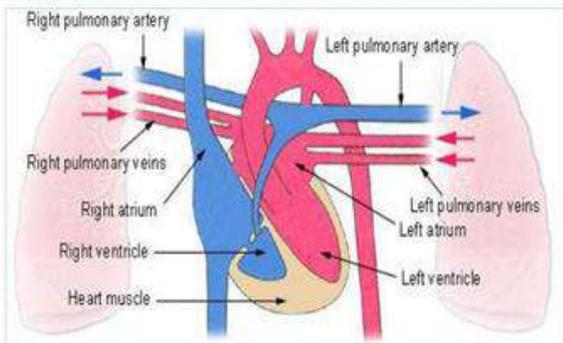
Personal Hygiene

## P. SAFETY OFFICER'S HANDBOOK

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### Pulmonary circulation

**Passage of blood** from right ventricle to the lungs and from the lungs to the left atrium.



**TIME IS CRITICAL!**

- 0 to 1 minute: cardiac irritability
- 0 to 4 minutes: brain damage not likely
- 4 to 6 minutes: brain damage possible
- 6 to 10 minutes: brain damage very likely
- More than 10 minutes: irreversible brain damage

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### 3. HEART ATTACK ( Myocardial Infarction)

It occurs when the oxygen supply to the heart muscle (myocardium) is cut-off for a prolonged period of time. This cut-off results from a reduced blood supply due to severe narrowing or complete blockage of the diseased artery. The result is death (infarction) of the affected part of the heart.

#### Warning Signals

Chest discomfort characterized by: Uncomfortable pressure, squeezing, fullness or tightness, aching, crushing, constricting, oppressive or heavy. Nausea, Shortness of breath.

### First Aid Management of Heart Attack

1. Recognize the signals of heart attack and take action.
2. Have patient stop what he or she is doing and sit or lie him/her down in a comfortable position.
3. Do not let the patient move around.

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### CARDIOVASCULAR DISEASES

#### Risk Factors for Cardiovascular Diseases

1. Risk factors that cannot be changed (Non-modifiable) :

- Age
- Heredity
- Gender

2. Risk factors that can be changed (Modifiable) :

- Cigarette smoking
- Hypertension
- Elevated cholesterol triglyceride levels
- Lack of exercise
- Obesity
- Stress
- Diabetes mellitus

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4. Have someone call the physician or ambulance for help.
5. If patient is under medical care, assist him/her in taking his/her prescribed medicine/s.

### Guidelines in Giving Emergency Care

#### PROCEDURES IN SAVING LIVES

**D** is for **DANGER**

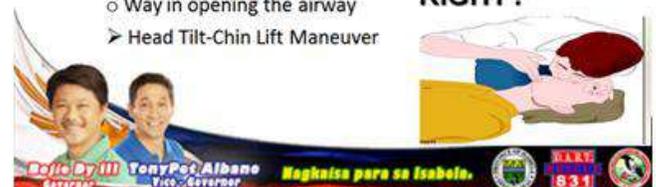
Check carefully before going to the assistance of a casualty

**R** is for **RESPONSE**

Check responsiveness  
"ARE YOU ALL RIGHT?"

**A** is for **Airway**

- Way in opening the airway
- Head Tilt-Chin Lift Maneuver



## P. SAFETY OFFICER'S HANDBOOK

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### PROCEDURES IN SAVING LIVES

**B** is for **B**reathings:  
**C** is for **C**irculation



Look, Listen and Feel



#### Do a Secondary Survey

It is a systematic method of gathering additional information about injuries or conditions that may need care.

##### 1. Interview the victim.

- Ask the victim's name.
- Ask what happened.
- Assess the SAMPLE history.

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### FOREIGN BODY AIRWAY OBSTRUCTION MANAGEMENT

**OBSTRUCTION** - Occasionally upper airway obstruction causes unconsciousness and results in a cardiopulmonary arrest.

#### Causes of Obstruction:

1. Improper chewing of large pieces of food.
2. Excessive intake of alcohol.
3. The presence of loose upper and lower dentures.
4. For children-running while eating.
5. For smaller children of "hand-to-mouth" stage left unattended.

#### TWO TYPES OF OBSTRUCTION

##### 1. Anatomical Obstruction

Ex: Body parts/tongue

##### 2. Mechanical Obstruction

Ex. Foreign objects/marbles

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For conscious victims

**S** Signs & Symptoms  
**A** Allergies  
**M** Medications  
**P** Past medical history  
**L** Last oral intake  
**E** Events prior to injury

2. Perform head-to-toe examination.

For unconscious victims

**D** Deformity  
**C** Contusion  
**A** Abrasion  
**P** Puncture  
**B** Burns & Bleeding  
**T** Tenderness  
**L** Laceration  
**S** Swelling

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Classification of Obstruction:

#### Mild Obstruction (Conscious victims)

Partial obstruction and that the victim can still cough and answer the question "Are you choking?".

#### Severe Obstruction (Conscious and unconscious)

When foreign objects lodged in the pharynx or airways; fluids accumulate in the back of the throat.

#### HEIMLICH MANEUVER

Heimlich maneuver or abdominal thrusts is recommended for relieving foreign body airway obstruction.

Abdominal thrust

Chest Thrust

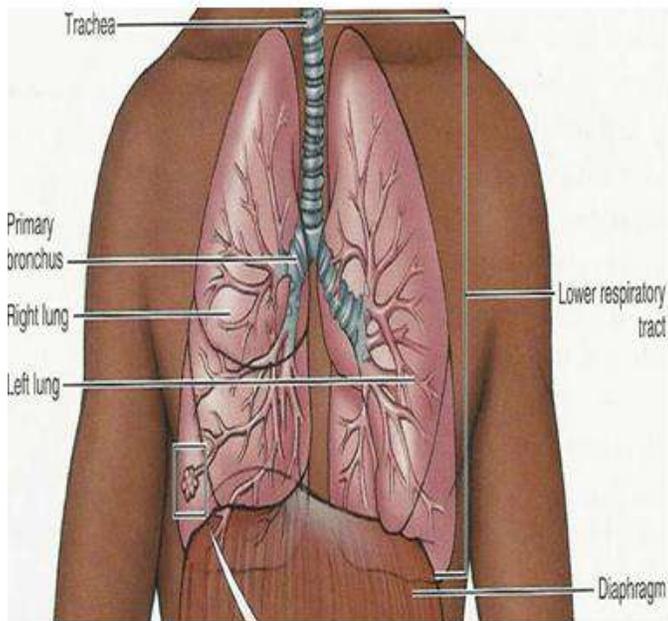
## P. SAFETY OFFICER'S HANDBOOK

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### Respiratory Arrest and Rescue Breathing

#### RESPIRATORY ARREST

Is the condition in which breathing stops or inadequate.



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#### CARDIOPULMONARY RESUSCITATION (CPR)

This is a combination of chest compression and rescue breathing.

##### COMPRESSION ONLY - CPR

If a person is unwilling or unable to perform mouth-to-mouth ventilation for an adult victim, chest compression-only CPR should be provided rather than no attempt at CPR being made. (Persons with DNR)

## CPR

If no signs of life – unconscious, not breathing and not moving, start CPR (cardiopulmonary resuscitation)

CPR involves giving;  
30 compression and 2 breaths  
100 compressions per minute

(useful tunes for compression rate are *Staying Alive* by the Bee Gees, *Another one Bites the Dust* to name a few)



The recommended point of compressions is the midline over the lower half of the sternum.

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### CAUSES

Obstruction:

- A. Anatomical Obstruction
- B. Mechanical Obstruction

Diseases:

- A. Bronchitis
- B. Pneumonia
- C. Chronic Obstructive Pulmonary Disease (COPD)
- D. Other respiratory illnesses.

#### CARDIAC ARREST & CARDIOPULMONARY RESUSCITATION

##### CARDIAC ARREST (Heart stops producing oxygen)

Is the condition in which circulation ceases and vital organs are deprived of oxygen.

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#### TABLE OF COMPARISON ON CARDIOPULMONARY RESUSCITATION

for ADULT, CHILD & INFANT.

	ADULT	CHILD	INFANT
Compression Area	Simplified Approach: Center of the Chest.	Simplified Approach: Center of the Chest.	1 finger width below the imaginary nipple line.
Depth	Approximately 1 1/2 to 2 inches	Approximately 1 to 1 1/2 inches	Approximately 1/2 to 1 inch
How to compress	Heel of 1 hand, other hand on top	1 or 2 hand method of compression.	2 fingers (middle and ring fingertips)
Rate	Approximately 100 to 120 beats/min.	Approximately 100 to 120 beats/min.	At least 100 to 120 beats/min.

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### TABLE OF COMPARISON ON CARDIOPULMONARY RESUSCITATION

for ADULT, CHILD & INFANT.

Number of Cycles per 2 Minutes	5 cycles (1 or 2 rescuer)	5 cycles (1 rescuer)	5 cycles (1 rescuer)
Compression – Ventilation Ratio	30:2 (1 or 2 rescuer)	30:2 (1 rescuer)	30:2 (1 rescuer)
Counting for Standardization purposes:	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 1, 2, 3, 4, 5, 6, 7, 8, 9, and 1 then Breathe, Breathe; 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 1, 2, 3, 4, 5, 6, 7, 8, 9, and 2 then Breathe, Breathe; up to 5 cycles.....		

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### IRST AID:

the provision of initial care for an illness or injury. It usually performed by a lay person to a sick and injured casualty until definitive medical treatment can be accessed. It generally consist of a series of simple and in some cases potentially life saving techniques that an individual can be trained to perform with minimal equipment.

#### urpose of First Aid

- To alleviate suffering.
- To prevent added / further injury or danger
- To prolong life.

#### ases of First Aid

- Self Aid.
- Assistance from a companion
- I. Emergency handling of patients.

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### WAYS TO VENTILATE THE LUNGS

- 1) Mouth to Mouth
- 2) Mouth to Nose
- 3) Mouth to Mouth and Nose
- 4) Mouth to Stoma
- 5) Mouth to Face Shield
- 6) Mouth to Face Mask
- 7) Mouth to Bag Valve Mask

### CRITERIA FOR NOT STARTING CPR

All patients in cardiac arrest receive resuscitation unless:

- The Patient has a valid Do Not Attempt to Resuscitation (DNAR) order
- The Patient has a signs of irreversible death: Rigor Mortis, Decapitation, or Dependent Lividity

### WHEN TO S.T.O.P. CPR

- SPONTANEOUS signs of circulation are restored.
- TURNED over to medical services or properly trained and authorized personnel.
- OPERATOR is already exhausted and cannot continue CPR.
- PHYSICIAN assumes responsibility (declares death, take over, etc.).

