



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila



097-12 DPWH
08-12-2024

MAR 11 2024

SPECIAL ORDER)

NO. 43)

Series of 2024

03/12/2024

**SUBJECT: CREATION OF DPWH CENTRAL
OFFICE DISASTER AND INCIDENT
MANAGEMENT TEAM (CO-DIMT)**

In accordance with the Department Order No. 27 Series of 2023, *DPWH Disaster and Incident Management Operations Manual*, to ensure the management of all preparedness and response operations of the Department before, during and after disaster or calamity, the **DPWH Central Office Disaster and Incident Management Team (CO-DIMT)** is hereby created with the following composition (Organizational Structure attached in Annex A):

Head of Office	:	<i>Secretary</i>
Disaster and Incident Commander	:	<i>Undersecretary</i> for Technical Services
Liaison Officer	:	<i>Assistant Secretary</i> for Technical Services
Public Information Officer	:	<i>Director</i> , Stakeholders Relations Service
Safety Officer	:	<i>Director</i> , Bureau of Design
Operations Unit Head	:	<i>Director</i> , Bureau of Maintenance
Monitoring Unit Head	:	<i>Assistant Director</i> , Bureau of Maintenance
Logistics Unit Head	:	<i>Director</i> , Bureau of Equipment
Finance/Administrative Unit Head	:	<i>Director</i> , Finance Service

The CO-DIMT members shall have the following duties and responsibilities per DO No. 27 s. 2023:

a. Head of Office

- Provides overall policy direction to manage an incident/planned event.
- Serves as a link to higher authorities.
- Delegates authority to the Disaster and Incident Commander (DIC).
- Attends/represents the DPWH in the full council meetings as presided by the National Disaster Risk Reduction and Management Council (NDRRMC), and other lead agencies.
- Provides support to the CO-DIMT as identified by the DIC for the management of incident.
- Monitors information via any means of communication.

b. Disaster and Incident Commander

- Shall be appointed by the Head of Office.
- Shall be the only authorized person who will report directly to the Head of Office.
- Responsible for overall management and monitoring of all preparedness, response and early recovery operations.
- Approves requests and releases of additional resources to be used during response and early recovery period.
- Directs the identified Regional Offices with regards to activation of their Regional and District DIMIT prior to the entry of typhoon in the Philippine Area of Responsibility (PAR) and during sudden onset of any disaster.
- Authorizes the release of consolidated information to the media and other agencies.
- Attends/represents the DPWH in the inter-agency meetings as presided by the NDRRMC, and other lead agencies.
- Ensures that all members of the DIMIT are well-trained in their assigned tasks in disaster management.
- Activates/Deactivates certain position and teams in DIMIT based on the demands and severity of the incident.
- Monitors information via any means of communication.

c. Public Information Officer

- Focal person for information dissemination and works closely with all other Information Officers or the media. The release of all information shall be with approval of the DIC.
- Ensures that consolidated reports are posted in the DPWH website and other social media accounts.
- Monitors information via radio, television and social media.

d. Liaison Officer

- Contact point person for representatives of assisting and cooperating agencies. Shall ensure that all coordination and communication with other agencies be forwarded and known to DIC.
- In the absence of the DIC, he/she shall represent the Department in the inter-agency meetings as presided by NDRRMC, and other lead agencies.
- Keep updated Directory of officials, concerned agencies with their contact numbers for ready reference.

e. Safety Officer

- Trained and technically knowledgeable in terms of safety procedures and post –disaster evaluation.
- Provides safety management, advice, monitoring and reporting to ensure safe practice in the operations.
- Works with Operations Unit Head on tactics, anticipates, detects, and corrects unsafe situations and has the emergency authority to stop any unsafe acts, situations and operations.

f. Operations Unit Head

- In case the Central Office is affected by disaster, he/she shall be responsible for managing and directing all tactical operations.
- In case any Regional Offices are incapacitated, he/she shall be responsible for the direct coordination and monitoring with regards to preparedness, response and post-disaster activities.
- Ensures and monitors the implementation of Disaster Risk Reduction and Management (DRRM) plans such as Contingency Plan, Action/Response Plan, etc.



- Shall supervise the activated teams/task force required by the actual situation, such as clearing operations, emergency brigade and others.

g. Monitoring Unit Head

- Oversees the consolidation, preparation, and timely submission of activation, Quick Response Asset (QRA) prepositioning and deployment, situational and calamity damage reports to the NDRRMC EOC, Logistics/Response Clusters and members of CO-DIMT.
- Leads the development and improvement of DRRM plans (Evacuation Plan, Contingency Plan, Public Service Continuity Plan etc.) in coordination with concerned offices.
- Ensures that all DRRM reports and plans are properly consolidated, kept, and filed.
- Manages the EOC and its subunits such as the Situation and Documentation Subunits.
- Keep updated Directory of officials, concerned agencies with their contact numbers for ready reference.

