



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**

**MEMORANDUM**

**TO :** ALL UNDERSECRETARIES  
ALL ASSISTANT SECRETARIES  
ALL BUREAU DIRECTORS  
ALL HEADS OF ATTACHED AGENCIES  
ALL REGIONAL EXECUTIVE DIRECTORS

**FROM :** THE UNDERSECRETARY  
Finance, Information Systems and Climate Change

**SUBJECT :** NDRRMC MEMORANDUM CIRCULAR NO. 01, S.2024  
ENTITLED "ENHANCED GUIDELINES ON THE FINANCING  
SUPPORT FROM THE NDRRM FUND INCLUDING THE  
QUICK RESPONSE FUND"

**DATE :** 25 January 2024

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This is to furnish your Office of the copy of the NDRRMC Memorandum Circular no. 01, s. 2024 – Enhanced Guidelines on the Financing Support from the National Disaster Risk Reduction and Management (NDRRM) Fund including the Quick Response Fund (QRF).

For your Information.

  
ATTY. ANALIZA REBUelta-TEH



**MEMORANDUM CIRCULAR**

24 January 2024

No. 01 s. 2024

**TO: HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS; CHAIRPERSONS OF THE REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS; PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, MEMBERS OF THE LOCAL SANGGUNIAN, THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS**

**SUBJECT: ENHANCED GUIDELINES ON THE FINANCING SUPPORT FROM THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT (NDRRM) FUND INCLUDING THE QUICK RESPONSE FUND (QRF)**

**1. References**

- 1.1. Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act
- 1.2. Relevant General Appropriations Act (GAAs) Provision on NDRRM Fund
- 1.3. NDRMMC Joint Memorandum Circular No. 2013-1, 25 March 2013 re: Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
- 1.4. COA Circular No. 2014-002, Accounting and Reporting Guidelines on Receipt and Utilization of the 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) programs
- 1.5. COA Circular No. 2014-009, Guidelines in the Audit of Disaster Risk Reduction and Management (DRRM) Funds

**2. Definition of Terms**

- a. *Build Back Better* - 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. (United Nations General Assembly, 2016);
- b. *Early Recovery*<sup>1</sup> is a multidimensional process guided by development principles that begins in a humanitarian setting and seeks to build on

<sup>1</sup>Guidance Note on Early Recovery

<https://www.unocha.org/sites/unocha/files/dms/Documents/Guidance%20note%20on%20Early%20Recovery.pdf>

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humanitarian programs and catalyze sustainable development opportunities. It encompasses the restoration of basic services, livelihoods, transitional shelter, governance, security, and rule of law, environment, and other socio-economic dimensions, including the reintegration of displaced populations. It has three broad aims: 1) augmenting ongoing emergency assistance operations by building on humanitarian programs 2) support to spontaneous recovery initiatives by affected communities and change the risk and conflict dynamics 3) establish foundations of longer-term recovery;

- c. **Geographically Isolated and Disadvantaged Areas (GIDA)** – refers to areas that are isolated due to distance or geographical isolation, weather conditions and lack of modes of transportation. This also refers to unserved or underserved communities and other areas identified to have access or service delivery problems, high incidence of poverty, presence of vulnerable sector, communities in or recovering from situation of crisis or armed conflict, and those recognized as such by a government body;
- d. **Quick Response Fund** - refers to the stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies may be normalized as quickly as possible;<sup>2</sup>
- e. **Regional Project Validation and Evaluation Team (RP-VET)** – a composite team from the RDRRMC member agencies with a primary task of conducting review and assessment of NDRRM Fund proposals such as but not limited to desk evaluation and site inspection;
- f. **Rapid Damage Assessments and Needs Analysis (RDANA)** - a disaster response tool that is used immediately during the early and critical state of onset of a disaster. It identifies the magnitude of a disaster by focusing on the general impact on the society and the people's coping capacity. It further aims to determine the immediate relief and response requirements as dictated by the type, scale, and unique characteristics of particular disaster;
- g. **Post-Disaster/Conflict Needs Assessment (PDNA/PCNA)** - a multi-sectoral and multidisciplinary structured approach for assessing disaster impacts and prioritizing recovery and reconstruction needs. PDNA/PCNA is intended to estimate firstly the short-term interventions that are required to initiate recovery from the damages and losses and secondly the financial requirements of programs and projects to achieve overall post-disaster recovery, reconstruction and risk management.

