

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT FUND GUIDEBOOK

A GUIDE FOR REQUESTING PARTIES AND THE FUND ADMINISTRATORS



A GUIDE FOR REQUESTING PARTIES AND THE FUND ADMINISTRATORS



National Disaster Risk Reduction and Management Fund Guidebook: A Guide for Requesting Parties and the Fund Administrators

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Message from the Chairperson, NDRRMC



Prioritizing efforts to alleviate the plight of calamity-stricken communities must be done along with the management of the increasing challenges posed by disasters events to the country. To do this, quintessential principles of good governance, namely transparency and accountability, must be upheld.

One of the most critical tasks of the National Council is managing and mobilizing resources for disaster risk reduction and management (DRRM), including the National DRRM Fund. We, in the NDRRMC, present this NDRRM Fund Guidebook to Requesting Parties from the National and Local Governments and Fund Administrators.

Several years ago, the streamlining of government support and services seemed impossible in the context of disaster risk reduction and management. In March 2017, the NDRRMC promulgated the Guidelines on the Management and Administration of the NDRRM Fund through NDRRMC Memorandum Circular No. 45. The Guidelines sought to provide speedy and efficient assistance to our vulnerable population and disaster-stricken areas, and at the same time, enable proactive DRRM measures among our local governments. Taking stock of implementation challenges, the same Guidelines were revised

through Memorandum Circular No. 110 to rationalize resources and recognize the role of National Government Agencies (NGAs) and Local Government Units (LGUs).

May this Guidebook serve as a valuable tool in prioritizing assistance from the NDRRM Fund. I commend the Office of Civil Defense in spearheading this initiative in consultation with our Stakeholders.

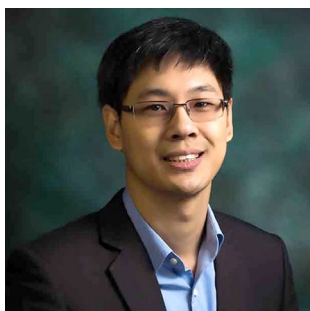
Our country's future still provides a lot of opportunities, despite the looming challenges of hazards and disasters. We need to deal with these challenges with resolve and vigor to achieve resilience for all Filipino communities. These will be embodied in our work towards a strong and proactive disaster risk reduction and management system which will also ensure that investments strengthen our most vulnerable communities.

Together, we shall pave the way to a resilient future.

DELFIN N. LORENZANA

Chairperson, NDRRMC and
Secretary of National Defense

Message from the Vice-Chairperson for Rehabilitation and Recovery, NDRRMC



Every year, various disasters occur in our country. Some of these have caused massive damage to infrastructure and losses in lives and income. To manage the impact of these disasters, the government implements rehabilitation and recovery interventions that address the needs of affected communities and minimize their effects on economic growth and social conditions. These interventions may cost millions or billions of pesos.

The National Disaster Risk Reduction and Management (NDRRM) Fund is the primary source of funding for the national government's post-disaster interventions. However, its limited annual allocation poses challenges in prioritizing the different programs, projects, and activities (PPAs) proposed by agencies and affected local governments.

The NDRRM Fund Guidebook will alleviate these challenges by providing clear and concrete information, policies, step-by-step procedures, and requirements to access the Fund.

As Vice-Chairperson for Rehabilitation and Recovery, the National Economic and Development Authority considers this guidebook a useful reference for the funding of priority interventions for rehabilitation and recovery. We hope that through this guidebook,

we can simplify processes and design implementable and realistic rehabilitation and recovery PPAs for disaster-affected and vulnerable areas.

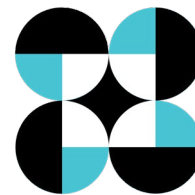
We commend the NDRRM Council, through the Office of Civil Defense, for its initiative and its continued effort to improve systems and processes to help us build back better and faster from disasters that occur in the country.

A handwritten signature in blue ink, appearing to read 'Karl Kendrick T. Chua'.

KARL KENDRICK T. CHUA

Socioeconomic Planning Secretary

Message from the Vice-Chairperson for Prevention and Mitigation, NDRRMC



Disaster rehabilitation and recovery is often perceived as an endpoint in the disaster management cycle. But it is high time to recognize that disaster recovery is an entry point to build back better, and an entry point to strategically align and integrate our efforts with disaster prevention and mitigation.

This is why in the aftermath of disasters, we ask the questions, “What needs to happen to do much better?,” “How can we integrate the concepts of climate change adaptation and sustainable development agenda in our effort to rebuild?,” and “What can we do to enhance the recovery of affected communities?”.

The National Disaster Risk Reduction and Management Fund (NDRRMF) Guidebook is one of the critical inputs in ensuring we respond to these questions systematically. This document provides comprehensive details of financing procedures and strategies through the efficient and effective use of the NDRRMF which can be accessed by the national and local government institutions.

As the Vice-Chair of the Prevention and Mitigation Pillar, I am immensely in support of the inclusion of prevention, mitigation, and preparedness in the projects to be funded by the NDRRMF. This is a welcome development as we emphasize disaster recovery as an entry

point towards resilience building. I would like to congratulate the Rehabilitation and Recovery Pillar led by the National Economic Development Authority (NEDA) and the Office of Civil Defense (OCD) together with the member agencies on this milestone. A milestone that the Filipino people could benefit from.

In building resilience, proper planning and financing play a key role. And I would like to add that science, technology, and innovation (STI) is central to this realization. We need to make use of the science and evidence as we prioritize and fund projects that benefit the people and the environment. We need to consider the acceptable trade offs and to promote smart, sustainable, and green solutions in disaster recovery. This is where the Department of Science and Technology takes an active role, in vigorously advancing ST solutions and services towards resilience.

This guidebook emphasizes the inherent link between disaster prevention and mitigation, rehabilitation and recovery. May this enable us to build resilience and achieve sustainable development.

A handwritten signature in black ink, appearing to read 'F-T. Dela Peña'.

FORTUNATO T. DELA PEÑA
Secretary

Message from the Vice-Chairperson for Preparedness, NDRRMC



Warmest greetings and congratulations to the **National Disaster Risk Reduction and Management Council (NDRRMC)** on the publication of this *NDRRM Fund Guidebook: A Guide for Requesting Parties and the Fund Administrators*.

This guide is very timely as the country transitions to new leadership of national and local elective officials, and as we start implementing full devolution in line with the Supreme Court's Mandanas-Garcia ruling.

With our country being one of the most disaster-prone countries in the world, it is of utmost importance to prepare our communities for natural hazards and climate impacts. Thus, I commend the NDRRMC for this printed endeavor which is a truly helpful and handy reference for project prioritization, preparation, processing, and endorsement to the Office of the President for approval.

As Chair of the Cabinet's Participatory Governance Cluster, I likewise laud the NDRRMC for enjoining in this Guidebook the participation of civil society organizations, especially in the monitoring and evaluation of projects utilizing the NDRRM Fund.

The NDRRMC can count on the **Department of the Interior and Local Government** for its full continued cooperation in producing the succeeding volumes of this Guidebook.

Truly, it is very encouraging to see various stakeholders remain committed to Disaster Risk Reduction and Management even amid the fight against COVID-19 pandemic.

Again, congratulations to NDRRMC and to all who made this Guidebook possible. Together, let us continue to work together towards a safe and disaster-resilient Philippines.

Mabuhay!

A handwritten signature in black ink, appearing to be 'E. Año', written over a horizontal line.

EDUARDO M. AÑO

Secretary

Message from the Vice-Chairperson for Response, NDRRMC



As the Vice-Chair of the Disaster Response Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC), the Department of Social Welfare and Development (DSWD) recognizes the importance of integrity, transparency, and accountability in providing social protection services to citizens affected by calamities and emergencies.

Pursuant to Republic Act 10121 (The Philippine DRRM Act of 2010) and Republic Act 7160 (Local Government Code of 1991), the appropriation of funds to realize the programs, projects, and activities under the four thematic areas of disaster risk reduction and management (DRRM) must be expedited and properly utilized taking into account the urgent priority of needs and resource complementation from local government units, local and international humanitarian and development partners, and private donors to immediately support programs for disaster-vulnerable areas and deliver the much-needed aid to the affected population.

The development of this guidebook serves as a significant milestone for the NDRRMC, as this will fully maximize our resources and institutionalize our DRRM financing strategies for initiatives geared towards creating resilient communities with the utmost protection of

the most vulnerable sectors. It also gives DRRM finance managers and implementers the know-how in the NDRRM Fund utilization with primordial considerations on project necessity, urgency, equity, transparency, and accountability.

Moreover, the guidebook will help in the proper implementation of projects, especially in terms of monitoring and evaluation, which are crucial in the project management cycle, as it determines the effectiveness, efficiency, and gaps. Engaging the private sector in monitoring and evaluating projects opens the opportunity for the NDRRMC to a broader horizon of insights from an outsider, providing fresh insights in fund management and project implementation.

May we all continue to work together to develop our DRRM policies and programs and devise innovative ways to improve our systems and mechanisms towards achieving disaster-resilient Philippines. Congratulations to the NDRRMC for this achievement!

A handwritten signature in black ink, appearing to read "Rolando Bautista".

ROLANDO JOSELITO D. BAUTISTA
Secretary

Message from the Executive Director, NDRRMC and Administrator, Office of Civil Defense



The Philippines has experienced disasters brought about by devastating typhoons, floods, earthquakes, volcanic eruption, conflict, and most recently, the COVID-19 Pandemic. Dealing with these emergencies had contributed to the continuing development of a comprehensive, integrated, efficient, and responsive DRRM system.

The National Disaster Risk Reduction and Management Council (NDRRMC), learning from each unique disaster experience, prioritized policy reforms in the management and administration of the NDRRM Fund. The Guidelines on the Management and Administration of the NDRRM Fund, which was passed in 2017 and updated in September 2021, rationalized the scope of projects that would merit funding. This paved the way for strategic investments for a proactive DRRM.

The effective implementation of the NDRRM Fund Guidelines rests upon well-informed stakeholders, specifically, the National Government Agencies (NGAs), Local Government Units (LGUs) and members of the N/RDRRMCs. Hence, the NDRRMC formulated this NDRRM Fund Guidebook to equip both Requesting Parties and Fund Administrators with knowledge and guidance on the utilization and management of the NDRRM Fund.

This reference hopes to make the NDRRM Fund implementation more efficient, transparent, and effective. Requesting Parties can better be guided on which projects are eligible for funding and which ones should be funded from other sources. This would enable Fund Administrators to efficiently process and prioritize requests.

We are grateful for the efforts of our NDRRMC member-agencies, OCD's Rehabilitation and Recovery Management Service, OCD's Regional Offices, and LGUs in providing needed inputs in the development of this Guidebook. We make this material available to our stakeholders as a testament of our commitment towards sustainable and resilient communities.

UNDERSECRETARY RICARDO B. JALAD

Executive Director, NDRRMC
and Administrator, OCD

Message from the Deputy Administrator, Office of Civil Defense



The National Disaster Risk Reduction and Management (NDRRM) Fund Guidebook is envisioned to be the go-to document designed to comprehensively guide the end-users on the ins and outs of the administration of the NDRRM Fund. With the increasing frequency, recurrence and impact of human-induced and natural hazards, there has been a greater demand for accessing the NDRRM Fund.

Thus, it is imperative for NDRRMC through OCD to establish a resilient, inclusive, and proactive public fiscal management system—one that is anchored on the values of good stewardship and transparency. Both are found to be the very essence of this guidebook. The development and publication of this document is a significant stride to assure our stakeholders of the government's commitment to create and implement a system of fund administration while adhering to the time-honored principles of public accountability and transparency.

We promote these virtues by ascertaining that low income and poor LGUs will have a fighting chance to secure risk financing for their highly vulnerable communities, most especially those adversely affected by calamities. The information and guidelines found in this Guidebook are laid out in a straightforward and accessible format for target users to be properly guided on the utilization and management of the NDRRM Fund. Civil society

organizations (CSOs) can also make use of this resource document in their monitoring of projects implemented in the ground level as well.

As good stewards of the government's prime disaster risk financing instrument, we at OCD shall continue to build on this milestone for the continuous improvement of our processes and systems. With this Guidebook as an effective tool the NDRRMC and RDRRMCs to actively continue the wide-scale dissemination of this guidebook and to ensure effective implementation of the NDRRM Fund guidelines from the national down to the local level.

Finally, let me express my great appreciation to the multi-stakeholder collaboration and concerted efforts of the OCD-RRMS, The Asia Foundation, and the Rehabilitation and Recovery Cluster of the NDRRMC who took part in the development and finalization of this Guidebook. It is my ardent hope that everyone will be able to utilize this document for a more efficient DRRM planning and implementation towards sustainable development.

**ASEC. BERNARDO RAFAELITO R.
ALEJANDRO IV, CESO IV, MNSA**

Civil Defense Deputy Administrator
for Operations

Message from the Director, Recovery and Rehabilitation Management Service, Office of Civil Defense



Disasters are utmost seen as a developmental challenge especially for the Philippines. In these trying times, amidst the COVID-19 pandemic, the call for resilience is hampered by the overwhelming requirements of recovery and rehabilitation. The concept of “Building Back Better” must be operationalized through a whole of society approach.

Working together with the National Disaster Risk Reduction and Management Council (NDRRMC), Local Government Units (LGUs) and non-government organizations, the Office of Civil Defense (OCD) presents this National Disaster Risk Reduction and Management Fund (NDRRM Fund) Guidebook.

This Guidebook was introduced and developed for the first time to support requesting parties and fund administrators in the implementation of the revised Guidelines on the administration and management of the NDRRM Fund specifically the NDRRMC Memorandum Circular No. 110 series of 2021. The NDRRM Fund Guidelines and Guidebook shall provide the enabling environment for efficient, effective, and transparent fund management. Also, it can better equip our OCD Regional Offices, RDRRMC member agencies and LGUs to prioritize areas for assistance through a local prioritization criteria based on damage and impact.

The OCD’s Rehabilitation and Recovery Management Service looks forward to the dissemination and continuous improvement of the NDRRM Fund Management System. We are most thankful to the NDRRMC for indulging us with this kind of innovation and we also look forward to the launch and improvement of our NDRRM Fund Dashboard which serves as a repository of policies, data, and information on the NDRRM Fund. Through the NDRRM Fund Dashboard, we will be able to implement data-driven and evidence-based policy-making support to the NDRRMC.

This Guidebook is presented to our dear partners and stakeholders, with enthusiasm and optimism, to relentlessly contribute towards a resilient Philippines.



HAROLD N. CABREROS

Director III, Rehabilitation and Recovery
Management Service, OCD

ACRONYMS

CCA	Climate Change Adaptation
CCAM-DRR	Climate Change Adaptation, Mitigation, and Disaster Risk Reduction
CSO	Civil Society Organization
CSCAND	Collective Strengthening on Community Awareness on Natural Disasters
DA	Department of Agriculture
DED	Detailed Engineering Design
DepEd	Department of Education
DHSUD	Department of Human Settlements and Urban Development
DICT	Department of Information and Communications Technology
DILG	Department of the Interior and Local Government
DOH	Department of Health
DOLE	Department of Labor and Employment
DOTr	Department of Transportation
DPWH	Department of Public Works and Highways
DSWD	Department of Social Welfare and Development
DTI	Department of Trade and Industry
ECT	Emergency Cash Transfer
GAA	General Appropriations Act
GOCCs	Government-Owned and/or -Controlled Corporations
HOMA	Housing Materials Assistance
IMS	Information Management System
LDRRMF	Local Disaster Risk Reduction and Management Fund
LDRRMO	Local Disaster Risk Reduction and Management Officer
LDRRM Plan	Local Disaster Risk Reduction and Management Plan
LGU	Local Government Unit
MC	Memorandum Circular
MSMEs	Micro, Small, Medium Enterprises
NbS	Nature-based Solutions

NDRRMC	National Disaster Risk Reduction and Management Council
NDRRMF	National Disaster Risk Reduction and Management Fund
NEA	National Electrification Administration
NEDA	National Economic and Development Authority
NGA	National Government Agency
NGOs	Non-Government Organizations
NHA	National Housing Authority
NIA	National Irrigation Administration
NPMET	National Project Monitoring and Evaluation Team
OCD	Office of Civil Defense
OCDCO	Office of Civil Defense Central Office
OCDRO	Office of Civil Defense Regional Office
OCDRMS	Office of Civil Defense Rehabilitation and Recovery Management Service
OFWs	Overseas Filipino Workers
PCNA	Post-Conflict Needs Assessment
PDNA	Post-Disaster Needs Assessment
POs	People's Organizations
PPAs	Programs, Projects, and Activities
QRF	Quick Response Fund
RDANA	Rapid Disaster Assessment and Needs Analysis
RDRRMC	Regional Disaster Risk Reduction and Management Council
RPMET	Regional Project Monitoring and Evaluation Team
RPVET	Regional Project Validation and Evaluation Team
RRP	Rehabilitation and Recovery Program
SitRep	Situation Report
SND/Chair, NDRRMC	Secretary of National Defense and Chairperson of the NDRRMC
SUCs	State Universities and Colleges
TCT	Transfer Certificate of Title

DEFINITION OF TERMS

Disaster

A disaster is a disturbance of varying levels of severity, but overall, impacts the environmental and economic state of a community. The impact, which can be a result of different factors such as the risk of being hit by natural hazards and the lack of capacities to cope or prepare for the effects of these hazards, can range from property damages; loss of livelihood; health problems including mental health issues and serious injuries; and even death.¹

Disaster Mitigation

The reduction in the negative effects of hazards in a community or population, mitigation involves scrutinizing or inspecting factors that relate to the existence and severity of the impact of a disaster. After identifying and analyzing these factors, changes are enforced in terms of policy, infrastructure, and even behavior towards disasters, in hopes of limiting the effects of future disasters and improving the community's preparation for and resilience to hazards.²

Disaster Preparedness

Disaster preparedness involves the development of capacities of institutions such as government offices and organizations that advocate for DRRM, and of communities and their residents with regard to how they prepare for, cope with, and recover from the impact of disasters. Founded on the principles of DRRM, disaster preparedness encompasses proper coordination among key institutions from the national to the local level; effective communication strategies toward public awareness; and DRRM-related training among others.³

Disaster Prevention

Disaster prevention is built on the idea of completely evading the negative effects of disasters and the risk or potential of these impacting a community. It heavily focuses on actions toward pre-disaster preparedness such as construction of infrastructure for effective flood management and proper and strict enforcement of policies and standards for construction works.⁴

¹ Republic Act 10121 (Philippine Disaster Risk Reduction and Management Act of 2010), Section 3 (h).

² RA 10121, Sec. 3 (i).

³ RA 10121, Sec. 3 (j).

⁴ RA 10121, Sec. 3 (k).

Early Recovery

Early recovery is a multi-dimensional and development process that aims to formulate humanitarian programs and bring about sustainable development opportunities. This multi-dimensional process seeks to build local or national recovery processes that are resilient and sustainable.⁵

Early Warning System

An early warning system is a system that generates and disseminates timely and meaningful information that enables individuals, communities, and organizations to prepare and act accordingly in the face of a hazard or threat. The aim is to prepare and act appropriately and timely to reduce harm or loss. A people-centered early warning system consists of four key components: identification of potential threat or harm; monitoring and evaluation of hazards; dissemination of gathered information with appropriate warnings; and development of capacities toward effectively responding to these warnings.⁶

Evacuation Center

An evacuation center provides temporary shelter for families that had to vacate their residence due to threat of disasters. An evacuation center may also function as a training ground or venue for DRRM-related activities.⁷

Improvement (of an infrastructure)

Improving an existing infrastructure focuses on elevating the quality and capacity of an infrastructure. The improvement may be done by widening, upgrading, or strengthening the structure.⁸

LDRRM Plan

The LDRRM Plan is the integrated and extensive plan toward DRRM created and enforced by the Local Disaster Risk Reduction and Management (LDRRM) Office. Its components are based on the national, regional, and provincial framework, and on DRR policies.⁹

⁵ Cluster Working Group on Early Recovery (CWGER). (2008). Guidance note on Early Recovery. <https://www.undp.org/sites/g/files/zskgke326/files/publications/CWGER%20Guidance%20Note.pdf>

⁶ RA 10121, Sec. 3 (q).

⁷ From Annex A of Local Budget Circular No. 119 (2019) from the Department of Budget and Management. https://www.dbm.gov.ph/wp-content/uploads/Issuances/2019/Local-Budget-Circular/LOCAL_BUDGET_CIRCULAR_NO._119.pdf

⁸ Department of Public Works and Highways. (2016). Enterprise Data Glossary.

⁹ NDRRMC MC No. 110 s. 2021, Sec. 4 (j). Based on RA 10121, Sec. 12 and Sec. 12(c) (6).

LDRRM Fund

The LDRRM Fund is the allocation of at least 5% of the local government's financial resources for DRRM efforts. These efforts include pre-disaster preparedness activities like training programs, as well as acquiring rescue equipment and other needed supplies.¹⁰

NDRRM Fund

The NDRRM Fund is a lump sum fund appropriated under the annual GAA to be utilized for disaster risk reduction or mitigation, prevention, and preparedness activities such as training of personnel and procurement of equipment. It can also be used for relief, recovery, and reconstruction efforts in response to disasters that occurred two years ago or those that may happen in the current budget year.¹¹

NDRRM Plan

The NDRRM Plan is the plan crafted and implemented by the NDRRM Council that outlines DRR goals and objectives, as well as actions that should lead to the achievement of identified objectives.¹²

Nature-based Solutions (NbS)

Nature-based solutions are measures that aim to preserve and restore natural or modified ecosystems, and that adequately deal with societal challenges while safeguarding people's well-being and providing biodiversity benefits.¹³

Post-Disaster/Conflict Needs Assessment (PDNA/PCNA)

The Post-Disaster/Conflict Needs Assessment is a multi-sectoral and multidisciplinary mechanism used to evaluate impacts of disasters, and to prioritize recovery and reconstruction needs. This mechanism estimates both short-term interventions needed to kickstart the recovery process, and financial requirements of projects and programs to ensure overall post-disaster recovery, reconstruction, and risk management.¹⁴

¹⁰ NDRRMC MC No. 110 s. 2021, Sec. 4 (k). Based on RA 10121, Sec. 21.

¹¹ NDRRMC MC No. 110 s. 2021, Sec. 4 (l). Based on RA 10121, Sec. 22.

¹² NDRRMC MC No. 110 s. 2021, Sec. 4 (m). Based on RA 10121, Sec. 3(z).

¹³ International Union for Conservation of Nature. (2016). Defining Nature-based Solutions. World Conservation Congress Resolution No. 2016-069.

¹⁴ NDRRMC MC No. 110 s. 2021, Sec. 4 (t).

