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**MEMORANDUM**

**FOR/TO** : **All Undersecretaries**  
**All Assistant Secretaries**  
**All Directors (Services, Bureaus)**  
**All Heads of Attached Agencies**

**FROM** : **The Undersecretary**  
Finance, Information Systems, and Climate Change, and  
Head, Task Force Build Back Better (TFBBB) Secretariat

**SUBJECT** : **REQUEST TO REVIEW THE DRAFT DENR**  
**ADMINISTRATIVE ORDER (DAO) ON DEFINING**  
**AND CLARIFYING THE MECHANISMS FOR**  
**DISASTER RISK REDUCTION AND MANAGEMENT**  
**(DRRM) IN THE DENR, AND ESTABLISHMENT OF**  
**THE DRRM COORDINATING CENTER UNDER THE**  
**OFFICE OF THE SECRETARY**

**DATE** : June 6, 2022

This refers to the crafting of the DENR Administrative Order that defines the mechanism within the Department to improve governance in the management and reduction of risks brought by disasters to the environment, natural resources and to the DENR organization and operations. The mechanism covers the pillars of Disaster Risk Reduction and Management as follows:

- a. Prevention and mitigation
- b. Preparedness
- c. Response
- d. Rehabilitation and recovery

The guidelines also aim to enable the implementation of a flexible, integrated system that can be used for any incident or disaster; and identify policies and strategies to improve DENR's disaster and emergency planning and response.

To enhance the said guidelines, we would like request your offices to review the attached draft DAO. We would appreciate receiving your comments and/or suggestions on or before June 9, 2022.

Attached is the draft DAO. Should you have any comments and/or suggestions, kindly email them to [ccs@denr.gov.ph](mailto:ccs@denr.gov.ph). For questions or clarifications, you may contact Jello Ortega at 8-928-1194. Thank you.

*Analiza Teh*  
ATTY. ANALIZA REBUelta-TEH



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DRAFT AS OF 5 JUNE 2022

**DENR Administrative Order**  
**No. 2022-\_\_\_\_\_**

**Subject: DEFINING AND CLARIFYING THE MECHANISMS FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) IN THE DENR, AND ESTABLISHMENT OF THE DRRM COORDINATING CENTER UNDER THE OFFICE OF THE SECRETARY**

**Section 1. Legal Basis/References**

- a. Section 9 - Powers and Functions of the Office of Civil Defense - Section 9 (n) Establish an operating facility to be known as the National Disaster Risk Reduction and Management Operations Center (NDRRMOC) that shall be operated and staffed on a twenty-four (24) hour basis; Section 10 - Disaster Risk Reduction and Management Organization at the Regional Level; Section 12 (c, 23) - Establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center; of Republic Act No. 10121, also known as "*Philippine Disaster Risk Reduction and Management Act of 2010*"
- b. Paragraph 5.2 and 5.3, Rule 3 - The National Disaster Risk Reduction and Management Council, and Rule 4 - Regional Disaster Risk Reduction and Management Council, Section 5 - Duties and Responsibilities of the National Council members of the Implementing Rules and Regulations (IRR) of the Republic Act No. 10121
- c. NDRRMC Memorandum No. 131, Series of 2018, Guidelines on the Establishment, Operationalization and Management of Emergency Operations Center (EOC)
- d. NDRRMC Memorandum No. 93, Series of 2020, Interim Guidelines on the Management of the NDRRMC Emergency Operations Center during Covid-19 Pandemic
- e. NDRRMC Memorandum No. 33, Series of 2018: Public Service Continuity Plan (PSCP) Template for Government Agencies
- f. Executive Order No. 52, Series of 2018 | Program Management Office of Earthquake Resiliency of the Greater Metro Manila Area (ERG)
- g. Executive Order No. 120, Series of 2020 | Task Force Build Back Better

**Section 2. Objectives of the Guidelines**

These guidelines are being issued to define the mechanism within the DENR to improve governance in the management and reduction of risks brought by disasters to the

environment, natural resources and to the DENR organization and operations. The mechanism covers the pillars on Disaster Risk Reduction and Management as follows:

- a. Prevention and mitigation
- b. Preparedness
- c. Response
- d. Rehabilitation and recovery

The guidelines also aim to enable the implementation of a flexible, integrated system that can be used for any incident or disaster; and the identification of policies and strategies to improve DENR's disaster and emergency planning and response.