h. Logistics Unit Head

- Ensures availability of resources such as fuel, facilities (e.g. tent), transportation, communications, office supplies, PPE, equipment, basic tools, medical and food to support the augmentation of Central QRA.
- Keeps a document track of the mobilized/deployed QRA with coordination with the Operations and Monitoring Unit Heads.
- Maintains an updated list of DPWH Central, Regional and District available and operational QRA to be utilized in any emergency response operations and provides such list to the Operations Unit Head and Monitoring Unit Head.
- Requests needed resources to the Finance/Administrative Unit Head.
- Supervises the subunits required by the actual situation, such as Supply, Medical and Food Subunits.

i. Finance/Administrative Unit Head

- Responsible for sourcing and monitoring of funds, and maintains financial records that can be used to augment in the response, emergency operations and early recovery phase.
- Closely coordinates with the Logistics and Operations Unit Heads with regards to the needs of the response operations and administers its procurement.
- Recommends to the DIC the purchase of needed resources.
- Identifies assets for Salvage Priority Marking.
- Ensures that all DPWH responders and Staff Duty Officers are enrolled in an insurance policy (e.g. GSIS) and properly compensated (i.e. Overtime and Hazard Payment).
- Supervises the subunits required by the actual situation, such as Procurement and Cost Subunits.
- Records list of donations and assistance received from partnered agencies, private organization and individuals.

This order shall take effect immediately.

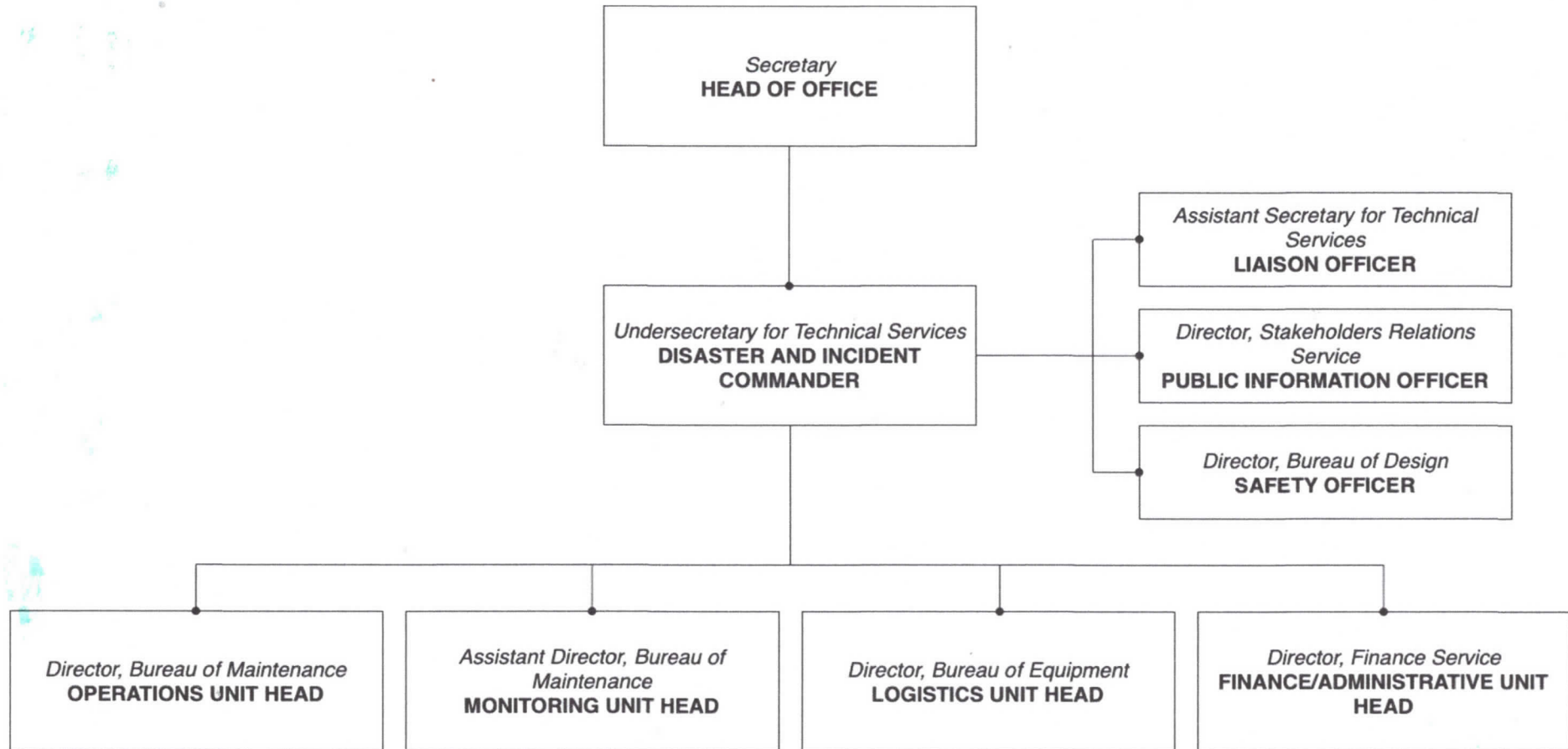

MANUEL M. BONOAN
Secretary

7.1.4 DMMA/MGM/AGC

Department of Public Works and Highways
Office of the Secretary



WIN4S03397



CO-DIMT Organizational Structure