Post-Disaster Recovery or Recovery

Recovery is the re-establishment and improvement (where appropriate) of facilities, and the living and working conditions of communities that were affected by a disaster. Recovery also encompasses DRRM efforts, guided by the principles of “build back better”¹⁵ in preventing and managing future disasters.¹⁶

Quick Response Fund

The Quick Response Fund is the “stand-by fund for relief and recovery programs” which should receive 30% of the NDRRM Fund to better ensure that the living conditions of communities burdened by calamities and other hazards may return to normal as soon as possible.¹⁷

Rapid Damage Assessment and Needs Analysis (RDANA)

The Rapid Damage Assessment and Needs Analysis is a tool that measures the gravity of a disaster by evaluating the impact it has left on a community, as well as its impact on the people’s coping capabilities. As it is utilized in the early onset of a disaster, the tool seeks to identify immediate interventions or actions based on the gathered characteristics of a disaster.¹⁸

Reconstruction Works

Reconstruction works is a grouping of types of work that seeks total replacement of an infrastructure to maintain or improve the structure’s design standards.¹⁹

Rehabilitation and Recovery Program (RRP)

The Rehabilitation and Recovery Program is a post-disaster investment program that lists priority programs, projects, and activities (PPAs), which are determined using the PDNA/PCNA. These PPAs are expected to aid in the affected communities’ return to normal living and working conditions, as well as strengthen their resilience and coping capacities toward future disasters.²⁰

Rehabilitation Works

Rehabilitation works is a grouping of types of work for infrastructure in poor or bad condition, wherein the goal is the restoration of structural capacity and performance, and/or the enhancement of safety standards.²¹

¹⁵ A United Nations (UN) report defines Build Back Better as “the use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies and the environment.”

¹⁶ NDRRMC MC No. 110 s. 2021, Sec. 4 (u).

¹⁷ RA 10121, Sec. 22 (c).

¹⁸ From the RDANA Training Course material uploaded in the OCD Training Portal website. <https://trainingims.ocd.gov.ph/ims/ppt/rapid-damage-assessment-and-needs-analysis>

¹⁹ Department of Public Works and Highways. (2016). Enterprise Data Glossary.

²⁰ NDRRMC MC No. 110 s. 2021, Sec. 4 (y). Based on the Disaster Rehabilitation and Recovery Planning Guide. (2020). https://ndrrmc.gov.ph/attachments/category/12/Disaster_Rehabilitation_and_Recovery_Planning_Guide_NEDA.pdf

²¹ Department of Public Works and Highways. (2016). Enterprise Data Glossary.

OVERVIEW OF THE NDRRM FUND UTILIZATION

The Philippine government adopted a proactive approach to understanding and managing the risks and impact of disasters that regularly hit the country. The passage of Republic Act (RA) 10121 or the Philippine Disaster Risk Reduction and Management Act (PDRRM Act) of 2010 transformed the previous Calamity Fund to the National Disaster Risk Reduction and Management (NDRRM) Fund. This Fund, contrary to its previous version which focused on post-disaster efforts, expanded its intended use for activities towards “disaster risk reduction or mitigation, [and] prevention and preparedness.” It further maintained that it can also be utilized for relief, recovery, and reconstruction efforts that address the impact of calamities that occurred during the budget year or disasters that happened two years prior to the budget year.

More than 10 years following the implementation of RA 10121, the allocation and utilization of the NDRRM Fund are still not aligned with its strategic priorities of risk reduction, specifically building disaster resilience among communities and enhancing preparedness capacities of LGUs. More concretely, the Fund is supposed to be allocated among the following four areas: (a) prevention and mitigation, (b) preparedness, (c) response, and (d) rehabilitation and recovery.

Working towards aligning the Fund utilization with its objectives, the NDRRM Council issued the Guidelines on the Administration of the NDRRM Fund through the NDRRMC Memorandum Circular No. 45 s. 2017 (herein referred to as NDRRMC MC No. 45). Its implementation provided the foundation for enhancing responsiveness, transparency, and accountability in the use of the Fund. Based on a regional mechanism of evaluating projects, implementing agencies review and endorse the proposed projects of local governments. Before the passage of NDRRMC MC No. 45, most local governments were not familiar with the Fund and its purpose. After the issuance of the policy, local governments were able to utilize the Fund for projects such as those under rehabilitation and recovery activities (ex. construction of evacuation centers and other infrastructure). Moreover, there emerged a stronger collaboration among the Regional DRRM Council (RDRRMC) member agencies such as the Department of Public Works and Highways (DPWH), Department of the Interior and Local Government (DILG), Department of Agriculture (DA), National Irrigation Administration (NIA), and National Economic and Development Authority (NEDA) among others in identifying, reviewing, and endorsing priority projects based on the mandated purposes of the Fund.

PROFILING THE NDRRM FUND ALLOCATION AND UTILIZATION

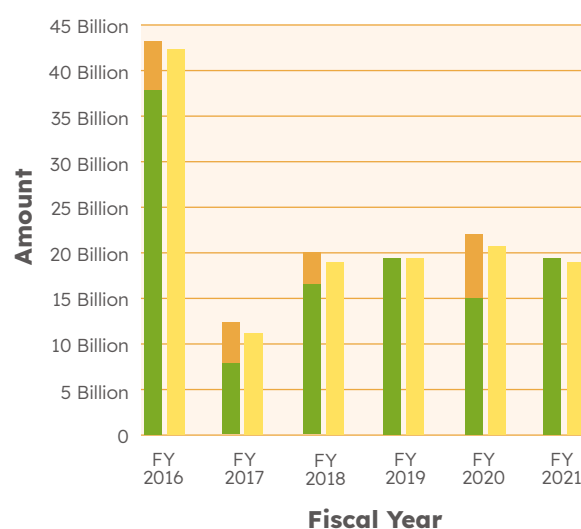
The guidelines set in the NDRRMC MC No. 45 enabled the Office of Civil Defense (OCD), which serves as the Secretariat of the NDRRMC, to scrutinize the utilization of the Fund. Through a profiling of the NDRRM Fund, the OCD and NDRRMC were able to substantiate the need to rationalize the use of the Fund. The findings below yielded the updated and revised NDRRM Fund guidelines in the NDRRMC MC No. 110 s. 2021, which was issued on September 23, 2021.

Annual allocation for NDRRM Fund is fluctuating and is insufficient as reflected by the need for augmentation. As mentioned, RA 10121 created the NDRRM Fund. The Fund is a Special Purpose Fund or lump sum appropriation with its amount and utilization set annually through the Special Provisions of the General Appropriations Act (GAA). These Special Provisions restrict the use of the Fund

to a number of items which are usually projects for relief, repair, and rehabilitation. For the past six years or from Fiscal Year (FY) 2016-2021, the government had to provide augmentation amounting to PHP 19.3 billion (see Fig.1). This figure illustrates how the annual budget allocated for the regular NDRRM Fund has, generally, paled in comparison to the cost of damages caused by major disasters, as well as the funding needed for DRR-related efforts. The annual allocation, in short, has been insufficient in providing funding requirements to address the effects of previous years' disasters. Furthermore, due to funding constraints, funds have primarily been devoted for response and rehabilitation. Recall how the Fund was supposed to support activities and programs aimed at disaster risk reduction or mitigation, prevention, and preparedness.

FIG 1. From 2016-2021, the NDRRM Fund received more than P19.3 billion augmentation fund.
(Source: OCD, NDRRM Fund Allocation Report 2021)

Allocation	Augmented Fund	Releases
2016		
37,895,531,000.00	5,474,114,980.00	42,414,428,857.01
2017		
8,755,000,000.00	4,179,525,939.65	11,463,315,939.65
2018		
17,600,000,000.00	2,873,353,373.54	19,755,720,361.57
2019		
20,000,000,000.00		19,788,565,283.00
2020		
16,000,000,000.00	6,794,795,698.00	20,994,497,537.62
2021		
20,000,000,000.00		19,300,336,268.85
TOTAL		
134,250,531,000.00	19,321,789,990.19	133,716,864,247.70



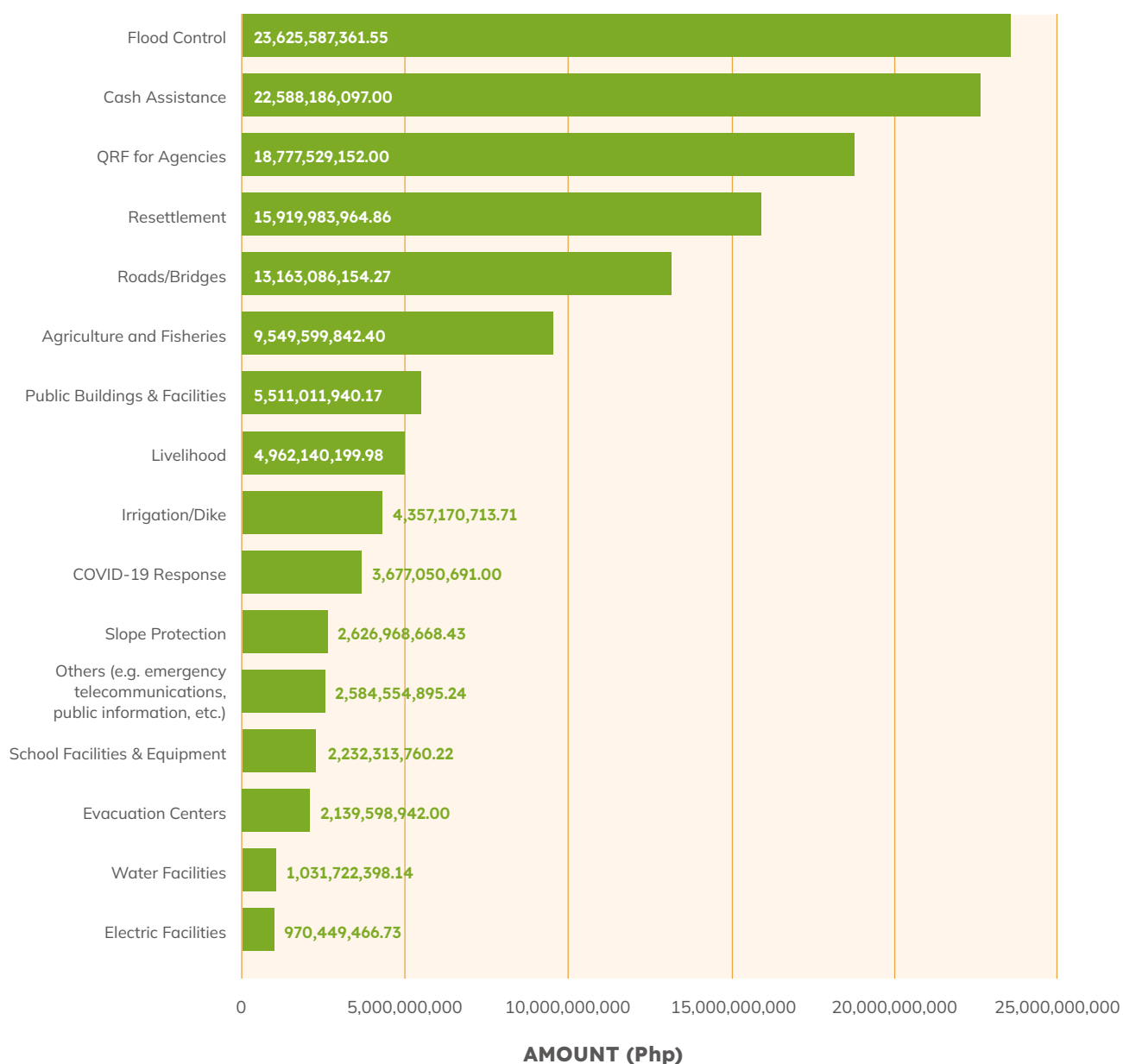
For FY 2016-2021, majority of the funds were allocated for the same types of projects (types that cover post-disaster reconstruction and rehabilitation efforts) regularly funded by implementing agencies and LGUs. There are about five main types of projects financed under the NDRRM Fund: a) infrastructure; b) agriculture; c) social assistance; d) livelihood projects; and e) augmentation of the Quick Response Fund (QRF). With the bulk of the Fund being granted to the same types of projects that are regularly being funded and programmed by LGUs and implementing agencies (such as DPWH, DA, DSWD, DTI, and NHA), the Fund is unable to fully achieve its purpose of providing support to identified areas per RA 10121. Further analysis shows that infrastructure projects regularly funded by the DPWH and LGUs (through their respective budgets) such as flood control, roads/bridges, buildings and facilities, slope protection, utilities (water and electric facilities), and irrigation/dikes were among the projects that received the most financial support among efforts supported by the Fund for FY 2016-2021 (see Fig. 2). Cash assistance

and QRF for government agencies, which are already embedded in agency budgets, also received substantial support from the Fund. These two items—cash assistance and QRF, which received a combined funding amounting to approximately PHP 41.4 billion, were the second and third most funded types of projects for FY 2016-2021, respectively.

While the NDRRMC is all for immediately jumpstarting the recovery process, it needs to prioritize and rationalize the types of projects and programs which would qualify for funding support. Rationalizing the Fund would mean characterizing the nature of projects (especially the aforementioned types of projects) during the review and approval process. This way, the authorized officials can better determine which projects are most urgent based on project readiness and implementability, and also, accurately identify which ones are developmental in nature and can be funded by agencies or LGUs. Early recovery programs and projects which can be regularly found in agency and LGU budgets need to be identified and scrutinized further to unburden the NDRRM Fund.

FIG 2. Flood control, cash assistance, and QRF for agencies took up almost half of the budget for FY 2016-2021. (Source: OCD, 2021)

PROJECT TYPE



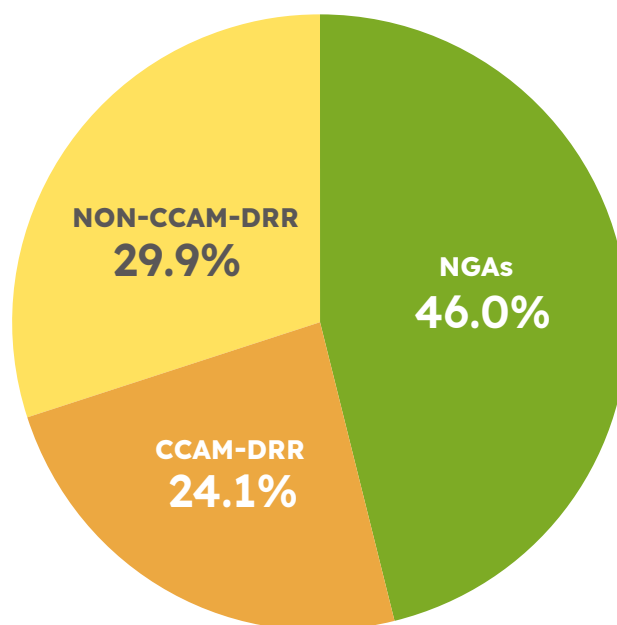
“For FY 2016-2021, majority of the funds were allocated for the same types of projects (types that cover post-disaster reconstruction and rehabilitation efforts) regularly funded by implementing agencies and LGUs.”

LGUs' access to the Fund for the past six years is evident, with LGU-requested projects clinching more than half of the total budget. However, there is more that can be done in ensuring that the LGU share is more fairly distributed. The figure below indicates a good share of the Fund allocated to project requests from LGUs. From FY 2016-2021, 54% of the

total NDRRM Fund went to LGU-requested projects (see Fig. 3). However, the same data shows that vulnerable LGUs, referred to as "CCAM-DRR"²² LGUs accessed almost 6% less funding compared to non-CCAM-DRR LGUs, expressing the need to shift priorities to highly vulnerable areas.

FIG 3. Vulnerable LGUs (CCAM-DRR LGUs) received less funding compared to non-CCAM-DRR LGUs in the past six years. (Source: OCD, 2021)

No. of Requests	Type	Amount (PHP)	%
101	NGAs	61,483,571,514.55	45.98%
191	Non-CCAM-DRR LGUs	39,975,252,490.15	29.90%
176	CCAM-DRR LGUs	32,258,040,243.00	24.12%
468	TOTAL	133,716,864,247.70	100%



²² Cabinet Cluster on Climate Change Adaptation, Mitigation, and Disaster Risk Reduction (CCAM-DRR) developed the CCAM-DRR Roadmap for 2018-2022 which identified 22 vulnerable provinces. Local Governments within these provinces are referred to as CCAM-DRR LGUs per the Cabinet Cluster on CCAM-DRR Performance and Projects Roadmap 2018-2022. https://climatechange.denr.gov.ph/images/DL_Files/Roadmap-Write-up.pdf

RATIONALE OF THE GUIDEBOOK

The increasing magnitude of disasters and the overwhelming demand for recovery and rehabilitation efforts continue to strain available resources of the government. As resources are not finite, it is necessary to prioritize interventions toward supporting the urgent needs resulting from post-disaster events, and at the same time, balance these interventions with efforts aimed at the proactive purpose of the NDRRM Fund—prevention, mitigation, and preparedness.

With these aspirations in mind, the NDRRMC, as previously mentioned, revised the guidelines on the management of the NDRRM Fund. This Guidebook aims to strengthen the implementation of these revised guidelines by equipping both Requesting Parties and Fund Administrators—the OCD with the R/NDRRMC—with knowledge and guidance on the utilization and management of the NDRRM Fund.

PURPOSE

This Guidebook serves as a general guide for preparation, prioritization, processing, and endorsement of projects for evaluation under the NDRRM Fund. Specifically, it aims to achieve the following:

- **To provide basic information and guidelines for requesting parties**
- **To ensure the effective, efficient, and transparent implementation and management of the NDRRM Fund by the OCD and NDRRMC (both at the national and regional level), given their role in the processing of project endorsements to the Office of the President (OP)**
- **To enjoin or promote the participation of civil society organizations (CSOs), especially in the monitoring and evaluation of projects on the ground**

TARGET USERS

As this Guidebook covers project proposal and endorsement of project requests, it is presented as a users' manual particularly crafted for two main audiences—the requesting parties and the fund administrators.

- **Requesting parties** are government agencies and instrumentalities that seek financial support for their projects through the NDRRM Fund. Specifically, these are:

- o National Government Agencies (NGAs)
- o Bureaus and offices of the national government
- o State Universities and Colleges (SUCs)
- o Government-Owned and/or -Controlled Corporations (GOCCs)
- o Local Government Units (LGUs)

Note: Barangays should direct their requests to the immediate higher LGU (city or municipality) and would have to maximize their available funds for DRRM.

Requesting parties, herein primarily referred to as LGUs and NGAs, can benefit from this Guidebook given their functions and responsibilities in DRRM planning and implementation. Local DRRM Officers and Local Chief Executives can be informed and guided on what projects are eligible, and when and how they can access the NDRRM Fund. Furthermore, given fund constraints, LGUs and NGAs that plan to submit multiple project proposals can also be guided in determining which of their projects would most likely be considered for endorsement.

- **Fund administrators** are herein referred to as stakeholders who are involved in the processing, prioritization, review, evaluation, and endorsement of project proposals, as well as those with roles in the monitoring and evaluation of funded projects. The processing of project requests goes through different levels of authority and various stakeholders within the R/NDRRMC. Listed below are personnel or key players, both from the regional and national level, who are in charge of different processes that requests must go through.

- o Office of Civil Defense (OCD) Central and Regional Office/s and Regional/National Disaster Risk Reduction and Management Council/s (R/NDRRMC)
- o Regional Project Validation and Evaluation Team (RPVET) members in the RDRRMC who will serve as resource persons for the review of project proposals
- o Central Offices of National Government Agencies (NGAs) who are tasked to ensure that project proposals comply with established standards (both technical and financial)

MAIN PARTS OF THE GUIDEBOOK

This Guidebook is divided into three main parts:

- 1. General information on the NDRRM Fund** contains the following: the Fund's legal basis, purpose, and scope (including the Menu of Projects and examples of requests or proposals that are ineligible for funding), as well as necessary information regarding the Fund's accessibility, and key players in project approval and endorsement.
- 2. Process for NDRRMC endorsement** covers the following steps:
 - Prerequisite activities which requesting parties and fund administrators need to accomplish prior to the actual processing of requests
Note: Prerequisite activities differ for each classification or type of eligible project.
 - Actual processing of project requests

The process of applying for endorsement from the NDRRMC is presented in this Guidebook using the following format:

- Matrix/table detailing the following: Activities, Outputs, Guide for Requesting Parties and Fund Administrators, and Timeline/Duration
 - Technical Notes for Requesting Parties and Fund Administrators provide additional notes or explanation to the general guidelines in the matrix. These notes are based on frequently asked questions gathered from the consultations which were conducted for the development of this Guidebook.
- 3. Monitoring and evaluation** includes the following:
 - Guide for requesting parties on what forms and templates they need to submit
 - Guide for fund administrators to ensure the physical and financial delivery of projects, as well as an introduction to strategies toward validating impact
 - Next steps on the development of the Fund's Monitoring and Evaluation (M&E) system, which includes creating a Project Management Office and enhancing the reporting system by developing tools and instruments which are to be embedded in the Information Management System (IMS)

SCOPE AND LIMITATIONS

This Guidebook serves as Volume I of the planned multi-volume NDRRM Fund Guidebook. This volume provides general guidelines for Requesting Parties and Fund Administrators about the NDRRM Fund's purpose, policies, and processes, including requirements for its utilization.

It is important to note that the processes discussed in this Guidebook are limited only up to the NDRRMC's endorsement to the Office of the President. Fund administrators, primarily the OCD and the R/NDRRMCs, play a central role in ensuring resources like the Fund are optimized for DRRM. The OCD, as the NDRRMC Secretariat, is expected to endorse projects to the NDRRMC Chairperson and to the Office of the President in an efficient, responsive, and transparent manner. This Guidebook lists the necessary steps and requirements such as expected outputs, aiding in the systematic and fair evaluation of project requests for endorsement to the Office of the President.

This Guidebook, however, will not be able to cover the succeeding processes, including the decision-making and approval process within the Office of the President. Moreover, other processes related to the NDRRM Fund such as budget allocation and legislation, project implementation, and audit will also not be tackled in this Guide since these are beyond the scope of the NDRRM Council.

Volume II of the NDRRM Fund Guidebook shall tackle project standards and requirements for each type of project to better guide requesting parties in preparing and enhancing their project requests. Volume III, on the other hand, shall focus on the use of the NDRRM Fund Information Management System (IMS), including the NDRRM Fund dashboard for monitoring and evaluation purposes.

PART 1

THE NDRRM FUND

1A Legal Basis

1B Who Approves the Fund Requests?

1C Who Can Submit Fund Requests?

1D When Can Requesting Parties Apply for the NDRRM Fund?

1E What Types of Projects are Eligible under the NDRRM Fund?