### **3. Background**

Republic Act No. 10121 seeks to institutionalize the policies, structures, coordination mechanisms and programs with continuing budget appropriation on disaster risk reduction from national down to local levels.<sup>3</sup> Further, Section 22 of

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<sup>2</sup> RA 10121, Sec. 22 (c).

<sup>3</sup> RA 10121, Sec. 2 (h).

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RA 10121 provides that the National Disaster Risk Reduction and Management (NDRRM) Fund shall be used for (a) disaster risk reduction or mitigation, prevention, (b) preparedness, (c) relief, and (d) recovery and reconstruction projects for both National Government Agencies and Local Governments.

#### **4. Purpose**

This proposed Memorandum is issued to amend the NDRRMC Memorandum Circular No. 110, series of 2021 to promulgate an updated, comprehensive, and rationalized system for the management of the NDRRM Fund in accordance with the NDRRM Plan and NDRRM Framework with the following objectives:

- a. Provide Funding for Disaster Preparedness, Prevention and Mitigation Prioritizing Highly Vulnerable and Low Capacity LGUs;
- b. Identification of DRRM Phases and Time-Bound Implementation of Priority Interventions
- c. Strengthen Early Recovery by Optimizing the Use of Quick Response Fund to Expedite the Normalization of Disaster Affected Areas

#### **5. Policy Guidelines**

- 5.1. The NDRRM Fund shall only be used as support and augment the resources of the various national government agencies, state universities and colleges (SUCs), government and or controlled corporations (GOCCs) and local government units (LGUs) in implementing programs for disaster preparedness, prevention and mitigation, response, early recovery, and short to long term rehabilitation and recovery. Only those included in the Menu of Projects shall be eligible for funding under the NDRRM Fund.
- 5.2. Section 22 (a) of RA 10121, the NDRRM Fund can only be utilized for *“relief, recovery, reconstruction, and other works 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.”*
- 5.3. Agencies with allocated Quick Response Funds (QRFs) disaster response, relief and early recovery shall first utilize their QRF. Additional funding source to the Quick Response Fund (QRF) of the implementing agency concerned shall be charged against the NDRRM Fund when the balance thereof has reached its critical level, upon favorable recommendation of the Chairperson, NDRRMC and approval of the DBM.
- 5.4. For the purposes of having a concerted effort and a defined timeline on implementing DRRM interventions, financing allocations from the NDRRM Fund shall be categorized into the following phases (Annex 1):
  - a. **Pre-Disaster Interventions** – Disaster Preparedness, Prevention and Mitigation aimed at reducing the risk of highly-vulnerable and

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low-capacity LGUs and GIDAs (See Annex 2 for Process Flow, Documentary Requirements and Menu of Projects);

- b. **Immediate Disaster Response** – Immediate actions for life saving and sustaining of disaster-affected population (See Annex 3 for Process Flow, Documentary Requirements and Menu of Projects);
- c. **Early Recovery Interventions** – implementation of programs, projects and activities to normalize as quickly as possible, the areas affected by disasters (See Annex 4 for Process Flow, Documentary Requirements and Menu of Projects); and
- d. **Rehabilitation and Reconstruction** – implementation of programs, projects and activities for Build Back Better (See Annex 5 for Process Flow, Documentary Requirements and Menu of Projects).

5.5. For disaster preparedness and disaster prevention and mitigation, ten percent (10%) of the NDRRM Fund shall initially be allocated. Any increase in the said annual allocation in the succeeding years shall be subject to the approval of the Chairperson, NDRRMC. Allocated amount for such purpose shall be made available not later than June 30 of every year prioritizing highly vulnerable and low-income local government units and GIDAs based on the Equity-Based Prioritization Criteria (Annex 6). Afterwards, unutilized balance thereof shall automatically be utilized for disaster response, early recovery, and rehabilitation and reconstruction.

5.6. For slow onset hazards, the NDRRMC shall maximize the use of hazards assessments such as but not limited to Climate and Disaster Risk Assessment and GeoRiskPH.

5.7. The processing of proposals from the NDRRM Fund is subject to the submission of complete documentary requirements and review and assessment of the NDRRMC through the Office of Civil Defense in compliance with procedures stipulated in this Memorandum.

5.8. Releases from the NDRRM Fund is subject to approval of the President or of the DBM, for QRF replenishment as the case maybe, in accordance with the favorable recommendation of the Chairperson, NDRRMC.