### **Section 3. DRRM Committee**

There shall be a DRRM Committee composed of the Executive Committee members and headed by the Secretary. It shall provide policy and program directions in the reduction and management of disaster risks in the environment, natural resources and operations of the DENR.

### **Section 4. The DRRM Coordinating Center**

There shall be a DRRM Coordinating Center under the Office of the Secretary.

#### **a. Composition**

The DRRM Coordinating Center shall be composed of the following:

Chairperson	:	Undersecretary for Climate Change
Co-chairpersons	:	Undersecretary for Field Operations – Luzon and Visayas Undersecretary for Field Operations - Mindanao
Support Group Heads	:	Director, Climate Change Service Director, Administrative Service
Members	:	Director, Mines and Geosciences Bureau Head, DENR Action Center/Hotline Director, Financial Management Service Director, Knowledge and Information Systems Service Director, Policy and Planning Service Director, Strategic Communication and Initiatives Service

#### **b. Functions**

The DRRM Coordinating Center shall serve as the central coordinating group to oversee the DRRM mechanism and operations of the Department. It shall have the following functions:

1. Provide oversight to the implementation of the DRRM work in the DENR;
  2. Ensure synergy and coherence in the DRRM implementation of the DENR through close coordination with:
    - (a) National Disaster Risk Reduction and Management Council and its Committees where DENR is represented (RA 101211);
    - (b) Task Force Build Back Better (EO 120, s. 2020);
    - (c) Program Management Office for the Earthquake Resiliency of the Greater Metro Manila Area (PMO-ERG) (EO No. 52), other institutional partners or organizations; and
    - (d) provision of guidance to and monitoring of the DRRM Teams provided in Sec. 5 of these guidelines;
  3. Support the DENR Operations Center (DOC) as a decision support system to enhance DRRM in the DENR; and
  4. In coordination with concerned Offices, operationalize the Public Service Continuity Plan (PSCP) during disaster.
- c. The DRRM Coordination Center shall be supported by a **Support Group** that will serve as Secretariat and assist in the monitoring and evaluation of DENR-wide DRRM work and ensure timely submission of necessary reports by concerned Teams/Offices to the Secretary. It shall be composed of the following:
- Team Leader : Director, Climate Change Service  
 Co-Team Leader : Director, Administrative Service
- Members : Head, DENR Action Center/Hotline 8888  
 Director, Knowledge and Information Systems Service  
 Focal Persons, Offices of the Undersecretaries for Field Operations
- d. The DENR Action Center/Hotline 8888

The DENR Action Center/Hotline 8888, under the Office of the Secretary, shall serve as the Unified Environment, Natural Resources, and Climate Change Information Center, to host the depository of digital, spatial and regulatory data from KISS, NAMRIA, MGB, Manila Bay Coordinating Office (MBCO), LMB, EMB, FMB, LLDA, and Climate Change Service, for easy reference and monitoring of the Secretary.

## Section 5. The DRRM Teams

There shall be DRRM Teams that will be responsible for the planning, implementation, monitoring and evaluation of the pillars of disaster risk reduction and management. These are:

- a. Disaster Information Management Center (DIMC)
- b. Disaster Emergency Response Team (DRT)
- c. Disaster Preparedness Team (DPT)
- d. Disaster Prevention and Mitigation Team (DPMT)
- e. Disaster Rehabilitation and Recovery Team (DRRT)
- f. Earthquake Resiliency Team (ERT)

**Section 5.1 Disaster Information Management Center (DIMC)**

a. Composition

Team Leader : Director, Mines and Geosciences Bureau (MGB)  
 Members : Head, Action Center  
 Director, Knowledge and Information Systems Service  
 Director, Strategic Communications and Initiatives Service  
 Chief, Lands Geological Survey Division, MGB  
 Chief, Hydrogeology and Environment Geology Section, MGB  
 Chief, Lands Geological Information Management Section, MGB  
 Chief, Geohazard and Engineering Geology Section, MGB

b. Functions

The DIMC shall have the following functions:

1. Develop and disseminate crisis and risk communication messages that are timely, accurate, consistent, and actionable;
2. Gather, organize, check, and share information to DENR offices and responders to assist in making science-based decisions and actionable recommendations;
3. Collect, analyze, and validate important information about disaster or emergency (e.g. Geohazard advisory, collation of Situation Reports from the DENR Agencies, Barangay listings, Incident Report, etc.);
4. Provide secure and adaptable systems for gathering and sharing data;
5. Provide recommendations on the process and systems used to collect, analyze and validate this information;
6. Turn data and analyses into accessible, easy-to-use tools such as charts, maps, databases and using processes, tools, and information to predict future circumstances;
7. Work with partners to develop and maintain resources that support information-sharing;
8. Develop open-sourced, interactive, web-based tools for information sharing; and

9. Develop standard operating procedures (SOP), memoranda of understanding/agreements (MOUs/MOAs), and training to support information/knowledge management.

During the disaster, the DIMC shall serve as the 24/7 Operations Center. It shall perform the following tasks:

1. Conduct 24/7 operations of the DIMC, serving as the nerve center for alert and monitoring operational coordination response and resource mobilization and information management;
2. Monitor the probable consequences of potential disasters or emergency situations
3. Coordinate with responsible agencies for the timely early warning dissemination; and
4. Prepare disaster situation report

### **Section 5.2. Disaster Emergency and Response Team (DERT)**

Offices specified in Special Order No. 2019-508 dated July 24, 2019 on the reconstitution of the DENR Disaster Risk Reduction Management Team shall serve as the Disaster Emergency and Response Team in the Central Office. It shall be headed by the Assistant Secretary for Administration.

The Director, Administrative Service, designated as the Incident Commander pursuant to DENR Special Order 2019-508 shall serve as the Deputy Team Leader of the DERT.

Its functions include:

1. Formulate plans, protocols, policies on DENR's response initiatives, activities;
2. Prepare the manual of operations for Incident Commanders and xxx and monitor their mobilization;
3. Ensure availability of lifelines in case of disasters; and
4. Develop, review and implement contingency plans.

### **Section 5.3. Disaster Prevention and Mitigation Team (DPMT) (Planning and Policy Formulation)**

#### **a. Composition**

The DPMT shall be composed of the following:

Team Leader	:	Assistant Secretary for Planning and Policy Services
Assistant Team Leader	:	Director, Policy and Planning Service
Members	:	Director, Mines and Geosciences Bureau Director, Environmental Management Bureau Director, Ecosystem Research and Development Bureau

Executive Director, National Water Resources Board

b. Functions

The DPMT shall have the following functions:

1. Formulate and review DENR'S DRRM Annual Plans and Programs;
2. Review the Regional DRRM Plans;
3. Conduct research and special studies in support of DRRM policy development;
4. Formulate preventive and mitigation policies such as Infrastructure standard, disaster risk governance;
5. Mainstream DRRM into the DENR planning system;
6. Develop the Green Assessment Framework towards a Green Recovery, Reconstruction and Building Climate-resilient Communities;
7. Conduct hazard identification and environmental risk assessments; and
8. Develop and establish early warning systems within DENR.

**Section 5.4. Disaster Preparedness Team (DPT) (Capacity Building and Training)**

The DPT shall conduct training needs assessment, develop and implement training plans and program, monitor and evaluate the delivery and implementation of training programs and conduct trainor's training on DRR and Green Assessment.

a. Composition

Team Leader	:	Assistant Secretary for Human Resources
Assistant Team Leader: Service	:	Director, Human Resource Development
Members	:	Director, Climate Change Service Assistant Directors Environmental Management Bureau Mines and Geoscience Bureau Biodiversity Management Bureau