1A LEGAL BASIS

The National Disaster Risk Reduction and Management (NDRRM) Fund is a lump sum fund appropriated under the annual General Appropriations Act (GAA). The Fund's legal origin is based on RA 10121 or the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010.

Section 22(a) of the PDRRM Act of 2010 requires the Fund to be allocated for disaster risk reduction or mitigation efforts, and activities toward prevention and preparedness, which includes "training of personnel, procurement of equipment, and capital expenditures." Moreover, it is also stated in the PDRRM Act that the Fund can also be used for "relief, recovery, and reconstruction" efforts to address impacts of calamities, whether human-caused or natural disasters, from two years ago or those which may happen in the current budget year.

SECTION 22 (A) OF RA 10121

"The present Calamity Fund appropriated under the annual General Appropriations Act shall henceforth be known as the National Disaster Risk Reduction and Management Fund (NDRRM Fund) and it shall be used for disaster risk reduction or mitigation, prevention, and preparedness activities such as but not limited to training of personnel, procurement of equipment, and capital expenditures. It can also be utilized for relief, recovery, reconstruction and other work or services in connection with natural or human-induced calamities which may occur during the budget year or those that occurred in the past two (2) years from the budget year."

Listed below are legal documents that support the existence and guide the implementation of the Fund:

- I. Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010
- II. Relevant General Appropriations Act (GAA) provisions on the NDRRM Fund
- III. Republic Act No. 9184 or the Government Procurement Reform Act
- IV. NDRMMC-DBM-DILG Joint Memorandum Circular No. 2013-1 (25 March, 2013) regarding the Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
- V. National Disaster Coordinating Council (NDCC) Memorandum Order No. 2 s. 1999 regarding Policies, Guidelines, and Procedures on Calamity Fund Management
- VI. Commission on Audit (COA) Circular No. 2014-002 or the Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency regular budget for Disaster Risk Reduction and Management (DRRM) program
- VII. COA Circular No. 2014-009 or the Guidelines on the Audit of Disaster Risk Reduction and Management (DRRM) Fund
- VIII. NDRRMC Memorandum Circular No. 45 s. 2017 or the Guidelines on the Administration of the National Disaster Risk Reduction and Management (NDRRM) Fund
- IX. NDRRMC Memorandum Circular No. 110 s. 2021 or the revised Guidelines on the Administration of the National Disaster Risk Reduction and Management (NDRRM) Fund

1B

WHO APPROVES THE FUND REQUESTS?

The President of the Philippines has the power to approve the allocation and distribution of any amount from the Fund, taking into account the recommendation from the NDRRMC.

SECTION 22 (B) OF RA 10121

“The specific amount of the NDRRM Fund and the appropriate recipient agencies and/or LGUs shall be determined upon approval of the President of the Philippines in accordance with the favorable recommendation of the NDRRMC.”

1C

WHO CAN SUBMIT FUND REQUESTS?

The following can file project proposals under the NDRRM Fund:

- National Government Agencies (NGAs)
- Bureaus and offices of the national government
- State Universities and Colleges (SUCs)
- Government-Owned and/or -Controlled Corporations (GOCCs)
- Local Government Units (LGUs)

1D

WHEN CAN REQUESTING PARTIES APPLY FOR THE NDRRM FUND?

Per the PDRRM Act of 2010, agencies and local governments are authorized to allocate resources for DRRM, in line with the principle of mainstreaming disaster risk reduction and climate change in development processes, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land use and urban planning, and public infrastructure and housing among others. The NDRRM Fund is just one of the financial support sources available to agencies and local governments.

In light of mainstreaming DRRM in government, regular agency budgets as well as LGU budgets should have allocation for DRRM-related programs, projects, and activities (PPAs). NGAs and LGUs are to maximize their respective budget allocation for DRRM such as their agency budgets and the Local DRRM Fund, both indicated in RA 10121, before requesting access to the NDRRM Fund. Section 5.1 of the NDRRMC MC No. 110 s. 2021 states that the NDRRM Fund shall only be used for DRRM projects which cannot be covered by the QRF or by fund sources indicated in RA 10121.

To guide them in their budgeting and planning for DRRM-related efforts, NGAs can refer to their mandates and commitments in the NDRRM Plan. Furthermore, agencies can refer to NEDA's *Disaster Rehabilitation and Recovery Planning Guide*²³ for the utilization of regular agency budgets for rehabilitation and recovery PPAs. According to the Guide, "agencies are advised to include such PPAs [those for implementation in the medium- to long-term] in their annual budget proposals." For utilization of the Local DRRM Fund, requesting parties can refer to the NDRRMC-DBM-DILG Joint Memorandum Circular No. 2013-1 for a list of PPAs eligible under this fund source.

Apart from the abovementioned options and the NDRRM Fund, requesting parties can also apply for access to Special Purpose Funds²⁴ which can also support DRR-related programs and activities of LGUs. These DRR-related efforts include purchase of medical/rescue/disaster-related equipment, and assistance to indigent individuals or families such as food assistance, cash for work, medical needs, burial costs, etc. Previous Special Purpose Funds have been set for Allocation to LGUs, Local Government Support Fund, and Contingent Fund among others.

²³ National Economic and Development Authority. (2020). Disaster Rehabilitation and Recovery Planning Guide. https://ndrrmc.gov.ph/attachments/category/12/Disaster_Rehabilitation_and_Recovery_Planning_Guide_NEDA.pdf

²⁴ Special Purpose Funds (SPFs) "are budgetary allocations in the General Appropriations Act (GAA) allocated for specific purposes. These are usually lump sum in nature, as the recipient departments or agencies and/or the specific programs and projects have not yet been identified during budget preparation and legislation." For more information, see DBM's A Brief on the Special Purpose Funds in the National Budget. https://www.dbm.gov.ph/wp-content/uploads/DAP/Note%20on%20the%20Special%20Purpose%20Funds%20_Released%20-%20Oct%202013_.pdf

1E

WHAT TYPES OF PROJECTS ARE ELIGIBLE UNDER THE NDRRM FUND?

A project can be granted access to the NDRRM Fund if it satisfies the following conditions:

1. The project is included in the Menu of Projects.
2. The project is not classified as a prohibited item.
3. The project is identified as an R/NDRRMC priority.

1 THE PROJECT IS INCLUDED IN THE MENU OF PROJECTS.

These projects had previously received funding, having been identified as priorities during disasters or for post-disaster recovery and rehabilitation, or for prevention and preparedness. General descriptions of these projects are provided in Annex A of this Guidebook.

Disaster Prevention, Mitigation, and Preparedness Projects

Under this type are NDRRM Plan priorities such as but not limited to:



Construction of permanent evacuation centers



Construction of disaster command and operations centers



Nature-based Solutions (NbS) for DRR



Priority Investment Program of RDRRMC

Relief, Early Recovery, and Rehabilitation Projects



- Quick Response Fund (QRF) augmentation for NGAs with QRF allocation. This can be requested when the QRF balance has hit a critical level.



- Social Protection Assistance
 - Emergency Cash Transfer (ECT) programs including cash aid for food and non-food relief support, cash for work/caring/training, and Voucher Aid



- Interim shelter cash assistance, transitional shelters for DRR, and Climate Change Adaptation (CCA) induced resettlement
- Integrative psychosocial support including trauma management in affected areas



- Child-friendly safe spaces during and after a disaster, and delivery of educational and support services in camps



- Resettlement programs for disaster affected areas such as permanent housing or rent-subsidy programs



- Livelihood Support for Early Recovery
 - Credit assistance
 - Support for micro, small, medium enterprises (MSMEs)
 - Temporary wage employment
 - Skills training (with kits) to start a simple business
 - Livelihood cash assistance/grants



- Agricultural Support for Early Recovery
 - Seeds, tools, goods, and services distribution
 - Facilities for agriculture and fisheries



- Rehabilitation Works for Existing Infrastructure, 100% Concrete, Damaged, and Not Aggravated by a Disaster
 - Flood control
 - Seawall/river wall/coastal defence
 - Irrigation system
 - Government buildings and facilities such as severely damaged schools, and power, water, and sanitation facilities
 - Damaged roads except for road upgrading



2 THE PROJECT IS NOT CLASSIFIED AS A PROHIBITED ITEM.

The following projects are not covered by the NDRRM Fund and are considered as prohibited items:

- **Projects which have pre-existing damage due to any of the following:**
 - Poor construction methodology and poor engineering design
 - Failure of the concerned agency or office to conduct preventive maintenance and regular inspection, do reconstruction works, and address developmental needs
- **Infrastructure rehabilitation works that fall under any of the following:**
 - New construction of auxiliary parts of roads and bridges such as slope protection and drainage structures, and other facilities as these are supposed to be funded under the agencies' or LGUs' developmental budgets
 - Improvement (including ground improvement) of buildings
 - Concreting of roads
- **Project requests in areas not included in Situation Reports (SitReps) and in the Rapid Damage Assessment and Needs Analysis (RDANA)**

3 THE PROJECT IS IDENTIFIED AS AN R/NDRRMC PRIORITY.

- **PDNA and RRP priority programs, projects, and activities (PPAs)**
These are project requests from both NGAs and LGUs toward relief, rehabilitation, and recovery from disasters that were identified in the Post-Disaster Needs Assessment (PDNA) and the Rehabilitation and Recovery Program (RRP). PDNA and RRP are NDRRMC institutionalized tools used to determine if a post-disaster project is eligible to use the Fund.
- **RDRRMC priorities for disasters (which did not warrant a PDNA and RRP)**
In disaster-stricken areas where a PDNA and RRP were not warranted, then the project being requested needs to be included in the List of Priority Rehabilitation and Recovery Projects endorsed by the RDRRMC. An Equity-Based Local Prioritization Criteria shall be used to rank projects which can be considered for funding.
- **NDRRMC / RDRRMC priority for disaster prevention, mitigation, and preparedness**
These are PPAs which are directly linked to the achievement of the NDRRM Plan outcomes, as may be identified by the NDRRMC and/or proposed in the annual GGA.

For reference and guidance on PPAs, specifically for prevention, mitigation, and preparedness, the NDRRM Plan (2020-2030) provides information on what specific PPAs are eligible to avail the NDRRM Fund.

PART 2

NDRRM FUND PROJECT ENDORSEMENT PROCESS

2A Prerequisite Activities

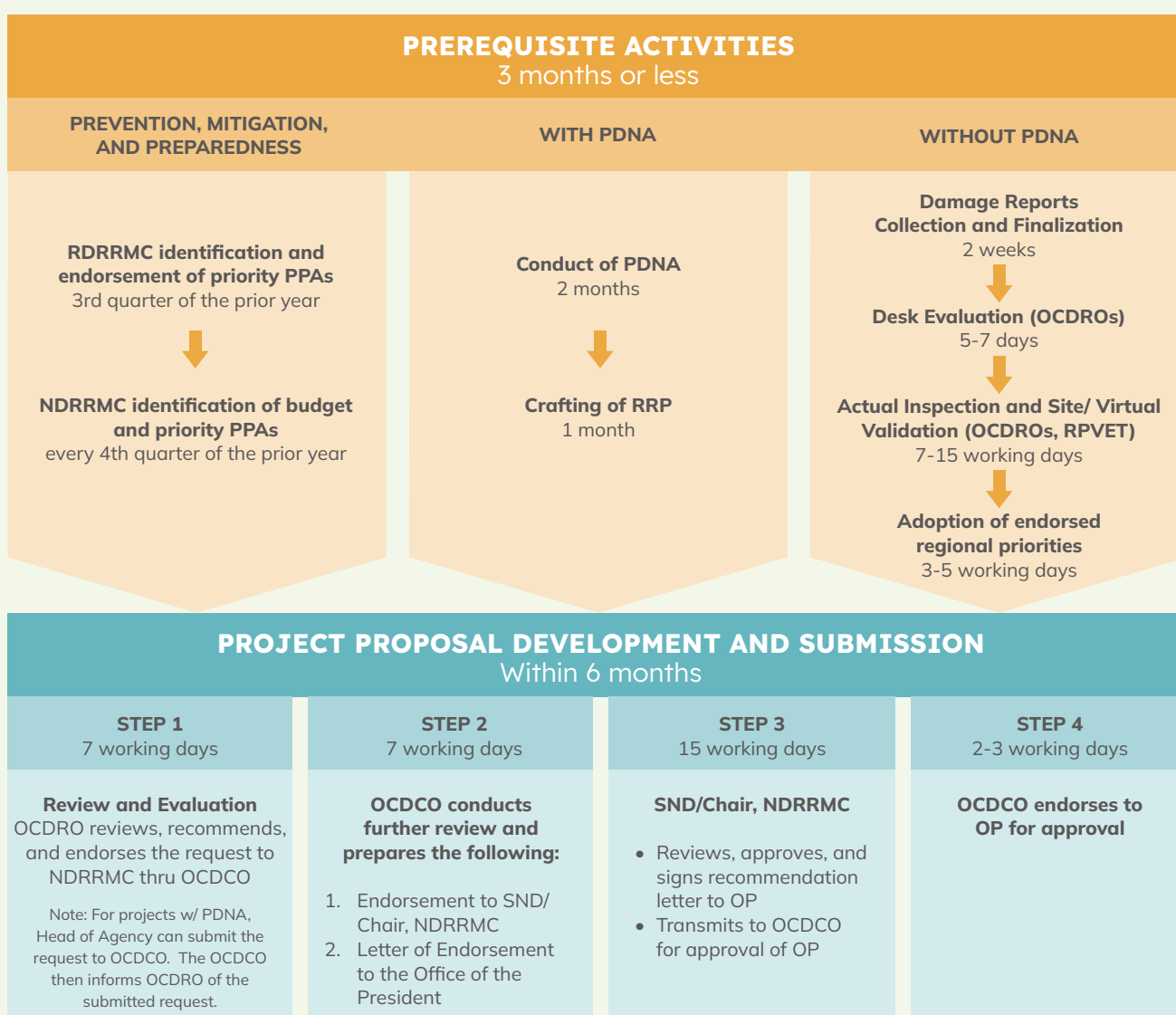
2B Project Proposal Development and Submission

2C Processing of Request: Steps 1-4

Projects seeking support under the NDRRM Fund should secure an endorsement from the NDRRMC. The endorsement process (see Fig. 4) consists of three main components listed below. Note that while Prerequisite Activities vary for projects filed under different categories, the Project Proposal Development and the Actual Processing of Project Requests are the same for all projects, regardless of project type.

- **Prerequisite Activities**
- **Project Proposal Development and Submission**
- **Actual Processing of the Project Requests**
 - STEP 1: Project Review and Evaluation by the OCD
 - STEP 2: Endorsement to SND/Chair, NDRRMC
 - STEP 3: SND/Chair, NDRRMC Recommendation to OP
 - STEP 4: Transmittal of Recommendation to OP

FIG 4. The NDRRM Fund Project Endorsement Process



2A PREREQUISITE ACTIVITIES

Prerequisite activities are vital in securing a priority status for project requests.

Prerequisite activities differ for each of the project priorities listed below. These prerequisite activities are also detailed in Annex 4 of the NDRRMC MC No. 110 s. 2021.

- **Projects with PDNA and RRP**
- **Projects without PDNA, but are identified as RDRRMC priorities**
- **Projects toward disaster prevention, mitigation, and preparedness (which are identified as NDRRMC priorities with the NDRRM Plan as basis)**

Given the differences in prerequisite activities for different projects, the timeline or duration of the endorsement process for these projects also varies. The timeline for obtaining endorsement per project classification is summarized in the table below. The varying timelines are also detailed in Annex 4 of NDRRMC MC No. 110 s. 2021.

TABLE 1. Summary of Timeline for Securing NDRRMC Endorsement for Different Project Classifications

Project Classifications Indicated as NDRRMC/RDRRMC Priority	Timeline	
	PREREQUISITE ACTIVITIES	ACTUAL PROCESSING
Projects with PDNA and RRP	3 months	24-25 working days
Projects without PDNA	15-27 days	29-30 working days
Projects toward disaster prevention, mitigation, and preparedness	3 months (3 rd -4 th Qtr. of prior year)	25-30 working days

PREREQUISITE ACTIVITIES FOR PROJECTS WITH PDNA AND RRP

- Conduct the Post-Disaster Needs Assessment (PDNA)
- Formulate the Rehabilitation and Recovery Program (RRP)

TABLE 2. Details of Prerequisite Activities for Projects with PDNA and RRP

Prerequisite Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/Duration
PREREQUISITE ACTIVITIES				
Conduct the PDNA	PDNA	Ensure that the projects are in the PDNA priorities by: • Preparing the damage reports upon the occurrence of a disaster • Submitting damage reports to OCD Regional Offices (ROs) • Participating in the PDNA and RRP process convened by OCDROs	The OCDRO shall: • Consolidate SitReps and/or RDANA, and if possible, validate these especially the part on infrastructure • Inform LGUs and NGAs of the PDNA process <i>Note: Agencies which are included in the formulation of PDNA, RRP shall undertake activities cited in the PDNA Guidance Notes.</i>	2 months
Formulate the RRP	RRP	Ensure projects are in the RRP priorities.	The OCDRO shall: • Inform LGUs and NGAs of the PDNA process • Convene PDNA teams • Ensure that the PDNA and RRP reflect that projects are priorities and are eligible for the NDRRM Fund	1 month

TECHNICAL NOTES FOR REQUESTING PARTIES

What is the significance of formulating accurate damage reports?

LGU damage reports serve as basis for the documents (listed below) that are needed in identifying and accessing funds, including the NDRRM Fund.

- Situation Reports (SitReps) and Rapid Damage Assessment and Needs Analysis (RDANA) which are consolidated by the OCD Regional Offices
- PDNA and RRP²⁵

Damage reports shall be validated by concerned agencies through the OCD. Only projects included and reported in SitReps shall be considered and shortlisted for endorsement.

²⁵ National Economic and Development Authority. (2020). Disaster Rehabilitation and Recovery Planning Guide. https://ndrrmc.gov.ph/attachments/category/12/Disaster_Rehabilitation_and_Recovery_Planning_Guide_NEDA.pdf

How to ensure that damage reports from requesting parties are integrated in the R/ NDRRMC SitReps and RDANA?

Damage reports have to be submitted to OCD Regional Offices within the next two weeks following the disaster.

Who decides whether there is a need to conduct PDNA and RRP?

Based on the Rehabilitation and Recovery Planning Guide, the decision to conduct PDNA is made by the concerned DRRMCs. The Council (whether national or regional) in charge will depend on the area covered by the disaster. The NDRRMC decides on the matter when two or more regions are affected by a disaster. On the other hand, RDRRMCs are tasked to make this decision when a disaster impacts two or more provinces.

How to account for damage?

Estimations on damage serve as basis for reconstruction needs. These estimations could either be based on replacement cost for totally destroyed assets, or repair cost for partially damaged assets. The engineers in the assessment team could decide whether a structure is totally destroyed or partially damaged, while, for instance, educators can determine the extent of damage to instructional materials. For more information on the methodologies on damage estimation, and reconstruction needs, kindly refer to the PDNA Guidance Notes²⁶.

TECHNICAL NOTES FOR FUND ADMINISTRATORS

Is there a prescribed composition for the PDNA Team?

The actual conduct of the PDNA is led by the OCD, in coordination with concerned NGAs and LGUs. Per the PDNA Guidance Notes, the composition of the PDNA team depends on the sectors to be assessed.

From the side of the government, officials belonging to line agencies whose functions and mandate cover the following sectors of the economy should participate in the assessment.

- Finance
- Statistics
- Economic and social planning

²⁶ World Bank. 2013. Recommended PDA Guidance Notes. Prepared under Capacity Building for Post-Disaster Assessments in the Philippines Contract 7162294. Manila. Guidance Notes in this link: <https://ipdnaph.com/index.php/component/content/article?id=81&Itemid=437>

- Social services: Health, Education, Social Protection, and Housing
- Agriculture
- Livelihood and businesses
- Infrastructure
- Transportation
- Utilities such as power, water, communications, Internet, etc.

Who are the recognized signatories of the PDNA Report?

The head of each PDNA sectoral team should draft and submit a report to the OCD for consolidation. The sectoral team heads also serve as signatories of the PDNA final report.

PREREQUISITE ACTIVITIES FOR PROJECTS WITHOUT PDNA, BUT ARE IDENTIFIED AS RDRRMC PRIORITIES

- Collection and finalization of damage reports by the OCD Regional Office
- Desk evaluation of reported damages by the OCD Regional Office
 - Verify if reported damages appear in SitReps and/or RDANA
 - Identify priority areas using the Equity-Based Local Prioritization Criteria for post-disaster projects
- For infrastructure and equipment projects: actual inspection and site or virtual validation by RPVET using the Project Review and Evaluation Checklist as basis
- Endorsement of priority projects to OCD Central Office by the RDRRMC Chair

TABLE 3. Details of Prerequisite Activities for Projects without PDNA

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/ Duration
Collection and finalization by the OCDRO of damage reports submitted by LGUs, Regional Line Agencies, and GOCCs	Damage reports based on SitReps and RDANA	Submit damage reports to OCDRO within the next 2 weeks following the occurrence of disaster.	The OCDRO shall: • Ask LGUs and regional agencies to submit damage reports within the next 2 weeks following the occurrence of the disaster • Reflect and consolidate all the damage reports in the SitReps <i>Note: In instances that an RDANA is deemed necessary, the RDANA should also contain or reflect the prepared damage reports.</i>	Within the next 2 weeks following the occurrence of the disaster

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/ Duration
Desk evaluation of reported damages: a. Verify if damage reports appear in SitReps and/or RDANA b. Identify priority areas using the Equity-Based Local Prioritization Criteria for post-disaster projects	List of priority areas based on Equity-Based Local Prioritization Criteria		OCDROs shall: • Verify inclusion of reported damages in SitReps and/or RDANA. Only those reported in SitReps and/or RDANA shall be considered for funding. Ensure consistency and coherence of damages and figures. • Identify priority areas (using information from SitReps and/or RDANA) by evaluating all affected LGUs through the Equity-Based Local Prioritization Criteria for post-disaster projects. For reference, see Table 4 on page 41. Once priority areas are identified and ranked, OCDROs can start informing LGUs (who might want to request financial support under the NDRRM Fund) to submit initial requirements. Included in these requirements are geotagged photos that show the extent of damages, and initial funding requirements to support the project's proposal.	Within the next 5-7 days after finalization of SitReps
For infrastructure and equipment projects: actual inspection and site or virtual validation	a. Inspected/ validated priority projects <i>Note: Project amounts indicated in the damage reports submitted shall also be reviewed and validated by RPVET members as a way to provide checks and balances with the reported damages.</i> b. Accomplished Project Review and Evaluation Checklist for each inspected project		The RPVET through the OCDROs shall: • Ensure that RPVETs are activated and convened • Prepare a list of project areas for inspection. These priority areas were decided using the Equity-Based Local Prioritization Criteria. • Inform RPVET members or representatives (in writing or through face-to-face communication) about the areas for inspection • Confirm among LGUs if they intend to submit a request for funding as implementing party or through an NGA • In the course of site inspection or virtual validation, RPVETs (through OCD) fills out the Project Review and Evaluation Checklist (see Annex C)	7-15 working days upon identification of priority areas for assistance and inspection

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/ Duration
Endorsement of priority projects to OCDCO	a. Endorsement letter signed by OCD Regional Director (in his capacity as RDRRMC Chairperson) b. List of priority projects		OCDROs shall seek a signed endorsement letter from the OCD Regional Director, as well as a list of endorsed priority projects (which have undergone validation) with initial funding requirements and attached accomplished RPVET Reports and Checklist	Within 3-5 working days after the completion of the actual inspection and site or virtual validation

TECHNICAL NOTES FOR REQUESTING PARTIES

Will it still be necessary to ensure that damage reports are present in the R/NDRRMC Situation Reports and RDANA?