## **7. Release of Funds and Project Implementation**

7.1. The Office of the President shall inform the NDRRM Council, through the Office of Civil Defense of the approval or disapproval of project proposals. The NDRRM Council shall in turn relay this information to the concerned implementing agency or LGU.

7.2. Upon the approval of the Office of the President, the Department of Budget and Management (DBM) shall issue the Special Allotment Release Order (SARO) based on the submission of Budget Execution Documents (BEDs) by the same.

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- 7.3. During the course of the implementation of the project, the implementing unit is required to publish the details of the project, including the funding source, on the project site.
  - 7.4. Unexpended balance or savings from the NDRRM Fund released to the implementing agencies or LGUs shall be reverted to the National Treasury.

## **8. Monitoring and Evaluation**

- 8.1. The implementing agency or LGU shall submit the following reports on a monthly basis:
  - a) COA-Template status report of the project implementation, copy furnished other appropriate offices such as DBM, House of Representatives and Senate of the Philippines. Failure of the implementing agency/LGU to submit the aforesaid reports shall be grounds for denial of subsequent requests.
  - b) Upon completion, submit project completion report to the NDRRM Council through the OCD, which shall include the following: (i) Certificate of Completion with photos or Certificate of Acceptance (if by contract) (ii) Disbursement Report as verified by the Commission on Audit (COA) Field Office.
- 8.2. The OCD Central Office shall then furnish the DBM and the Congress and other offices where the submission of reports is required under existing laws, rules and regulations.

## **9. Transparency and Accountability**

- 9.1. The OCD shall maintain an online database, open and freely accessible to the public, containing requests for NDRRM Fund allocation. The database shall include pertinent information on the processing of requests, status of funding request and utilization of the NDRRM Fund. The NDRRM Council shall pursue the creation of a portal for this purpose.
- 9.2. The implementing agencies or LGUs shall submit to DBM, Speaker of the House of Representatives, House Committee on Appropriations, Senate Committee on Finance, and the Commission on Audit either in printed form or by way of electronic document quarterly reports on the utilization of funds.

## **10. Separability Clause**

If any part or provision of this Memorandum is declared invalid or unconstitutional, the remaining provisions shall not be affected and shall remain in full force and effect.


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**11. Repealing Clause**

All existing issuances by the NDRRM Council which are inconsistent with this Memorandum are hereby deemed repealed accordingly.

**12. Effectivity Clause**

This Memorandum shall take effect immediately.

  
**GILBERTO C. TEODORO, JR.**  
Chairperson, NDRRMC  
Secretary, Department of National Defense

  
GCT24-0342

## Annex 1 – DRRM Financing Phases

Phase	Basis (Control Measures)	Lead Agency	Funding Source	Implementation Timeline
<b>Pre-Disaster Interventions</b> (Disaster Preparedness, Prevention and Mitigation)	DRRM Plans, Menu of Projects	DILG (Preparedness)  DOST (Prevention and Mitigation)	NDRRM Fund	Whole Year
<b>Immediate Disaster Response</b> (Immediate Actions for Life saving and life sustaining)	Situation Report (SitRep)  CDRA for slow onset hazards	DSWD (Response)	QRF	During Disaster up to 1 month
<b>Early Recovery Interventions</b> (Short-Term Immediate Needs for Return to Normalcy)	SitRep, RDANA  CDRA for slow onset hazards	OCD (Early Recovery)	QRF  Regular Agency Budgets NDRRMF	2 Weeks to maximum of 1 year after disaster occurrence
<b>Rehabilitation and Reconstruction</b> (Medium to Long Term Needs for Build Back Better)	PDNA and RRP or RP-VET	NEDA (Rehabilitation and Recovery)	NDRRMF, Regular Agency Budgets	4 months (including PDNA/RRP) after disaster occurrence up to 3-5 years



## Annex 2. PRE-DISASTER INTERVENTIONS – PREPAREDNESS, PREVENTION AND MITIGATION

<b>Start of Processing of Request</b>		
1. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President.	<b>OCD Central Office</b>	<b>One Week</b>
2. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	<b>DND</b>	<b>One Week</b>
3. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval.	<b>OCD Central Office</b>	<b>Within two (2) working days</b>
<b>Target Timeline</b>		
<b>Total Target Timeline (exclusive preparation of documents)</b>		
		<b>1-2 weeks and 2 days</b>
		<b>2-5 weeks and 2 days</b>