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### Roles and Responsibilities of a First Aider

- Bridge that fills the gap between the victim and the physician.
- Ensure safety of him/herself and that of bystander.
- Gain access to the victim.
- Determine any threats to patient's life.
- Summon advanced medical care as needed.
- Provide needed care for the patient.
- Assists advanced personnel.
- Record all finding and care given to the patient.

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### Characteristics of a Good First Aider

1. Gentle – Should not cause pain
2. Resourceful - should make the best use of things at hand.
3. Observant - should notice all signs
4. Tactful - should not alarm the victim.
5. Empathetic – should be comforting
6. Respectable - should maintain a professional & caring attitude.

### Hindrances in Giving First Aid

- Unfavorable surroundings.
- Presence of crowds.
- Pressure from victim or relatives.

### Transmission of Diseases and the First Aider



1. Direct contact



2. Indirect contact



3. Airborne



4. Vector

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### DRESSING

Any sterile cloth material used to cover the wound.



Other uses of dressing:

- ◆ Controls bleeding.
- ◆ Protects the wound from infection.
- ◆ Absorbs liquid from the wound such as blood plasma, water and puss.

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### FIRST AID EQUIPMENT AND SUPPLIES

#### 1. Basic Equipments

Sets of splint  
Poles  
Blankets  
Bandages

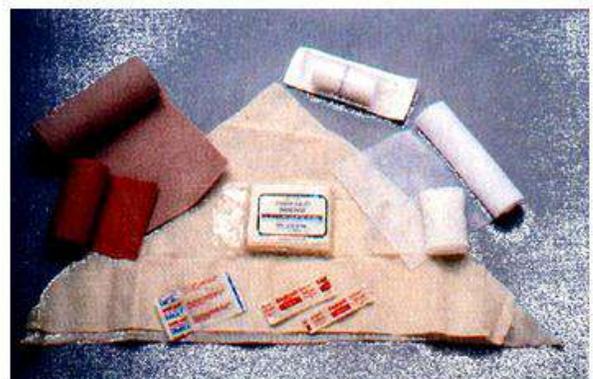
#### 2. Suggested First Aid Kit Contents

Rubbing Alcohol  
Povidone Iodine  
Cotton  
Gauze pads  
Penlight  
Band Aid  
Forceps  
Rubbing Alcohol  
Povidone Iodine  
Cotton  
Gauze pads  
Penlight  
Band Aid  
Forceps

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### BANDAGES

Any clean cloth materials, sterile or not used to hold the dressing in place.



Other uses of bandages:

- Control bleeding.
- Tie splints in place.
- Immobilize body part.
- For arm support – use as a sling.

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### Guidelines in Giving Emergency Care

#### GETTING STARTED

1. Planning of Action
2. Gathering of Needed Materials
3. Initial Response
  - Ask for HELP.
  - Intervene
  - Do no further harm
4. Instruction to Helper/s

#### PROCEDURES IN SAVING LIVES

D is for DANGER - Check carefully before going to the assistance of a casualty

R is for RESPONSE

A is for Airway

Check responsiveness

"ARE YOU ALL RIGHT?"

B is for Breathing:

C is for Circulation

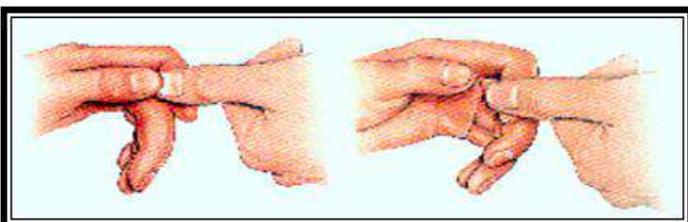
45

- Determine breathing (respiration rate)

Adult	12 - 20 / min.
Child	18 - 25 / min.
Infant	25 - 35 / min.

- Determine skin appearance
- Do head-to-toe examination looking for

#### DCAP-BTLS - (For unconscious victims)



**CAPILLARY REFILL**

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- Look, Listen and Feel
- Do a Secondary Survey

Interview the victim.

⇒ Ask the victim's name

⇒ Ask what happened

⇒ Assess the SAMPLE history

⇒ Check vital signs.

⇒ Determine radial or carotid pulse (pulse rate)

Adult	60 – 90 / min.
Child	80 – 100 / min.
Infant	100 – 120 / min.

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**Dilated Pupils**



**Constricted Pupils**

Heat Stroke or Drug Overdose

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### Patient / Casualty Handling

#### EMERGENCY RESCUE

Is a rapid movement of patient from unsafe to a place of safety.

#### Indications for Emergency Rescue

- ⇒ **Danger of fire or explosion**
- ⇒ **Danger of toxic gases or asphyxia due to lack of oxygen**
- ⇒ **Serious traffic hazards**
- ⇒ **Risk of drowning**
- ⇒ **Danger of electrocution**
- ⇒ **Danger of Collapsing walls**

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#### Pointers to be observed during transfer

1. Victim's airway must be maintained open.
2. Hemorrhage is controlled.
3. Victim is safely maintained in the correct position.
4. Regular check of the victim's condition is made.
5. Supporting bandages and dressing remain effectively applied.
6. The method of transfer is safe, comfortable and as speedy as circumstances permit.
7. The patient's body is moved as one unit.
8. The taller first aider stay at the head side of the victim.
9. First Aiders/Bearers must observed ergonomics in lifting and moving of patient.

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#### Methods of Rescue

1. For Immediate rescue without any assistance, drag or pull the victim.
2. Most of the one-man drag/carries and other transfer methods can be used as method of rescue.

#### TRANSFER

Is moving a patient from one place to another after giving first aid.

Selection of transfer method will depend on the following:

1. Nature and severity of the injury.
2. Size of the victim
3. Physical capabilities of the first aider.
4. Number of personnel and equipment available.
5. Nature of evacuation route.
6. Distance to be covered.
7. Sex / Gender of the victim. (Last Consideration)

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#### CARRIES

##### One-man Assist/carries/drags

1. Assist to walk
2. Carry in Arms
3. Piggy back carry
4. Packstrap carry
5. Fireman's carry
6. Blanket drag
7. Feet drag
8. Armpit/shoulder drag
9. Cloth drag
10. Inclined drag

##### Two-man Assist – carries

1. Two Man assist to walk
2. Four hand seat
3. Hand as a litter
4. Carry by extremities
5. Fireman's carry with assistance

##### Three-man Carries

1. Hammock carry (for wide alleys)
2. Bearers Alongside (for narrow alleys)

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### Four/five/six/seven/eight man Carries

1. Blanket carry
2. Improvised Stretcher
3. Commercial stretcher
4. Ambulance stretcher

### PREPARING TO LIFT & MOVING OF PATIENTS

#### BASIC REMINDERS:

- ◆ Keep the object's weight as close as possible to your body.
- ◆ Use the leg, hip, & gluteal (buttocks) muscles plus contracted abdominal muscles to move heavy object. (Body mechanics)
- ◆ Keep body in proper position (shoulders stacked on top of the hips & the hips stacked on top of the feet).
- ◆ Reduce height or distance through which the object must be moved.

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### FIRST AID MANAGEMENT: INITIAL RESPONSE

#### CHEST PAIN: CONSCIOUS

1. Make the casualty comfortable in a half sitting position. Support their head and shoulders. Place a coat/blanket under knees for additional support
2. Dial 831 for an ambulance. Tell the operator you suspect a heart attack.
3. Encourage the casualty to rest.
4. If the casualty has angina medication, encourage consumption.
5. If possible, get the casualty to chew 300mg of aspirin.
6. Monitor the casualty's breathing and be prepared to resuscitate.

#### CHEST PAIN: UNCONSCIOUS

1. Open airway and check breathing.
2. If breathing normally, place them in recovery position.
3. Dial 831 for an ambulance and tell the operator you suspect the casualty's is having a heart attack.
4. Monitor their breathing constantly.

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### TRIAGE

Is a process use in sorting patients into categories of priority for care and transport based on the severity of injuries and medical emergencies.

### TAGGING OF PATIENT

1. Priority One ( Red Tag) immediate care; life threatening.
2. Priority Two ( Yellow Tag) delayed care; can delay transport and treatment to one hour.
3. Priority Three (Green Tag) hold care; can delay transport up to three hours.
4. Priority Four (Black Tag) no care required; patient is dead.

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5. If the casualty's breathing is absent or abnormal.
6. Start resuscitation immediately.
7. If a defibrillator (AED: Automated External Defibrillator) is available, attach the device to the prompts:

A. The AED will automatically analyze the heart rhythm and deliver a shock, if required.

B. The modern AED will issue voice prompts to direct you

C. It is recommended that you receive training on how to use an AED.

### CHOKING

1. Ask the casualty, Are you choking?
2. Encourage the casualty to cough.
3. If they cannot clear the object themselves, support them with one hand while leaning them forwards:
  - A. Give up to five back blows between shoulder blades.
  - B. Check their mouth

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4. If unsuccessful, try up to five abdominal thrusts:

- A. Stand behind the casualty and link your hands below their rib cage with the lower hand clenched in a fist. Pull sharply inwards and up wards
- B. Check their mouth

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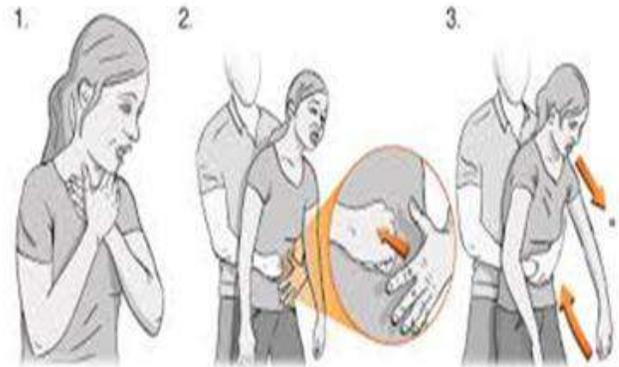
### Steps in giving CPR/ RB

1. Survey the scene the scene is safe
2. I am \_\_\_\_\_ a train rescuer can I help?
3. Please activate medical assistance and report back to me while I am doing my primary survey
4. Check the responsiveness.  
Hey sir/ ma am are you okay!  
Hey sir/ma am are you okay!
5. If the victim is unresponsive check the mouth and nose.( the mouth and nose is clean)
6. Check for breathing and Circulation (10 seconds).
7. If no breath and no pulse perform CPR.

