NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DEPARTMENT OF BUDGET AND MANAGEMENT
CIVIL SERVICE COMMISSION

Joint Memorandum Circular No. 2014-1
Date: April 4, 2014

TO : PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, *PUNONG BARANGAYS*, MEMBERS OF THE *SANGGUNIAN*, LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS, LOCAL FINANCE COMMITTEES, AND ALL OTHER NATIONAL AND LOCAL GOVERNMENT OFFICIALS CONCERNED

SUBJECT : **IMPLEMENTING GUIDELINES FOR THE ESTABLISHMENT OF LOCAL DRRM OFFICES (LDRRMOs) OR BARANGAY DRRM COMMITTEES (BDRRMCs) IN LOCAL GOVERNMENT UNITS (LGUs)**

1.0 Rationale

The foremost goal of Republic Act No. 10121 (RA 10121), otherwise known as the *Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010* is to strengthen the country's National DRRM System towards sustainable economic development, by mainstreaming the same in all national and local development processes.

Mainstreaming of DRRM in all these processes principally requires the institutionalization and organization of its structures, in all levels of government nationwide, where local DRRM plans and policies will be developed, and where implementation of actions and measures pertaining to all aspects of DRRM will be initiated.

Thus, the PDRRM Act of 2010 mandates the establishment of LDRRMOs in provinces, cities, and municipalities, and BDRRMCs in barangays.

2.0 Legal Bases

This Joint Memorandum Circular (JMC) is hereby promulgated based on the following legal provisions:

2.1 **Section 12 of RA 10121** (Philippine Disaster Risk Reduction and Management Act of 2010)

(a) There shall be established an LDRRMO in every province, city, and municipality, and a BDRRMC in every Barangay which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction; and

(b) The LDRRMO shall be under the office of the governor, city or municipal mayor, and the *punong barangay* in case of the BDRRMC. The LDRRMOs shall be initially organized and composed of a DRRMO to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning. The LDRRMOs and the BDRRMCs shall organize, train and directly supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs).

2.2 **Section 76 of RA 7160** (Local Government Code of 1991)

Every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC).

2.3 **Section 83 of RA 10352** (General Appropriations Act FY 2013)

(Par. 5) Enforcement of Sections 325(a) and 331(b) of RA 7160 shall be waived to enable LGUs to fund the initial year requirements for newly created mandatory positions in LGUs, as confirmed by the Department of Budget and Management (DBM), for the initial year of such creation.

3.0 Purpose

To prescribe the policies and guidelines for the establishment of an LDRRMO in every province, city, and municipality, and a BDRRMC in every barangay, and the creation of at least four (4) statutory DRRM positions in every province, city, and municipality, namely: one (1) Local DRRM Officer and three (3) DRRM staff.

4.0 Policy Guidelines

4.1 Pursuant to Sec. 12 of RA 10121, the LDRRMO is considered a mandatory office, and the BDRRMC, a mandatory committee. Each province, city or municipality shall prioritize the establishment of the office, whereas, each barangay shall prioritize the establishment of the committee.

4.2 The provincial, city or municipal DRRM Officer, and the three (3) staff responsible for administration and training, research and planning, and operations and warning are considered mandatory positions.

4.3 The budgetary requirements for personal services, maintenance and other operating expenditures, and capital outlay of the LDRRMO shall be sourced from the General Fund of the LGU, subject to Section 76 of RA 7160.

In accordance with Sec. 83 of RA 10352, the enforcement of Secs. 325(a) and 331(b) of RA 7160 shall be waived to enable the LGUs to fund the initial year requirements for the creation of the minimum four (4) mandatory positions at the LDRRMO.

4.4 Other maintenance and other operating expenditures, and other capital outlay requirements of the LDRRMO or BDRRMC in the implementation of DRRM programs shall be charged to the Local DRRM Fund (LDRRMF) subject to the provisions of the Joint NDRRMC, DBM, and DILG Memorandum Circular No. 2013-1 and COA Circular No. 2012-002.

5.0 Organization and Composition of the LDRRMO and BDRRMC

5.1 The LDRRMO shall be under the office of the governor, city or municipal mayor, and the *punong barangay* in case of the BDRRMC.

5.2 The LDRRMO shall be initially composed of a Local DRRM Officer to be assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning.

5.3 The Local DRRM Officer who shall head the LDRRMO shall have the following positions, as appropriate:

Local Government Unit (LGU)	Head of the LDRRMO
Provinces	Local DRRM Officer IV (SG 22)
Special Cities (Manila and Quezon City)	Local DRRM Officer V (SG 24)
Highly Urbanized Cities	Local DRRM Officer IV (SG 22)
Component Cities	Local DRRM Officer IV (SG 22)
1st – 3rd Class Municipalities	Local DRRM Officer III (SG 18)
4th – 6th Class Municipalities	Local DRRM Officer II (SG 15)

5.4 The Head of the LDRRMO shall have as his/her staff, lower level positions, as appropriate, using the following series of Local DRRM Officer positions:

Position Title	Salary Grade
Local DRRM Assistant	8
Local DRRM Officer I	11
Local DRRM Officer II	15
Local DRRM Officer III	18
Local DRRM Officer IV	22
Local DRRM Officer V	24

5.5 LGUs may augment the staff of the LDRRMO through any or a combination of the following options:

5.5.1 Designation or assignment of personnel of LGU to the LDRRMO in concurrent capacities with their existing positions;

5.5.2 Reassignment of personnel of the LGU to the LDRRMO;

5.5.3 Full-time or part-time detail of existing personnel of other government agencies to the LDRRMO; and/or

5.5.4 Transfer of existing vacant positions from other units to the LDRRMO. Accordingly, such vacant positions shall be abolished and positions appropriate to the LDRRMO shall be created.