Yes, as these serve as important reference for validating eligibility for financial assistance. Furthermore, Section 5.1.8.5 of the NDRRMC MC 110 s. 2021 states that “[P]roject requests from NGAs or LGUs in areas which are not included/reflected in the Situation Reports and RDANA will not be accommodated nor reviewed and validated by the RP-VET and shall be returned immediately to the requesting party and those that are not included in the PDNA and RRP as the case maybe.”

Will the results of the Equity-Based Local Prioritization Criteria assure LGUs of assistance from the NDRRM Fund?

No, as the tool only ranks all affected LGUs. The rankings do not assure any LGU of funding as the granting of financial assistance is still dependent on the following: fund availability, on-time submission of project proposal, and positive evaluation and review of the project (in terms of technical standards and costing) by the RPVET. Regardless of the rankings, LGUs or NGAs (requesting on behalf of LGUs) still have to submit a request for funding, accomplish all documentary requirements, and pass the review and evaluation of the RPVET and the concerned national agency for the project (ex. DPWH for infrastructure projects).

What shall be the basis for the initial funding requirements for purposes of project proposal development?

After the desk evaluation of reported damages, the OCDROs can approach priority LGUs to provide “initial funding requirements” for the would-be proposed project for reconstruction. The basis for the initial funding requirements could either be the replacement cost for totally destroyed assets, or repair cost for partially damaged assets.

TECHNICAL NOTES FOR FUND ADMINISTRATORS**When is the Equity-Based Local Prioritization Criteria tool used?**

The Equity-Based Local Prioritization Criteria comes with a tool to rank post-disaster project requests which did not warrant a PDNA and RRP. The prioritization criteria will not be used for projects included in the PDNA and RRP as these projects already underwent a prioritization evaluation or process based on the RRP formulation. It is understood that PPAs included in the RRP are priorities.

Will project requests from NGAs that did not warrant a PDNA and RRP be subjected to the Equity-Based Local Prioritization Criteria?

Yes, it can be done by subjecting the project sites or LGUs covered by the project requests to the ranking process.

How does the Equity-Based Local Prioritization Criteria work?

Fund Administrators are provided with a ranking tool based on an Equity-Based Prioritization Criteria to prioritize assistance to particular LGUs or requesting parties. As clarified previously, the tool can also be applied for project requests of NGAs covering different LGUs or areas, especially if there is insufficient or limited funding under the NDRRM Fund. In instances where NGAs request funding for multiple projects that aim to cater to different LGUs, and there's an impending shortage of the NDRRM Fund, the Prioritization Criteria can be applied by the OCD to determine which projects should be prioritized and endorsed for funding.

The tool generates scores for affected LGUs based on a set of indicators related to vulnerability and the severity of the impact of a disaster. The highest possible score is 100, and an LGU garnering such score would indicate that it is inherently highly vulnerable and greatly impacted by a certain disaster. The table below lists the indicators and their corresponding scores which are generated in an automated database of all LGUs. The database is in the possession of the OCD-NDRRMC.

TABLE 4. Scoring System of the Equity-Based Local Prioritization Criteria tool for Post-disaster Projects with no PDNA and RRP

Main Criteria	Indicators and Scoring System
Vulnerability (Total score x 60%)	Geographic Vulnerability • LGUs included among the 22 highly vulnerable LGUs (determined by the Cabinet Cluster on CCAM and DRR)²⁷ (10 points) • Coastal municipalities²⁸ (10 points) • LGUs located in the 18 major river basins of the country (10 points) Population Density²⁹ (20 points) • The highest possible score of 20 shall be given to LGUs with population density in the 10th decile. • LGUs in the 1st decile gets a score of 2, 2nd decile gets 4, 3rd decile gets 6 and so on. Poverty Incidence³⁰ (30 points) • The highest possible score of 30 shall be awarded to LGUs with population density in the 10th decile. • LGUs in the 1st decile gets a score of 2, 2nd decile gets 4, 3rd decile gets 6 and so on. Income Class³¹ (20 points) • 20 points for 6th and 5th class LGUs, 16 points for 4th class and so on.
Impact of a Disaster (Total score x 40%)	This criteria will take off from data reflected in the Situation Reports gathered by the R/NDRRMC for a particular disaster which did not warrant the conduct of the PDNA and RRP. This criteria examines the impact of a disaster in the following areas: • Population • Agriculture • Infrastructure • Housing The highest possible score of 10 points will be given for data falling in the 1st decile, 8 points for 2nd decile and so on.

²⁷ Twenty-two provinces which are highly vulnerable to multiple hazards are implied priority areas for DRRM interventions. Local Governments within these provinces are referred to as CCAM-DRR LGUs per the Cabinet Cluster on CCAM-DRR Performance and Projects Roadmap 2018-2022. https://climatechange.dennr.gov.ph/images/DL_Files/Roadmap-Write-up.pdf

²⁸ Coastal municipalities are those prone to storm surges which cause vast displacement of a population and serious damage to livelihood. Sea level rise could further aggravate the impact.

²⁹ Large population density will result in increased vulnerability due to a considerable number of people at risk in a specific geographic area.

³⁰ Higher poverty incidence means a larger number of poor families who may not be able to prepare for and recover from disasters.

³¹ The income class of an LGU is a leading indicator of an LGU's capability to finance DRRM-related projects. Higher income class means the ability to finance DRRM-related projects on their own since the amount of their Local DRRM Fund is higher compared to LGUs in the lower income classes. Hence, lower income classes which likely don't have the capability to finance DRRM-related projects should be prioritized for NDRRM Fund assistance.

Does the NDRRM Fund Guidelines provide for prioritization of certain project types, say, projects belonging to the social sector are given priority over infrastructure?

The current prioritization criteria (Equity-Based Prioritization Criteria) is used mainly to rank LGUs as requesting parties and as project areas of implementing agencies. Moreover, requests from NGAs as requesting parties are not ranked against other NGAs. In other words, there is no priority NGA when it comes to granting access to the NDRRM Fund. Mechanisms of NDRRMC, namely, the PDNA and RRP consider and fairly assess different projects across different sectors.

How do OCDROs determine the priority project areas which need to be inspected?

- Apart from those located in priority areas (based on the result of the Equity-Based Local Prioritization Criteria), OCDROs inspect projects from LGUs which have depleted LDRRM Fund.

Note: Areas with the highest damage to population, housing, infrastructure, and agriculture, and low-income areas (as indicated in the same Criteria) are already considered for inspection.

- OCDROs ensure that projects are identified in Situation Reports and in the RDANA.
- OCDROs ensure that the projects to be inspected are included in the scope and Menu of Projects eligible for the NDRRM Fund. This means that new construction of roads, for instance, should not be inspected as such project is outside the scope of the NDRRM Fund.

Who are the members of the RPVET?

Per Section 8 of the NDRRMC Memorandum Circular No. 110 s. 2021, “[t]he RDRRMC Chairperson and OCD Regional Director...shall constitute a Regional Project Validation and Evaluation Team or RP-VET.” The RPVET is the RDRRMC subcommittee in charge of reviewing projects without a PDNA/PCNA and RRP. The evaluation process will be led by the expertise of R/NDRRMC member-agencies. Which agencies will aid in the review of project proposals will depend on the project’s classification/type (such can be determined by referring to the Menu of Projects). The table below shows the proposed composition of the RPVET per type of project.

TABLE 5. Suggested Composition of a Regional Project Validation and Evaluation Team (RPVET) by Project Type

Type of Project	Lead Evaluating Agency	Proposed Partner Agencies
Post-Disaster: Relief, Rehabilitation, Recovery, and Reconstruction Projects		
1. Social Protection Assistance	DSWD	DHSUD, DepEd, DOH, NEDA, DENR-MGB, OCD
2. Agricultural Support for Early Recovery	DA	DOST, DA, DAR, DENR, NIA, OCD
3. Livelihood Support	DTI	DepEd, TESDA
4. Infrastructure Support	DPWH	DepEd, League of Municipalities/Cities/Provinces of the Philippines, NIA, NEA, DICT, DOH, DILG, NEDA, DHSUD, NHA
Pre-Disaster: Disaster Mitigation, Prevention, and Preparedness Programs and Projects		
Inclusion of Prevention, Mitigation, and Preparedness projects in the R/NDRRMC	DILG	DOST, DENR-MGB, DPWH, OCD, League of Municipalities/Cities/Provinces of the Philippines

How is a virtual site validation and inspection conducted?

- OCDROs coordinate with the concerned LGUs and RPVET members.
- In coordinating with the LGUs, OCDROs can request initial geotagged photos and videos.
- OCDROs can then arrange a virtual meeting with all concerned RPVETs and LGUs to validate and inspect the project.
- Ideally, the concerned LGUs shall have their LDRRMOs and concerned LGU department heads or representatives present in the virtual meeting to address any questions or clarifications.

Note: These general procedures shall apply unless the NDRRMC or OCD issues definitive guidelines for this purpose.

What form shall be used for review and evaluation of projects without PDNA?

For projects that fall under this criteria, refer to the Project Review and Evaluation Checklist. Refer to Annex 2B of NDRRMC MC No. 110 s. 2021 or Annex C of this Guidebook.

What is the difference between the checklist for projects identified with PDNA and the checklist for projects without PDNA?

Projects with PDNA pass through a multi-sectoral and multi-disciplinary approach by way of prioritization and consultation among Regional Line Agencies of NGAs. In contrast, projects without PDNA should establish the severity of the impact of a disaster, and that

the funding requirements be reasonably obtained from the NDRRM Fund. In lieu of the conduct of PDNA, the RPVET needs to deliberate on the project's significance to initiate the rehabilitation and recovery process from the disaster.

The checklist for projects without PDNA probes the following:

- Damages included in Calamity Damage Reports, Situation Reports, or RDANA
- Project falls under essential services and is critical in saving lives and protecting properties
- Project is not developmental in nature and cannot be funded nor eligible for regular agency budget allocation, programs, and other fund sources for the current and succeeding year

On the other hand, the Project Review and Evaluation Checklist for projects with PDNA simply checks whether or not the project is specifically identified and prioritized as critical in saving lives and properties. Further, the Checklist ensures that the project is actually reflected in the PDNA with the NDRRM Fund as its funding source.

In accomplishing the Project Review and Evaluation Checklist, where can information on target beneficiaries be obtained?

Refer to Annex D, Project Proposal Form Section B.

In accomplishing the checklist, how can you verify and reflect the urgency of a project?

- The timeline should be indicated in the project proposal of the requesting party.
- Check the target timeline of implementation. Is it set within a year?
- The project should fall within the early recovery period or short-term recovery. Projects identified to be for medium- to long-term recovery can be catered to by regular agency and LGU budgets, and not by the NDRRM Fund.

For the RDRRMC endorsement of priority projects without PDNA, will a signed endorsement from the OCD Regional Director suffice?

Yes. A signed endorsement letter from the OCD Regional Director, in his capacity as RDRRMC Chairperson, would suffice provided that the endorsed projects passed RPVET's review and endorsement.

PREREQUISITE ACTIVITIES FOR PRE-DISASTER PREVENTION, MITIGATION, AND PREPAREDNESS PROJECTS

The prerequisite activities for projects identified by the R/NDRRMC as priorities for Prevention, Mitigation, and Preparedness are the following:

- Identification and endorsement by the RDRRMC of priority PPAs based on its RDRRM Plan
- Identification of budget allocation and priority pre-disaster PPAs (to be considered for the NDRRM Fund)

TABLE 6. Details of Prerequisite Activities for Pre-disaster Projects

Prerequisite Activity	Output	Guide for Fund Administrators	Timeline/ Duration
RDRRMC identification and endorsement of priority PPAs based on its RDRRM Plan	PPAs based on RDRRM Plan	a. The RDRRMC, thru OCDROs, should check/consult the RDRRM Plan if project is included under Prevention, Mitigation, and Preparedness thematic areas. b. OCDROs should include in the agenda for the 3rd quarter RDRRMC meeting the identification of priority PPAs under Prevention, Mitigation, and Preparedness for endorsement to NDRRMC. c. During the meeting, they should come up with a resolution containing the identified priority PPAs for Prevention, Mitigation, and Preparedness. d. The resolution should be transmitted to OCDCO along with a signed endorsement letter from the OCD Regional Director as the Chairperson of the RDRRMC.	3 rd Quarter of the prior budget year
NDRRMC identification of budget allocation and priority pre-disaster PPAs (to be considered for the NDRRM Fund)	PPAs based on RDRRMC and NDRRMC endorsement	a. The NDRRMC, thru the OCDCO, should include in the agenda for the 4th quarter NDRRMC meeting the identification of priority PPAs under Prevention, Mitigation, and Preparedness for endorsement to the Office of the President. b. During the meeting, they should come up with an NDRRMC resolution. c. The NDRRMC, thru the OCDCO, should notify its regional offices of the priority PPAs and covered LGUs, so that corresponding project proposals can be submitted for next year's NDRRM Fund.	4 th Quarter of the prior budget year

TECHNICAL NOTES FOR REQUESTING PARTIES

Are NGAs allowed to request funding for Prevention, Mitigation, and Preparedness projects on behalf of LGUs?

Yes, but the projects have to be agreed upon at the NDRRM Council level, and that prior coordination on the submission of requirements and project development be undertaken by the concerned NGA and LGUs. Moreover, LGUs will still be asked to submit documentary requirements required from its end. For example, for an evacuation center construction program, the DPWH can request for funding on behalf of LGUs, but the recipient LGUs, through the DPWH, would need to submit requirements. These requirements include the Certification of Unavailability of Funding or Program, LDRRM Fund Utilization Report, and the LDRRM Plan among others. Other requirements which would come from the concerned NGA such as the Project Design documents shall be provided for by the DPWH.

Who shall implement the projects which were requested by NGAs on behalf of LGUs?

The LGUs can implement the projects provided that they pass the criteria for local implementation of projects as promulgated by the mandated agency. Otherwise, the NGA shall implement the project.

What are examples of Prevention, Mitigation, and Preparedness projects?

Examples of Prevention, Mitigation, and Preparedness projects include the construction of permanent evacuation centers and command centers, as well as nature-based solutions (NbS) for DRRM. Nature-based solutions have been introduced by the International Union for Conservation of Nature (IUCN) and the European Commission (EC) “as an effective combination of measures to addressing climate and disaster risks”.³² In the guidelines on nature-based solutions for DRR released by the United Nations Office for Disaster Risk Reduction (UNDRR), the following were some of the approaches under NbS:

- Protecting people and livelihoods
- Green blue infrastructure
- Pre- and post-disaster management
- Landscape restoration
- Wetland restoration
- Climate smart agriculture/agroforestry
- Urban greening
- Integrated water resource management
- Integrated coastal zone management
- Protected areas management

Other projects may be proposed under this category based on identification and deliberation of priorities by the NDRRMC.

³² United Nations Office for Disaster Risk Reduction. (2021). Words into Action: Nature-based Solutions for Disaster Risk Reduction. <https://www.undrr.org/publication/words-action-nature-based-solutions-disaster-risk-reduction>

TECHNICAL NOTES FOR FUND ADMINISTRATORS**Will there be a Call for Proposal for eligible LGUs to submit project requests under Prevention, Mitigation, and Preparedness?**

Yes, the OCDCO shall notify their respective ROs by the 4th quarter (October-December) of the prior budget year.

Will the identification of priority Prevention, Mitigation, and Preparedness projects be on an annual basis?

Yes, but this will depend on two aspects or conditions: a) fund availability and b) GAA special provision that allows the implementation of prevention, mitigation, and preparedness projects.

2B

PROJECT PROPOSAL DEVELOPMENT AND SUBMISSION

Project proposal development includes the accomplishment of the Project Funding Request and Project Proposal Form (see Annex D) and all corresponding documentary requirements for the project. Requesting parties should ensure that the projects follow national standards being promulgated by the concerned NGA, and that these project requests are vetted and endorsed by the head of concerned NGA or the authorized representative.

TABLE 7. Details of Project Proposal Development and Submission

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/ Duration
Project proposal development	Project proposal	a. Check if the proposed project is included in the Menu of Projects and its accompanying project descriptions in Annex A. b. Accomplish the Project Funding Request and Project Proposal Form (refer to Table 9 and Technical Notes below). c. Ensure that documentary requirements for project requests are complete (refer to page 53 and Technical Notes below). d. Ensure that projects follow the National Standards for Project Technical Design and Costing. e. To prove that projects comply with national standards, ensure that these proposals were vetted and endorsed by the head of the concerned agency or the authorized representative. <i>Note: For proposals submitted by NGAs and GOCCs, make sure that these were reviewed, validated, and endorsed by their head or by the designated authorized signatory/ representative of the head of the agency. Otherwise, the proposal will be returned, awaiting proper endorsement from the head.</i>	OCDROs and RDRRMC members can assist (or endorse) requesting LGUs in obtaining documentary requirements.	a. Not more than 6 months after the completion of PDNA and RRP or endorsement of the RDRRMC, whichever is applicable, for post-disaster projects b. 4th Quarter of prior year for pre-disaster (Prevention, Mitigation, and Preparedness) projects

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators	Timeline/ Duration
Submission of project proposal	Submitted project proposal	Prepare and submit: a. Project Funding Request and Project Proposal Form (see Annex D) b. All documentary requirements	a. When receiving a proposal, check if the requesting party submitted not more than 6 months upon completion and approval of RRP. b. Ensure that documents are complete. c. Ensure that the Hazard Assessment report is appropriate for the requested project.	

TECHNICAL NOTES FOR REQUESTING PARTIES

What are sample projects that can be funded under the revised NDRRM Fund Guidelines?

Eligible projects are those included in the Menu of Projects and are within the scope of the NDRRM Fund, as discussed in Section 5.1 of the NDRRMC Memorandum Circular No. 110 s. 2021. For reference, Table 8 shows some examples of project proposals and their corresponding remarks.

TABLE 8. Examples of Project Proposals

Proposed Project	Remarks
Road infrastructure project (Damage to be fixed is aggravated by the most recent disaster.)	☒ Included in Menu of Projects ☐ Within scope of NDRRM Fund Verdict: Cannot be funded - For this project, the LGU or NGA can use its Quick Response Fund or implement this using their own budget. - Sec. 5.1.8.2 of the NDRRM MC No. 110 s. 2021 states that projects which have pre-existing damage cannot be funded.
New construction, concreting, or improvement of roads and bridges in areas affected by a disaster	☒ Included in Menu of Projects ☐ Within scope of NDRRM Fund Verdict: Cannot be funded New construction of roads and concreting of such are considered developmental even if activities are proposed for areas affected by a disaster. For more information, see Sec. 5.1.8.3 of NDRRM MC No. 110 s. 2021.
NDRRM has identified the need to install an early warning system and to construct evacuation centers in Eastern Seaboard municipalities.	☒ Included in Menu of Projects ☒ Within scope of NDRRM Fund Verdict: Can be funded The proposed project falls within the scope of the NDRRM Fund under Prevention, Mitigation, and Preparedness projects per Sec. 6.1 of NDRRM MC No. 110 s. 2021.

Will new construction of infrastructure be allowed under Prevention, Mitigation, and Preparedness projects?

Yes, if it is identified and endorsed by NDRRM and RDRRM as a priority project.

Can new construction of devolved projects (per Local Government Code of 1991) that are related to DRRM be funded under Prevention, Mitigation, and Preparedness projects?

The following devolved projects per Local Government Code of 1991 are not covered except for 4th-6th class LGUs:

- New construction of the following: small water impounding projects, rainwater collectors and water supply systems, seawalls, dikes, drainage and sewerage, and flood control
- Implementation of new community-based forestry projects, establishment of new tree parks, greenbelts, and similar forest development projects (pursuant to national policies and to control and review of the DENR)
- Social welfare services for children, the youth, families, women, the elderly, and persons with disabilities; community development; and other pro-poor projects
- Livelihood projects

Is there a difference in terms of project proposal development between projects with PDNA and those without PDNA?

No, project proposal forms and documentary requirements for both tracks (with PDNA and without PDNA) are the same. However, there might be differences in the requested documentary requirements based on the type of project (ex. infrastructure vs. non-infrastructure).

Is there a difference in terms of project proposal development between projects under Post-disaster Rehabilitation and Recovery and Pre-disaster Prevention, Mitigation, and Preparedness?

No, project proposal forms and documentary requirements for both categories, regardless of track (with PDNA and without PDNA), are the same. However, depending on the type of project (ex. infrastructure vs. non-infrastructure), documentary requirements differ.

How do we fill out the Project Funding Request and Project Proposal Form (see Annex D)?

Please refer to the Guide Questions in Table 9 for concerns regarding the accomplishment of the Project Funding Request and Project Proposal Form.

TABLE 9. Guide Questions for Accomplishing the Project Funding Request and Project Proposal Form

Project Proposal Heading/Section	Guide Questions
Project Description	• What are the project objectives or the goals that the project is aiming to accomplish? • How will the project contribute to fulfilling the needs or addressing the concerns of target sectors after the occurrence of a disaster or in preparation for a disaster? • How will the project develop capacities among target population to effectively prepare for, respond to, recover from, and build resilience to withstand future disasters?
Project Management	• Who are the key officers and personnel? • What are their specific roles in terms of project management, at the minimum, in project planning and target selection, implementation, monitoring, and evaluation?
Project Sustainability	What policies, systems, and fund sources will support the maintenance of the project? For example, for an infrastructure project, it could be the annual allocation for MOOE for periodic maintenance of evacuation center construction or rehabilitation. For non-infrastructure projects, the list below shows some sources or mechanisms that can support the sustainability of, say, a housing assistance: • Those provided with emergency housing assistance or housing materials shall be prioritized for permanent housing construction, or be linked to other housing agencies like Pag-IBIG and SHFC, or to rural banks for housing loans. • Policies that will introduce access to incremental housing loans for resilience, especially for vulnerable populations • Policies that will introduce rental subsidies or cooperative housing • Convergence programs with other agencies to provide cash for work/food for work

What are the documentary requirements?