## Annex 2. PRE-DISASTER INTERVENTIONS – PREPAREDNESS, PREVENTION AND MITIGATION

### Annex 2A. Process Flow for Preparedness, Prevention and Mitigation

Process	Office Responsible	Indicative Timeline
<b>Pre-Requisite Activities</b>		
1. Identification of Budget Allocation	NDRRMC	1 working day
2. Call for Proposals	DILG (Preparedness)  DOST (Prevention and Mitigation)  RDRRMC for LGUs	One to Two Weeks
3. Upon approval of the NDRRMC, concerned requesting parties submits complete documentary requirements to the concerned OCD Office in accordance with the NDRRMF Guidelines. <ul style="list-style-type: none"> <li>• LGUs submits their request to the concerned OCD Regional Office.</li> <li>• NGAs and GOCCs submits their request to their respective Central Office for review, validation, and endorsement by their Head of Agency or their designated authorized signatory.</li> <li>• Further, depending on the amount and scope of the project requested by LGUs, the OCD may refer the said request to the mandated agency for review and assessment as to project's compliance to national standards.</li> </ul>	Requesting Party	Until June 30 of the year
4. Review of proposal from LGUs in terms of completion of documentary requirements	OCD RO	1 Week
<b>Target Timeline</b>		
1-3 weeks		

## **Annex 2. PRE-DISASTER INTERVENTIONS – PREPAREDNESS, PREVENTION AND MITIGATION**

### **Annex 2B. Documentary Requirements for Preparedness, Prevention and Mitigation**

1. Endorsement Letter from Head of Agency or Local Chief Executive;
2. Work and Financial Plan for non-infra or Project Design documents Program of Works, Detailed Engineering Design for infra-related requests (DBM BED Form);
3. Certificate of Unavailability of Funds with LDRRM Fund and Special Trust Fund Report (for LGUs);
4. Certificate of Inclusion of Proposed Project in LDRRMP from concerned OCDRO (for LGUs);
5. Counter-part funds for 1<sup>st</sup> to 3<sup>rd</sup> Income Class Municipalities.

## **Annex 2. PRE-DISASTER INTERVENTIONS – PREPAREDNESS, PREVENTION AND MITIGATION**

### **Annex 2C. Menu of Projects for Preparedness, Prevention and Mitigation**

1. Establishment Local Emergency Operations Centers and its equipage;
2. Construction of local evacuation centers and other local infrastructure projects for disaster prevention and mitigation based on national standard design;
3. Construction of other local and national DRRM facilities in accordance with the NDRRM Plan;
4. Construction/Establishment of training centers and facilities for DRRM;
5. Establishment of early warning systems;
6. Procurement of emergency telecommunications equipment and systems for geographically isolated LGUs;
7. Procurement of mission essential vehicles and equipment;
8. Conduct of risk assessments and other research for DRRM;
9. Trainings and capacity building for LGU DRRM personnel;
10. Support to GK LGU Awardees;
11. Other priority programs and projects recommended by the NDRRMC Preparedness, Prevention and Mitigation Pillar, or the ED, NDRRMC/A, OCD subject to approval of the Chairperson, NDRRMC

### Annex 3. Immediate Disaster Response – Life Saving and Sustaining

#### Annex 3A. Process Flow for Immediate Disaster Response

Process	Office Responsible	Indicative Timeline
<b>Pre-Requisite Activities</b>		
1. Assess potential impacts of hazards for priority response actions Utilize CDRA for slow onset hazards.	PDRA Analyst and Core Teams	Pre-Impact
2. Conduct response activities	Response Clusters	During and Post-Impact
3. Consolidation and Prioritization of Priority Response PPAs, and submission of Documents for QRF Replenishment (if QRF reached critical level)	Response Cluster Agencies	1-2 weeks Post-Impact
<b>Target Timeline</b>		
<b>Start of Processing of Request</b>		
1. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the DBM.	OCD Central Office	Within five (5) working days
2. Review, approval, and signature of the SND/C, NDRRMC of the Recommendation to DBM.	DND	Within five (5) working days
3. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC Recommendation to the DBM.	OCD Central Office	Within two (2) working days
<b>Target Timeline</b>		12 working days
<b>Total Target Timeline</b>		2-4 weeks and 2 days