**"1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,1,2,3,4,5,6,7,8,9,1 Breath, Breath"**

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5. If the casualty is still choking repeat steps 3 and 4, checking the mouth after each step.
6. After three cycles of back blows and abdominal thrusts, dial 831 for an ambulance



**Continue cycles as required, or until the paramedics take over. If the casualty becomes unconscious at any point during the procedure, support them as they fall, while protecting their head. Dial 831 for an ambulance immediately and start resuscitation. If abdominal thrusts are used, seek medical advice.**

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8. Check circulation 10 seconds + pulse + breath.
9. Do the secondary survey (head to Toe examination).
10. Do recovery position.

## RESUSCITATION

### 1 Danger

Check For Danger To You To Casualty And To Others.

### 2 Response

Talk & Touch  
RESPONSE  
Pressure, Make Comfortable, Treat Bleeding And Other Injuries.

### 3 Send For Help

EMERGENCY PHONE: 999  
REMOTE AREAS PHONE: 112  
from mobiles

### 4 Airway

Open Airway  
NO RESPONSE  
If Required, Roll Casualty On Side To Clear Airway.

### 5 Breathing

Check For Breathing  
CIRCULATION  
Observe Breathing Look, Listen & Feel

### 6 CPR

For Major Protection The Use Of A Brand Device Is Recommended  
NOT BREATHING NORMALLY  
Begin CPR  
30 Compressions Followed By 2 Rescue Breaths  
If Unwilling/ Unable To Perform Rescue Breaths Continue Chest Compressions  
Continue CPR Until Responsiveness Or Normal Breathing Returns

### 7 Defibrillation

Attach AED (Automated External Defibrillator) If Available & Follow Prompts.

Child Resuscitation Guide	Adult & Older Child	Young Child	Infant
Check for responsiveness	15	10	10
Check for breathing	10	10	10
Check for circulation	10	10	10
Number of compressions to perform	30	30	30
Number of breaths to perform	2	2	2

If something prevents you from performing rescue breaths continue with chest compressions.

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### First Aid management for BONES AND MUSCLE injuries

#### FRACTURE

May have some or all of the following:

- Pain/ tenderness
- Swelling
- Bruising
- Unnatural movement range
- Immobility
- Grating noise/feeling
- Deformity
- Loss of power
- Shock
- Twisted/bent limb
- Wound, possibly with bone protruding
- Difficulty moving affected part.

#### TREATMENT/MANAGEMENT OF FRACTURE

1. Support the injured limb.
2. Immobilize the affected part.
3. If bleeding, control the flow without pressing on any protruding bones. Protect the injury from infection.
4. Dial 831 for an ambulance.
5. Treat for shock.

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#### GENERAL

- Do not touch the burn area.
- Leave any clothing stuck to the burn in place unless it is contaminated with chemicals.
- Leave any blisters intact.
- Hold the burn under cold running water for 10 minutes, or until the pain settles. As you do this, remove any jewelry, or any other constrictive clothing.
- Cover with sterile dressing or kitchen film.
- If necessary, dial 831 for an ambulance.

#### FACE/MOUTH

- Check for danger.
- Dial 831 for an ambulance and tell them you suspect burns to the airways.
- Maintain the airway, loosening clothing around the casualty's neck if needed.
- Give the casualty ice or sip of cold water to relieve the pain and any swelling.
- Monitor the casualty continuously as any injury may cause difficulty in breathing.

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### SPRAINS

May have some or all of the following:

1. Severe pain/tenderness
2. Swelling
3. Bruising
4. Difficulty moving affected part.

#### TREATMENT/MANAGEMENT OF SPRAINS

- Rest the injured part
- Use an ice pack or cold compress for 10 minutes
- Find some comfortable support
- Elevate the injury, if possible
- Seek medical advice as necessary

### BURNS

#### IMPORTANT INFORMATION BURNS

When treating burns:

- Do not remove anything that is sticking to the burn
- Do not over cool the casualty as there is a risk of lowering their body temperature too much
- Do not use lotions, ointments or creams
- Do not use adhesive dressings
- Do not break blister

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### CHEMICAL and BODY

#### FOR BODY:

- Douse the burn with cold water for 20 minutes.
- As you pour cold water over the burn, carefully remove any contaminated clothing.

#### FOR EYES:

- Irrigate under cold running water for 10 minutes. Include both sides of the eyelid when irrigating.
- Ensure that water drains away from the face.
- Avoid splashing any contaminated water on you or the casualty.
- Leave any blister intact.
- Cover with sterile dressing.
- Dial 831 for an ambulance.

### BLEEDING

**Be aware of the risk of cross infection when dealing with any open wound:**

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- Always wash your hands before and after treatment.
- If possible, wear disposable gloves. If gloves are not available encourage the casualty to dress/cover their own wound(s).
- Make sure that if you have any open wounds that they are covered with a plaster.
- Try not touch a wound, or any dressing that is going to have contact with wound.
- Dispose of any waste.

### TREATMENT/MANAGEMENT SEVERE BLEEDING

- Control bleeding by applying direct pressure to the wound and elevating the injured limb.
- Prevent / treat shock by lying the casualty down with their feet raised.
- Dial 831 for an ambulance.
- Apply a dressing firmly to control bleeding. Be careful it is not so tight that it restricts circulation.
- If the casualty has a head injury, lay them down and slightly raise their head and shoulders.

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### HEAD INJURY

Any head injury must be treated seriously as it is **potentially life threatening**.

- You must advise casualties to seek medical advice.
- Head injury may result in concussion or compression, with or without a fractured skull:

**Concussion** is a mild injury to the brain, usually resulting in a full recovery.

**Compression** describes a bleed or swelling in the head which requires urgent medical attention.

#### With all head injuries:

- Always assume that any casualty with a head injury may also have a neck injury.
- Check the casualty's level of response by asking simple questions.
- Anyone who has suffered a blow to the head that results in a loss of consciousness must see a healthcare professional.

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- If blood comes through the dressing, apply another on top. If the blood also seeps through this, remove both dressings and reapply a new sterile dressing using direct pressure to the wound.
- Support the injured area in a raised position.

### TREATMENT /MANAGEMENT MINOR BLEEDING

1. If it is dirty, clean the wound under running water. Pat the wound dry using sterile materials, like a gauze.
2. Cover the wound completely with a sterile material, such as a gauze square or dressing.
3. Elevate and support the injured area above heart level, if possible.
4. Clean the surrounding area, remove the wound covering and apply a sterile adhesive dressing to the wound.
5. Advise the casualty to see their doctor if there is a special risk of infection or any other concerns.

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### CONCUSSION

May have some or all of the following:

- Recent blow to head
- General headache
- Impaired or loss of consciousness
- Dizziness on recovery
- Memory loss
- Confusion

### COMPRESSION

May have some or all of the following:

- Recent blow to head
- Intense and increasing headache
- Loss of consciousness
- Poor response
- Confusion
- Slow, noisy breathing
- Slow, strong pulse
- Pupils of unequal size
- Weakness on one side
- Drowsiness
- Irritability, disorientation
- Vomiting

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### SPINAL INJURY

May have some or all of the following:

- Neck/spine pain
- Swelling over injury site
- Bruising
- Unnatural back shape/curve
- Poor limb control
- Decreased/ unusual sensations
- Breathing difficulties
- Loss of bowel/bladder control
- Tenderness in the skin over spine
- Loss of sensation in limbs
- History of fall

### TREATMENT/MANAGEMENT OF SPINAL INJURY

- Dial 831 for an ambulance
- Support casualty's head and neck in position they were found
- Do not move casualty unless:
  - a. They are in danger
  - b. They are unconscious and you need to place them in the recovery position
  - c. You need to maintain an open airway

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### CONSCIOUS

- Keep the casualty in a comfortable, supported position; even help them to lie down
- Dial 831 for an ambulance
- Loosen any tight clothing and continue to reassure the casualty
- Monitor and record the casualty's level response, pulse and breathing
- Do not give the casualty anything to eat or drink, as they may have difficulty swallowing

### UNCONSCIOUS

1. Open airway and check breathing:
  - If they are breathing, put them in the recovery position.
  - If they are not breathing, be prepared to resuscitate
2. Dial 831 for an ambulance.
3. Monitor and record level of response, pulse and breathing.
4. Be prepared to resuscitate.

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- Reassure the casualty
- Ask a bystander to place rolled up coats on both sides of the neck. Continue to support the casualty's head and neck as this is done. Do not stop this support until the emergency services take over
- Monitor the casualty and continue to support their head and neck
- If necessary, be prepared to:
  - a. Maintain an open airway
  - b. Move the casualty into the recovery position
  - c. Resuscitate

### STROKE

May have some or all of the following:

- F. A. S. T
- FACIAL WEAKNESS
- Unable to smile
- Droopy mouth/ eye
- ARM WEAKNESS
- Unable to lift arm(s) or leg(s)
- SPEECH PROBLEMS
- Unable to speak clearly or understand
- TIME TO CALL 831 If stroke suspected.

### Other symptoms:

- A. Unequal pupils
- B. Confusion

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## POISONING

### SWALLOWED

- Find out what was swallowed.
- Keep any containers with information about the possible poison.
- Reassure the casualty.
- If their lips are burning, give frequent sips of water or milk. Do not attempt to make them sick.
- See also burns on face/mouth.
- Dial 831 for an ambulance.
- If necessary, remove contaminated clothing.
- If casualty is unconscious, open their airway and check their breathing.
- If they are breathing, put them in the recovery position.
- If they are not breathing, be prepared to resuscitate.

## P. SAFETY OFFICER'S HANDBOOK

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### SKIN

- Try to find out what the casualty has been in contact with. Keep any containers with information about poison
- Do not touch the affected area with your bare hands.
- Flush away residual poison with running water for at least 20 minutes. Gently remove any contaminated clothing as you do this. Avoid splashing
- If the casualty is unconscious, open their airway and check their breathing. If they are breathing, put them in the recovery position.
- If they are not breathing, be prepared to resuscitate. Dial 831 for an ambulance.
- When the ambulance arrives, pass on any details of the poison.

### DRUGS

- If the casualty is conscious, place in comfortable position and attempt to find out what has been taken.
- Do not induce vomiting.
- Dial 831 for an ambulance giving as much information about the suspected drug as possible.
- If the casualty vomits, save a specimen for the emergency.

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## FIRE PREVENTION: INITIAL RESPONSE

### UNDERSTANDING CHEMISTRY OF FIRE

#### A. WHAT IS FIRE?

It is the result of a rapid oxidation with the evolution of heat and light.