5.6 If an LGU is financially capable and has not exceeded the personal services (PS) limitation, the Local *Sanggunian*, may elevate the organization and staffing of the LDRRMO. LGUs shall be guided by the following standards on position titles and salary grades of Department Heads (DH), Assistant Department Heads (ADH), and the highest positions below the ADH:

Local Government Unit (LGU)	Department Head (DH)	Asst. Department Head (ADH)	Highest Position Below the ADH
Provinces	Prov. Govt. Dept. Head (SG 26)	Prov. Govt. Asst. Dept. Head (SG 24)	Local DRRM Officer IV (SG 22)
Special Cities (Manila and Quezon City)	City Govt. Dept. Head III (SG 27)	City Govt. Asst. Dept. Head III (SG 25)	Local DRRM Officer V (SG 24)
Highly Urbanized Cities	City Govt. Dept. Head II (SG 26)	City Govt. Asst. Dept. Head II (SG 24)	Local DRRM Officer IV (SG 22)
Component Cities	City Govt. Dept. Head I (SG 25)	City Govt. Asst. Dept. Head I (SG 23)	Local DRRM Officer IV (SG 22)

Local Government Unit (LGU)	Department Head (DH)	Asst. Department Head (ADH)	Highest Position Below the ADH
1st – 3rd Class Municipalities	Mun. Govt. Dept. Head II (SG 25)	Mun. Govt. Asst. Dept. Head II (SG 23)	Local DRRM Officer III (SG 18)
4th – 6th Class Municipalities	Mun. Govt. Dept. Head I (SG 24)	Mun. Govt. Asst. Dept. Head I (SG 22)	Local DRRM Officer II (SG 15)

5.7 The BDRRMC shall be a regular committee of the existing Barangay Development Council (BDC) and shall be subject thereto. The *punong barangay* shall facilitate and ensure the participation of at least two (2) CSO representatives from existing and active community-based people's organizations representing the most vulnerable and marginalized groups in the barangay.

The members of the BDRRMC shall be organized to include community representatives and be responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning.

6.0 Position Titles, Qualification Standards, and Salary Grades for the Technical Staff of the LDRRMO

6.1 The Local DRRM Officer series of position titles with their corresponding minimum qualification standards and salary grades shall be used in the classification of the technical staff positions for the LDRRMO, as follows:

Position Title (SG)	Education	Experience	Training	Eligibility
Local DRRM Officer V (SG 24)	Master's Degree	4 years in position involving mgt. and supervision, 1 year of which is relevant to DRRM	24 hours of training in mgt. and supervision on DRRM	Career Service Professional / 2nd Level Eligibility
Local DRRM Officer IV (SG 22)	Bachelor's Degree	3 years of relevant experience on DRRM	16 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility
Local DRRM Officer III (SG 18)	Bachelor's Degree	2 years of relevant experience on DRRM	8 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility
Local DRRM Officer II (SG 15)	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility

Position Title (SG)	Education	Experience	Training	Eligibility
Local DRRM Officer I (SG 11)	Bachelor's Degree	None required	None required	Career Service Professional / 2nd Level Eligibility
Local DRRM Assistant (SG 8)	Completion of 2 years in College	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service Sub-Professional / 1st Level Eligibility

6.2 The following minimum qualification standards shall be required for the Local DRRM Officer, the Head of the LDRRMO, depending on the actual level of organization created by LGU:

Level of Organization	Position Title	Education	Experience	Training	Eligibility
Department (SG 25-27)	Prov. Govt. Dept. Head (SG 26) City Govt. Dept. Head I-III (SG 25-27) Mun. Govt. Dept. Head II (SG 25) City Govt. Asst. Dept. Head III (SG 25)	Bachelor's Degree	5 years in position involving management and supervision, 1 year of which is relevant to DRRM	32 hours of training in management and supervision on DRRM	Career Service Professional / 2nd Level Eligibility
Department (SG 24)	Mun. Govt. Dept. Head I (SG 24) Prov. Govt. Asst. Dept. Head (SG 24) City Govt. Asst. Dept. Head II (SG 24)	Bachelor's Degree	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	24 hours of training in management and supervision on DRRM	Career Service Professional / 2nd Level Eligibility