**Annex 3. Immediate Disaster Response – Life Saving and Sustaining**

**Annex 3B. Documentary Requirements for Immediate Disaster Response (QRF Replenishment)**

1. Endorsement Letter from Head of Agency;
2. Work and Financial Plan (DBM BED Form);
3. QRF Utilization Report

### **Annex 3. Immediate Disaster Response – Life Saving and Sustaining**

#### **Annex 3C. Menu of Projects for Immediate Disaster Response**

1. Procurement of food and non-food items;
2. Logistical expenses for pre-positioning of resources;
3. Deployment of assets such as but not limited to search and rescue teams and equipment, emergency telecommunications, water and sanitary supplies, generator sets;
4. Support to camp-management of displaced populations;
5. Other priority programs and projects recommended by the DSWD NDRRMC Response Pillar or the ED, NDRRMC/A, OCD subject to approval of the Chairperson, NDRRMC

## Annex 4. Early Recovery Interventions (Short-Term Immediate Needs for Return to Normalcy)

### Annex 4A. Process Flow for Early Recovery Interventions

Process	Office Responsible	Indicative Timeline
<b>Pre-Requisite Activities</b>		
1. Assessment of Initial Damages and Needs for Early Recovery	RDANA Team	1-2 weeks
2. Presentation of RDANA Results, Agreement on Priority Needs for Funding using QRF and Agency Budget	OCD Early Recovery Cluster	1-2 weeks
3. Request Preparation and Submission for Budget Augmentation from NDRRMF	Implementing Agencies or LGUs	1-2 weeks
<b>Target Timeline</b>		
<b>Start of Processing of Request</b>		
4. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President.	OCD Central Office	1 weeks
5. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	DND	1 week
6. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval.	OCD Central Office	Within two (2) working days
<b>Target Timeline</b>		1-2 weeks and 2 days
<b>Total Target Timeline</b>		1-2 months



**Annex 4. Early Recovery Interventions (Short-Term Immediate Needs for Return to Normalcy)**

**Annex 4B. Documentary Requirements for Early Recovery Interventions**

1. Endorsement Letter from Agency Head or Local Chief Executive with Accomplished Project Proposal Template;
2. Work and Financial Plan for non-infra or Project Design documents Program of Works, Detailed Engineering Design for infra-related requests (DBM BED Form);
3. Certificate of Unavailability of Funds with LDRRM Fund and Special Trust Fund Report (for LGUs);
4. QRF Utilization Report, if applicable

## **Annex 4. Early Recovery Interventions (Short-Term Immediate Needs for Return to Normalcy)**

### **Annex 4C. Menu of Projects for Early Recovery Interventions**

1. Social Protection Programs such as emergency cash transfer, shelter assistance, cash-for-work, rental subsidy programs;
2. Livelihood Support such as credit assistance, support for MSMEs, skills training;
3. Agricultural Support such as provision of seeds, fertilizers, equipment, and other interventions;
4. Repair and Restoration of power and water supply;
5. Debris Clearing and minor repair of damaged roads and bridges and its auxiliary parts; or setting up of temporary bridges to restore transport; and
6. Repair of damaged schools, hospitals, and other public facilities and buildings with minor damages, replacement of damaged equipment.

**Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)**

**Annex 5.A.1 Process Flow for Rehabilitation and Reconstruction: Regional Project Validation and Evaluation Team (RP-VET)**

Pre-Requisite Activities	Process	Office Responsible	Indicative Timeline
1. Review Damage and RDANA Reports, Call for Proposals		RPVET	1-2 weeks after RDANA
2. Conduct actual inspection and site validation or virtual validation of shortlisted projects and come up with a final list of priority projects with corresponding amount for possible consideration from the NDRRM Fund. Then, the RP-VET endorses the same to the RDRRMC Chairperson for review and approval. <ul style="list-style-type: none"> <li>For this purpose, RP-VET utilizes the Project Review Evaluation Checklist Template and shall consider the regular programming and budget of LGUs and NGAs in determining which projects are to be parts of final list of RDRRMC priorities.</li> </ul>		RPVET	1-2 weeks
3. RDRRMC Chairperson approves the list of priority projects with amount and endorses it to the OCD Central Office together with the RP-VET report and geo-tagged photos. <ul style="list-style-type: none"> <li>The concerned OCDRO informs the concerned requesting parties to submit the complete documentary requirements relative to their proposal within three (3) months upon notification of eligibility.</li> </ul>		RDRRMC	3 working days
4. The proponent requesting party submits complete documentary requirements to the concerned OCDRO in accordance with the NDRRMC Memo on Administration of NDRRM Fund.		Requesting Party	Not more than three (3) months upon notification of proposal eligibility
<b>Target Timeline</b>			3-4 months and 3 weeks

**Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)**

<b>Start of Processing of Request</b>		
5. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President.	OCD Central Office	1-2 weeks
6. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	DND	1-2 weeks
7. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval.	OCD Central Office	Within two (2) working days
<b>Target Timeline</b>		<b>2-4 weeks</b>
<b>Total Target Timeline</b>		<b>4-5 ½ months</b>

## Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)

### Annex 5.A.2 Process Flow for Rehabilitation and Reconstruction: Post-Disaster Needs Assessment (PDNA)

Process	Office Responsible	Indicative Timeline
<b>Pre-Requisite Activities</b>		
1. Conduct of Post Disaster Needs Assessment	N/DRRRMC	2 months
2. Formulation of the Rehabilitation and Recovery Program <ul style="list-style-type: none"> <li>• Identification of Priorities for NDRRMF</li> <li>• Determination of LGU Capacity to Implement Projects</li> </ul>	N/DRRRMC	1 month
3. Submission of proposals with complete documentary requirements for the identified priorities	Requesting Party	1 to 3 months
<b>Target Timeline</b>		
<b>Start of Processing of Request</b>		
4. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President.	OCD Central Office	Within five (5) working days
5. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	DND	Within five (5) working days
6. Upon approval and signature of the SND/C, NDRRMC, submit the NDRRMC recommendation to the Office of the President for approval.	OCD Central Office	Within two (2) working days
<b>Target Timeline</b>		
<b>Total Target Timeline</b>		
		12 working days
		4 to 6 ½ months

**Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)**

**Annex 5B. Documentary Requirements for Rehabilitation and Reconstruction**

<p><b><u>Non-Infrastructure:</u></b></p> <ol style="list-style-type: none"> <li>1. Endorsement Letter from LCE or Agency Head with Project Proposal Template;</li> <li>2. Work and Financial Plan with List of Target Beneficiaries (for Resettlement Projects);</li> <li>3. Social Awareness and Consultations for Beneficiary Community/Family (for Resettlement Projects);</li> <li>4. Certificate of Land Availability. Transfer Certificate of Title or Deed of Sale or Donation for Resettlement Projects).</li> </ol>	<p><b><u>Infrastructure:</u></b></p> <ol style="list-style-type: none"> <li>1. Endorsement Letter from LCE or Agency Head with Project Proposal Template;</li> <li>2. Project Design documents Program of Works, Detailed Engineering Design, etc.;</li> <li>3. Calamity Damaged Report with Geotagged and Time-Stamped Photo;</li> <li>4. Certificate of Unavailability of Funding (For LGUs accompanied by LDRRM and Special Trust Fund and Received NDRRM Fund Utilization Report -- COA Stamped)</li> </ol> <p><b><u>Additional Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Certification from DPWH of compliance to standard design and costing (For LGUs);</li> <li>2. Certification of Capability to Implement Infrastructure Project (For LGUs);</li> <li>3. Hazard Assessment of Project Location (for Reconstruction/Construction of Damaged Facility to a New Location)</li> </ol>
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## **Annex 5. Rehabilitation and Reconstruction (Medium to Long Term Needs for Build Back Better)**

### **Annex 5C. Menu of Projects for Rehabilitation and Reconstruction**

1. Major repair or reconstruction of roads and bridges and its auxiliary parts (e.g. collapsed road and bridges, slope protection);
2. Major repair/reconstruction of damaged schools, hospitals, and other public buildings;
3. Repair/rehabilitation/reconstruction of damaged irrigation facilities;
4. Repair/rehabilitation/reconstruction of damaged disaster mitigating structures such as flood control, dikes, river control, sea wall, etc;
5. Resettlement Program for displaced population due to disasters;
6. In the case of El Niño, priority programs and projects identified in RRP or by the concerned RDRRMC.