#### OXIDATION IN RELATION TO TIME

Very slow – Months = Rusting  
 Instantaneous – Micro seconds = Explosion  
 Rapid – Seconds = FIRE

#### TWO BASIC MODES OF BURNING

##### A. Surface or Smoldering Mode of Combustion

-this is represented by Fire Triangle

##### B. Flaming Mode of Combustion (free burning fires)

-it is represented by Fire Tetrahedron.

Theory that accentuate the importance of chemical chain reaction in studying fire behaviour.

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- If the casualty is breathing but unconscious, place them in the recovery position and monitor their breathing constantly.
- If the casualty has stopped breathing, be prepared to start resuscitation.

### ASTHMA

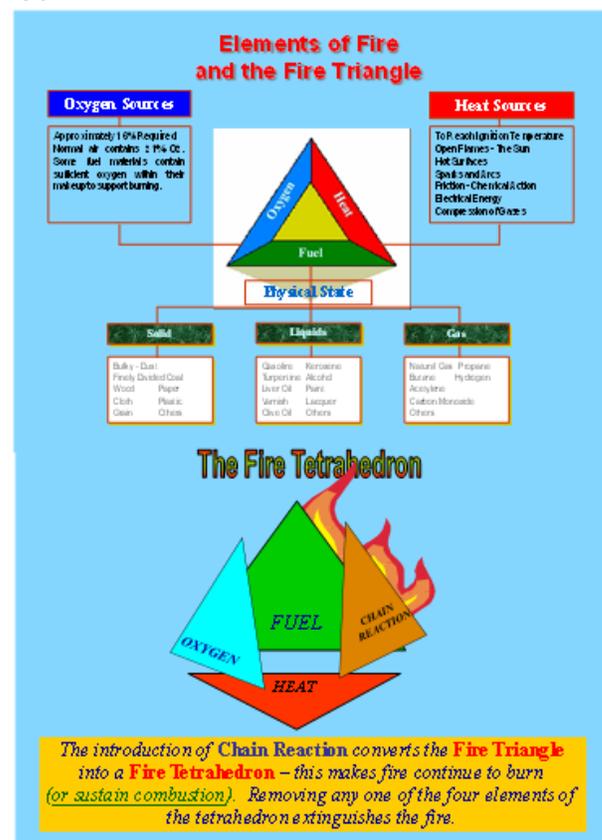
May have some or all of the following:

- Previous history of asthma.
- Difficulty breathing.
- Wheezing.
- Difficulty talking in full sentences.
- Increased breathing rate.

### TREATMENT/MANAGEMENT

- Keep calm and reassure the casualty. Get them to use their inhaler.
- Let them adopt the position they find comfortable. Do not make the casualty lie down.
- Mild attacks should ease within minutes. If not, ask the casualty to use their inhaler again.
- Dial 831 for an ambulance, If the attack worsens or if the casualty has difficulty talking.
- If the casualty is breathing, place them in the recovery position. Monitor breathing and level of response until help arrives.
- If the casualty is not breathing, begin to resuscitate.

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## P. SAFETY OFFICER'S HANDBOOK

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### HEAT TRANSFER

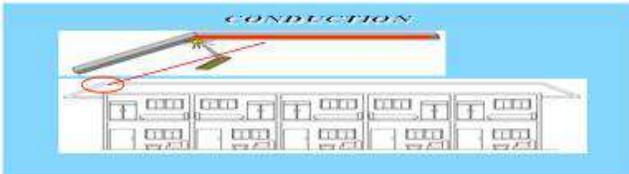
**CONDUCTION** - Heat may be conducted from one body to another or by intervening heat conducting medium.

**CONVECTION** - is the transfer of heat by the movement of air or liquid.

**RADIATION** - a form of energy traveling across a space or through materials as Electromagnetic waves, such as light, radio waves, or X-rays.

Most Common Causes of Fire

1. Electrical
2. Incendiarism (Arson)
3. Open Flames
4. Liquefied Petroleum Gas (LPG)
5. Fireworks
6. Spontaneous Ignition
7. Static Electricity
8. Smoking



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### FIRE EXTINGUISHMENT THEORY

- a.) Reducing its Temperature (Cooling or quenching)
- b.) Removal of available Fuel (Starving)
- c.) Exclusion of Oxygen (Smothering or blanketing)
- d.) Inhibition of Self-Sustained Chemical Chain Reaction.



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### CONVECTION



### RADIATION



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### CLASSES OF FIRE AND IT'S EXTINGUISHING AGENTS

#### CLASS A

1. Fires involving ordinary combustibles such as: wood, paper, cloth, plastics and rubber.
2. It can be extinguished with water, water-based agents or foam, and multi-purpose dry chemicals.
3. Water is usually used by the fire dept.

#### CLASS B

1. Fires involving flammable and combustible liquids, gases and greases such as: gasoline, oils, alcohol, propane and cooking oils.
2. Common extinguishing agents are regular and multi-purpose dry chemical and foam.

#### CLASS C

1. Fires involving energized electrical equipment, which eliminates the use of water-based agents to put them out.
2. The recommended method of fighting these fires is to turn-off or disconnect electrical power and then use an appropriate extinguisher depending on the remaining fuel source.
3. Extinguishing agents includes regular and multi-purpose.

## P. SAFETY OFFICER'S HANDBOOK

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### CLASS D

1. Fires involving combustible metals and alloys such as: magnesium, sodium, lithium, and potassium.
2. Great care must be used when attempting to extinguish in these types of fuels.
3. Extinguishing agents for this class of fire are called dry powders and should not be confused with dry chemical.

### CLASS K

1. Is a new classification of fire as of 1998 and it involves fires in combustible cooking fuels such as vegetable or animal oils and fats.
2. Its fuels are similar to Class B fuels but it involves high temperature cooking oils and therefore have special characteristics.
3. Class K agents are usually wet chemicals.

### CLASS E

1. Fires involving high voltage electrical installation and bulk LPG.
2. This class of fire needs special fire fighting operation by trained personnel.

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### TWO METHODS OF LABELING FIRE EXTINGUISHERS

1. Uses specifically colored geometric shapes with the class letter shown within the shape.
2. Uses a picture that is designed to make the selection of fire extinguishers more effective and safe to use.



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### PORTABLE FIRE EXTINGUISHERS

It is a handy first aid firefighting equipment.

#### METHOD OF OPERATION : FIRE EXTINGUISHERS

1. Cartridge type
2. Stored pressure type
3. Self Expellant



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### LIMITATIONS OF PORTABLE FIRE EXTINGUISHERS

1. It is usually a first aid method for extinguishing fire.
2. They are designed and rated with certain types and sizes of fires in mind.

#### PORTABLE FIRE EXTINGUISHER OPERATION

1. Just remember the word **TPASS** in operating fire extinguishers.

**T** Twist the safety pin  
**P** Pull the pin (then test for pressure).  
**A** Aim the nozzle.  
**S** Squeeze the operating lever.  
**S** Sweep it to the base of the fire.



## P. SAFETY OFFICER'S HANDBOOK

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### PHASES OF DISASTER

- PRE-before the occurrence
- DURING-during the disaster
- POST-after the disaster

### Pre-Disaster Phase

#### IDENTIFICATION OF FOLLOWING

1. Means of egress
2. Fire escape/exit
3. Place where First Aid firefighting apparatus is located
4. Alarm system
5. Communication room

#### IDENTIFICATION OF FIRE HAZARDS

1. Sources of Heat ( electrical, chemical, nuclear, solar)
2. Fuel ( solid, liquid, gas)
3. People action(attitude, character)
4. Fire safety constructions (fire resistant, light materials)

### DURING A FIRE DISASTER

#### ASSESS THE FOLLOWING

1. Volume of FIRE
2. Priority to evacuate
3. Priority to transfer
4. Distance of neighbors
5. Distance of the nearest fire station

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## DIRECTORIES

**PUBLIC SAFETY OFFICE**

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 E-mail2: isabela\_publicsafetyoffice@yahoo.com  
 G/F Isabela Provincial Capitol  
 Alibagu, City of Ilagan 3300

**IN CASE OF EMERGENCIES, CALL D.A.R.T. RESCUE 831**

**HOTLINE NUMBERS:**

**GLOBE: 0915 - 819 - 3187**

**SMART: 0921- 585 - 2341**

**PLDT: (078) 323 - 0416**

**"TO SAVE AND TO SERVE"**





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### "DO's and MUST's" DURING FIRE

1. Don't Panic!
2. Take advantage of the atmospheric pressure.
3. Move as fast as you can.
4. Get the most important things during First minute of outburst.
5. Instruct somebody to help in extinguishing fire.
6. See if it is still possible for you to extinguish it.
7. Call the fire department.
8. Close transoms and doors at once.
9. Shut off main switches of electrical current if fire is electrical in nature.
10. Take time to plan your exit.
11. In going out from a room, feel the door first before opening.
12. Roll out and crawl to the door or to the nearest fire exit in case of fire and there's a zero visibility atmosphere.
13. Never return to the burned area once your outside
14. A fire escape ladder should be kept by the window in a second story building, and all of the employees should practice on how to descend.
15. A meeting place outside should be agreed upon so that all members can be accounted for after escaping.

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**PROVINCIAL DISASTER RISK REDUCTION  
AND MANAGEMENT OFFICE**  
Alibagu, Ilagan City, Isabela



#### PDRRMC SEARCH AND RESCUE TEAMS

1st District		3rd District	
UNIT	HOTLINE	UNIT	HOTLINE
Ilagan- Rescue 1124	0906-275-0094 0915-234-1124	Cauayan City- Rescue 922	0917-502-8017 0916-526-9222
Cabagan Rescue	0917-580-5643	Alicia- Rescue 531	0906-888-4160 0927-306-5269
Defin Albano- Rescue DART 13	0935-792-4526 0917-653-3652	Cabatuan- Rescue 24/7	0936-230-1326 0936-947-1537
Dinapigue- Rescue 1027	0947-398-6624	Luna- Rescue Laser 3304	0916-430-9674
Divilacan- Maonacon- Rescue 715	0949-435-2029 0929-313-2791	San Guillermo- Rescue 802	0917-552-7679 0905-687-8928
Tumauni- Rescue 811	0975-994-8281 0935-953-2062	San Mateo- Rescue 24 HACTAF	0905-225-3825
2nd District		4th District	
Roxas- Rescue 333	0905-437-8377 0906-789-6333	Echague- Rescue 113	0916-824-3301 0917-324-2483
Quezon- Rescue 819	0917-815-3693	Jones- Rescue 42	0917-595-3499 0917-591-4847
San Mariano- Rescue 111	0917-971-1125	Ramon- Rescue	0915-742-2716 0926-757-8570