As already mentioned, requirements differ for infrastructure projects such as resettlement, rehabilitation works for flood control, buildings, and irrigation among others, and non-infrastructure projects such as Emergency Cash Transfer, and agricultural and livelihood support.

Documentary Requirements per Type of Project (infrastructure and non-infrastructure)**REQUIREMENTS FOR NON-INFRASTRUCTURE PROJECTS**

- ☐ NGA or LGU Calamity Damage Assessment Report with photos
- ☐ Work and financial plan
- ☐ List of target beneficiaries
- ☐ Documentation of consultations
- ☐ QRF Utilization Report for NGAs with QRF allocation

If the LGU is a requesting party, also submit:

- ☐ Certification of Unavailability of Funding or Program (see Annex G for template)
- ☐ Local Sanggunian Resolution adopting the Project Funding Proposal and its counterpart amount

REQUIREMENTS FOR INFRASTRUCTURE PROJECTS

- ☐ NGA or LGU Calamity Damage Assessment Report with photos or Local DRRM Plan for LGUs with project requests under Prevention, Mitigation, and Preparedness
- ☐ Hazard and location map of the project
- ☐ Project design documents: Program of Works, Detailed Engineering Design (DED), As-Built Plan, Project History Forms, etc.
- ☐ Geotagged photos with spatial resolution of 2-4 cm per pixel, with timestamp of each site

- ☐ Drone video of the project location. This is a requirement for DPWH-requested projects and is optional for LGU requests.
- ☐ Transfer Certificate of Title (TCT) from DENR or LRA, indicating that the project is not situated in a private property, or that the ROW³³ is accomplished for roads, flood control, and other infrastructure projects, as necessary
- ☐ Certification from DENR-MGB that the project is not located in “no build zones”
- ☐ Documentation of consultations
- ☐ Project Design Review (for flood control-related projects with recurring damages within two years)
- ☐ Omnibus Sworn Statement of Authenticity and Veracity of Documents signed by the head of the requesting party

If NGA is a requesting party, also submit:

- ☐ QRF and Maintenance Fund Utilization Report
- ☐ Certification and endorsement from the head of the agency or the authorized representative, such as the Undersecretary, Assistant Secretary, or Director under the Plans and Budget Committee/Department, certifying that the requested projects comply with standards, are not included in its current and in next year’s regular agency programs and budget, and can be implemented within the validity of the appropriations

If LGU is a requesting party, also submit:

- ☐ Certification of Unavailability of Funding or Program (see Annex G for template)
- ☐ LDRRM Fund Utilization Report
- ☐ Local Sanggunian Resolution adopting the Project Funding Proposal and its counterpart amount

33 Per the Implementing Rules and Regulations of Republic Act No. 10752 or “An Act Facilitating the Acquisition of Right-of-Way, Site or Location for National Government Infrastructure Projects,” Right-of-Way or ROW refers to “a part or the entirety of a property, site or location, with defined physical boundaries, used or required by a national government project.” For national projects, an accompanying manual on this can be accessed through this link: https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DO_152_s2017.pdf

For housing projects, particularly resettlement which combines non-infrastructure (housing assistance) and infrastructure (actual construction) components, what details should be included in the list of beneficiaries and documentation of consultations?

For housing projects, where there is social preparation needed as part of the consultations, the proposal has to be implementation-ready. Thus, it should be able to present qualified beneficiaries who have already signified intent to occupy the proposed housing project. If this is not accomplished, only the project component concerning the non-infrastructure assistance, such as housing interim shelter assistance and transitional shelter, will be accommodated.

Do requesting parties need to obtain a signed certification from DENR or DOST for hazard assessment?

This depends on the internal policy of the requesting party. Some requesting parties require a signed certification for their projects (ex. relocation project of the NHA). To immediately obtain the hazard assessment requirement, should requesting parties be amenable, they can use the HazardHunterPH application from GeoRiskPH in lieu of a signed certification.

How to obtain a Hazard Assessment Report from HazardHunterPH?

- Download the hazard maps (see Fig. 5) and assessment reports from <https://hazardhunter.georisk.gov.ph/map>.
- Ensure that the QR Code is attached to the assessment report (see Fig. 6).

FIG 5. A sample of a hazard assessment map generated by HazardHunterPH

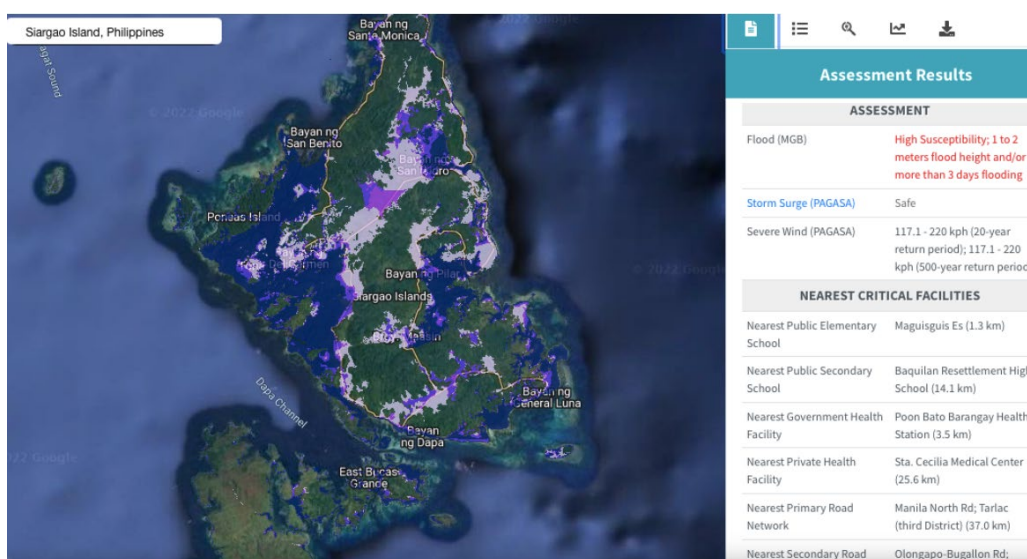


FIG 6. A sample of a hazard assessment report from HazardHunterPH

Republic of the Philippines
Department of Science and Technology
PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY



DATE 6 July 2022, 4:49 pm
LOCATION General Luna, Surigao del Norte
COORDINATES 126.13438, 9.77978

Note: When scanning the QR code, the assessment results in the website might vary from the results stated in this report due to updates in the data in the GeoRiskPH database. You may refer to the report available upon scanning the QR code for the updated assessment results

Scan to view location

SEISMIC HAZARDS ASSESSMENT

HAZARD	ASSESSMENT	EXPLANATION AND RECOMMENDATION
Ground Rupture	Safe; Approximately 75.7 km east of the Philippine Fault: Surigao Segment	Active faults are faults that have moved within the last 10,000 years. An active fault may show evidence or may have documented history of recent movements. Ground rupture is a displacement along an active fault trace that reaches the surface. Ground rupture hazard assessment is the distance to the nearest known active fault. The recommended buffer zone, or Zone of Avoidance, against ground rupture hazard is at least 5 meters on both sides of the active fault or from its zone of deformation.
Ground Shaking	Prone; Intensity VII	All sites may be affected by ground shaking in the event of an earthquake and can be mitigated by following the provisions of the National Building code and the Structural code of the Philippines.
Liquefaction	Highly Susceptible	Liquefaction is a phenomenon wherein the ground, especially near the river, lake and coasts, behaves like liquid similar to quicksand due to very strong shaking. Liquefaction hazards can be mitigated by following the provisions of the National Building Code and the Structural Code of the Philippines.
Earthquake-Induced Landslide	Safe	Earthquake-induced landslides are the downward slope movement of rocks, solid and other debris commonly triggered by strong shaking.
Tsunami	Prone; Inundation depth: 4 to 4.99 meters	A tsunami is a series of sea waves commonly generated by under-the-sea earthquakes.

Note:

- All hazard assessments are based on the available susceptibility maps and the coordinates of the user's selected location.
- Depending on the basemaps used and methods employed during mapping, discrepancies may be observed between location of hazards or exposure information and actual ground observations.
- In some areas, hazard assessment may be updated as new data become available for interpretation or as a result of major topographic changes due to onset of natural events.
- For site-specific evaluation or construction of critical facilities, detailed engineering assessment and onsite geotechnical engineering survey may be required.

This report was generated through GeoRisk Philippines' HazardHunterPH app. This report is not for sale.
If you require signed hazard assessment reports, request at <https://has.phivolcs.dost.gov.ph>. If you require detailed hazard analyses that necessitate technical guidance from our researchers, email your request to Usec. Renato U. Solidum, Jr. at rd@phivolcs.dost.gov.ph and geology@phivolcs.dost.gov.ph.

Note: For LGU requesting parties who are having difficulties obtaining a requested hazard assessment report and map, the OCD or RDRRMC members can assist the LGUs by obtaining the hazard assessment report via GeoRiskPH on behalf of the LGUs.

How can LGUs obtain national standards for Project Design and Costing?

Each type of project follows national standards promulgated by the appropriate National Government Agency (NGA). The table below lists the types of projects and the corresponding NGAs that issue specific standards for both design and costing. Refer to Annex E for the contact details of these NGAs.

TABLE 10. Project Types and the Appropriate NGAs that Issue Technical and Financial Standards

Type of Project	Concerned National Government Agency
Social Protection	
Cash for Work, Food for Work, Emergency Cash Transfers	Department of Social Welfare and Development (DSWD)
Cash for Work	Department of Labor and Employment (DOLE)
Shelter	
Interim Shelter Cash Assistance/ Resettlement Emergency Assistance Program (REAP)	Department of Human Settlements and Urban Development (DHSUD)
Emergency Housing Assistance Program (EHAP)	
Rent subsidy program	
Halfway Houses, Housing Materials Assistance (HOMA)	National Housing Authority (NHA)
Resettlement program: a. NHA-administered b. NHA-LGU partnership	
Agricultural Support Services and Facilities	• Department of Agriculture (DA) • National Irrigation Administration (NIA) for irrigation facilities
Livelihood Support Program	Department of Trade and Industry (DTI)
Public Infrastructure	
Flood control, river control	Department of Public Works and Highways (DPWH)
Seawalls	
National/local government buildings	
National and local roads (repair and rehabilitation only)	
Evacuation centers	
National/local facilities for essential services: health, education, power, water, transport, communication	• Department of Health (DOH) for health facilities • Department of Education (DepEd) for education facilities • National Electrification Administration (NEA) for power facilities • Department of Transportation (DOTr) for transport facilities • Department of Information and Communications Technology (DICT) for communication, internet services

Is there a template for the required Omnibus Sworn Statement of Authenticity and Veracity of Documents (to be signed by the head of the requesting party)?

Yes, the template can be accessed in Annex F of this Guidebook.

TECHNICAL NOTES FOR FUND ADMINISTRATORS

How to ensure that project costs and technical specifications adhere to national standards?

- For NGAs as requesting party: Check if the request is endorsed by the agency's Central Office. Otherwise, the OCDROs and OCD Central Office will return the request to the agency for the head's favorable endorsement.
- For LGUs as requesting party: The OCDRO may refer the said proposal to the mandated and concerned NGA (ex. DPWH for infrastructure project proposals). Check Table 10 for the appropriate NGA that shall conduct the review of a project.

Should the project be endorsed without the sign off from the head of the agency?

A project shall not be endorsed if the agency's head has yet to sign off on the project through the Omnibus Sworn Statement of Authenticity and Veracity of Documents. This requirement ensures that the standards, both technical and financial aspects, are met. Furthermore, the requirement minimizes duplication of requests and wastage of resources due to inadequate planning and coordination among the concerned agency, department/s, and LGU.

In reviewing a project's documentary requirements such as the hazard assessment, how can one ensure that the hazard assessment results are appropriate for a given project?

The OCDRO shall refer to Table 11 for the appropriate hazard assessment results and project design requirements and standards.

TABLE 11. Hazard Assessment Review for Infrastructure Projects

Type of Infrastructure Project	Hazard Assessment Review
Rehabilitation of damaged flood control, seawall/coastal defence/river wall	Project site would generally fall in a flood-prone area, but should follow the Project Impact Analysis undertaken by DPWH.
Housing projects, schools, evacuation centers, public buildings and facilities, and other utilities such as power, water, health, and sanitation	• Assessment should not be on top of a fault. • For flood-prone and liquefaction-prone areas, refer to the standards in the National Building Code. • For tsunami-prone areas, construction is allowed, but the Building Code should be followed; and appropriate evacuation and an early warning system should be implemented. • For those in the proximity of an active volcano, check the assessment of DOST-Philippine Institute of Volcanology and Seismology (PHIVOLCS).
Rehabilitation of damaged national and local road project	• In a flood-prone area, should follow the Project Design Standards and Project Impact Analysis of DPWH

2C

PROCESSING OF REQUEST: STEPS 1-4

The actual processing of project requests starts from the point of submission of project proposals to the OCD as the Secretariat of the NDRRMC.

The following are the steps in the actual processing of project requests toward earning an endorsement from the NDRRMC and submission of endorsement to the Office of the President (OP):

- Step 1: Project Review and Evaluation by the OCD
- Step 2: Endorsement to the Secretary of National Defense or the Chairperson of NDRRMC
- Step 3: Recommendation from SND/Chair, NDRRMC to the Office of the President (OP)
- Step 4: Transmittal of Recommendation to OP

FIG 7. The NDRRM Fund Project Endorsement Process Flow Highlighting Steps 1-4

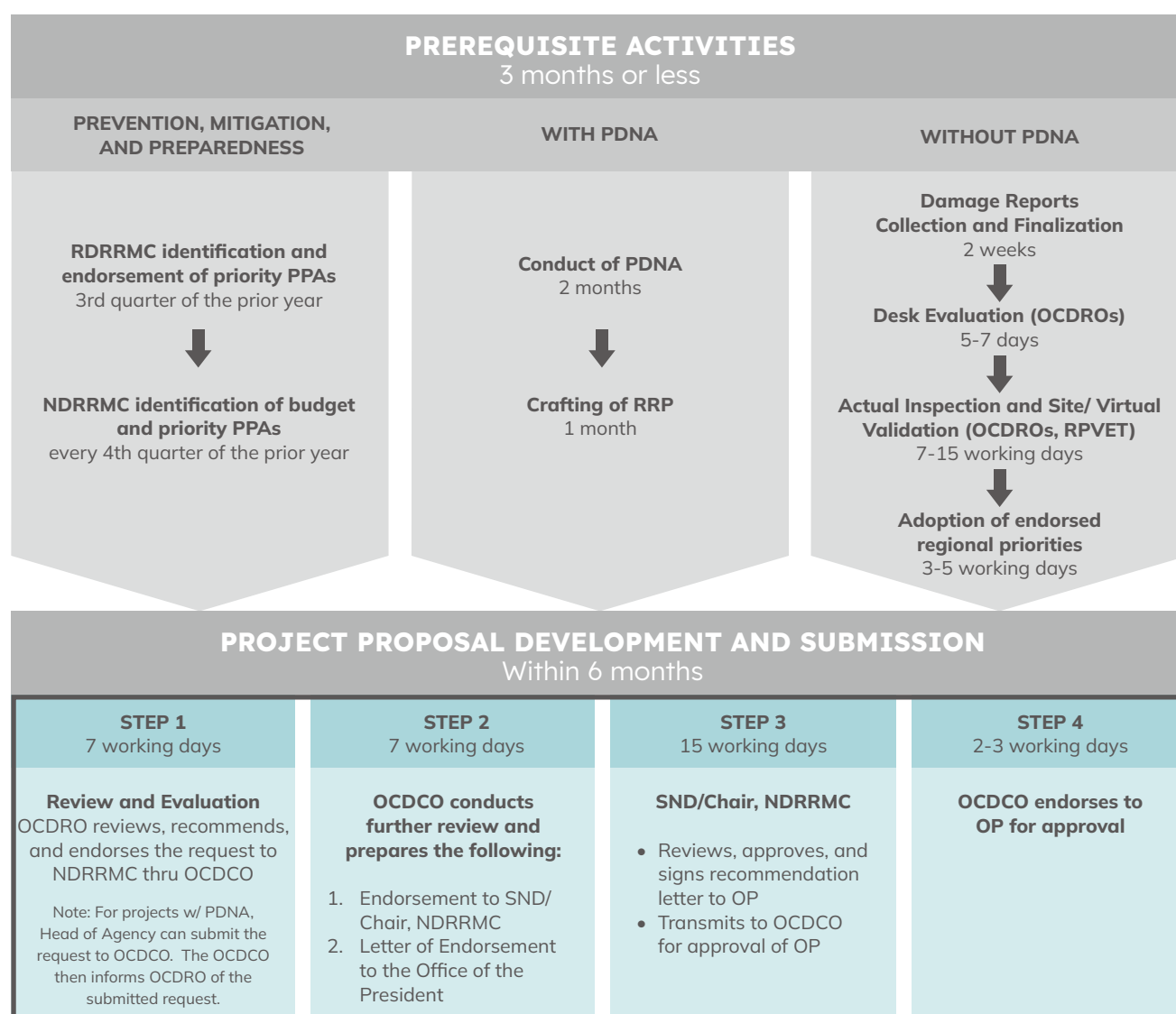


TABLE 12. Details of Processing of Request toward Endorsement

Activity	Output	Guide for Requesting Parties	Guide for Fund Administrators (R/NDRRMC)	Timeline/Duration
STEP 1. Project Review and Evaluation (Receipt of project proposal and documentary requirements)	a. Accomplished Project Review and Evaluation Checklist b. Transmittal of endorsed project proposal with complete requirements to OCD Central Office	Coordinate with respective OCDROs for registration to the NDRRM Fund Information Management System (https://ndrrmfund.ndrrmc.gov.ph). Requesting parties shall be given a tracking code to monitor the status of their request (upon completion of the NDRRM Fund dashboard).	a. Upon completion of the NDRRM Fund dashboard, OCDROs should provide a tracking code to the requesting party. Correspondingly, after completion of the NDRRM Fund dashboard, requesting parties must be able to track their requests through the dashboard. b. The OCDRO shall then review the project requests and all the attachments, namely: • Project Proposal request along with the documentary requirements • Project Design documents are reviewed, validated, and endorsed by the head of the concerned agency or by the authorized representative. • Accomplished Project Review and Evaluation Checklist <i>Note: For projects with PDNA, the OCDRO fills out the Project Review and Evaluation Checklist (see Annex C).</i> For projects without PDNA, double check the accomplished Project Review and Evaluation Checklist during the identification of priority projects. c. Transmit the request to OCDCO for further review.	7 working days
STEP 2. Endorsement to SND/Chair, NDRRMC	Endorsement letter		The OCDCO needs to check the following before endorsing the request to SND/Chair, NDRRMC: a. The accomplished Project Review and Evaluation Checklist from the OCDRO should indicate affirmative or favorable responses in all assessment criteria. b. The project should be included in the priority list indicated in the PDNA and RRP. c. The Project Design documents should have been reviewed, validated, and endorsed by the head of the concerned agency or by the authorized representative.	7 working days

Activity	Output	Guide for Fundt Administrators (R/NDRRMC)		Timeline/ Duration
			<i>Note: If the LGU is the requesting party, the project should be reviewed by the appropriate agency (ex. DPWH for infrastructure projects).</i> For NGAs, projects should be signed off on and endorsed by the authorized representative from the agency's Central Office. d. Check the availability of funds per OCDCO records and the DBM. If funds are depleted or insufficient, revert back to the requesting party, instructing them to include the project request in their regular agency budgets. After checking items a-d, the OCD Central Office should prepare the recommendation letter to SND/Chair, NDRRMC.	
STEP 3. NDRRMC Recommendation to OP	Signed Recommendation letter		From the previous step, the OCD Central Office proceeds to prepare the recommendation letter, which should then be signed by the SND/Chair, NDRRMC.	15 working days
STEP 4. Transmittal of Recommendation to OP	Transmittal of signed recommendation letter		Upon receipt of signed recommendation letter from SND/Chair, NDRRMC, the OCD Central Office shall prepare its transmittal to the Office of the President.	2-3 working days

TECHNICAL NOTES FOR FUND ADMINISTRATORS

Upon receipt of the project request and documentary requirements, what are the essential considerations to keep in mind?

- If the project is not on the priority list per the PDNA and RRP, or among regional priorities (if the disaster occurrence did not warrant a PDNA and RRP), refer back to the requesting party to discuss the concern or issue.
- If the project is on the priority list but has incomplete requirements, refer back to the requesting party for completion of documentary requirements.
- If the project is on the priority list and documentary requirements are complete, endorse and recommend the project for funding to the NDRRMC through the OCD Central Office.

What form shall be used for the review and evaluation of projects?

- For projects with PDNA, fill out Annex 2A of Project Review and Evaluation Checklist (see Annex C).
- For Projects without PDNA, use Annex 2B of Project Review and Evaluation Checklist.

Can NGAs, through their Central Offices or the Office of the Secretary, submit requests for funding directly to the OCD for endorsement?

Yes, NGAs can directly submit requests to the OCD Central Office for endorsement as long as the project requests meet the following conditions:

- The project request is included in the Menu of Projects.
- The project request is identified in the PDNA and RRP as a priority project.
- The head of the NGA signed off on and endorsed the project, indicating compliance to standards such as those on costing.

Note: Due to fund limitations, the OCD Central Office shall accomplish the Project Review and Evaluation Checklist and apply the Equity-Based Local Prioritization Criteria in case of multiple projects and multiple recipient LGUs.

For NGAs with requests involving multiple projects to be implemented in various LGUs, will all the submitted proposals be endorsed?

There is no guarantee that all the submitted proposals from NGAs can be endorsed for funding. These proposed projects, covering multiple LGUs, shall be ranked by the OCDCO/RO, depending on where the projects are to be implemented using the Prioritization Criteria.

The results of the Prioritization Criteria will be attached as an annex to the NDRRMC-signed endorsement letter, which will be submitted to the Office of the President. The attached document can serve as basis for the President's decision concerning the approval of funding for the submitted projects.

PART 3

MONITORING AND EVALUATION

3A Monitoring and Evaluation of NDRRM Fund Projects

3B Technical Notes for Fund Administrators

3C Technical Notes for Implementing Agencies/LGUs

3A

MONITORING AND EVALUATION OF NDRRM FUND PROJECTS

The OCD, as the Secretariat of the NDRRMC, shall lead the monitoring and evaluation of projects. To keep track of all the project proposals, status of funding, and utilization of the NDRRM Fund, the OCD shall use the following tools and forms:

- A database of projects shall be established by the OCD Central Office. To date, this database is a work in progress, and can be accessed through the NDRRM Fund dashboard (which is also pending completion). The following are the intended features of the database:
 - Shall include information on the status of funding requests and utilization of the NDRRM Fund
 - Shall be open and accessible to the public without any charge
 - Shall store all requests and provide the status of the NDRRM Fund

Note: For more information and updates, visit this link: <https://ndrrmfund.ndrrmc.gov.ph>.