## ANNEX 6. EQUITY-BASED LOCAL PRIORITIZATION CRITERIA

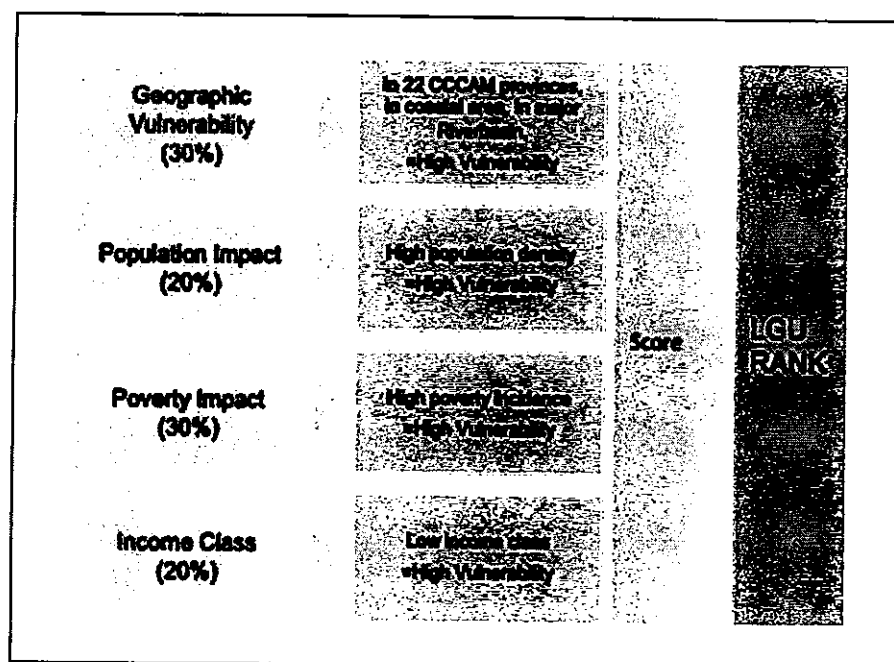
Purpose:

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

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

A database is available within OCD which includes data for all LGUs for each of the criteria presented below and ranking of all LGUs.

Figure 1: Criteria for Prioritization



*Below are the four main criteria for Prioritization of LGUs without a disaster impact. Each of the main criteria and its sub-criteria is discussed below.*

### 1. **Geographic vulnerability (30%).**

**Rationale:** There are three sub-indicators to characterize geographic vulnerability. First, vulnerability to multiple hazards are implied priority areas for DRRM interventions. There are 22 twenty-two vulnerable provinces identified by the Cabinet Cluster on Climate Change Adaptation and Mitigation and Disaster Risk Reduction (CCAM-DRR). Other geographical features give further indication of vulnerability to natural hazards, particularly, coastal municipalities and location in a major riverbasin. Second, coastal



municipalities are 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 county, which make them vulnerable to riverine flooding.

Scoring: A score of 10 is given to a city/municipality if it is located in the 22 the provinces identified by CCAM-DRR. The same score is given if the city and municipality is located in a major riverbasin, and if classified as a coastal municipality. Otherwise for these three instances, a score of zero is assigned. These three criteria have separate columns in the database. A 10 or a zero is for each LGU for each sub-indicator of vulnerability.

Criteria/ Indicator/ Sub-indicator	Score	
	YES	NO
Geographic Vulnerability	30	0
• Located in 22 CCCAM priority provinces	10	0
• Located in Major Riverbasins	10	0
• Coastal City/Municipality	10	0

2. Likely **population impact (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. 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 from the Philippine Statistics Authority. Due to the large number of datapoints, the database groups LGUs by decile in ascending order and already assigned the scores. Those belonging in the 1<sup>st</sup> decile shall get a score of 2, 2<sup>nd</sup> decile 4, 3<sup>rd</sup> decile 6 and so on. The highest possible score shall be 20, for LGUs with population density in the 10<sup>th</sup> decile.

Criteria/ Indicator	SCORE
Population Impact – Population Density	20
	2 for 1 <sup>st</sup> decile
	4 for 2 <sup>nd</sup> decile
	6 for 3 <sup>rd</sup> decile
	8 for 4 <sup>th</sup> decile
	10 for 5 <sup>th</sup> decile
	12 for 6 <sup>th</sup> decile
	14 for 7 <sup>th</sup> decile
	16 for 8 <sup>th</sup> decile
	18 for 9 <sup>th</sup> decile
	20 for 10 <sup>th</sup> decile

3. Likely **poverty impact (30%),**

Rationale: Poverty impact is measured by 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 datapoints, the database groups LGUs by decile in ascending order. Those belonging in the 1<sup>st</sup> decile shall get a score of 3, 2<sup>nd</sup> decile 6, 3<sup>rd</sup> decile 9 and so on. The highest possible score shall be 30, for LGUs with population density in the 10<sup>th</sup> decile. See the database for deriving the deciles.

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

#### 4. *Income class (20%).*

**Rationale:** *Income class* of an LGU is a leading Indicator of the capability of an LGU to finance DRRM. Higher income means the amount of Local DRRM Fund is higher and vice-versa for lower income LGUs.