#### PDRRMC VOLUNTEERS

UNIT	HOTLINE	UNIT	HOTLINE
51D Philippine Army (PA) Rescue Team	0917-546-2992 0927-354-1496	TOG- 2 Philippine Air Force (PAF)- Cauayan City	0922-802-1994
Philippine Red Cross- Isabela 502 <sup>nd</sup> PA Echague Rescue Team & BFP Rescue Team	0917-523-9995 0917-514-4795	A COY Res. PA Capitol 2 <sup>nd</sup> RCDC ARESKOM	0917-810-5688 0917-897-8109 0906-238-6007
		ILAGAN FILIPINO-CHINESE VOLUNTEERS (IFCV)	0917-579-7778

## P. SAFETY OFFICER'S HANDBOOK

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**PROVINCIAL FIRE STATION**  
**OFFICE OF THE PROVINCIAL FIRE MARSHAL**  
 Ilagan City, Isabela  
 Tel. /Cp No: (078) 624-0184 / 0916-556-2881



### CITY/MUNICIPAL FIRE STATIONS

1st District		3rd District	
UNIT	HOTLINE	UNIT	HOTLINE
Ilagan CFS	0906-894-3273	Cauayan City	0975-549-9977
Cabagan FS	0915-348-3868	Alicia FS	0927-489-1945
Delfin Albano	0917-565-2688	Angadanan FS	0935-923-4694
Sta. Maria FS	0905-691-8838	Cabatuan FS	0917-312-2871
San Pablo FS	0935-884-8268	Luna FS	0917-859-7824
Tumauini FS	0917-846-1060	Reina Mercedes	0915-313-3858
		San Guillermo	0906-187-3844
2nd District		San Mateo FS	0917-509-8451
Roxas FS	0927-215-4581	4th District	
Aurora FS	0917-584-1272	Cordon FS	0927-932-7456
Benito Soliven	0905-510-2524	Echague FS	0917-584-9550
Burgos FS	0915-903-0270	Jones FS	0915-462-2588
Gamu FS	0906-586-8127	Ramon FS	0916-858-4751
Mallig FS	0917-319-6356	San Agustin FS	0926-534-3913
Naguillian FS	0922-820-1799	San Isidro	0935-181-3588
Quezon FS	0917-792-4629		
Quirino FS	0917-651-8187		
San Manuel FS	0926-487-6640		
San Mariano	0917-519-2933		

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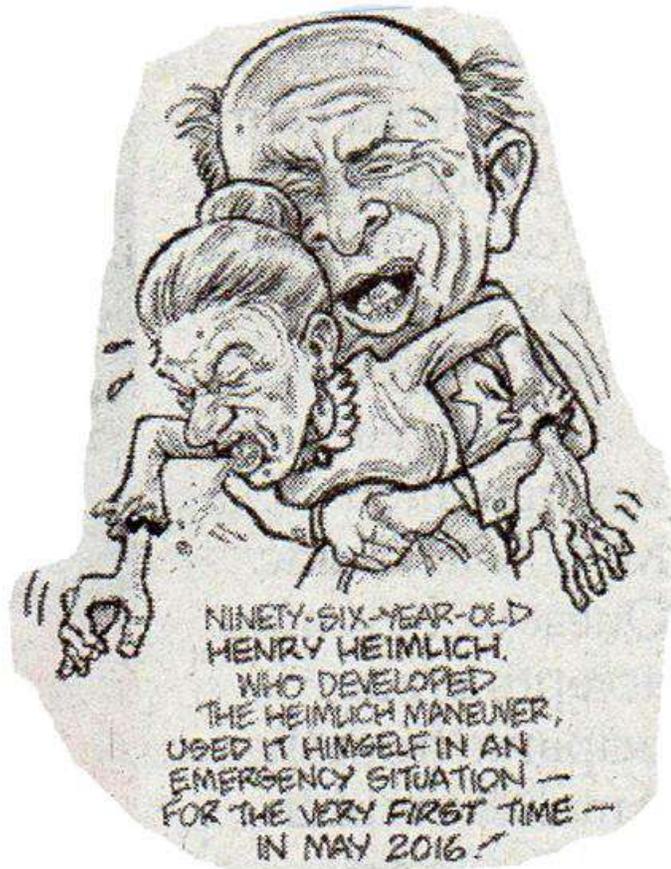


**PROVINCIAL HEADQUARTERS**  
**ISABELA POLICE PROVINCIAL OFFICE (IPPO)**  
 Baligatan, Ilagan City, Isabela  
 Tel. /Cp No: (078) 622-2952 / 0915-850-9146



### CITY/MUNICIPAL POLICE STATIONS

UNIT	HOTLINE	UNIT	HOTLINE
1 <sup>ST</sup> District		3 <sup>RD</sup> District	
Ilagan CPS	09165474809	Cauayan City PS	09055588333
Cabagan PS	09179040181	Alicia PS	09178196449
Delfin Albano	09297841117	Angadanan PS	09369711413
Divilacan PS	0930-166-8222	Cabatuan PS	09156670205
Maconacon PS	09089869193	Luna PS	09156681499
Palanan PS	09054415892	Reina Mercedes	09355328600
Sta. Maria PS	09179353808	San Guillermo	09168438112
Sto. Tomas PS	09161972189	San Mateo PS	09157062893
San Pablo PS	09064908312	4 <sup>TH</sup> District	
Tumauini PS	0927-377-1436	Cordon PS	09055423154
2 <sup>ND</sup> District		Dinapigue PS	09287652306
Roxas PS	09158414988	Echague PS	09158925165
Aurora PS	09352670914	Jones PS	09175974585
Benito Soliven	09159681561	Ramon PS	09055422760
Burgos PS	09205015438	San Agustin PS	09365564277
Gamu PS	09279396862	San Isidro	09265121750
Mallig PS	09058187345		
Naguillian PS	09067893786		
Quezon PS	09065131703		
Quirino PS	09163384207		
San Manuel PS	09268462199		
San Mariano	09162661151		



**For any inquiries, comments, suggestions or feedback please contact the Isabela Provincial Public Safety Office thru any of the addresses below:**

Email1: [Isabela\\_safety@yahoo.com.ph](mailto:Isabela_safety@yahoo.com.ph)  
 Email2: [Isabela\\_publicsafety@yahoo.com](mailto:Isabela_publicsafety@yahoo.com)

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

# PGI SAFETY OFFICERS TRAINING COMPLETION REPORT



REPORT INITIATIVE AND CONCEPT:  
COMPILED AND PREPARED BY:  
PHOTOGRAPHY AND DOCUMENTATION:

ATTY.CONSTANTE A. FORONDA, JR. / RET.PD. JIMMY U. RIVERA, SR. MNSA  
MANUEL CESAR G. BINAG IV  
FRANCIS DAVID G. GANGAN / EVANGELINE C. ANTONIO / BENJAMIN G. SINGSON

## **Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT**

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- XI. TRAINING DESIGN**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



Republic of the Philippines  
Province of Isabela  
**PUBLIC SAFETY OFFICE**  
Albagan, City of Ilagan  
Telephone: 078 323 1132



On January 19, 2015, the Province hosted the 1st Fire Safety Summit and it was attended by delegates from government, non-government, and civil society organizations. It was around that time when the Public Safety Office introduced the idea of formulating an Emergency Evacuation Operations Plan to address any calamitous situation anywhere in the Capitol Compound. The requisite for the implementation of such Plan is the designation of first responders composed one (1) safety officer and three (3) assistant safety officers in all the provincial government departments and all the line agencies holding office in the Capitol Compound. The consensus was for the departments and line agencies, through their respective safety officers, to create and submit their respective safety plans and coordinate all such plans.

The goal of the Safety Officer System is to keep all provincial government employees, clients, and visitors as harmless as possible in all cases of emergency; and to get them out of harm's way through safe and efficient evacuation from buildings within the Capitol Compound.

After several deliberations and revisions, the Safety Officer System became fully operational with each department and participating line agency having its own set of safety officers composed of a Primary Safety Officer (SO-1), a Secondary Safety Officer (SO-2), a Tertiary Safety Officer (SO-3), and a Quaternary Safety Officer (SO-4) each having specific tasks. The safety officers are to be trained in emergency evacuation, fire suppression, bomb threat handling, first aid, basic life support, and cardio-pulmonary resuscitation as well as other skills specific to assigned tasks.

As of this writing, all 4 sets of PGI Safety Officers from SO1 to SO4 has undergone first responder training which includes Basic Life Support, First-Aid and Cardio-Pulmonary Resuscitation as focal points of the lecture. Lectures about Bomb threat prevention, fire prevention and other related topics were also squeezed in to further educate our designated Safety Officers and enable them to fully grasp the extent of duties and responsibilities that are to be expected of a Safety Officer.

The 3 day seminar and workshop were conducted by batch, facilitated by the PSO personnel with the Dart 831 personnel as lecturers together with select certified Emergency Medical Technicians providing assistance and guidance throughout the course. The trainings were mostly held at the Balai conference hall, Isabela Capitol which has complete technical amenities and is wide enough for the lectures and activities needed for the workshop. Training for the Principal Safety Officers were held on August 3-5, 2016; Safety Officer 2 training was on September 21-23, 2016; Safety Officer 3 training was held on October 12-14, 2016 while the latest one for the Safety Officer 4's was held at the PCDO (Provincial Cooperative Development Office) last November 9-11, 2016. The following are excerpts as well as visual representations of the training activities per event.

