



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Circular No. **034**,
Series of 2026

TO : ALL BANGSAMORO MINISTRIES, OFFICES, AND AGENCIES
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : REITERATION OF MEMORANDUM NO. 02, S, 2026 RE:
ORGANIZATION OF DISASTER CONTROL GROUPS

DATE : 25 SHA'BAN 1447 AH | 13 FEBRUARY 2026

1. This refers to **Memorandum No. 02, s. 2026** dated February 04, 2026, issued by the Bangsamoro Disaster Risk Reduction and Management Council (BDRRMC), entitled "*Organization of Disaster Control Groups.*"
2. In view of the seismic activities being experienced along the Cotabato Trench and in order to strengthen internal preparedness mechanisms, all BARMM Ministries, Offices, and Agencies (MOAs) are hereby reminded and directed to strictly comply with the directives stated therein, particularly:
 - a.) The organization and establishment of a Disaster Control Group (DCG) within each office;
 - b.) The conduct of preparedness measures, including risk assessment, development of communication plans, resource management, trainings and drills, and community engagements;
 - c.) The development of response and coordination protocols; and
 - d.) The preparation of a Monitoring and Evaluation Plan.
3. All concerned offices are further reminded to accomplish the required DCG Sheets and submit the same, together with pertinent attachments, to the Bangsamoro DRRM Council through Bangsamoro READi, not later than **20 February 2026**.
4. The cooperation and prompt action of all concerned are hereby enjoined to ensure the safety of personnel, infrastructure, and assets during emergencies.

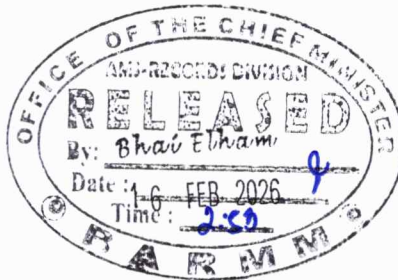
5. For further clarifications you may contact **Ms. Zahra Joy Guibonen** at **0916-991-3944** or email at **readi@bangsamoro.gov.ph**.

For strict compliance.

By Authority of the Chief Minister
ABDULRAOF A. MACACUA


ABDULLAH M. CUSAIN
Acting Senior Minister

OCM-BARMM AMS-RD
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Republic of the Philippines

Bangsamoro Autonomous Region in Muslim Mindanao

BANGSAMORO DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Bangsamoro DRRM Operations Center, Bangsamoro READi, BGC, Cotabato City

Bangsamoro READi Hotline Numbers: 09663018777 / 09393395221

February 04, 2026

MEMORANDUM NO. 02 S. 2026

**TO : ALL BANGSAMORO DRRMC MEMBER MINISTRIES,
PROVINCIAL / CITY / MUNICIPAL DRRM COUNCILS, AND
OTHERS CONCERNED**

SUBJECT : ORGANIZATION OF DISASTER CONTROL GROUPS

In view of the seismic swarms being experienced along the Cotabato Trench, the Bangsamoro Disaster Risk Reduction and Management Council – Technical Management Group (BDRRMC – TMG) held an emergency meeting on January 30, 2026, 02:00 PM, at the Bangsamoro READi, Bangsamoro Government Center, Cotabato City. One of the issues raised during the meeting was the lack of evacuation plans of BARMM MOAs and the difficulty of BARMM employees to evacuate when necessary.

Hence, BARMM ministries, offices, and agencies (MOAs) are required to individually establish a Disaster Control Group (DCG) to manage internal incidents and ensure the safety of personnel, infrastructure, and assets during emergencies.

In line with this, **ALL Bangsamoro Disaster Risk Reduction and Management Council (BDRRMC) Member Ministries/Agencies/Offices**, especially those office buildings are within the BGC, are hereby directed to:

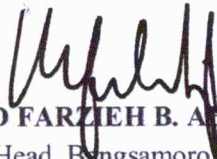
- Organize a Disaster Control Group (DCG);
- Conduct preparedness measures such as risk assessment, develop communication plan, manage resources, conduct trainings and drills, and conduct community engagements;
- Develop response and coordination protocols; and
- Develop a Monitoring and Evaluation Plan.

Accomplish the attached DCG Sheets and pertinent attachments, if any, and submit **on or before February 15, 2026**, to the Bangsamoro DRRM Council through the Bangsamoro READi at readi@bangsamoro.gov.ph.

For guidance and compliance.

By the Authority of the BDRRMC Chairperson and the Chief Minister

ABDULRAOF A. MACACUA


MUHAMMAD FARZIEH B. ABUTAZIL
Designated Head, Bangsamoro READi



Name of Office: _____

1. Disaster Control Group (DCG) Structure

(Provide entries for the Assigned Person/Unit column.)