Level of Organization	Position Title	Education	Experience	Training	Eligibility
Department (SG 22-23)	City Govt. Asst. Dept. Head I (SG 23) Mun. Govt. Asst. Dept. Head I-II (SG 22-23)	Bachelor's Degree	3 years of relevant experience on DRRM	16 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility
Division (SG 24)	Local DRRM Officer V	Master's Degree	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	24 hours of training in management and supervision on DRRM	Career Service Professional / 2nd Level Eligibility
Section (SG 22)	Local DRRM Officer IV	Bachelor's Degree	3 years of relevant experience on DRRM	16 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility
Section (SG 18)	Local DRRM Officer III	Bachelor's Degree	2 years of relevant experience on DRRM	8 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility
Section (SG 15)	Local DRRM Officer II	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service Professional / 2nd Level Eligibility

6.3 The corresponding position title and the parenthetical position title shall be indicated on the appointment to be issued to the Local DRRM Officer, with the rank of Department Head or Assistant Department Head, as illustrated below:

Provincial Government Department Head SG 26
(Local Disaster Risk Reduction and Management Officer)

City Government Department Head I SG 25
(Local Disaster Risk Reduction and Management Officer)

Municipal Government Assistant Department Head II SG 23
(Local Disaster Risk Reduction and Management Officer)

6.4 The LGUs need not secure the approval of the CSC if the foregoing standards shall be adopted. However, LGUs may set specific or higher standards, in which case, they shall submit to the CSC, for approval, the specific and higher standards, and once approved, they shall be adopted by the CSC as qualification standards in the attestation of their appointments.

7.0 Functions and Responsibilities of the LDRRMO or BDRRMC

The LDRRMO or BDRRMC, within their territorial jurisdiction, shall be responsible for setting the direction, development, implementation, and coordination of disaster risk reduction and management programs, and shall perform the following functions and those that may be authorized by the LDRRMC:

7.1 DRRM Research and Planning

7.1.1 Design, program, and coordinate DRRM activities, consistent with the NDRRMC's standards and guidelines;

7.1.2 Facilitate and support risk assessments and contingency planning activities at the local level;

7.1.3 Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;

7.1.4 Conduct research and development initiatives on DRRM;

7.1.5 Formulate and implement a comprehensive and integrated Local DRRM Plan (LDRRMP) in accordance with the national, regional, and provincial framework, and policies on DRR in close coordination with the Local Development Council (LDC);

7.1.6 Prepare and submit to the Local Sanggunian through the Local DRRM Council and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources, and other regular funding source/s and budgetary support of the LDRRMO or BDRRMC;

7.1.7 Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;

7.1.8 Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);

7.1.9 Recommend through the LDRRMC the enactment of local ordinances consistent with RA 10121;

7.1.10 Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated DRRM resources to the local COA, copy furnished the regional director of the Office of Civil Defense (OCD) and the local government operations officer of the DILG; and

7.1.11 Involve the most vulnerable sectors (women, children, senior citizens, and PWD) in risk assessment and planning.

7.2 **DRRM Administration and Training**

7.2.1 Organize and conduct training, orientation, and knowledge management activities on DRRM at the local level;

7.2.2 Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;

7.2.3 Identify and implement cost-effective risk reduction measures and strategies;

7.2.4 Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;

7.2.5 Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and DRRM in its area;

7.2.6 Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;

7.2.7 Within its area, promote and raise public awareness of, and compliance with RA 10121 and legislative provisions relevant to the purpose of the latter;

7.2.8 Implement policies, approve plans and programs of the LDRRMC consistent with the policies and guidelines laid down in RA 10121; and

7.2.9 Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

7.3 DRRM Operations and Warning

7.3.1 Operate a multi-hazard early warning system, linked to DRR to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;

7.3.2 Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;

7.3.3 Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;

7.3.4 Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;

7.3.5 Coordinate other DRRM activities;

7.3.6 Establish linkage and/or network with other LGUs for DRR and emergency response purposes;

7.3.7 Establish a provincial, city or municipal, and barangay DRRM Operations Center;

7.3.8 Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and

7.3.9 Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizens, and PWD).

8.0 Responsibilities of Agencies

8.1 The DBM shall provide technical assistance in the establishment of LDRRMO, including but not limited to its organization, position classification, and compensation schemes.

8.2 The CSC shall provide technical assistance in the establishment of LDRRMO, specifically in the review of the qualification standards for Local DRRM Officer and other technical staff at the LDRRMO.

8.3 The DILG shall ensure and monitor the establishment of the LDRRMO or BDRRMC in provinces, cities, and municipalities or barangays nationwide.

8.4 The NDRRMC, through the OCD, shall monitor the enforcement of this JMC and provide technical assistance to ensure the functionality of LDRRMO or BDRRMC.

9.0 Repealing Clause

All existing issuances, either by the NDRRMC, DBM, DILG or CSC which are inconsistent herewith are hereby superseded. Any future reference with respect to their issuances in relation to the establishment of LDRRMOs or BDRRMCs shall be made in reference to this JMC.

10.0 Dissemination

The Regional Directors of OCD, DBM, DILG, and CSC, and the Regional Governor of the Autonomous Region of Muslim Mindanao (ARMM) shall disseminate this JMC to all LGUs within their territorial jurisdiction.

11.0 Effectivity

This JMC shall take effect immediately.

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