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



**ACTION**

**PICTURES**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### PLANNING AND DELIBERATION:



**ATTY CONSTANTE A. FORONDA, JR. AT THE FIRE SAFETY SUMMIT ON JANUARY 19, 2015 WHERE THE IDEA OF HAVING DEDICATED SAFETY OFFICERS FROM ALL PGI DEPARTMENTS WAS FIRST CONCEPTUALIZED.**



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



**ATTY CONSTANTE A. FORONDA, JR., ISABELA PROVINCIAL PUBLIC SAFETY OFFICER PROVIDING HIS MESSAGE TO THE SAFETY OFFICERS TOGETHER WITH RET. PD. JIMMY U. RIVERA, SR.**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



**ISABELA PROVINCIAL ADMINISTRATOR, ATTY. NOEL MANUEL R. LOPEZ PROVIDING INSPIRATION AND PERSPECTIVE DURING THE 1<sup>ST</sup> BATCH OF SAFETY OFFICER TRAINING TOGETHER WITH ATTY. CONSTANTE A. FORONDA, JR, ISABELA PROVINCIAL PUBLIC SAFETY OFFICER AND HIS PARTNER ISABELA ASSISTANT PROVINCIAL PUBLIC SAFETY OFFICER RET. PD. JIMMY U. RIVERA, SR.**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



**PSO LEADERSHIP AND DART 831 TEAM LEADER MARK OLIVER ALIMUC AT THE BALAI CONFERENCE HALL DURING THE 3 DAY BASIC LIFE SUPPORT, FIRST AID AND CARDIO PULMONARY TRAINING 1<sup>ST</sup> BATCH HELD FOR PRINCIPAL SAFETY OFFICERS**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



# **FACILITATORS AND LECTURERS AT WORK**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### DART 831 LECTURERS AND PSO FACILITATORS:



ONE OF THE DART 831 RESCUE UNIT TEAM LEADERS, CERTIFIED EMT MARK OLIVER ALIMUC PROVIDES A BACKGROUND OF THE 3 DAY FIRST RESPONDER TRAINING HELD AT THE BALAI ISABELA CONFERENCE HALL



DART 831 EMT'S GILBERT BULAUAN AND DONATO AGUAYAN PERFORM CPR AND FIRST AID TECHNIQUES TOGETHER WITH THE SAFETY OFFICERS FROM DIFFERENT PGI DEPARTMENTS



PSO FACILITATORS JOYCEL LAMPITOC, EVANGELINE CORPUZ AND BOBBY CASTILLO PERFORMING FIRST AID PROCEDURES TOGETHER WITH DART 831 EMT'S DONATO AGUAYAN AND RAMEL DIAL



BUREAU OF FIRE PROTECTION OFFICER JESUS BAUTISTA PROVIDING ASSISTANCE TO THE SO4 TRAINEES BY DISCUSSING VARIOUS ELEMENTS OF FIRE PROTECTION AND PROPER USAGE OF FIRE EXTINGUISHERS

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



**PSO FACILITATOR/SO4 BENJAMIN SINGSON PRACTICING HEAD BANDAGING TECHNIQUE TOGETHER WITH THE OTHER TRAINEES WITH CERTIFIED EMT JOE VINCENT BATOON GRADING OTHER PARTICIPANTS ON THE BACKGROUND**



**PSO FACILITATORS AND PGI PERSONNEL PHOTO OP DURING A BREAK WHILE THE SO4 TRAINING WAS BEING HELD AT THE PCDO FUNCTION HALL**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

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**PSO, PGO,PIO AND DART 831 PERSONNEL AT WORK DURING THE SAFETY OFFICER TRAININGS HELD AT THE BALAI CONFERENCE HALL**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### Principal Safety Officer training: August 3-5, 2016

#### Highlight:

"The training has been of great help to all Safety Officers because it gave us new learnings that can be used not only in our respective workplaces but also in our home and everyday life."

"The Training is great, even (if) our body is in pain and exhausted. Pain can be cured, but the lives you save is worth it."

"...We, the Safety Officers were finally able to undergo much needed training for us to perform our assigned duties in case needed."

#### Lowlight:

"Kindly make a little improvement on the registration; it should be done before the lecture proper or at break time. And please provide a larger table..."

#### Activities:



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

**Safety Officer 2 training: September 21-23, 2016**

**Highlight:**

"The training is very useful, it can be applied not only to ourselves, to the family but it can (also) be shared to neighbors, friends and to the community"

"After the seminar I feel more confident (on) my ability to perform Cardio Pulmonary Resuscitation and abdominal compression in the right way and more confident in my ability to render first aid..."

"The group were truly amazing, they taught the class with so much enthusiasm that you actually want to learn"

**Lowlight:**

"It has been observed that attendance on the training is not supported by (an) office order for time-in and time-out purposes"

"Comfort room...Only one tissue is available on a daily basis"

"There were a few important data that was included on the presentation but was omitted on the module"

**Activities:**



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

**Safety Officer 3 training: October 12-14, 2016**

**Highlight:**

"The 3 day training and seminar made me realize that as Safety Officers, it is really important to seriously learn new and easy techniques to save lives"

"The venue is conducive for learning, the food is great"

"Secretariat... they are friendly and ready to assist us in our needs"

**Lowlight:**

"The 3 day training is not enough for us to master all the first aid, BSL and CPR especially the bandaging..."

**Activities:**



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

**Safety Officer 4 training: November 9-11, 2016**

**Highlight:**

"As a trained Safety Officer, I am confident that I can perform my duties in cases of emergencies or when the acquired skills deemed applicable"

"... we were enlightened and (we) understood the objectives of first aid and the role of the first aider in cases where the emergency occurs, that first aiders should possess the characteristics to alleviate suffering"

"Thumbs up to the training secretariat, the food and snacks so yummy I gained weight... the training made me strong and prepared for any disaster to come"

**Lowlight:**

"There were certain topics that needs further elaboration... "

**Activities:**



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

PRINCIPAL SAFETY OFFICERS (SO-1) AFTER COMPLETING THE TRAINING AUGUST 5, 2016



SECONDARY SAFETY OFFICERS (SO-2) AFTER COMPLETING THE TRAINING SEPTEMBER 23, 2016



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

TERTIARY SAFETY OFFICERS (SO-3) AFTER COMPLETING THE TRAINING OCTOBER 14, 2016



QUARTERINARY SAFETY OFFICERS (SO-4) AFTER COMPLETING THE TRAINING NOVEMBER 11, 2016



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

PRINCIPAL SAFETY OFFICERS (SO-1) AFTER COMPLETING THE TRAINING AUGUST 5, 2016



SECONDARY SAFETY OFFICERS (SO-2) AFTER COMPLETING THE TRAINING SEPTEMBER 23, 2016



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

TERTIARY SAFETY OFFICERS (SO-3) AFTER COMPLETING THE TRAINING OCTOBER 14, 2016



QUARTERNARY SAFETY OFFICERS (SO-4) AFTER COMPLETING THE TRAINING NOVEMBER 11, 2016



## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

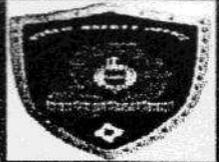


# **DIRECTORY PGI SAFETY OFFICERS**

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

 <b>PUBLIC SAFETY OFFICE</b> <b>LIST OF PRINCIPAL SAFETY OFFICERS</b> 			
DEPARTMENT	SAFETY OFFICERS	POSITION/ITEM	Cellphone No.
1. PGO	Zaldy P Velasco	Admin. Asst. III/Reg	0927-3576221
2. PVGO	April Joy S. Francisco	Legislative Researcher/Con	0935-8497897
3. ADMIN. OFFICE	Marvin C. Vehemente, Jr.	Admin. Asst. V/Reg	0906-2232466
4. SPI	Ramon R. Valera	LLSA III/Reg	0928-9955671
5. PHRM	Katrina Isabelle D. Uy	Admin. Aide III/Con	0975-5270096
6. PTO	Maria Cloreyna M. Salientes	Local Treasury Operations Officer I/Reg	0906-4856318
7. Accounting	Maricar B. Lorenzo	Accounting Clerk II/Reg	0919-2763125
8. ENRO	Edgardo A. Malana	Admin. Aide I/Con	0933-1449452
9. Assessor	Edgardo S. Rico	Tax Mapper IV/Reg	0975-5495981
10. OPA	Joal B. Taggug	Senior Aquatic/Reg	0906-2925880
11. PLO	John Michael L. Babas	Admin. Aide III/Con	0905-6620856
12. PVET	Nicolas A. Bulan	Agriculturist II/Reg	0905-3156241
13. Budget	Ernesto M. De Luna Jr	Budgeting Assistant/Reg	0915-4343967
14. PSWD	Maila U. Ibarra	Social Worker Officer I/Reg	0925-5520722
15. PSWD - Womens Center	Grace S. Uyami	Admin. Aide II/Con	0916-2253660
16. PSWD - Lingap Center	Rosalia F Sandi	Administrative Officer II/Reg	0932-8829561
17. DILG - Isabela	John Paul V Go	ADA VI/Reg	0998-5640536
18. PGSO	Arnold G. Beltran	Records Officer I/Reg	0927-8120908
19. PCDO	Ferdinand O. Cadiante	Senior Coop Dev Specialist /Reg	0905-2181252
20. PEO	Engr Gerardo D. Garcia	Engineer II/Reg	0917-4723270
21. IPJ	Jerome G. Pagatpatan	Nurse/Con	0916-1417560
22. PPDO	Wilfredo L. Dayag	AT I/Reg	0918-6391114
23. PDRMC	Mark Oliver A. Alimuc	Sr Admin. Asst./Con	0906-4585656
24. PGO - MIS	Lucylyn A. Rivera	Admin. Aide III/Reg	0917-3057584
25. SPCICD	Christian T Castejon	Admin. Aide IV/Con	0975-1347360
26. PGSO - PSG	Noli C. Gonzales	PSG III/Reg	0905-7777324
27. Healthcare	Regalado M. Gloria Jr	Admin. Aide III/Con	0932-8592249
28. PIO	Kevin G. Jacob	Admin. Aide IV/Con	0936-3752453
29. PSO	Manuel Cesar G. Binag IV	Public Services Officer I/Con	0915-4060625
30. PGO - Isabela Museum and Library	Engr Jesus Ferdinand Ordoñez	Museum Researcher II/Reg	0917-5301447
31. DOLE - IFO	Fleriza O. Calimag	LEO II	0916-4279323
32. IPHO	Dr. Marichu S. Manlongat	Rural Health Physician	0917-4966807
33. NCIP - Isabela NCIP-Skypark	Jaime C. Mirasol Vimar M. Narag	Admin. Aide IV/Con Admin. Aide I/Con	0935-4556312 0975-0297715
34. NCIP - sky park	Vimar M. Narag	Admin. Aide I/Con	0975-0297715