- Forms and templates primarily for monitoring and evaluation, such as those listed below, are also planned to be uploaded in the NDRRM Fund dashboard for easy access.
 - NDRRM Fund M&E Forms 1-3 (see Annex M)
Note: These forms account for the physical and financial accomplishments of implementing agencies and LGUs. These forms also generate reports on implementation issues and concerns vis-à-vis the target deliverables.
 - The Field Monitoring Report template is for the progress monitoring of all the projects funded under the NDRRM Fund.

3B**TECHNICAL NOTES FOR
FUND ADMINISTRATORS****What are the monitoring and evaluation strategies and action steps to be implemented by OCD to track the progress of the projects funded under the NDRRM Fund?**

The generally prescribed action steps and strategies listed below indicate the primary measures in monitoring and evaluation. From these, the NDRRMC shall craft issuances which shall provide more details of these M&E measures.

1. Conduct desk review of the NDRRM Fund M&E forms based on the quarterly submissions of the implementing agencies and LGUs.
2. Conduct desk review of the monthly Project Implementation Status reports as required by COA Circular 2014-002.
3. Establish National and Regional Project Monitoring Teams.
4. Conduct field monitoring visits.
5. Conduct national or region-specific problem-solving sessions to resolve emerging issues and concerns.
6. Enjoin the participation of the civil society organizations (CSOs) in monitoring and evaluation.
7. Conduct outcome evaluation of selected projects.

1. Conduct desk review of the NDRRM Fund M&E forms based on the quarterly submissions of the implementing agencies and LGUs.**OCD Regional Office**

- Every quarter, the OCD Regional Offices shall conduct a desk review of consolidated NDRRM Fund M&E Forms submitted by the implementing agencies and LGUs from their respective regions.
- Based on these submissions, OCDROs shall prepare a quarterly regional monitoring report which should highlight the physical and financial accomplishments of projects funded under the NDRRM Fund. The report shall also highlight the region-specific issues and concerns which may need national-level interventions or support. All agency and LGU submissions shall be attached to the quarterly monitoring report. The quarterly regional monitoring report shall include these two summary reports:
 - a. **Summary Status of PPAs (see Annex I).** In filling out Annex I, the contents should be gathered from the accomplished and collated NDRRMF M&E forms to be accomplished and submitted by implementing agencies or LGUs.
 - b. **Narrative Monitoring Report on the Implementation of PPAs funded under the NDRRM Fund (see Annex H).** This is a narrative summary highlighting the status of selected PPAs, and region-specific issues and concerns.

OCD Central Office

- Every quarter, the OCD Central Office shall consolidate the quarterly regional monitoring reports submitted by the OCD Regional Offices.
- Based on these submissions, the OCDCO shall prepare a quarterly national monitoring report which will highlight the physical and financial accomplishments of projects supported by the NDRRM Fund. Furthermore, the report shall also include the following:
 - a consolidation and an analysis of emerging issues and concerns across the regions or specific regions which may need national-level interventions or support
 - actions or measures taken by agencies and/or proposed recommendations to address the program-related or policy concerns

Note: All submissions from NGAs and LGUs shall be attached to the quarterly national monitoring report.
- The OCDCO, every quarter, shall submit the monitoring reports to DBM, the Congress, and other offices where the submission of these reports is required under existing laws, rules, and regulations.

2. Conduct desk review of the monthly Project Implementation Status reports as required by COA Circular 2014-002.

Every month, the OCD Central Office shall review the Project Implementation Status reports submitted by the implementing agencies (per COA Circular 2014-002). Based on these reports, the OCDCO shall update their findings on the database of consolidated projects.

3. Establish National and Regional Project Monitoring Teams.

- A National Project Monitoring and Evaluation Team (NPMET) shall be established and shall work with the OCD on a regular basis for purposes of overall monitoring and evaluation of projects supported by the NDRRM Fund.
 - The NPMET will be composed of concerned NDRRMC member agencies, LGUs, and CSOs.
- The RDRRMC shall form a Regional Project Monitoring and Evaluation Team (RPMET), with a structure patterned to that of the national-level monitoring team or NPMET.
 - The RPMET shall be in close coordination with the OCD on a regular basis for purposes of overall monitoring and evaluation of projects under the NDRRM Fund.
 - The RPMET will be composed of concerned RDRRMC member agencies, LGUs, and CSOs.

4. Conduct field monitoring visits.

Based on the desk review of the NDRRM Fund M&E forms and/or COA Project Implementation Status reports from implementing agencies, the OCDRO shall activate the RPMET to conduct field monitoring visits for selected projects (as necessary). The field monitoring visits shall enable the RPMET to verify the submitted reports, identify concerns and issues, and measure or assess the progress of the project implementation.

The field assessments shall be documented using a modified NDRRMF RPMET Form—Summary of the Status of Projects based on Field Assessment, which shall be submitted by the OCDRO to the OCDCO. See Annex J for the RPMET Field Assessment form.

Note: Agencies participating in the field monitoring visits shall use their agency's budget in conducting these monitoring visits and other related activities.

5. Conduct national or region-specific problem-solving sessions to resolve emerging issues and concerns.

The OCD, through the NPMET, shall lead the conduct of problem-solving sessions (PSS), which are directed toward solving concerns that may be applicable to all or several regions. In the same manner, the RPMET may be called upon to address identified region-specific issues or challenges. The problem-solving sessions shall focus on addressing identified problem/s and crafting strategies and plans. Potential solutions shall be brainstormed or discussed, validated, and agreed upon and approved by the concerned units. Refer to Annex K of this Guidebook for the PSS template.

6. Enjoin the participation of the civil society organizations (CSOs) in monitoring and evaluation.

With the goal of improving governance, transparency, and accountability, accredited regional CSOs shall be enjoined to participate in the monitoring and evaluation of the projects funded under the NDRRM Fund. For RDRRMCs which do not have accredited CSOs yet in the Council, the OCD, serving as the Secretariat of the RDRRMC and RPMET, can tap expert and professional groups, including the academe in the local area or region. Examples of these groups are:

- Philippine Institute of Civil Engineers (PICE) — picenatl@pice.org.ph
- United Architects of the Philippines (UAP) — uap@united-architects.org
- Philippine Institute of Environmental Planners (PIEP) — secretariat@piep.org.ph

The OCD shall support the needs assessment of participating CSOs to understand capacity building opportunities in line with monitoring and evaluation. Also, the OCD shall develop the terms of reference, which shall indicate reportorial requirements, describe the process

of accountability, and ensure its acceptability among the regional CSOs. The OCD shall also consider plans to provide logistical support (as necessary) through RPMET member agencies and/or other sources to ensure the sustainability of the CSOs' participation in monitoring activities.

- The terms of reference shall indicatively contain the following (subject to NDRRMC issuances specific to the conduct of M&E through the RDRRMC RPMET):
 - Participate in the field monitoring visits with other RPMET agencies to validate progress reports and identify and resolve issues and concerns.
 - Designate a focal person who will attend meetings and coordination activities, and accomplish the M&E forms.
 - Accomplish CSO monitoring forms that will be submitted to the RDRRMC through the OCDROs.
 - Engage with RPMET members to discuss or jointly visit implemented projects.
 - Report findings, present position or opinions on selected projects, and recommend solutions during the RDRRMC PPS on the NDRRM Fund.
 - Document experiences in M&E efforts and take note of issues related to program implementation, and draw attention to general patterns and/or systemic problems which may translate to policy input, review, and/or amendment.

7. Conduct outcome evaluation of selected projects.

The OCD Central Office shall also evaluate the projects funded under the NDRRM Fund through third-party post-evaluation studies. This type of assessment shall determine whether certain projects have attained the objectives stipulated in their project proposals, and how these contribute to recovery and rehabilitation and DRRM efforts which can be found in DRRM planning documents such as, but not limited to PDNA, RRP, and L/R/NDRRM Plans.

How will geographic information systems (GIS) be integrated in the M&E system?

The use of GIS will facilitate the analysis and monitoring of data on the status of various PPAs, highlighting the spatial dimensions of funding status and project implementation. The objectives of integrating GIS to the NDRRMF M&E are the following:

- Visualize data through real-time dashboards to support more informed decision-making.
- Improve data accuracy by using GPS as a verifiable source of information.
- Improve accountability and management of resources to ensure that all funding efforts contribute to the desired goals of each PPA.
- Encourage communication to improve coordination between implementing agencies and LGUs and the OCD.

3C

TECHNICAL NOTES FOR IMPLEMENTING AGENCIES/LGUS

What reports shall the implementing agencies or LGUs submit?

Reporting is an integral part of the monitoring and evaluation function. The key purpose of reporting is to inform those involved in project implementation and management about the performance of the project and its impact on the ground. Reports guide fund administrators in making evidence-based decisions to improve interventions and design better programs in the future. These reports also help the fund administrators to determine necessary adjustments to internal operations and suggest recommendations for national-level policy amendments on the NDRRM Fund.

Listed below are the specific reports that the implementing agencies and LGUs are required to submit. Failure to submit these reports shall be a ground for denial of subsequent requests.

- Every month, the implementing agency or LGU shall submit a status report on project implementation using the **template based on the COA Circular 2014-002**. The reports shall be submitted to the OCD, and copy furnished are other appropriate offices such as the DBM, House of Representatives, and Senate of the Philippines.
- Every quarter, the implementing agency or LGU shall submit the **NDRRM Fund M&E forms** for implementing agencies. These monitoring forms shall be submitted to the NDRRMC, through the OCD, every 5th day after the end of each quarter.
 - The NDRRM Fund M&E Forms (see Annex M) shall be comprised of the following forms:
 - **Form 1: Financial Status of the Project**
 - **Form 2: Physical Status of the Project**
 - **Form 3: Summary of the Status of the Project**

Upon completion of the project, what specific documents shall the implementing agencies and LGUs submit?

Upon completion, the implementing agencies and LGUs shall submit to the NDRRM Council, through the OCD, a project completion report, which should include the following:

- **Certificate of Completion (with photos) or Certificate of Acceptance (if by contract)** (see Annex L for Certificate of Project Completion template)
- **Disbursement Report** verified by the Commission on Audit (COA) Field Office
- **Documentation** including photos of outputs such as infrastructure project, disbursement of cash assistance among others.

Next Steps in M&E

Recognizing OCD's mandate (as NDRRMC Secretariat) to spearhead monitoring and evaluation of projects funded by the NDRRM Fund, the OCD Central Office has committed to strengthening its mechanisms, tools, and institutional structures to adequately perform its functions. The following are the next steps and phases toward the development of the NDRRM Fund M&E system:

- **Creation of a Project Management Office.** In the pipeline is the establishment of a Project Monitoring Office within the NDRRMC and RDRRMCs, to lead the conduct of M&E activities for projects under the NDRRM Fund, as well as projects under the Recovery and Rehabilitation thematic pillar.
- **Development of the NDRRM Fund Dashboard and Portal.** The OCDCO is also developing a portal that would feature a centralized platform for reporting of implementing agencies and LGUs. The portal can be used by implementing agencies to upload documentation or reports related to the projects funded under the NDRRM Fund. OCD and oversight agencies of the NDRRM Council can also review such reports through the portal. This portal is envisioned to be integrated to the existing Information Management System (IMS) which will allow easier access to information such as status and progress of projects. The system will have the capability to generate detailed and consolidated reports on progress of funded projects based on sector, implementing agency/LGU, and geographic locations. The portal also aims to feature data analysis functionality that will enable the OCD to generate time series analytics of NDRRMF-supported projects, identify progress and challenges, and take note of bottlenecks and solutions during the implementation phase.
- **Integrating GIS in NDRRM Fund M&E System.** GeoMapperPH, an ArcGIS-based application developed by GeoRiskPH, is envisioned or targeted to be utilized for the integration, analysis, and visualization of geographically referenced data extracted from the NDRRM Fund M&E forms, field visits, and other data sets. By integrating GIS, fund administrators as well as the general public can easily observe trends and patterns among the PPAs funded through the NDRRM Fund.
- **Impact Evaluation.** The NDRRMC aims to conduct impact studies with the help of external evaluators from expert groups and CSOs at the national level, to validate impacts and inputs to policy.

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ANNEX A: GENERAL DESCRIPTION OF PROJECTS UNDER THE MENU OF PROJECTS

Project Name	General Description
Examples of Disaster Prevention, Mitigation, and Preparedness Projects	
Permanent evacuation centers	a space for people who had to vacate their residence due to hazards or calamities
Disaster command and emergency operations centers ¹	a center or facility that provides staff for assistance and resources that should tackle the following: multistakeholder coordination, management of information, and facilitation of resource mobilization in preparation for any operation toward addressing effects of hazards
Nature-based solutions to DRRM ²	measures that aim to preserve and restore natural or modified ecosystems, and that adequately deal with societal challenges while safeguarding people's well-being and providing biodiversity benefits Societal challenges which need to be addressed include "food security, climate change, water security, human health, disaster risk, [and] social and economic development."
Relief, Early Recovery, and Rehabilitation Projects	
Social Protection Assistance	
Emergency Cash Transfer (ECT) ³	the distribution of "unconditional cash support" to aid in the early recovery of (qualified) affected parties, and also serves as a mechanism to lessen costs for the government and implementing agencies, minimize security risks for staff, and assist local markets among others
Cash for Work (CFW) ⁴	a short-term initiative or intervention characterized by providing temporary livelihood opportunities to people who were impacted by hazards, by having them involved in "preparedness, mitigation, relief, rehabilitation or risk reduction" efforts or activities
Interim shelter cash assistance, Emergency Shelter Assistance (ESA) ⁵	"emergency 'self-build' shelter assistance" to victims (families) of calamities who decided not to relocate to designated resettlement sites, either through monetary support or supply of limited materials which they can use in the construction or repair of their houses
Transitional shelter ⁶ for DRR and CCA induced resettlement	a temporary space provided and constructed by the government for affected families who are awaiting their transfer to permanent shelters
Integrative psychosocial support	Psychosocial care ⁷ is assistance that should be provided to victims of calamities and other grueling and potentially traumatic events. The goal of such is to ultimately help affected parties cope with existing and potential impacts, from physical to psychological effects.

¹ Guidelines on the Establishment, Operationalization and Management of Emergency Operations Center. NDRRMC Memorandum Circular No. 131 s. 2018. https://drrmc.ocd.gov.ph/uploads/files/NDRRMC_Memo_131_s_2018_Guidelines_on_the_Establishment_Operationalization_and_Management_of_EOC.pdf

² International Union for Conservation of Nature. (2016). Defining nature-based solutions, IUCN World Conservation Congress Resolution No. 2016-069. https://portals.iucn.org/library/sites/library/files/resrecfiles/WCC_2016_RES_069_EN.pdf

³ DSWD Guidelines on the Implementation of Emergency Cash Transfer (ECT) During Disasters. Memorandum Circular No. 17. August 2019. https://www.dswd.gov.ph/issuances/MCs/MC_2019-017.pdf

⁴ DSWD Guidelines for the Implementation of the Cash-For-Work Project. Administrative Order No. 15 s. 2008. https://www.dswd.gov.ph/issuances/AOs/AO_2008-015.pdf

⁵ Omnibus Guidelines on Shelter Assistance. DSWD Administrative Order No. 17 s. 2010. https://www.dswd.gov.ph/issuances/AOs/AO_2010-017.pdf

⁶ Children's Emergency Relief and Protection Act. (2016, May 18). Rep. Act No. 10821. <https://www.officialgazette.gov.ph/2016/05/18/republic-act-no-10821/>

⁷ Guidelines in the Psychosocial Care of Victims of Disasters and Families in Crisis Situations. DSWD Administrative Order No. 49 s. 2002. https://www.dswd.gov.ph/issuances/AOs/AO_2002-049.pdf

Project Name	General Description
Child-friendly safe spaces during and after disasters, delivery of educational and support services in camps	Child-Friendly Spaces ⁸ are created with the primary end-goal of reinstating a child's normal functioning. These spaces are meant for children to participate in "free and structured play, recreation, leisure and learning activities."
Livelihood Support	
Credit Assistance	Whether in the context of recovery from a disaster or not, financial assistance in various forms such as micro financing is "generally recognized as an essential tool in stimulating entrepreneurial activities." ⁹
Support to MSMEs	The Department of Trade and Industry is naturally expected to aid in the development of MSMEs by providing "training, investment facilitation and promotion services." Some previously completed programs of DTI geared toward MSME development include the Small Business Guarantee and Finance Corporation (SBGFC), Techno-managerial and Regular Trainings Livelihood and Skills Development, SME Unified Lending Program for National Growth (Sulong) among others. ¹⁰
Temporary wage employment	Temporary employment¹¹ is work that is limited up to a certain duration or period which is set or agreed upon via the signing of a contract. These contracts may be "fixed-term, project- or task-based contracts." Temporary employment also covers casual work like day labor. The Department of Labor and Employment's TUPAD¹² or Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers "provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed."
Livelihood cash assistance/grant	An example of livelihood assistance is DSWD's Livelihood Assistance Grants (LAG)¹³ set for "low-income families in the informal sector" whose source of income were impacted or continue to be affected by the enforcement of the community quarantine. Per the Special Guidelines on LAG, the assistance may be used for the following: • "Seed capital for new alternative income-generating activities or certain micro-enterprise ventures;" • "Support and an additional capital to the existing viable micro-enterprise of the target beneficiary;" and • Support for pre-employment requirements among others.

⁸ Children's Emergency Relief and Protection Act. May 2016. <https://www.officialgazette.gov.ph/2016/05/18/republic-act-no-10821/>

⁹ Handbook of Financing Programs for Micro Small and Medium Enterprises. 2015. <https://dtiwebfiles.s3-ap-southeast-1.amazonaws.com/e-library/Funding+Your+Business/2015+Financing+Handbook.pdf>

¹⁰ Ballesteros, M. M., & Israel D. C. (2014). Study of Government Interventions for Employment Generation in the Private Sector. Philippine Institute for Development Studies. <https://pidswebs.pids.gov.ph/CDN/PUBLICATIONS/pidsdps1428.pdf>

¹¹ International Labour Organization. What is temporary employment? https://www.ilo.org/global/topics/non-standard-employment/WCMS_534826/lang--en/index.htm

¹² Department of Labor and Employment. About TUPAD. <https://www.dole.gov.ph/tupad-contents/>

¹³ Special Guidelines on the Provision Livelihood Assistance Grants. DSWD Memorandum Circular No. 19 s. 2020. https://www.dswd.gov.ph/issuances/MCs/MC_2020-019.pdf

Project Name	General Description
Agricultural Support for Early Recovery	
Seeds, tools, goods, and services distribution	One of the Special Provisions under the Department of Agriculture, per the 2022 GAA, is “Resilience of Agricultural Communities”¹⁴. The resilience of agricultural communities is expected to increase via the implementation of “disaster-resilient agricultural infrastructure projects and the distribution and development of seeds which are optimally adaptive to present and future climate conditions.” The appropriation for its Quick Response Fund shall cover among others the “provision of various production inputs for crops, [livestock] and poultry, and fisheries; [and] repair of production, post-production and small-scale irrigation facilities. It shall also be utilized for the “provision of other assistance in the form of cash for culled live animals or necessary tools and supplies directly used to mitigate the effects of an ongoing disaster.”¹⁵
Facilities for agriculture and fisheries	The Department of Agriculture allocates funds for the procurement of facilities. These facilities can then be requested by and turned over to qualified recipients. Per DA’s Revised Guidelines in the Provision of Agricultural Production, Postharvest and Processing Machinery, Equipment, and Facilities¹⁶ (Memorandum Order No. 50 s. 2020), “candidate recipients may either be: • Registered Farmers’ Organization (FO), Farmers’ Association (FA), Farmers’ Cooperative (FC), Irrigators’ Association (IA), Agrarian Reform Beneficiaries Organization (ARBO), and other rural-based organizations; and • Agricultural schools, universities, and colleges.”
Rehabilitation Works for Existing Infrastructure	Rehabilitation works is a grouping of types of work for infrastructure in poor or bad condition, wherein the goal is the restoration of structural capacity and performance, and/or the enhancement of safety standards. ¹⁷
Flood control	Flood control is the “detention or diversion of water for the purpose of reducing discharge for downstream inundation” ¹⁸ . Flood control projects eligible under the NDRRM Fund shall only include rehabilitation of flood control. Rehabilitation of flood control includes dredging
Seawall/ river wall/ coastal defence	a “protection structure near the sea or a river” ¹⁹

¹⁴ General Appropriations Act FY 2022 Volume I-A. Resilience of Agricultural Communities (under Special Provision/s of the Department of Agriculture). <https://www.dbm.gov.ph/wp-content/uploads/GAA/GAA2022/GAA-2022-VOL-1-A.pdf>

¹⁵ General Appropriations Act FY 2022 Volume I-A. Quick Response Fund (under Special Provision/s of the Department of Agriculture). <https://www.dbm.gov.ph/wp-content/uploads/GAA/GAA2022/GAA-2022-VOL-1-A.pdf>

¹⁶ Revised Guidelines in the Provision of Agricultural Production, Postharvest and Processing Machinery, Equipment, and Facilities. Department of Agriculture Memorandum Order No. 50 s. 2020. https://www.da.gov.ph/wp-content/uploads/2020/10/mo50_s2020.pdf

¹⁷ Revised Guidelines for the Determination of Major and Similar Categories of Work and Eligibility Requirements for Work Experience in the Procurement of Infrastructure Contracts. Department of Public Works and Highways Department Order No. 117 s. 2017. https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DO_117_s2017.pdf

¹⁸ Department of Public Works and Highways. (2016). Department Order No. 2016-114. DPWH Enterprise Data Glossary (April 2016). https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DO_114_s2016.pdf

¹⁹ Department of Budget and Management. (2019, July 15). Local Budget Circ. No. 119. Guidelines on the Release and Utilization of the Local Government Support Fund - Other Financial Assistance to Local Government Units in the FY 2019 General Appropriations Act, Republic Act No. 11260. https://www.dbm.gov.ph/wp-content/uploads/Issuances/2019/Local-Budget-Circular/LOCAL_BUDGET_CIRCULAR_NO_119.pdf

Note: Definition is originally from Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways.

