



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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August 14, 2018

DIVISION MEMORANDUM

No. 724, series of 2018

**EXERCISE OF VIGILANCE ON THE POSSIBLE PRESENCE AND PROLIFERATION OF
NDRRF FUND "FIXERS" IN YOUR RESPECTIVE AOR**

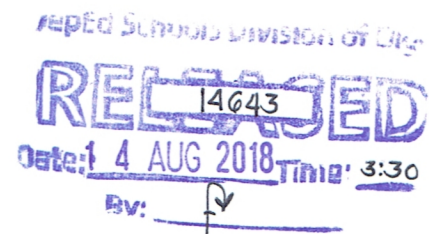
TO: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Division DRRM Coordinator
School Heads
School DRRM Coordinators

1. Attached are the Regional unnumbered Memorandum signed by Atty. Alberto T. Escobarte, Escobarte, CESO III, dated August 13, 2018 and Memorandum Circular No. 13, s. 2018 dated August 1, 2018 from the Regional Director, Manuel Luis M. Ochotorena, Office of the Civil Defense XI, Chariperson Regional Disaster Risk Reduction Management Council XI, regarding the above subject.

2. For information and guidance.


WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent



Encls:

References: As stated

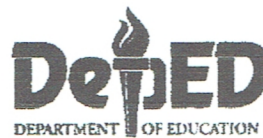
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE DRRM NDRRMF

ROM: Exercise of Vigilance on the Possible Presence and Proliferation of NDRRMF Fund "Fixers" in your respective AOR
14 August 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495 Website: <http://www.region11.deped.gov.ph>

MEMORANDUM

TO : Schools Division Superintendents

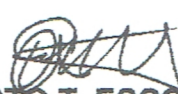
**Attention: Division Disaster Risk Reduction Management
Coordinators**

**SUBJECT : Exercise of Vigilance on the Possible Presence and Proliferation of
NDRRMF Fund "Fixers" in your respective AOR**

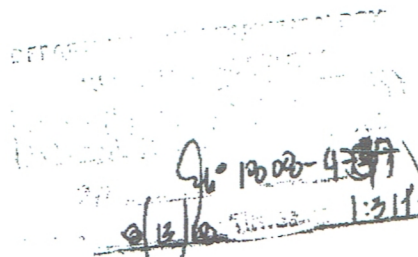
DATE : August 13, 2018

Herewith is the Memorandum Circular No. 13, s. 2018 dated August 1, 2018 from Regional Director Manuel Luis M. Ochotorena, Office of the Civil Defense XI, Chairperson Regional Disaster Risk Reduction Management Council XI, regarding the above subject, for information and guidance.

Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

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REPUBLIC OF THE PHILIPPINES

REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL XI

H.S. Palintan Bldg., CP Garcia Highway, Bangkal, Davao City

August 1, 2018

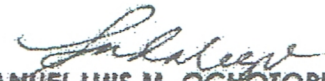
MEMORANDUM CIRCULAR
No. 13, s. 2018

8-2-18
188-5857
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TO : ALL RDRRMC XI MEMBER-AGENCIES AND LOCAL DRRM COUNCILS

SUBJECT : EXERCISE OF VIGILANCE ON THE POSSIBLE PRESENCE AND PROLIFERATION OF NDRRM FUND "FIXERS" IN YOUR RESPECTIVE AOR

1. It has come to the knowledge of NDRRMC members that there are certain groups or individuals who are introducing themselves as someone with connection or affiliation to the Office of Civil Defense. Such individuals are soliciting project proposals from the LGUs to be funded from the NDRRMF.
2. In relation to this concern, the RDRRMC XI is hereby reminding all the RDRRMC Members and Local DRRM Councils that the OCD has not commissioned or deal with any group or individuals in the processing of the NDRRM Fund. Further, the Office is strictly following and implementing the guidelines under NDRRMC Memorandum Circular No. 45, which provides that all LGU funding requests from the NDRRM Fund shall only be submitted to the concerned OCD Regional Offices for review and validation. Please see attached NDRRMC Memorandum Circular 45, s. 2017 for your reference **(Tab A)**.
3. Moreover, you are also reminded that OCDRO XI only deals with official representatives of the LGU or National Government Agencies (NGAs), hence, you are barred from entertaining private individuals such as contractors or possible fixers. Such act is punishable by law under Republic Act No. 9485 or the Anti-Red Tape of 2007. You should also report immediately any encounters or situations involving such "fixers" to OCD RO XI thru these numbers: (082) 297-7915/ (082) 297-7479 or email us at ocdrc11@yahoo.com.
4. For information, guidance and compliance.