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

 <b>PROVINCIAL GOVERNMENT OF ISABELA</b> <b>PUBLIC SAFETY OFFICE</b> <b>LIST OF ASSISTANT SAFETY OFFICERS</b> 			
DEPARTMENT	ASSISTANT SAFETY OFFICER	POSITION/ITEM	Cellphone No
1. PGO	Alexander T. Alaska	Admin. Aide II/Reg	0977-2094366 /0916-8958044
2. PVGO	George M. Aguinaldo Jr	Admin. Aide IV/Reg	0918-6534229 /0917-5855954
3. ADMIN. OFFICE	Maria Noemie O. Mejia	Admin. Asst. II/Reg	0917-80931798
4. SPI	Roderick Romel C. Esguerra	LLSA II/Reg	0935-5328760
5. PHRMO	Janette A. Castillejo	HRMO III/Reg	0915-6373484
6. PTO	Gabriel C. Jao	LTOO I/Reg	0943-3995417
7. Accounting	Ariance Joyce C. Madriaga	Accountant I/Reg	0906-8836316
8. ENRO	Junnel L. Layno	Admin. Aide IV/Con	0906-6122881
9. Assessor	Sourab Achilles S. Abutazil	Draftman I/Con	0915-4742459
10. OPA	Romula C. Balingao	Records Officer II/Reg	0948-2225556
11. PLO	Pauline Carra C. Gilo	Admin. Aide III/Con	0917-6890992
12. PVET	Modesto A. Cabaccan	Admin. Aide I/Reg	0975-0470132
13. Budget	Jayson D. Manabat	Admin. Aide II/Con	0926-3646096
14. PSWD	Jerold Paul D. Umayam	Admin. Aide II/Con	0995-9313038
15. PSWD - Womens Center	Rejoyce A. Piano	Admin. Aide II/Con	0905-7938410
16. PSWD - Lingap Center	Romeo Cauilan	Houseparent/Reg	0936-2075278
17. DILG - Isabela			
18. PGSO			
19. PCDO	Ma. Katrina T. Ibarra	Admin. Aide I/Reg	0920-562-2213
20. PEO	Engr. Marc Rene C. Reños	Engineer I/Reg	0975-6210962
21. IPJ	Homer M. Del Rosario	PG I/Con	0905-8388305
22. PPDO	Godofredo A. Dela Cruz	Clerk III/Reg	0926-1387580
23. PGO - MIS	Jeric P. Fernandez	Admin. Aide II/Con	0905-6279411
24. SPCICD	Mary Grace Villar	Admin. Aide II/Con	0975-1800681
25. PGSO - PSG	Ericson Calanda	PSG I/Con	0926-4847787
26. Healthcare	Kristian A. Balmaceda	Admin. Aide IV/Con	0975-9435942
27. PIO	Joan M. Baldo	Admin. Officer I/Con	0917-3910932
28. PSO	Francis David G. Gangan	PSA I/Reg	0917-8321803
29. PGO - Isabela Museum and Library	Miriam G. Montes	Admin. Aide III/Reg	0906-3884312
30. PGO - Isabela Museum and Library	Maria Rosario Oliva M. Olaño	MTOO I/Reg	0920-2875403

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

 <b>PROVINCIAL GOVERNMENT OF ISABELA</b> <b>PUBLIC SAFETY OFFICE</b> <b>SAFETY OFFICER'S</b>			
DEPARTMENT	NAME	POSITION/ITEM	Cellphone No.
1. PGO	Arnold E. Espiritu	Admin. Officer IV/Reg	0977-8100865
2. PVGO	Ellen Clare E. Parallag	Admin. Aide I/Con	0926-1208975
3. ADMIN. OFFICE	Noel A. Eugenio	Sr Admin. Asst. II/Con	0915-2173381 0926-6753723
4. SPI	Ressie May M. Cariazo	Admin. Aide I/Con	0935-3486222
5. PHRMO	Rosa A. Buensuceso	Clerk III/Reg	0998-3122103
6. PTO	Kathleen Ruth P Uy	Admin. Officer II/Con	0917-5868105
7. Accounting	Ma. Luisa F Alcares	Admin. Officer II/Reg	0917-8848227
8. ENRO	Gina D. Ruiz	CDA I/Reg	0916-8913760
9. Assessor	Felipe O. Guray, Jr	Tax Mapper II/Reg	0927-9495077
10. OPA	Edmundo I. Versoza Jr	Farm Worker I/Reg	0919-2525948
11. PLO	Maria Kristel Carra D. Taccad	Admin. Aide II/Reg	0926-4301029
12. PVET	Manuel A. Morillo Jr	Admin. Aide II/Con	0975-1338115
13. Budget	Mylene G. Barroga	Admin. Aide II/Con	0926-4743681
14. PSWD	Elsie C. Camonayan	Social Welfare Aide/Reg	0909-3593140
15. PSWD - Womens Center	Lilibeth S. Marquez	SWA - Houseparent	0905-2026910
16. PSWD - Lingap Center	Marygrace O. Castro	SWA- Houseparent	0926-5523521
17. DILG - Isabela	Edgardo M. Abaya	ADAS-Admin. Asst. II/Reg	0919-2839581
18. PGSO	Joseph M. Puzon	Admin. Aide IV/Con	0935-7027446
19. PCDO	Juanito R. Mascariñas	Admin. Aide I/Con	0905-7937674
20. PEO	Orland G. Marquez	Eng'g Asst./Reg	0917-9083984
21. IPJ	Reynaldo C. Taguba	PG I/Con	0935-8497962
22. PPDO	Joe Vincent R. Batoon	Admin. Aide IV/Con	0915-842-7999
23. PGO - MIS	Vergel B. Dumancil	Admin. Aide V/Con	0975-8628060
24. SPCICD			
25. PGSO - PSG	Teddie G. Gangan	PSG/Con	0905-1582412
26. Healthcare	Francisco H. Telan	Admin. Aide II/Reg	0908-7218538
27. PIO	Ferdinand G. Luis	Project Dev't. Asst. I/Reg	0926-5469496
28. PSO	Benjamin B. Singson	Admin. Aide IV/Con	0918-6337227
29. PGO - Isabela Museum and Library	Mae Zoe R. Barillos	Admin. Aide III/Reg	0917-8897575
30. CMO	Arnel D. Limbauan	Admin. Aide I/Con	0906-6490611
31. PGO - BRO	Sheeba May G. Pascual	Admin. Aide II/Con	0936-4693246

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

 			
DEPARTMENT	NAME	POSITION/ITEM	CELLPHONE No.
1. Prov'l Governor's Office (PGO)	John Michael T Laccay	Admin. Aide II/Con	0915-8343937
2. PGO - PIO Division	Arnel A. Tumolva	Admin. Aide VI/Reg	0905-478-6281
3. PGO - Healthcare Division	Michael P Ong	Admin. Aide III/Con	0997-580-7531
4. PGO - MIS Division	Jimmy D. Dalere	Admin. Aide II/Con	0975-862-7851
5. PGO - SPCICD Division	Dalsynel C. Alvarez	Admin. Aide II/Con	0916-465-3131
6. PGO - BRO	John Mark L. Babas	Livestock Tech./Con	0935-387-7691
7. PGO - Isabela Museum and Library Division	Edgardo F. Daquioag	Admin. Aide I/Reg	0917-652-6471
8. Prov'l Vice Governor's Office (PVGO)	Marjorie P. Talamayan	Admin. Aide I/Con	0935-721-9701
9. Sangguniang Panlalawigan (SP)	Joevelone A. Castillejo	Admin. Aide III/Reg	0975-983-6711
10. ADMIN. OFFICE	John Rafael A. Tubban	Admin. Aide II/Con	0935-702-0831
11. PHRMO	Eleonor I. Dy	HRMO II/Reg	0936-909-1511
12. PTO	Robby S. Claravall	Admin. Aide II/Con	0935-768-3361
13. Accounting Office	Mark Christian D. Cayanga	Admin. Officer II/Con	0926-604-9541
14. ENRO	Bladimir A. Pintucan	CDAI/Reg	0916-393-1741
15. Assessor's Office	Lorenzo Charles A. Jucar	Tax Mapper I/Reg	0927-894-5861
16. OPA	Harvie S. Campano	Technologist/Con	0935-925-3681
17. Budget	Joseph A. Cabalonga	Admin. Aide I/Con	0998-853-8161
18. PLO	Julibelle L. Maguddayao	Admin. Aide II/Con	0926-189-5771
19. PVET	Matthew Federico III M. Bacquel	Admin. Aide II/Con	0905-108-2201
20. PGSO	Markhill B. Balisi	Admin. Aide II/Con	0905-793-8021
21. PGSO - PSG	Noel S. Noriega	PSG/Con	0975-772-8091
22. PSWD - Child Development Protection Center	Lorena M. Reniedo	Admin. Aide II/Con	0936-730-8581
23. PSWD - Womens & Children Protection Center	Elvira F De la Cruz	Houseparent/Reg	0932-602-8391
24. PSWD - Lingap Center	Marlo S. Angel	Houseparent/Reg	0935-954-0911
25. PSWD - Lingap Center	Mario C. Valdez	Houseparent/Reg	0936-457-2211
26. PCDO	Delfin S. Ciocon Jr	Admin. Aide II/Con	0906-889-0901
27. PSO	Bobby B. Castillo	Admin. Aide I/Reg	0935-710-8571
28. PEO	Arch. Alejandrino R. Gannaban Jr	Architech I/Con	0917-507-1861
29. PPDO	John Paul R. Hernandez	Admin. Aide IV/Con	0977-249-5421
30. IPJ	Reymundo G. Agacer	Prison Guard I/Con	0926-316-8891

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

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# TRAINING DESIGN

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### TRAINING DESIGN

#### "THREE (3) DAYS FIRST RESPONDERS TRAINING COURSE FOR PGI SAFETY OFFICERS"

##### RATIONALE:

It is the primordial duty of the Public Safety Office to enhance the skills and knowledge of the **One Hundred Forty Nine (149) designated Safety Officers (Principal Safety Officer and 3 Assistant Safety Officer only)** of the Provincial Government of Isabela, to address with extreme necessity the immediate and timely response with the use of human and material resources.

##### OBJECTIVES:

###### To teach:

- Basic knowledge on Disaster Risk Reduction and Management and Public Safety;
- Proper and immediate care to injured persons or to those who are suddenly ill;
- Social obligations as Safety Officers in times of emergencies, calamities and rescue operations;
- How to find ways to at least lessen, if not totally prevent injuries and or illnesses that may happen anytime and anywhere;
- How to respond to emergencies with confidence;
- First Aid for injuries and or sudden illnesses until appropriate medical is available; and
- How to perform basic rescue and extrication.