Project Name	General Description
Irrigation system ²⁰	In discussions around the construction of an irrigation system, it's vital to know the difference between its categories, namely national, communal, and private. The large and medium schemes under the supervision of NIA are the National Irrigation Systems (NIS). On the other hand, small-scale schemes that involve farmer-beneficiaries "through their irrigators' associations (IAs)" are the Communal irrigation systems (CIS). Lastly, those in the care of private groups and individuals are the Private irrigation systems.
Government buildings and facilities such as severely damaged schools, power, water, and sanitation facilities	A building ²¹ is any "roofed and walled structure built for permanent use." Rehabilitation of government buildings and facilities are eligible under the NDRRM Fund.
Damaged roads	Road ²² is a "general term denoting a public way for purposes of vehicular traffic, including the entire area within the road right-of-way." Rehabilitation of damaged roads (except for road upgrading) is eligible under the NDRRM Fund.

²⁰ National Irrigation Administration. Construction of Irrigation Systems. <https://nia.gov.ph/construction-of-irrigation-systems/>

²¹ Department of Public Works and Highways. (2016). Department Order No. 2016-114. DPWH Enterprise Data Glossary (April 2016). https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DO_114_s2016.pdf

²² Department of Public Works and Highways. (2016). Department Order No. 2016-114. DPWH Enterprise Data Glossary (April 2016). https://www.dpwh.gov.ph/dpwh/sites/default/files/issuances/DO_114_s2016.pdf

ANNEX B: EQUITY-BASED LOCAL PRIORITIZATION CRITERIA

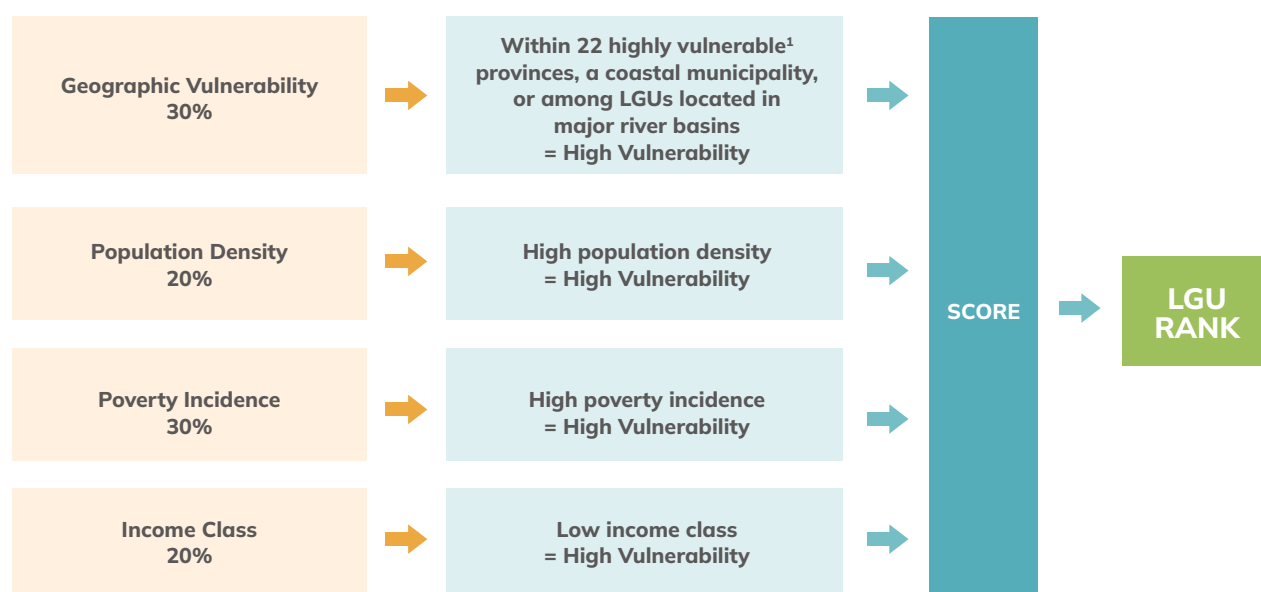
Purpose:

1. To direct NDRRM funds to highly vulnerable, low income LGUs
2. To prioritize LGUs affected by a specific disaster based on equity considerations and intensity of impact to population, housing, agriculture, and infrastructure

In the absence of risk estimates based on hazard probability, exposure data, and vulnerability, the Equity-Based Prioritization Criteria makes use of secondary or leading indicators to come up with an indicative risk profile of LGUs for the above-mentioned purposes.

A database is available within OCD which stores information on LGUs' indicative risk profile and includes a tool to rank LGUs based on the following criteria summarized in the figure below.

FIG 1. Criteria for Prioritization



¹ There are 22 highly vulnerable provinces per the Cabinet Cluster on CCAM-DRR.

Below are the four main criteria for prioritizing LGUs without a disaster impact or the previously mentioned risk estimates. Each of the main criteria and the corresponding sub-criteria are discussed below.

1. GEOGRAPHIC VULNERABILITY (30%)

Rationale: There are three sub-indicators to characterize geographic vulnerability. First, LGUs that are vulnerable to multiple hazards are implied priority areas for DRRM interventions. There are 22 highly vulnerable provinces identified by the Cabinet Cluster on Climate Change Adaptation, Mitigation, and Disaster Risk Reduction (CCAM-DRR). Other geographical features that serve as indication of vulnerability to natural hazards include being situated in a major river basin, and falling under the category of coastal municipalities. Being identified as a coastal municipality, the second sub-indicator under geographic vulnerability, implies that an area is prone to storm surges which cause heavy displacement of population and damage to livelihood. Sea level rise could further aggravate the impacts. Lastly, another relevant geographic feature is whether municipalities or cities are located in the 18 major river basins of the country. Being situated in a major river basin makes an area vulnerable to riverine flooding.

Scoring: A score of 10 is given to a city/municipality if it is located in the 22 provinces identified by the Cabinet Cluster on CCAM-DRR. The same score is given if the city/municipality is located in a major river basin, and if classified as a coastal municipality. Otherwise or if an area does not fall under any of these descriptions, a score of zero is assigned. These three sub-criteria have separate columns in the database. A score of 10 or 0 is to be given for each sub-indicator of geographic vulnerability.

Criteria/ Indicator	Score	
Geographic Vulnerability	YES	NO
Located in one of the 22 priority provinces	10	0
Located in a major river basin	10	0
Coastal City/Municipality	10	0

2. POPULATION DENSITY (20%)

Rationale: Disaster risk is not only dependent on the hazard events that could potentially affect an area; it is also strongly related to the presence of a vulnerable population. Population density is used as an indicator of population impact. A large population density will result in increased vulnerability due to a considerable number of people at risk in a specific geographic area.

Scoring: Population density data for each LGU is taken from the Philippine Statistics Authority. Due to the large number of data points, the database groups LGUs by decile in ascending order, and already assigns the scores. Those belonging in the 1st decile shall get a score of 2, 2nd decile gets 4, 3rd decile gets 6 and so on. The highest possible score shall be 20 for LGUs with population density in the 10th decile.

Criteria/ Indicator	Score
Population Density	2 for 1st decile
	4 for 2nd decile
	6 for 3rd decile
	8 for 4th decile
	10 for 5th decile
	12 for 6th decile
	14 for 7th decile
	16 for 8th decile
	18 for 9th decile
	20 for 10th decile

3. POVERTY INCIDENCE (30%)

Rationale: Poverty impact is measured by poverty incidence. Poverty incidence is indicative of a population's resilience to disasters. Higher poverty incidence means a larger number of poor families who may not be able to prepare for and recover from disasters. The higher the poverty incidence, the higher is the vulnerability score.

Scoring: Similar to the population density criterion, data on poverty incidence comes from the Philippine Statistics Authority. Due to the large number of data points, the database groups LGUs by decile in ascending order. Those belonging in the 1st decile shall get a score of 3, 2nd decile gets 6, 3rd decile gets 9 and so on. The highest possible score shall be 30 for LGUs with poverty incidence in the 10th decile. See the table below for the scores of all deciles.

Criteria/ Indicator	Score
Poverty Incidence	3 for 1st decile
	6 for 2nd decile
	9 for 3rd decile
	12 for 4th decile
	15 for 5th decile
	18 for 6th decile
	21 for 7th decile
	24 for 8th decile
	27 for 9th decile
	30 for 10th decile

4. INCOME CLASS (20%)

Rationale: The Income class of an LGU is a leading indicator of its capability to finance DRRM initiatives or activities. Higher income means that the amount of Local DRRM Fund is higher, and the opposite can be said for lower income LGUs.

Scoring: LGUs are classified from 1st to 6th income class with 1st class LGUs assigned the lowest score of 4 points. Please note that both 5th and 6th class LGUs receive the highest possible score of 20.

Criteria/ Indicator	Score
Income Class	
1st	4
2nd	8
3rd	12
4th	16
5th	20
6th	20

Methodology for Ranking of LGUs in Specific Region/s

The methodology can be applied to a specific region or regions by extracting the concerned LGUs from the main national database.

Methodology for Ranking of LGUs Affected by a Specific Disaster Event

Taking off from the main national database of LGUs, a tool had been developed and shall be used by the OCD in ranking and prioritizing projects for post-disaster assistance, taking into account the proposed projects' locations/localities. The Tool for Post-Disaster Prioritization is in the possession of the OCD as the Secretariat of the N/RDRRMCs.

The OCD Central and Regional Offices need to input the following data on damages in the Approved and Final Situation Reports which are collated by the NDRRMC OpCen:

- Affected population for each LGU
- Total number of damaged houses (partial and total)
- Cost of Damages to Infrastructure
- Cost of Damages to Agriculture

As shown in the table below, 60% of the Prioritization Criteria for ranking LGUs that were affected by a disaster constitutes the four indicators previously discussed. The four indicators are dubbed as the “Equity Criteria”. The remaining 40%, in contrast to the four indicators, take into account disaster-related damages to population, housing, agriculture, and infrastructure.

Criteria	Scope	Weight (%)	Remarks
All Criteria		100	
Equity Criteria	Geographic vulnerability, population density, poverty incidence, and income class Automatically generated by just inputting the Unique ID of the LGU in the tool for Post-Disaster Prioritization	60	
Disaster Event Criteria			
Impact on Population	Affected population in the LGU The highest possible score shall be 10 for LGUs with affected population in the 10th decile.	10	
Impact on Housing	Partially and fully damaged houses in the LGU The highest possible score shall be 10 for LGUs with total number of damaged houses in the 10th decile	10	
Impact on Agriculture	Cost of damages to agriculture The highest possible score shall be 10 for LGUs with total cost of damages to agriculture in the 10th decile	10	
Impact on Infrastructure	Cost of damages to infrastructure The highest possible score shall be 10 for LGUs with total cost of damages to infrastructure in the 10th decile	10	

ANNEX C: PROJECT REVIEW AND EVALUATION CHECKLIST

To be filled out by OCDRO

For projects <u>WITH</u> Post-Disaster Needs Assessment (PDNA) and Rehabilitation and Recovery Plan (RRP)		
Criteria	YES	NO
I. Project specifically included in PDNA and RRP		
II. Project identified in RRP as one of the top priorities for implementation		
Critical in saving lives and properties or in the recovery of affected population Number and specific location of target beneficiary families: _____ Municipality/LGU: _____		
III. Project is urgent. Review target timeline of implementation and check whether or not the project/s:		
need to be funded in current budget year		
can be implemented in current budget year		
IV. Identified funding source of the project/s in the PDNA and RRP is the NDRRM Fund		
V. For LGUs as requesting party, project cost and technical standards were checked and reviewed by the concerned National Government Agency (NGA).		
Assessment	Action Point	
1. <u>If Yes to ALL</u> above	Endorse to OCD Central Office (CO)	
2. <u>If Yes to ALL</u> above, however, project is considered to be toward prevention, mitigation, and preparedness, and involves any or either of the following: new construction, improvement, extension, or concreting of infrastructure	Endorse to OCDCO	
3. <u>If NO to ANY</u> of I, II, III, and IV	Refer back to requesting party for inclusion in their regular budget	

To be filled out by OCDRO-convened RPVET

For projects <u>WITHOUT</u> Post-Disaster Needs Assessment (PDNA) and Rehabilitation and Recovery Plan (RRP)		
Criteria	YES	NO
I. Proof of Damage. Is the project actually damaged by recent calamity?		
• Are there existing concrete structures that were actually damaged/destroyed?		
• Is there a submitted Calamity Damage Report (CDR) w/ photo evidences showing extent of damage?		
• Is project location actually and significantly affected by the calamity? Check Situation Report or RDANA.		
II. Validity of the Project Requests		
• The acquired damages were caused by the occurrence of a disaster within the current budget year or from two years ago, and not due to regular wear and tear and absence of maintenance works.		
• Project/s requested within 6 months after the occurrence of disaster		
III. Project is urgent. Review target timeline of implementation and check whether or not the project/s:		
• need to be funded in current budget year		
• can be implemented in current budget year		
IV. Project type falls within the scope of NDRRM Fund		
• Project neither funded nor qualified for funding from regular agency budgets, programs, and other funding sources (e.g. for infrastructure, countercheck DPWH Budget Line Items)		
• Project NOT developmental in nature and CANNOT be funded through regular agency budgets in the succeeding years (e.g. new construction, improvement, extension, and concreting of infrastructure)		
• Project falls under essential services to facilitate access to government and social services such as food security, livelihood, health, education, water and sanitation, and primary infrastructure such as housing, transportation, irrigation, and communications		
• Project is deemed important in saving lives and properties or in the recovery of affected population.		
• Number and specific location of target beneficiary families: _____		
• Municipality/LGU: _____		
V. For LGUs as requesting party, project cost and technical standards were checked and reviewed by the mandated agency.		
Assessment	Action Point	
1. <u>If Yes to ALL</u> above	Endorse to OCD Central Office (CO)	
1. <u>If Yes to ALL</u> , however, project is considered to be toward prevention, mitigation, and preparedness, and involves any or either of the following: new construction, improvement, extension, or concreting of infrastructure	Endorse to OCDCO	
3. <u>If NO to ANY</u> of I, II, III, and IV	Refer back to requesting party for inclusion in their regular budget	

ANNEX D: PROJECT FUNDING REQUEST AND PROJECT PROPOSAL FORM

✓	Menu of Projects. Put a check mark (✓) on the space provided corresponding to the proposed project/s
	Relief, Early Recovery, and Rehabilitation Date of Disaster Occurrence (mm/dd/year): _____
	Social Protection Assistance
	Emergency Cash Transfer (ECT) programs i.e., cash aid for food and non-food relief support, cash for work/ caring/training, Voucher Aid
	interim shelter cash assistance, transitional shelter for DRR and CCA induced resettlement
	integrative psychosocial support, trauma management in affected areas
	child-friendly safe spaces, educational and support services in camps
	resettlement programs for disaster affected areas such as permanent housing or rent-subsidy programs
	Livelihood Support for Early Recovery
	credit assistance
	support to MSMEs
	temporary wage employment
	skills training with kits to start simple business
	livelihood cash assistance/grants
	Agricultural Support for Early Recovery
	seeds, tools, goods, services distribution
	facilities for agriculture and fisheries: _____
	Rehabilitation Works for Existing Infrastructure, 100% Concrete, Damaged, and Not Aggravated by a Disaster
	flood control
	seawall/river wall/coastal defence
	irrigation system
	government buildings and facilities, severely damaged schools, and power, water, and sanitation facilities specify: _____
	damaged roads except for road upgrading
	Prevention, Mitigation, and Preparedness Priority Projects Identified by the NDRRMC for Calendar Year _____.
	Project Type: _____
	• can be early warning system (EWS), evacuation centers, DRRM command centers, nature-based solutions, or others referred to in the NDRRM Plan • The standards, both technical and financial specifications, should be reviewed and set by the appropriate NGA.

Documentary Requirements Checklist (See Section 7 of NDRRMC MC No. 110 s. 2021 for description of requirements) Put a check mark (✓) on the space provided for the submitted documentary requirements.			
Non-Infrastructure Projects		Infrastructure Projects	
	NGA or LGU Calamity Damage Assessment Report with photos		NGA or LGU Calamity Damage Assessment Report with photos OR Local DRRM Plan (for LGUs with project requests under Prevention, Mitigation, and Preparedness)
	Work and financial plan		Hazard and location map of the project
	List of target beneficiaries		Project Design documents: Program of Works, Detailed Engineering Design, As-Built Plan, Project History Forms, etc.
	Documentation of consultations		Geotagged photos with spatial resolution of 2-4 cm per pixel with time stamp of the sites
	QRF Utilization Report (for NGAs with QRF allocation)		Drone video of the project location (a requirement for DPWH-requested projects, and optional for LGU requests)
For LGUs, include:			Transfer Certificate of Title (TCT) from DENR or LRA, indicating that the project is NOT situated in a private property or that the ROW is accomplished, as necessary
	Certification of Unavailability of Funding or Program (see Annex G for template)		Documentation of consultations
	Local Sanggunian Resolution adopting the Project Funding Proposal and its counterpart amount		Project Design Review (for flood control-related projects with recurring damages within two years)
			Certification from DENR-MGB that the project is not located in “no build zones”
			Omnibus Sworn Statement of Authenticity and Veracity of Documents signed by the Head of the Requesting Party
		For NGAs, include:	
			QRF and Maintenance Fund Utilization Report
			Certification and endorsement from the Head of Agency or any Authorized Representative, certifying that the projects comply with standards, not included in its current and in next year’s regular agency programs and budgets, and can be implemented within the validity of the appropriations
		For LGUs, include:	
			Certification of Unavailability of Funding or Program (see Annex G for template)
			LDRRM Fund Utilization Report
			Local Sanggunian Resolution adopting the Project Funding Proposal and its counterpart amount

ANNEX D: PROJECT PROPOSAL FORM

Section A. Proponent Information	
Implementing Office	
Contact Person	
Email and Telephone	
Proposal ID No.	(To be filled out by OCD)
Date of Receipt	(To be filled out by OCD)
Section B. Information on the Project Proposal	
Project Title	
Project Location	Address: _____
Total Project Cost	Php _____
Amount Requested	Php _____
Project Duration	_____ months
Target Beneficiaries	_____ households
Project Description	Enumerate the objectives and expected outcomes.
For Technical Design, fill out the section corresponding to the type of proposed project.	
SECTION C.1: Technical Design	
Post-Disaster: Relief, Rehabilitation, and Recovery Programs and Projects	
FOR INFRASTRUCTURE PROJECTS. Please check all applicable items.	
Extent of damage and losses	
☐	Total
☐	Partial
	Replacement Cost of the Structure: Php _____
	Estimated Losses: Php _____
Hazards	
☐	Hydro-meteorological
☐	Geophysical
☐	Climatological
☐	Others: _____
Adherence to Design Standards	
☐	National Building Code of the Philippines
☐	National Structural Code of the Philippines
☐	Accessibility Law
☐	Project-specific Standards of National Government Agencies (e.g. DPWH for evacuation centers, flood control, roads, etc.)
Social Preparation Activities (only for resettlement-related projects)	
☐	Awareness raising
☐	Assessment
☐	Capacity building
☐	People's planning
Conducted consultation with LGUs or affected population?	
☐	Yes: Dates: _____
☐	No

SECTION C.2: Technical Design**Post-Disaster: Relief, Rehabilitation, and Recovery Programs and Projects**

FOR SOCIAL PROTECTION, LIVELIHOOD AND AGRICULTURAL SUPPORT PROJECTS	Date of Consultation/s
Concerned LGUs	
Communities	
Business membership organizations (e.g. Chamber of Commerce, Business clubs)	
Academe	
Micro, small, medium enterprises (MSMEs)	
Non-government organizations (NGOs)	
People's Organizations (POs)	
Others: _____	

Section D. Project Management

Provide a list of key officers and personnel and their roles in project management.

Section E. Project Sustainability

Describe how the project will be sustained after provision of NDRRM Fund assistance in terms of policies, plans, and resources.

ANNEX E: CONTACT DETAILS OF NATIONAL GOVERNMENT AGENCIES FOR STANDARDS OF PROJECTS

Menu of Project - Type of Project	Concerned National Government Agency	Contact Person	Email and Contact No.
Social Protection			
Cash for work, Food for work, Emergency Cash Transfer	Department of Social Welfare and Development (DSWD) - Disaster Response Management Bureau (DRMB)	Asec. Rodolfo Encabo Abigail Lorraine C. Antonio, Planning Officer III Amelita dela Cruz Micu, SWO III Elenneth Altamia Avelino, Administrative Officer V	rmencabo@dswd.gov.ph alcantonio@dswd.gov.ph adcmicu@dswd.gov.ph eaavelino@dswd.gov.ph
	Department of Labor and Employment (DOLE) Bureau of Workers with Special Concerns (BWSC)- Worker's Social Amelioration Development Division (WSADD)	Atty. Ma. Karina Perida-Trayvilla, Director IV	Tel No: 8404-3336 Fax No: 8527-5858 mail@bwsc.dole.gov.ph
Shelter			
Interim Shelter Cash Assistance/ Resettlement Emergency Assistance Program (REAP)	Department of Human Settlements and Urban Development (DHSUD), Public Housing and Settlements Service	Dir. Rowena Dineros	8424-4070/8424-4092 09102195625 09175924487 it@dhsud.gov.ph osec.dhsud@gmail.com phss@dhsud.gov.ph
Emergency Housing Assistance Program (EHAP)			
Rent subsidy program			
Halfway Houses, Housing Materials Assistance (HOMA)	National Housing Authority (NHA), Office of the General Manager and Corporate Planning Department		ogm@nha.gov.ph nha.oagm@gmail.com nha.cpd@gmail.com 8790-0800 loc. 311 8354-0961
Resettlement program: a. NHA-administered b. NHA-LGU partnership			

Menu of Project - Type of Project	Concerned National Government Agency	Contact Person	Email and Contact No.
Agricultural Support Services and Facilities			
	Department of Agriculture (DA)	Ms. Lorna B. Calda, OIC-Chief, Field Programs Operational Planning Division (FPOPD)	8273-2406 drmmc@da.gov.ph da.fpopd.rrso@gmail.com
	National Irrigation Administration (NIA) for irrigation facilities	Engr. Delsy Revillame (Acting) Department Manager, Operations Department	8929-6071 loc. 125 niaco_operations@yahoo.com
Livelihood Support Program			
	Department of Trade and Industry (DTI)	Asec. Ronnel Abrenica, Consumer Protection Group Dir. Maria Asuncion H. Cruzada, DTI Finance Service	RonnelAbrenica@dti.gov.ph (+632) 7791-3185 / 7791-3184 MaAsuncionCruzada@dti.gov.ph
Public Infrastructure			
Flood control, river control	Department of Public Works and Highways (DPWH)	Usec. Ma. Catalina Cabral, Public-Private Partnership Service	(5) 304-3319 (5) 304-3300 loc. 4326 cabral.ma_catalina@dpwh.gov.ph
Seawalls			
National/local government buildings		Pelita V. Galvez, Engineer IV Engr. Rachelle Corpuz, Planning	galvez.pelita@dpwh.gov.ph corpuzrmr@dpwh.gov.ph
National and local roads (repair and rehabilitation only)		Engr. Kennylyn Ken Reyes, Bureau of Maintenance	reyes.kennylyn_ken@dpwh.gov.ph
Evacuation centers			

Menu of Project - Type of Project	Concerned National Government Agency	Contact Person	Email and Contact No.
Agricultural Support Services and Facilities			
National/local facilities for essential services: health, education, power, water, transport, communication	Department of Health (DOH) for health facilities	Ms. Mara Blaise C. Carillo, Health Emergency Management Bureau (HEMB)	87430568 8651-7800 loc. 2200-2207 711-1001 711-1002 rplaw@doh.gov.ph hemb@doh.gov.ph hembpreparedness@doh.gov.ph mccarillo@doh.gov.ph
	Department of Education (DepEd) for education facilities	Dir. Ronilda Co, Disaster Risk Reduction and Management Service (DRRMS)	(8) 637-6207 (8) 635-3764 (02) 637-4933 (02) 635-3764 (8) 637-4933 (Fax) ronilda.co@deped.gov.ph drmo@deped.gov.ph depeddrmo@gmail.com
	National Electrification Administration (NEA) for power facilities	Disaster Risk Reduction and Management Department (DRRMD) Gerardo G. Pomoy, Principal Engineer C Rainer Ramos, Sr. Engineer A	gerpmy@yahoo.com rainer1389@gmail.com
	Department of Transportation (DOTr) for transport	Office of the Secretary	790-8300 790-8400 loc. 2530/2529 osec@dotr.gov.ph
	Department of Information and Communications Technology (DICT) for communications, internet services	Usec. Alan Silor, Resilient Government Emergency Communications	(02) 8920-0101 loc. 1801 alan.silor@dict.gov.ph

ANNEX F. OMNIBUS SWORN STATEMENT OF AUTHENTICITY AND VERACITY OF DOCUMENTS

REPUBLIC OF THE PHILIPPINES)
 AGENCY/CITY/MUNICIPALITY_____) S.S.