**Section 5.5 Disaster Recovery and Rehabilitations Team (DRRT)**

DENR Special Order No. 2020-470 dated 26 November 2020 "*Defining the Internal Organizational Set Up of the DENR as Chairperson of and Secretariat to the Inter-Agency Task Force Build Back Better and Its Organizational Structure*" and DENR Special Order No. 2022-32, "*Instituting the Mechanism in the DENR for Disaster Rehabilitation and Recovery after Typhoons and Creation of DENR Regional Build Back Better Task Forces Consistent with Executive Order No. 120, Series of 2020*" shall remain functional to address recovery and rehabilitation in disaster- affected areas.

a. Composition

The DRRT shall be composed of the Regional TFBBB. The Regional Executive Director as the Chairperson of the Regional TFBB, shall lead the DRRT at the regional level. He/she shall lead the recovery and rehabilitation plans in the region.

b. Functions

The DENR Regional Offices, functioning as the DRRT shall:

1. Conduct comprehensive damage and loss assessment of the environment;
2. Conduct periodic monitoring and inspection of rehabilitation programs and projects of the DENR;
3. Engage partnership with NGOs, Peoples' Organizations, Civil Society Organizations, and community stakeholders in the monitoring and assessment of rehabilitation programs and projects of the DENR in ENR sectors; and
4. Formulate standards for rehabilitation development for inclusion in the DRR measures.

### **Section 5.5. Earthquake Resiliency Team**

The DENR, as Co-Chairperson of the Program Management Office for the Earthquake Resiliency of the Greater Metro Manila Area (PMO-ERG) shall enhance technical support to the PMO-ERG, thru DENR Special Order 2020-40, Section II (DENR's involvement in the PMO-ERG).

Further, the DENR shall actively participate in the PMO-ERG which is responsible for spearheading, orchestrating and integrating all efforts aimed at enhancing the resiliency of the Greater Metro Manila Area in preparation for major earthquakes.

The DRRM Coordinating Center shall oversee the DENR's participation to the PMO-ERG.

### **Section 6. Bureaus, Attached Agencies and Regional Offices**

Bureaus, Attached Agencies and Regional Offices shall establish their respective DRRM Mechanism based on these guidelines, as may be appropriate and practicable. Such a mechanism shall be submitted to the DRMM Center.

### **Section 7. DRRM mechanism in relation to DENR Representation to NDRRMC**



The DRRM Coordinating Center shall oversee active involvement and ensure proper support to the DENR Representation to NDRRMC as provided in DENR Special Order No. 2020-40, as amended by Special Order No. 2022 – \_\_\_\_, issued on \_\_\_\_\_, 2022.

### **Section 8. Disaster-related Tasks of the Administrative Service, Financial Management Service, Human Resources Development Service, and Knowledge and Information Systems Service**

- a. The Administrative Service shall:
  1. Handle the Logistics, Interoperability and Force Management;
  2. Formulate policies, plans and programs on the acquisition of goods and services and infrastructure projects for disaster response;
  3. Provide technical assistance on infrastructure projects for disaster response; and
  4. Conduct assessment of DENR buildings and assets.
  
- b. The Financial Management Service shall:
  1. Formulate policies for the DRRM fund requests during and after disaster;
  2. Process and evaluate proposals for funding of projects and activities;
  3. Validate the request for financial assistance to determine funds availability; and
  4. Monitor the utilization of fund releases.
  
- c. The Human Resources Development Service shall:
  1. Determine the financial and psychological support to be provided to DENR employees affected by the disaster; and
  2. Prepare requests for financial assistance for approval of the Secretary.
  
- d. The Knowledge and Information Systems Service shall:
  1. Ensure the availability of the needed information technology infrastructure, both hardware and software;
  2. Ensure internet connectivity to ensure real time data transmission of information;
  3. Provide technical support to the Disaster Information Management Center (DIMC) and DENR Action Center/Hotline 8888.