##### METHODOLOGY:

#### LECTURE (CLASSROOM INSTRUCTION) and PRACTICAL EXERCISES (HANDS-ON)

Trainors/Lecturers will come from the Public Safety Office, GFND Memorial Hospital and DART – RESCUE 831 (Safety Officers)

#### RESOURCE PERSONS/LECTURERS

- **PCS JIMMY U. RIVERA, SR. (RET.) MNSA, CESE**  
Assistant Provincial Public Safety Officer
- **DR. MARICHU MANLONGAT**  
Resident Physician & Safety Officer, GFNDMH
- **MARK OLIVER A. ALIMUC, EMT**  
Team Leader, Charlie Coy, PDRRMO/DART 831
- **ROMANICO D. DAGUIO, EMT**  
Team Leader, Alpha Coy, PDRRMO/DART 831
- **FO2 MALCOLM REJILLANA, RN**  
Trainor, BFP-Isabela

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### FACILITATORS:

- Francis David G. Gangan
- Joycel M. Lampitoc
- Manuel Cesar G. Binag, IV
- Bobby B. Castillo
- Ramon F. Cervantes
- Evangeline C. Antonio
- Benjie B. Singson

### DURATION AND VENUE:

First (1 1/2) Days - Lecture (indoor)  
 Last (1 1/2) Days - Practical (outdoor)

1<sup>st</sup> Batch: August 3-5, 2016 (41 pax)  
 2<sup>nd</sup> Batch: September 7-9, 2016 (36 pax)  
 3<sup>rd</sup> Batch: October 12-14, 2016 (36 pax)  
 4<sup>th</sup> Batch: November 9-11, 2016 (36 pax)

Lecture Proper: Balai, Provincial Capitol, Ilagan City, Isabela  
 Practical Exercises: Outdoor activities

### DISTRIBUTION OF PARTICIPANTS:

Participants will be limited to one (1) Principal Safety Officer (SO) and three (3) Assistant Safety Officers (ASO) per Office/Department:

Provincial Government of Isabela (PGI)	- 124 Safety Officers
District/Community/Station Hospitals	- 4 Safety Officers
National Line Agencies at Capitol	- <u>16 Safety Officers</u>
Total	149 Safety Officers

### MATERIALS NEEDED:

#### Basic First Aid Training

- Triangular Bandage\*
- 1 set Splints
- Spine Boards
- C- Collar
- Head Bed
- Poles
- Blankets
- Training Modules\*
- Surgical Gloves\*
- Molage (artificial blood)

#### BLS-CPR

- Mannequin
- Cotton\*
- Alcohol\*
- Mouth Wash\*
- Bag Mask Device

(Note: \* To be provided to Safety Officers)

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### OPENING PROGRAM:

*(First 1 ½ day – Indoor Lecture)*

#### 1<sup>ST</sup> Day

AM

- Registration
- Course Requirements/ Programme Orientation
- Prologue to FRT basically on EQ/Fire Hazards

#### FIRST AID LECTURE:

- Module 1 – Introduction to First Aid
- Module 2 – Guidelines in giving Emergency Care

PM

- Module 3 – Patient/Casualty Handling
- Module 4 – Shock
- Module 5 – Soft Tissue Injuries
- Module 6 – Bones, Joints and Muscle Injuries

#### 2<sup>nd</sup> Day

AM

#### BASIC LIFE SUPPORT – CARDIOPULMONARY RESUSCITATION LECTURE:

- Module 1 – Introduction to BLS-CPR
- Module 2 – Foreign Body Airway Obstruction Management
- Module 3 – Cardio-Pulmonary Resuscitation

*(Last 1 1/2 Days – Outdoor Activities)*

PM

#### SKILLS/PRACTICAL TRAINING

- Demo/Return Demo for Guidelines in giving Emergency Care
- Demo/Return Demo for Patient/Casualty Handling
- Demo/Return Demo for Shock
- Demo/Return Demo for Soft Tissue Injuries
- Demo/Return Demo for Bones, Joints and Muscle Injuries

#### 3<sup>rd</sup> Day

AM

- Demo/Return Demo for BLS-Cardio-Pulmonary Resuscitation
- Demo/Return Demo for Fire Suppression/Extinguisher
- Demo/Return Demo for Earthquake Drill

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

### REVIEW FOR SKILLS (INDIVIDUAL & GROUP UNDERTAKING)

Bandaging  
Carries  
Immobilization Technique

PM

### FINAL EVALUATION/ EXAMINATION (Actual and Written)

Skills Examination  
Adult CPR  
Written Examination  
50 items  
Simulation Drill

### GRADUATION PROGRAM:

Awarding of Plaque of Appreciation  
Awarding of Certificates of Completions

### BUDGETARY REQUIREMENTS:

#### a. Meals and Snacks

(for the 149 Participants @ 4 batches):

##### First batch

41 pax x 320.00 x 3 days **P39,360.00**  
(P320.00/pax = 1 meal & 2 snacks)

##### Second, Third and Fourth Batches

108 pax x P320.00 x 3 days **P103,680.00**  
(P320.00/pax = 1 meal & 2 snacks)

(for the 5 Trainors & 12 Facilitators):

17 pax x 320.00 x 3 days x 4 batches **P65,280.00**

#### b. Training Kit/Materials: (P340.00 pax)

Triangular Bandage	-P150.00
Training Modules (Xerox)	-P 50.00
Surgical Gloves	-P 15.00
Cotton	-P 5.00
Alcohol	-P 30.00
Mouth Wash	-P 25.00
Ball Pen	-P 5.00
Coupon Bond	-P 15.00
Envelope (Expandable)	-P 25.00

## Q. SAFETY OFFICER'S TRAINING: COMPLETION REPORT

Notebook	-P 15.00
Manila paper	-P 5.00
<b>Total</b>	<b>P 340.00 (estimated)</b>

c. Miscellaneous Expenses:

Training Kit/Materials (@P340.00 each/ pax).....	<b>P 50,660.00</b>
Incidental/Incremental Expenses ..... (Tarpaulins, Certificates, Training supplies, Honorarium, etc...)	<b>P 15,000.00</b>

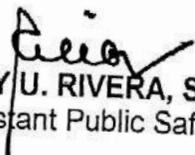
d. TOTAL: ..... P273,980.00

FUNDING SOURCE:

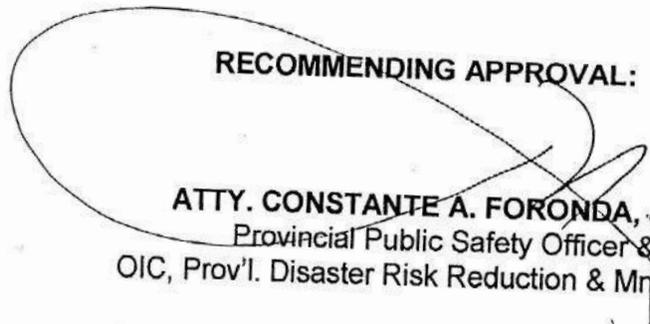
SAY P275,000.00

+----- To be sourced-out from the PDRRM Training Fund.

Prepared by:

  
PCS JIMMY U. RIVERA, SR. (RET) MNSA, CESE  
Assistant Public Safety Officer

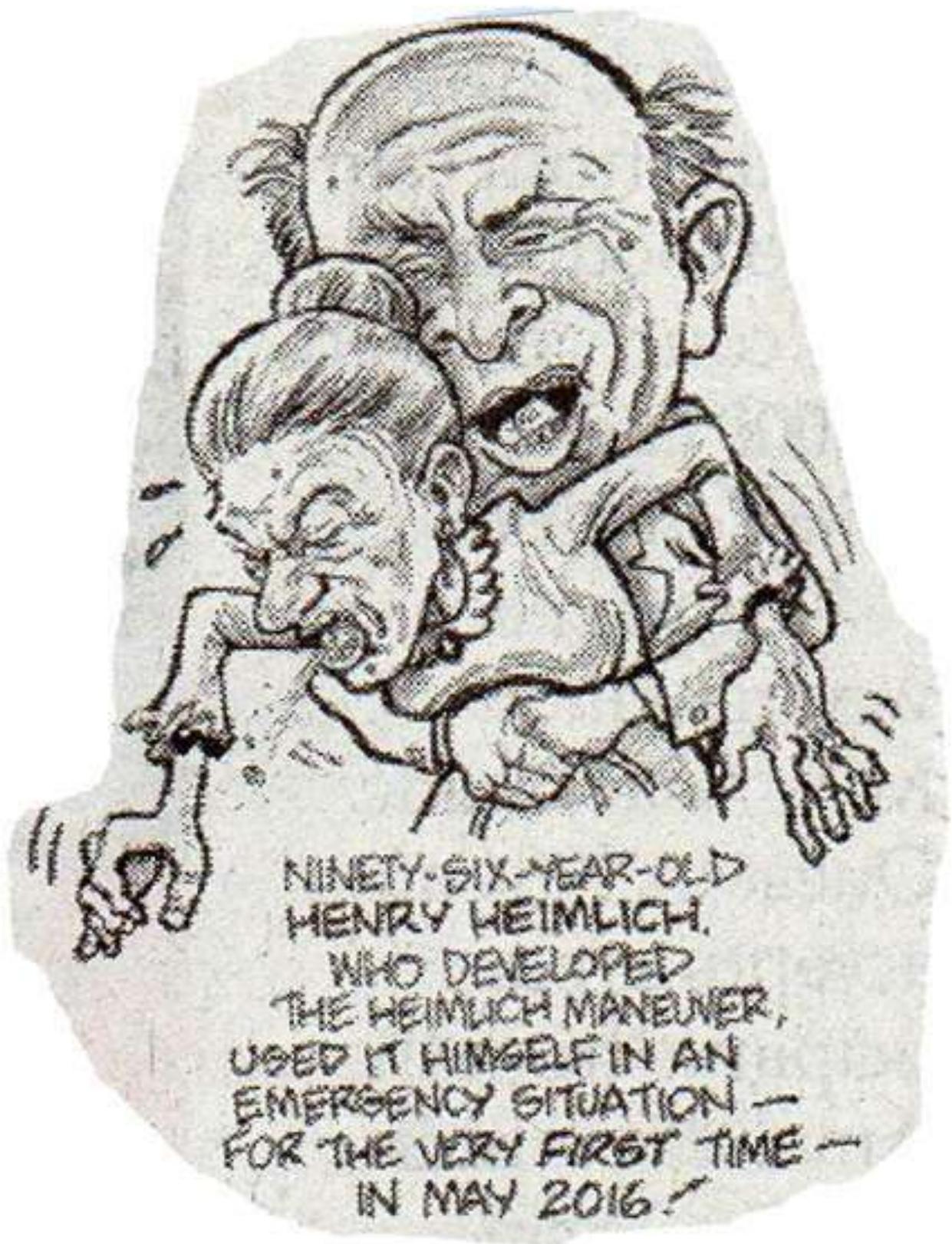
RECOMMENDING APPROVAL:

  
ATTY. CONSTANTE A. FORONDA, JR.  
Provincial Public Safety Officer &  
OIC, Prov'l. Disaster Risk Reduction & Mngt. Office

APPROVED/DISAPPROVED:

FAUSTINO G. DY, III  
Provincial Governor





REPORT INITIATIVE AND CONCEPT:  
COMPILED AND PREPARED BY:  
PHOTOGRAPHY AND DOCUMENTATION:

ATTY.CONSTANTE A. FORONDA, JR. / RET.PD. JIMMY U. RIVERA, SR. MNSA  
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