OMNIBUS SWORN STATEMENT OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, the undersigned, attest to the veracity of the following documentary requirements:

i. Accomplished Project Proposal Forms for the following Program(s)/Project(s)/ Activity/ies (PPAs):

- 1) Insert title_____
- 2) _____
- 3) _____
- 4) _____(number of PPAs may vary)

ii. The agency/Local Government of _____ has prepared the necessary Program of Works, Detailed Estimates, Detailed Engineering Design, As-Built Plan for the project, in accordance with the design, plan, specifications, and such other standards and policies of the National Government.

iii. The proposed P/P/A(s) is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition.

iv. The agency/Local Government of _____ has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from the same agencies before the implementation of the eligible project(s), e.g., Certification from DENR-MGB that the project is not located in “no build zones” for buildings;

v. The location, area, or site of the P/P/A(s) of the agency/Local Government of _____ is/are (1) not a privately-owned land/lot; (2) not included in the critical geo-hazard areas or no build zones identified as shown in the Hazard Assessment Report from HazardHunterPH and/or certified by the Mines and Geosciences Bureau Hazard Map;

- vi. The proposed project/s of this agency / Local Government of _____ is/are (1) not fully funded from other sources as shown in the Certification of Unavailability of Funding or Program; (2) not included in its current and next year's regular agency programs and budget; (3) can be implemented within the validity of the NDRRM Fund appropriations.
- vii. For the Local Government of _____, there is a Sanggunian Resolution containing the following: 1) endorsing the proposed P/P/A(s); 2) that the same P/P/A(s) is/are part of the Calamity Damage Assessment Report or duly approved Local Disaster Risk Reduction and Management Plan (for Prevention, Mitigation, and Preparedness projects); and 3) adopting the counterpart amount as applicable.
- viii. All other attachments as necessarily indicated in the Revised Guidelines on the Administration of the National Disaster Risk Reduction and Management Fund (NDRRMC Memorandum Circular No. 110 s. 2021), namely, and as applicable:
 - a. Geotagged photos (with spatial resolution of 2-4 cm per pixel, with time stamp of each site)
 - b. Documentation of consultations
 - c. QRF and Maintenance Fund Utilization Report for National Government Agencies
 - d. LDRRM Fund Utilization Report for Local Governments
 - e. Work and Financial Plan, List of Target Beneficiaries for non-infrastructure projects

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year] at [place of execution].

[Insert NAME AND SIGNATURE OF HEAD OF AGENCY/OFFICE/LGU]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], PHILIPPINES. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for ____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc.No. _____

Page No. _____

Book No. _____

Series of _____

ANNEX G. CERTIFICATION OF UNAVAILABILITY OF FUNDING OR PROGRAM

CERTIFICATION OF UNAVAILABILITY OF FUNDING OR PROGRAM (FOR LOCAL GOVERNMENT REQUESTING PARTY)

This is to certify that the following projects:

- 1.
- 2.
- 3.

Cannot be funded out of the following LGU funds for the Calendar Year _____:

1. Local Disaster Risk Reduction and Management Fund (LDRRMF)
2. Local Development Fund
3. any funding source of the LGU, including funds from National Government

This is to attest that this Certification is based on the Calendar Year ____ LDRRMF Annual Investment Program and Local Development Investment Program.

Issued and signed this ____ day of _____, at _____.

CERTIFIED BY:

Municipal Accountant

Regional/ Provincial Director or Designate
Department of the Interior and Local Government

**CERTIFICATION OF UNAVAILABILITY OF FUNDING OR PROGRAM
(FOR NATIONAL GOVERNMENT/GOCC REQUESTING PARTY)**

This is to certify that the following projects:

- 1.
- 2.
- 3.

Are indeed damaged by disaster _____, which occurred on _____, and are not included in the agency's current and next year's regular agency programs and budget.

Further, this is to attest that the proposed projects can be implemented within the validity of this appropriations, Calendar Year _____.

Issued and signed this ____ day of _____, at _____.

CERTIFIED BY:

Name, Signature and Designation
Agency Authorized Representative

ANNEX H. NATIONAL AND REGIONAL MONITORING REPORT ON THE IMPLEMENTATION OF THE PROGRAMS, PROJECTS, AND ACTIVITIES FUNDED UNDER THE NDRRM FUND

Reporting Period: 1st Quarter of 2022

- I. Brief introduction of the quarter's monitoring report
 - Indicate list of LGUs and Agencies that submitted.
 - Indicate list of LGUs and Agencies that did not submit.
 - Include highlights of activities done for the semester (e.g. conduct of problem-solving session, field visit, participation of CSOs, etc.).
 - Indicate general status of fund releases and utilization.
 - Indicate general status of the accomplishments of targets.
- II. Status of Specific PPAs
 - From the Summary of Status of PPAs, OCDCO/ROs should highlight the following:
 - major accomplishments
 - major issues and concerns
 - policy or programmatic recommendations
 - other relevant updates that may influence project implementation

ANNEX L. CERTIFICATE OF COMPLETION/ ACCEPTANCE OF THE PROJECT

Date

CERTIFICATE OF COMPLETION

PROJECT TITLE : _____

LOCATION : _____

CONTRACTOR : _____

This is to certify that the above-stated project has been satisfactorily completed on _____(date) in accordance with the Plans and Specifications of the Contract.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the defects liability period, starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

Head, Implementing Office

Conforme:

Contractor

National/Regional Quarterly Monitoring Report - Summary of Status of Programs, Projects, and Activities (PPAs) Funded under NDRRM Fund

[illegible]

As of reporting period: _____

[illegible]

ANNEX J. MODIFIED NDRRMF RPMET FORM - SUMMARY OF STATUS OF PPAS BASED ON FIELD ASSESSMENT

Region: _____

As of reporting period: _____

Program, Project, and Activity	Agency/ LGU	Total Funding Requirements			Unity Cost (PhP)	Revised Target Outputs (Scaled down targets, as needed)	Completed PPAs as of reporting period	
		Amount (PhP)	Physical Target	Indicator/ Unit			Disbursed Amount (PhP)	Physical Accomplishment

Ongoing PPAs as of reporting period		Under Procurement/ DED as of reporting period		Not Yet Started		Issues/ Concerns/ Challenges	Actions Taken by Agency/ LGU	RPMET Recommendations based on Field Assessment
Allocated Amount (PhP)	Physical Target	Allocated Amount (PhP)	Physical Target	Allocated Amount (PhP)	Physical Target			

ANNEX K. PROBLEM-SOLVING SESSION FORM

Region: _____

Date of meeting: _____

Issues/Concerns/Challenges	Agency/ LGU	Details of the Issue / Discussion Points
Issue/Concern/Challenge No. 1		
Issue/Concern/Challenge No. 2		
Issue/Concern/Challenge No. 3		
Issue/Concern/Challenge No. 4		

Recommendations	Action Plans	Target Timeline

ANNEX M. NDRRM FUND MONITORING FORMS FOR IMPLEMENTING AGENCIES AND LGUS FOR PROGRAMS AND PROJECTS FUNDED UNDER THE NDRRM FUND: FORM 1

Program, Project, and Activity	Province	City/ Municipality/ Barangay	Total Funding Requirement	Allotment Releases to date (PhP)		
				Previous Releases	Releases this Quarter	Total Releases
				(A)	(B)	(C)=A+B
(Specific Region)						
(Name of Project)						
(Name of Project)						
TOTAL						

Prepared by:

Name:

Designation:

Approved by:

Name:

Designation:

Guidelines:

Program, Project, and Activity - Title of the program/project/activity

Province - Province/s where project/s will be implemented and/or are being implemented

City/Municipality/Barangay - Cities/Municipalities/Barangays where project/s will be implemented and/or are being implemented

Total Funding Requirement - Total amount required to finance the implementation of the project. This should be the sum of the following (as applicable):

(1) amount originally approved under CRRP; (2) additional approved funding; and (3) funds pending approval by DBM. Indicate actual amount in peso.

Allotment Releases to date - Amount issued by the DBM to finance the implementation of program/project/activity

Obligation - A commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money. The agency is authorized to incur obligations only in the performance of activities in line with its functions and programs, and authorized in appropriation acts/laws within the limit of the allotment released by DBM.

Previous Obligation - Include (cumulative) obligation commitment/accounts payable from the start of implementation of the program/project/activity up to the last quarter prior to reporting period.

Form 1: Financial Status of (name of project) (in PhP)

Region: _____

Implementing Agency: _____

As of (reporting date): _____

Obligations (PhP)			Unobligated Balance	Disbursements (PhP)			Unpaid Obligation (PhP)
Previous Obligation	Obligation this Quarter	Total Obligation		Previous Disbursement	Disbursement this Quarter	Total Disbursement	
(D)	(E)	(F)=D+E	(G)=C-F	(H)	(I)	(J)=H+I	(K)=F-J

Obligation this Quarter - Obligation commitment/accounts payable for the current quarter for the implementation of the program/project/activity**Total Obligation** - Sum of previous commitments/accounts payable and obligation committed up to the current quarter for the implementation of the program/project/activity**Disbursements** - A settlement of government obligations either in the currency, check or consecutive cash as the issuance of Tax Remittance Advice (TRA) for the remittance to BIR of taxes withheld from employees and suppliers and Non-Cash Availment Authority for direct payments made by financial institutions to suppliers and consultants**Previous Disbursement** - Covers (cumulative) disbursement from the start of implementation of the program/project/activity up to the last quarter prior to reporting period**Disbursement this Quarter** - Disbursement for current quarter for the implementation of the program/project/activity**Total Disbursement** - Sum of previous disbursement and disbursement for the current quarter for the implementation of program/project/activity**Unpaid Obligation** - The balance of accounts payable or commitment

ANNEX M. NDRRM FUND MONITORING FORMS FOR IMPLEMENTING AGENCIES AND LGUS FOR PROGRAMS AND PROJECTS FUNDED UNDER THE NDRRM FUND: FORM 2

Program, Project, and Activity	Province	City/ Municipality/ Barangay	Start Date	Target Completion Date	Revised Completion Date	Total Target Outputs	
						Unit	Total Target Outputs [a]
(Specific Region)							
(Name of Project)							
(Name of Project)							

Prepared by:

Name:

Designation:

Approved by:

Name:

Designation:

Guidelines:

Program, Project, and Activity - Title of the program/project/activity

Province/s - Province/s where project/s will be or are being implemented

City/Municipality/Barangay - City/municipality/barangay where project will be or is being implemented

Start Date - Date (mm/dd/yyyy) of start of implementation of project

Target Completion Date - Date (mm/dd/yyyy) of expected completion of project implementation

Revised Completion Date - Revised date (mm/dd/yyyy) of completion of project implementation, if applicable

Total Target Outputs

- Unit - Unit of the target output (e.g., km of roads, ha of land, no. of schools or houses built, or kilos of seeds)
- Total Target Outputs - Total target quantity to be accomplished from start to end of project implementation

Quarterly Actual Physical Accomplishments

- 1Q 2022 - Quantity of actual physical accomplishment/ completed outputs for the quarter
- Cumulative Total - Sum of total quantity of accomplishments from the previous quarter to end of the quarter covered by the report

Variance - Difference between the total physical targets and the total physical accomplishments as of end of quarter

Overall Status - Indicate whether project is completed, on schedule, ahead of schedule, or behind schedule.

Remarks - Indicate justifications/explanations for variance, and other notes (e.g., stage of implementation such as bidding, civil works construction or procurement of consultants, etc.).

Form 2: Quarterly Physical Status of (name of project)

Region: _____

Implementing Agency: _____

As of (reporting date): _____

Revised Target Outputs (Scaled down targets, as needed)	Quarterly Actual Physical Accomplishment		Variance [a]-[b]	Overall status (On schedule, Ahead of schedule, Behind schedule, or Completed)	Disbursement this Quarter	Remarks
	1Q2022	Cumulative Total [b]				

ANNEX M. NDRRM FUND MONITORING FORMS FOR IMPLEMENTING AGENCIES AND LGUS FOR PROGRAMS AND PROJECTS FUNDED UNDER THE NDRRM FUND: FORM 3

Program, Project, and Activity	Total Funding Requirements			Unit Cost (PhP)	Revised Target Outputs (Scaled down targets, as needed)
	Amount (Php)	Physical Target	Indicator/ Unit		
(Specific Region)					
(Name of Project)					
(Name of Project)					

Prepared by:

Name:

Designation:

Approved by:

Name:

Designation:

Guidelines:**Program, Project, and Activity** - Title of the program/project/activity**Total Funding Requirements**

- Amount (PhP) - Total amount required to finance the implementation of the project. This should be the sum of the following (as applicable): (1) amount originally approved; (2) additional approved funding; and (3) funds pending approval by DBM. Indicate actual amount in peso.
- Physical Target - Total target quantity to be accomplished from start to end of project implementation
- Indicator/Unit - Unit of the target output (e.g., km of roads, ha of land, no. of schools built, bags of seeds) to be accomplished from start to end of implementation

Unit Cost (PhP) - Amount required to deliver one unit of expected output, as determined by the agency at pre-implementation. Unit cost may also be computed by dividing total program amount by total target quantity.

Completed as of reporting period

- Disbursed Amount (PhP) - Payments made by agency for purchase of goods (e.g. construction materials) and services (e.g. hiring of consultants) for completed outputs. Indicate actual amount in peso.
- Physical Accomplishment - Quantity of completed projects as of reporting period

Form 3: Summary of Status of Projects

Region: _____

Implementing Agency: _____

As of (reporting date): _____

Completed PPAs as of reporting period		Ongoing PPAs as of reporting period		Under Procurement/ DED as of reporting period		Not Yet Started	
Disbursed Amount (PhP)	Physical Accomplishment	Allocated Amount (PhP)	Physical Target	Allocated Amount (PhP)	Physical Target	Allocated Amount (PhP)	Physical Target

Ongoing as of reporting period

- Allocated Amount (PhP) - Amount required to finance approved ongoing projects. Indicate actual amount in peso.
- Physical Target - Quantity of ongoing projects as of reporting period

Under Procurement/DED as of reporting period

- Allocated Amount (PhP) - Amount required to finance approved ongoing projects under procurement/ detailed engineering design stage. Indicate actual amount in peso.
- Physical Target - Quantity of ongoing projects under procurement/ DED status

Not yet started

- Allocated Amount (PhP) - Amount required to finance approved projects yet to be started. Indicate actual amount in peso.
- Physical Target - Quantity of projects yet to be started

ANNEX N. LIST OF CONTRIBUTORS IN THE DEVELOPMENT OF THE NDRRM FUND GUIDEBOOK

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Ryan Christopher P. Viado	Liesel Ann Gamil
Engr. Leonila Dissanayake	Eloisa Fe Asaytuno
Engr. Alvin Germino	Jet Westjeck Hilario
Engr. Roque Aris Llona	Reginald Keanu Landingin
Julius Battung Hontiveros	Rojessa May Cabarles
Engr. Charlie Rances, Jr.	William Gundayao
Phoenicia Achaia Dela Merced	Janric Obias
OCD REGIONAL OFFICE	
Region 1	Region 2
Carmelita Laverinto	Dir. Leon DG Rafael, Jr.
Imelda M. Acosta	Orlando M. Posadas, Jr.
Ma. Criselda G. Abrajano-Gonzales	Charles Baccay, Jr.
	Dan Michael M. Villamil
Region 3	Region 4A
Shelby A. Ruiz	Reyan Derrick Marquez
Ray Victor Apaya	Earl Jeremy M. Uy
Sally T. Bautista	Marigrace Merin
	Patrick Christian Fazon
Region 4B	Region 5
Richard T. Carandang	Dir. Claudio L. Yucot
Allinah Magnaye	Jessar Adornado
	Jeric M. de la Rosa
	Ronna Faith Monzon
	Raymund John Thomas Lorilla
Region 6	Region 7
Ma. Aletha Nogra	Rizajoy A. Hernandez
Hanna Olivares	Ammelie Rose G. Taga-an
Aljefry Maranda	

OCD REGIONAL OFFICE	
Region 8	Region 9
Adela S. Collanto	Dir. Manuel Luis M. Ochotorena
Raymund C. Lopega	Atty. Ruel S. Halanes
	Elmer C. Pabilan
	Emilia V. Julhajan
	Joy G. Suico
Region 10	Region 11
Toni Gail S. Nobleza	Lenie Duran - Alegre
Patrick Alain S. Callanta	Eirene M. Canlom
	Ian Evert B. Cayunda
	Louise Mark Cirunay
Region 12	Region 13
Dir. Minda C. Morante	Dir. Liza Mazo
Engr. Diego Laguna	John Lenn Uayan
Bai April C. Sinsuat	Marie Lynn Tadler
	Kim Durango
NCR	CAR
Mary Grace A. Garigo	Paul Chinayog
	Irwin Clave C. Balay-as
BARMM	
Gecile Gonzales	

ANNEX O. NDRRMC RESOLUTION ADOPTING THE NDRRM FUND GUIDEBOOK



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

NDRRMC RESOLUTION NO. 09, s. 2022

RESOLUTION ADOPTING THE USE OF THE NDRRM FUND GUIDEBOOK AS SUPPLEMENTAL MATERIAL FOR NDRRM FUND GUIDELINES

WHEREAS, Section 22(a) of Republic Act (RA) 10121 provides that the “National Disaster Risk Reduction and Management (NDRRM Fund) shall be used for disaster risk reduction or mitigation, prevention and preparedness activities such as but not limited to training of personnel, procurement of equipment, and capital expenditures. It can also be utilized for relief, recovery, reconstruction and other work or services in connection with natural or human induced calamities which may occur during the budget year or those that occurred in the past two (2) years from the budget year;

WHEREAS, Section 22(b) of RA 10121 provides that “the specific amount of the NDRRM Fund and the appropriate recipient agencies and/or LGUs shall be determined upon approval of the President of the Philippines in accordance with the favorable recommendation of the NDRRMC”;

WHEREAS, the National Disaster Risk Reduction and Management Council (NDRRMC) has recently approved NDRRMC Memorandum Circular (MC) No. 110 or the Revised Guidelines on the Administration of the NDRRM Fund which seeks to rationalize the projects to be funded and for the NDRRMC to have control on which projects to be funded based on its existing mechanisms and tools;

WHEREAS, Section 12 of NDRRMC MC 110 provides that “a guidebook shall be crafted for the purpose of disseminating and orienting all concerned stakeholders” of the NDRRM Fund guidelines;

WHEREAS, by experience, even with the existing guidelines, various stakeholders such as the requesting parties (national government agencies and local government units) and the fund administrators (Office of Civil Defense Regional Offices and Regional DRRMC member agencies) encounter challenges in terms of the implementation of the NDRRM Fund Guidelines;

WHEREAS, the NDRRM Fund Guidebook will serve as a reference to address various concerns and questions of the requesting parties and fund administrators in the implementation of NDRRMC MC 110;

WHEREAS, various consultations and meetings with national government agencies and RDRRMCs were conducted to present the draft Guidebook for comments and inputs at the TWG level on 18 February 2022;

WHEREAS, the comments and inputs received were already considered and incorporated in the draft Guidebook;

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WHEREAS, the NDRRMC Rehabilitation and Recovery Cluster convened its 1st Quarter CY 2022 TMG Meeting on 10 March 2022 for the review and approval of the draft Guidebook and subsequent endorsement of the Council through a Resolution;

WHEREAS, the NDRRMC Rehabilitation and Recovery Cluster, through the OCD, presented the draft Guidebook during the 1st Quarter CY 2022 NDRRMC Technical Management Group (TMG) Meeting on 11 March 2022, wherein the NDRRMC TMG approved the draft Guidebook and its subsequent presentation to the NDRRMC Full Council;

WHEREAS, the draft Guidebook was presented and approved by the Council during the conduct of its 1st Quarter CY 2022 Full Council Meeting (FCM) on 25 March 2022;

NOW, THEREFORE, the Council **RESOLVES** as it is hereby **RESOLVED**, to adopt the use of the NDRRM Fund Guidebook and its cascading to all regions, national government agencies, and local government units (LGUs);

RESOLVED FURTHER, that in the cascading of the said Guidebook, the member-agencies will assist and provide technical assistance in the cascading of the Guidebook especially to help the requesting parties (LGUs) in ensuring that their proposal(s) are in adherence to the corresponding national designs and standards;

RESOLVED FINALLY, that the Chairperson of the NDRRMC shall be duly authorized to sign this Resolution for and on behalf of the four (4) NDRRMC Vice-Chairpersons and all its members.

Done this 25th day of March, 2022 at the Department of National Defense, Camp Aguinaldo, Quezon City.



DELFIN LORENZANA

Chairperson, National Disaster Risk Reduction and Management Council
Secretary, Department of National Defense