### **Section 9. Separability Clause**

If any provision of this Order shall be held invalid and unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

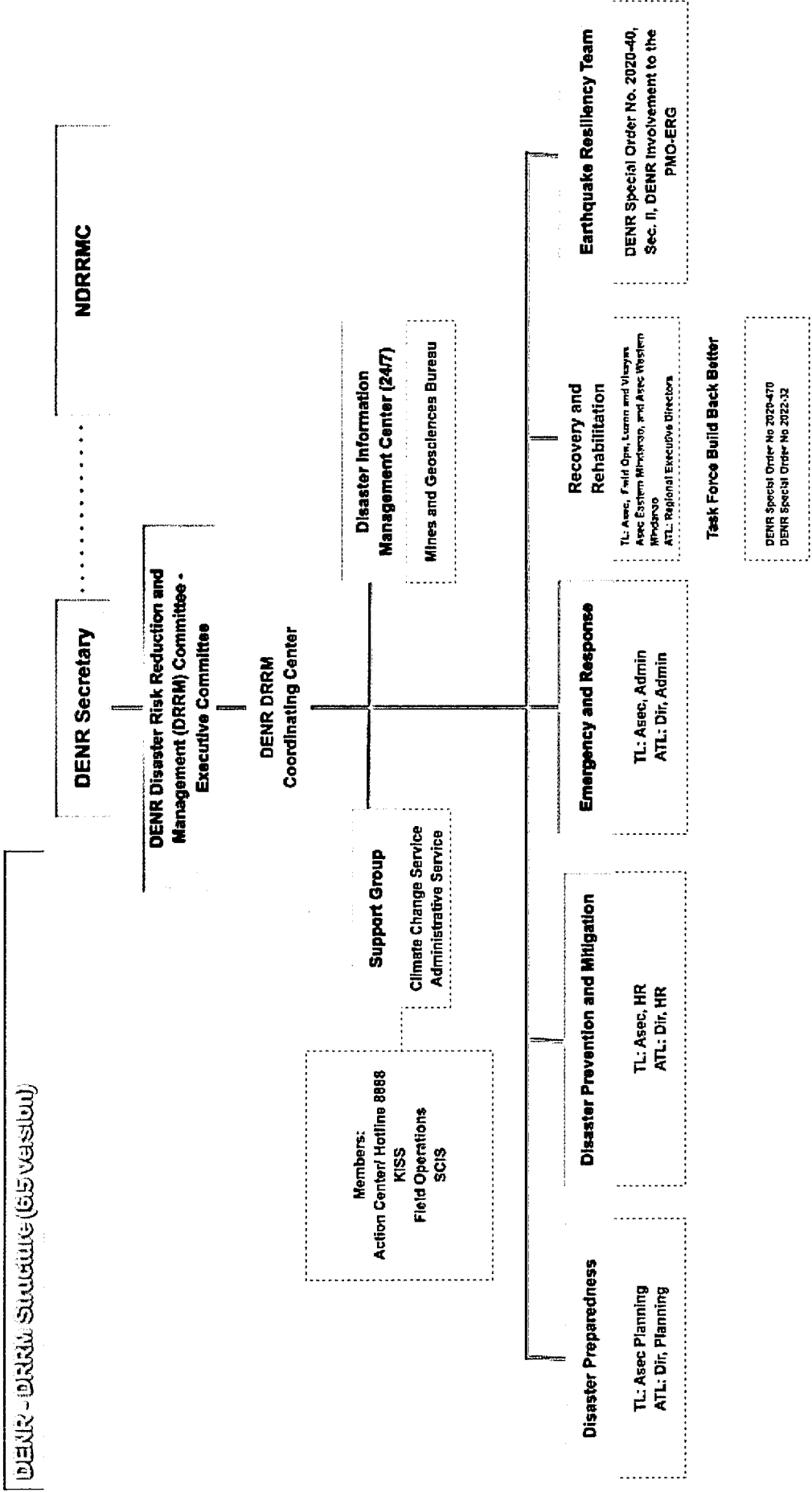
### **Section 10. Repealing Clause**

All Orders and other similar issuances inconsistent herewith are hereby revoked, amended or modified accordingly.