DIR. MANUEL LUIS M. OCHOTORENA
Regional Director, OCD XI and
Chairperson, RDRRMC XI



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MEMORANDUM CIRCULAR

No. 45, s. 2017

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 SANGGUNIANS, THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS, AND LOCAL FINANCE COMMITTEES

SUBJECT: GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT (NDRRM) FUND

DATE: MARCH 14, 2017

1. References

- 1.1. Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act
- 1.2. Relevant General Appropriations Act (GAA) Provisions on NDRRM Fund
- 1.3. Republic Act No. 9184 or the Government Procurement Reform Act
- 1.4. NDRMMC Joint Memorandum Circular No. 2013-1, 25 March 2013 re: Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
- 1.5. National Disaster Coordinating Council (NDCC) Memorandum Order No. 2 s. 1999, re: Policies, Guidelines, and Procedures on Calamity Fund Management
- 1.6. 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
- 1.7. COA Circular No. 2014-009, Guidelines in the Audit of Disaster Risk Reduction and Management (DRRM) Funds

2. 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.¹ Further, Section 22 of 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. However, the NDRRM Council still uses NDCC Memorandum Order No. 2 series of 1999, which prioritizes post-disaster programs, projects, and activities, resultantly, bulk of the NDRRM Fund were spent by National Government Agencies for relief, recovery, and reconstruction. Hence, it is necessary to harmonize the utilization of the NDRRM Fund to

¹ RA 10121, Sec. 2 (h).

correspond with the precepts of RA 10121, and ensure its responsiveness to the needs of vulnerable population, toward building a resilient nation.

3. Purpose

This Memorandum is issued to promulgate an updated, comprehensive, and rationalized system for the management of the NDRRM Fund enhancing responsiveness, transparency, and accountability.

4. Definition of Terms

- 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. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation;²
- b. *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 such as construction of dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high-risk zones, and seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake;³
- c. *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;⁴
- d. *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. A people-centered early warning system necessarily comprises four (4) key elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. The expression "end-to-end warning system" is also used to emphasize that warning systems need to span all steps from hazard detection to community response;⁵
- e. *LDRRM Plan* - refers to the comprehensive and integrated plan formulated and implemented by the Local Disaster Risk Reduction Management (LDRRM) Office, at the provincial, city, municipal or barangay level, in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction;⁶

² RA 10121, Sec. 3 (h).

³ RA 10121, Sec. 3 (k).

⁴ RA 10121, Sec. 3 (i).

⁵ RA 10121, Sec. 3 (q).

⁶ RA 10121, Sec. 12 and Sec. 12(c)(6).

- f. *LDRRM Fund* - refers to appropriation of not less than Five Percent (5%) of the estimated revenue from regular sources that shall be set aside by the local government unit to support disaster risk management activities such as, but not limited to, pre-disaster preparedness programs including training, purchasing life-saving rescue equipment, supplies and medicines, for post-disaster activities, and for the payment of premiums on calamity insurance.⁷
- g. *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.⁸
- h. *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.⁹
- i. *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.¹⁰
- j. *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.¹¹
- k. *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."¹²
- l. *Rehabilitation* - refers to measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.¹³

5. Policy Guidelines

- 5.1. The NDRRM Fund, excluding the amount set aside as Quick Response Fund (QRF), shall be used for specific disaster risk reduction, prevention, mitigation, preparedness, relief, rehabilitation, and recovery programs and projects not funded out of national

⁷ RA 10121, Sec. 21.

⁸ RA 10121, Sec. 3 (y).

⁹ RA 10121, Sec. 3(z).

¹⁰ RA 10121, Sec. 3 (j).

¹¹ RA 10121, Sec. 22 (c).

¹² RA 10121, Sec. 3 (aa).

¹³ RA 10121, Sec. 3 (ee).

government agency or local government budgets. The NDRRM Council shall establish a prioritization criteria for local government unit (LGU) access to the NDRRM Fund.

- 5.2. The NDRRM Fund may be used by departments, bureaus and offices of the national government including constitutional offices enjoying fiscal autonomy, state universities and colleges (SUCs), government owned and/or controlled corporations (GOCCs), and LGUs.
 - 5.3. The validation and evaluation procedures in the access of the NDRRM Fund shall be streamlined and decentralized to enable greater responsiveness to the needs of the vulnerable and marginalized population.
 - 5.4. The NDRRM Council, through the OCD, shall provide feedback on the movement of requests for NDRRM Fund access to enhance transparency and accountability.
 - 5.5. Projects funded out of the NDRRM Fund shall be regularly monitored and evaluated to ensure appropriate utilization of funds and delivery of outcomes.
- 6. Menu of Projects**
DRRM projects categorized as pre- and post-disaster projects not regularly funded out of implementing agency or local government budgets shall be funded from the NDRRM Fund. The menu of projects is detailed in Annex 1.
- 7. Requirements**
Implementing agencies and LGUs shall submit a Project Proposal, which includes the necessary documents corresponding to the type of projects for funding (See Annexes 2 and 3 for the Project Proposal Templates for Implementing Agencies and LGUs).
- 8. Evaluation and Approval Process**
- 8.1.1. The Head of the Implementing Agency shall submit the project proposal to the NDRRM Council, through the OCD, for evaluation. The NDRRM Council, through the favorable recommendation of the OCD, shall then endorse approved projects to the Office of the President (See Annex 4 for the Review and Approval Process of Requests from Implementing Agencies).
 - 8.1.2. The Local Chief Executive shall submit the project proposal to the Regional Disaster Risk Reduction and Management Council (RDRRMC) for review and evaluation (See Annex 5 for the Review and Approval Process of Requests from LGUs).
 - 8.1.2.1. The OCD-Regional Office shall check the documents submitted by the LGUs, as well as their eligibility to access the NDRRM Fund. In addition, the Office shall use the Prioritization Criteria established by the NDRRM Council for disaster prevention, mitigation, and preparedness projects (See Annex 5.1. LGU Prioritization Composite Index). Upon establishing eligibility and rank, if applicable, the RDRRMC Chairperson shall activate the Regional Project Validation and Evaluation Team (RP-VET). The composition of the RP-VET shall depend on the type of project (See Annex 5.2 for RP-VET Composition and Functions).