ROLE	RESPONSIBILITIES	ASSIGNED PERSON/UNIT	CONTACT DETAILS
Incident Commander	Overall leadership, decision-making, coordination with external agencies	Primary: Alternate:	Primary: Alternate:
Operations Team	Search & rescue, evacuation, first aid, fire suppression	Primary: Alternate:	Primary: Alternate:
Planning Team	Risk assessment, situation reports, resource tracking	Primary: Alternate:	Primary: Alternate:
Logistics Team	Supplies, transportation, communication equipment	Primary: Alternate:	Primary: Alternate:
Finance/Admin Team	Budgeting, documentation, procurement	Primary: Alternate:	Primary: Alternate:
Public Information Officer	Communication with media, public advisories, rumor control	Primary: Alternate:	Primary: Alternate:
Safety Officer	Ensures safety protocols are followed during response	Primary: Alternate:	Primary: Alternate:

2. Preparedness Measures

CATEGORY	ACTION ITEMS	SPECIFIC DETAILS/REQUIREMENTS	INPUT/RESPONSE (To be filled by MOAs)
A. Risk Assessment	Hazard Identification	Focus: Earthquake and Fire hazards.	Kindly attach documented risks and related considerations
	Vulnerability Mapping	Identify "weak spot" in buildings/office layout. Name the "weak spot" in building/s,	
	Office Demographics	Count of personnel, including those with disabilities. Pls provide the total of personnel working within the BGC.	Kindly attach map of the area and mark the Safe Areas per building
	Safe Area Identification	Must cater to total headcount; separate areas per building. Pls input total # of personnel per building	
B. Communication Plan	Emergency Hotlines	List of local fire, police, and medical numbers.	Pls attach directory, input in this box, and/or prepare a separate sheet
	Messaging Channels	SMS, Radio and Social Media group setups.	Kindly enumerate.
	Chain of Commands	Defined flow for information and decision-making.	(Attach internal communication flowchart/process) Pls attach SOP or state the protocol in this box
C. Resource Management	Emergency Stockpile	Food, water, medicine, and fuel (3-day minimum)	
	Equipment Inventory	Monthly checks on generators and rescue tools.	
	External Agreements	Pre-arrange contracts with transport and suppliers.	
D. Training & Drills	Evacuation Drills	Scheduled Quarterly or Semi-Annually.	
	Specialized Skills	First Aid, CPR, and Fire Safety certification.	
	Workshops	Earthquake specific "Drop, Cover and Hold" trainings.	
E. Community Engagement	Awareness Campaigns	Posters, seminars, and digital infographics.	
	Personal Readiness	Encouraging household-level emergency kits.	
	Volunteer Brigades	Organising staff/Community response teams.	

3. Response Protocols

Category	ACTION ITEMS	SPECIFIC DETAILS/REQUIREMENTS	INPUT/RESPONSE (To be filled by MOA's)
Protocols	Activation Triggers	e.g., Magnitude > 6.0 or specific flood levels.	
	Evacuation	Clear routes, assembly points, and transport	
	Medical Response	On-site First Aid stations and hospital links	
	Security	Asset protection and crowd control protocols	
	Recovery Planning	Immediate damage assessment and rehab steps	

Coordinative Process for MOA Partners (BGC Eventualities)

Propose a coordinative process for the following MOAs:

MOA Partner	Coordination Role
Bangsamoro READi	Emergency Operations Center (information and communication hub) OpCen Hotline: 09663018777 and 09393395221
ISS	Overall security, ingress and egress within BGC premises [Pls. insert Contact details for both primary and alternate]
OSM	Contact for the main OCM Building [Pls identify] [Pls. insert Contact details for both primary and alternate]
BTA	Contact for the BTA Buildin/ Structures inside the BGC [Pls identify] [Pls. insert Contact details for both primary and alternate]
BFP	Fire Suppression Augmentation as Emergency Responder/Medic and Transport [Please provide office contact details]
PNP	Law and Order Augmentation as Emergency Responder/ Medic [Please provide office contact details]

Note: All coordination follows ICS protocols to ensure unity of command, interoperability, and efficient resource utilization.

4. Monitoring & Evaluation

Please fill in the responsible person/unit and ensure timely follow-up for each activity.

Monitoring & Evaluation Activities	Frequency / Timing	Responsible Person / Unit	Notes / Remarks
Post-disaster review meetings		(name of person/ unit, include communication details email and number)	[Pls. provide details as necessary]
Update plans annually		(name of person/ unit, include communication details email and number)	[Pls. provide details as necessary]
Incorporate lessons learned into future preparedness.		(name of person/ unit, include communication details email and number)	[Pls. provide details as necessary]