Scoring: LGUs are classified from 1st to 6<sup>th</sup> income class with 1st class LGUs assigned the lowest score. A graduated scoring with 5th to 6th class LGUs is presented in the database. Lowest income class LGUs shall be getting the maximum score of 20.

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

## 2. Methodology for Ranking of LGUs in Specific Region/s

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

## Annex 7 – RP-VET Composition and Functions

Agency	Functions
<p style="text-align: center;"><b>Office of Civil Defense (OCD)</b></p>	<ul style="list-style-type: none"> <li>▪ Serve as Secretariat</li> <li>▪ Activate RP-VET, identify participating agencies depending on the type of project</li> <li>▪ Participate in project validation and evaluation</li> <li>▪ Check completeness of documents. Inform LGUs of lacking documents.</li> <li>▪ Prepare endorsement to OCD Central Office</li> <li>▪ Track LGU proposals and update LGU on status of requests</li> <li>▪ Provide technical assistance to LGUs, as necessary</li> </ul>
<p style="text-align: center;"><b>National Economic Development Authority (NEDA)</b></p>	<ul style="list-style-type: none"> <li>▪ Participate in project validation and evaluation as Vice-Chairperson for Rehabilitation and Recovery</li> <li>▪ Check completeness of documents</li> <li>▪ Provide technical assistance to LGUs, as necessary</li> </ul>
<p style="text-align: center;"><b>Department of Public Works and Highways (DPWH)</b></p>	<ul style="list-style-type: none"> <li>▪ Lead the project validation and evaluation for infrastructure projects</li> <li>▪ Review technical documents, designs, scope and costing and if necessary, recommend revisions to comply with national standard</li> <li>▪ Determine and certify LGU capability to implement project</li> <li>▪ Provide technical assistance to LGUs, as necessary</li> </ul>

**Annex 7 – RP-VET Composition and Functions**

<p><b>Department of the Interior and Local Government (DILG)</b></p>	<ul style="list-style-type: none"> <li>▪ Assist in project validation and evaluation</li> <li>▪ Assist in determining and certifying LGU capability to implement project in terms of financial housekeeping and governance</li> <li>▪ Provide technical assistance to LGUs, as necessary</li> </ul>
<p><b>Other Agencies</b></p>	<ul style="list-style-type: none"> <li>▪ RDRRMC concerned may call for other regional line agencies to assist in the evaluation and validation of the proposal such as DA for agriculture related requests, DENR-MGB for hazard assessment, etc.</li> </ul>

## **Annex 8 – Definition of Terms**

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- a. *Disaster* - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources;<sup>1</sup>
- b. *Disaster Mitigation* - the lessening or limitation of the adverse impacts of hazards and related disasters. Mitigation measures encompass engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness;<sup>2</sup>
- c. *Disaster Preparedness* - refers to pre-disaster actions and measures being undertaken to avert or minimize loss of life and property such as but not limited to community organizing, training, planning, equipping, stockpiling, hazard mapping and public information and education initiatives;<sup>3</sup>
- d. *Disaster Prevention* - the outright avoidance of adverse impacts of hazards and related disasters. It expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance;<sup>4</sup>
- e. *Early Warning System* - the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss;<sup>5</sup>
- f. *NDRRM Fund* - refers to the appropriation in the annual GAA which 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 as well as 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;<sup>6</sup>
- g. *NDRRM Plan* - refers to the document formulated and implemented by the NDRRM Council that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives;<sup>7</sup>
- h. *Post-Disaster Recovery or Recovery* – refers to the restoration and improvement where appropriate, of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors, in accordance with the principles of "build back better" to prevent or mitigate future disasters.

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<sup>1</sup> RA 10121, Sec. 3 (h).

<sup>2</sup> RA 10121, Sec. 3 (i).

<sup>3</sup> RA 10121, Sec. 3 (j).

<sup>4</sup> RA 10121, Sec. 3 (k).

<sup>5</sup> RA 10121, Sec. 3 (q).

<sup>6</sup> RA 10121, Sec. 3 (y).

<sup>7</sup> RA 10121, Sec. 3(z).

## **Annex 8 – Definition of Terms**

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- i. *Rehabilitation works* – A grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition due to the occurrence of natural disasters<sup>8</sup>.
- j. *Reconstruction Works* - a grouping of types of work associated with total replacement of an existing infrastructure equal or better than the original design standards.

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<sup>8</sup> Department of Public Works and Highways Enterprise Data Glossary, October 2016