### **Section 11. Effectivity Clause**

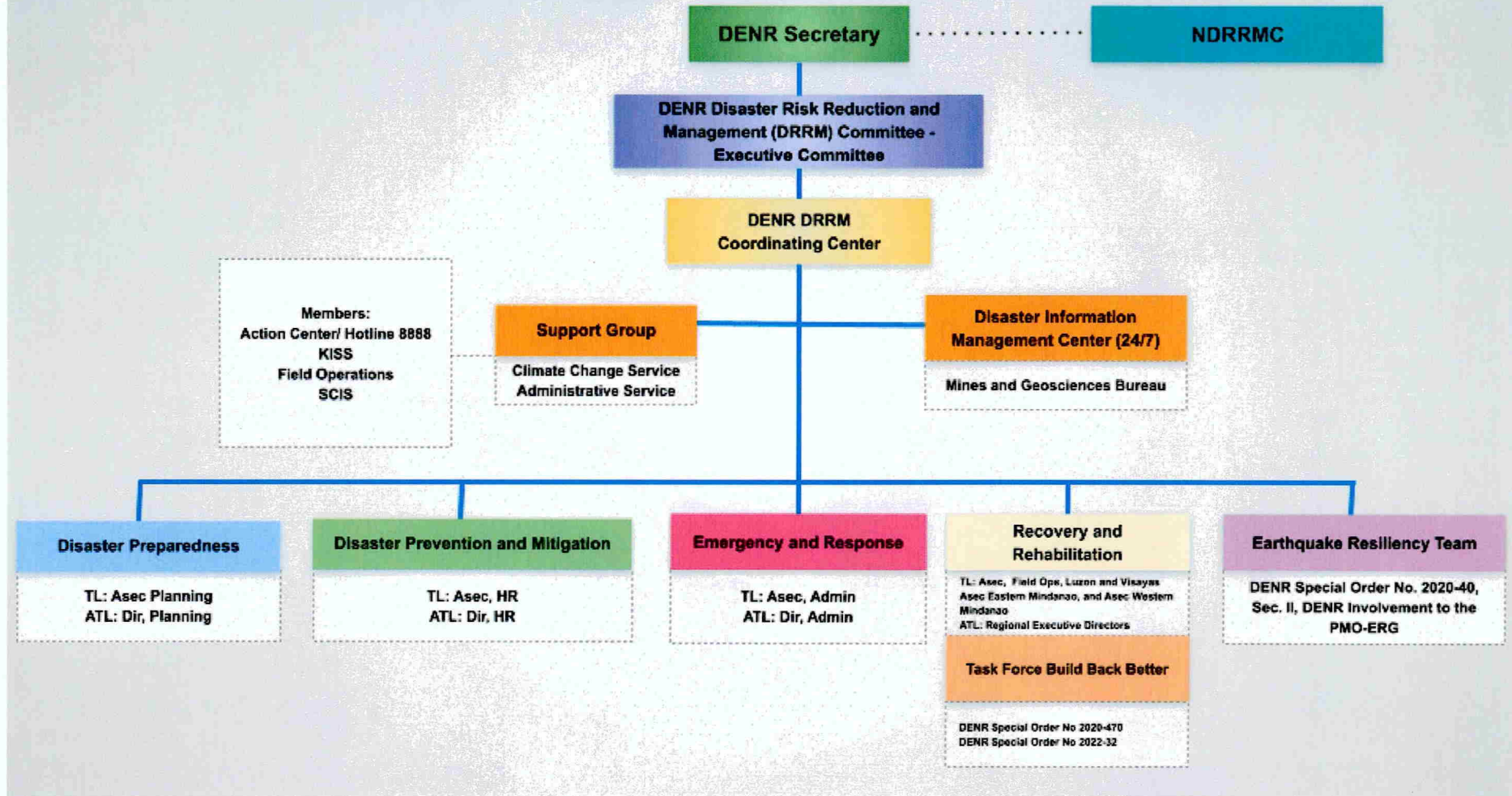
This Order shall take effect fifteen (15) days after its publication in a newspaper of national circulation and submission to the Office of the National Administrative Registry.

**JIM O. SAMPULNA**  
Acting Secretary



Draft Structure can be found here - page 13 is the latest version.

**DENR - DRRM Structure (6.5 version)**



[Draft Structure](#) can be found here - page 13 is the latest version.