- 8.1.2.2. The RP-VET shall evaluate projects using the **RP-VET Evaluation Report Template for LGU Requests (See Annex 5.3)** and shall submit this to OCD Central Office for appropriate action.
- 8.1.2.3. The OCD Central Office shall conduct further review and prepare endorsement to the Secretary of National Defense, as Chairperson of the NDRRM Council, who shall in turn recommend the request to the Office of the President.

9. Release of Funds and Project Implementation

- 9.1. The Office of the President shall inform the NDRRM Council of the approval or disapproval of project proposals. The NDRRM Council shall in turn relay this information to the concerned implementing agency or LGU.
- 9.2. Upon the approval of the Office of the President, the Department of Budget and Management (DBM) shall issue the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) to the concerned national government agency. In the case of GOCCs and LGUs, the SARO and NCA shall be released through the Bureau of Treasury.
- 9.3. Releases from the NDRRM Fund shall be supported with an agency request and pertinent execution documents required under existing Budgetary Rules and Regulations such as Monthly Disbursement Program (MDP) as basis for the release of cash requirements.

10. Monitoring and Evaluation

- 10.1. The implementing agency or LGU shall submit Monthly Progress¹⁴ report on NDRRM-funded projects (**See Annex 6, Table 1 for the Monthly Progress Report Template**). Failure to submit this report shall be sufficient ground to deny subsequent requests.
- 10.2. The OCD Regional Office shall activate the Regional Project Monitoring and Evaluation Team (RP-MET) (**See Annex 6, Table 2 for Project RP-MET Composition and Responsibilities**), which shall submit a Field Monitoring Visit Report (**See Annex 6 Table 3 Field Monitoring Report Template**). This Report shall be guided by the Monitoring and Evaluation Framework to be formulated by the OCD for the purpose.
- 10.3. The implementing agency or LGU shall submit a project completion report to the NDRRM Council through the OCD, which shall include the following:
 - 10.3.1. Certificate of Completion with photos or Certificate of Acceptance (if by contract) (**See Annex 7 for Certificate of Completion Template**); and
 - 10.3.2. Disbursement Report as verified by the Commission on Audit (COA) Field Office.

11. Transparency and Accountability

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 and utilization of the NDRRM Fund (**See Annex 8 for Masterlist of NDRRMF Projects**). The NDRRM Council shall pursue the creation of a portal for this purpose.

¹⁴ RA 10121, Section 22. NDRRM Fund.

The implementing agencies, GOCCs, and 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.

12. 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.

13. Repealing Clause

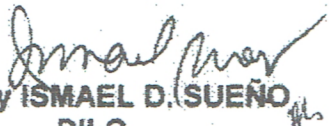
NDCC Memorandum Order No 2, Series of 1999 and all existing issuances by the NDCC and NDRRM Council which are inconsistent with this Memorandum are hereby deemed repealed accordingly.

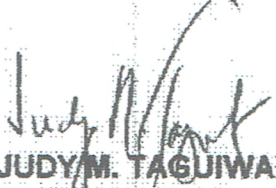
14. Dissemination

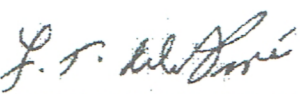
Heads of National Government Agencies, Constitutional Offices, SUCs, GOCCs, and Chairpersons of RDRRMCs shall disseminate this Memorandum to all Regional and Field Offices. Local Chief Executives at the provincial, city and municipal levels shall also receive copies of this Memorandum.

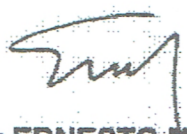
15. Effectivity Clause

This Memorandum shall take effect immediately.


Secretary ISMAEL D. SUEÑO
DILG
Vice-Chairperson for Preparedness


Secretary JUDY M. TAGUIWALO
DSWD
Vice-Chairperson for Response


Secretary FORTUNATO T. DELA PEÑA
DOST
Vice-Chairperson for Prevention and
and Mitigation


Secretary ERNESTO M. PERNIA
NEDA
Vice-Chairperson for Rehabilitation
and Recovery

Department of Science and Technology,
Office of the Secretary (DOST)



OSEC-17-00863


Secretary DELFIN N. LORENZANA
DND

Chairperson, National Disaster Risk Reduction and Management Council



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