



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

JUN 02 2011

NDRRMC MEMORANDUM

Number 03, s. 2011

TO : Members, National Disaster Risk Reduction and Management Council (NDRRMC)
Chairpersons, Regional Disaster Risk Reduction and Management Councils
(RDRRMCs)
Metro Manila Disaster Risk Reduction and Management Council (MMDRRMC)
Autonomous Region of Muslim Mindanao (ARMM)
Local Disaster Risk Reduction and Management Councils (LDRRMCs)
Other Concerned Agencies


SUBJECT : Schedule of Activities for 2011 "*Gawad KALASAG*": Search for Excellence in
Disaster Risk Management and Humanitarian Assistance

Reference : Highlights of the 2011 "*Gawad KALASAG*" National Selection Committee (NSC)
Meeting on 4 May 2011

Please be guided by the schedule of activities relative to the 2011 "*Gawad KALASAG*"
Awards:

Activity	Target Date	OPR
a. Dissemination of Revised Guidelines	Last week of May	OCD, DILG, Leagues
b. Conduct of search for all levels	Last week of May up to 2 nd week of July	OCD, DILG, RSCs, PSCs, CSCs/MSCs
c. Submission of Regional Winners to the NSC	July 18	RSCs
d. Desk evaluation of national nominees for each category and level	First week of August	NSC
e. Field Validation/Ocular visit (top 3 national nominees for each category and each level)	Until September 15	NSC
f. Final evaluation of top three (3) nominees for each category and level	- do -	NSC
g. Presentation of finalists to NDRRMC for declaration of winners by the SND/C, NDRRMC	3 rd week of September	NSC
h. Sending of notices to the National Winners	- do -	OCD
i. National Awarding (Subject to the availability of the President)	Proposed to coincide with the ASEAN Day for Disaster Management (ADDM) and the International Day for Disaster Reduction (IDDR) (2 nd week of October)	NDRRMC

For guidance and compliance.


VOLTAIRE T. GAZMIN
Secretary of National Defense
and Chairman, NDRRMC



**Highlights of the First Meeting of the
National Selection Committee (NSC)
of the "Gawad KALASAG" 2011**

4 May 2011, 9:00 AM

2/F Conference Room, NDRRMC Building, CGEA, QC

1. USEC Benito T. Ramos, OCD Administrator/Executive Director of the NDRRMC opened the meeting. He shared information on latest government action (convening the National Security Council (NSC) re security issues in the country following the death of the world's most wanted terrorist. He assured the DILG/LGUs that in case of emergencies or in the occurrence of disasters, as the Executive Director of the NDRRMC, he can readily order the AFP and its units to assist LGUs affected. He recognized the effect/influence "Gawad KALASAG" has on the lower LGU levels. As a final word, USEC Ramos reminded that GK be improved so its integrity would not be questioned.
2. USEC Austere A. Panadero of the DILG then presided the meeting. He was also joined by Director Manuel Q. Gotis, also of the DILG. Also present were National Selection Committee (NSC) members/representatives from the DOH, DSWD, DepED, PIA, ULAP, OCD, LPP, LCP, LnB, PRC, and DRRNetPhils.
3. **Directives of the NSC Chair / Agreements / Recommendations:**
 - a. **Composition of and Membership to the NSC:**
 - To formalize designation of members (at least 3 permanent and alternate representatives) who will join the validation of top three (**deadline – Wednesday, May 11**)
 - NSC members to submit/email their preferred categories to evaluate and validate **on or before Wednesday, May 11**; if no email/information is received, OCD will be the one to distribute the categories to NCS members
 - Inclusion of NEDA as member of the NSC to validate mainstreaming of DRR; also of CCC (integrate mechanisms/parameters on CC to the criteria)
 - To invite both agencies and consider as members for the 2012 awards
 - Disseminate information thru revised guidelines first to all agencies/organizations, LDRMCs, so they will be informed on additional parameters considered
 - To harmonize NEDA and CCC frameworks
 - b. **Categories of Award / Assessment Checklist**
 - Instead of classifying awards by income, the organizations'/LDRRMCs' accomplishments in conformity with the four (4) aspects/phases of DRRM may be considered more in the 2012 awards
 - The "message" on DRRM that we want to convey to LGUs/organizations for them to adhere to is more important than classifying them according to their income bracket
 - Current (2011) agreed and guidelines to be approved should be maintained; any new recommendation or additional mechanism should be effected in 2012
 - A small group of NSC members to review the existing guidelines and integrate latest DRRM Law, MTPDP, CCA Law, frameworks, other Laws, etc.
 - Needs separate checklist for Elementary and High Schools, but this may be implemented in 2012 awards

c. **Number of Official National Entries per Region / On Breaking Ties**

- Submission of single entry per category to the NSC and breaking of ties by the Regional Selection Committee (RSC) should be strictly enforced in the revised guidelines; and that the NSC will not accept double/multiple entries in any category
- On a single entry only vying for a particular category (i.e. the entry has no other competitor):
 - If the said organization/LDRRMC passed the criteria set for the Search as well as the minimum rating required especially for the desk evaluation, then the entry should be accepted
 - NSC should discuss on the passing rating – should it be 50%? 60%? or 70%?

d. **Criteria for Desk and Field Evaluation**

- Same checklist/criteria will be used both for the desk evaluation and the field validation so validators will have basis for comparison
- The judges' discretionary point (for inclusion again in the checklist) should be the team discretion discussed among team members
- The authenticity of documents submitted is very important; sufficient time should be allotted validating information on the ground and not done hastily
- Validators for both desk and the field should be the same persons with exceptions during emergencies or in urgent matters
- During the validation process:
 - Before leaving, the validating team should meet and organize/plan their schedule to include the number of days they will spend for the field validation, the necessary people/partners to meet, places/sites they would want to check/visit in the organization/LDRRMC (coordination with OCDRCs and the LDRRMCs/LGUs to be done ahead); discuss as well their strategies during the field validation

e. **Evaluation of Entries**

- Additional requirement for each organization/LDRRMC:
 - Submission of an **Executive Summary** (maximum of 5 pages, in addition to the major documents they will submit to the NSC based on the given checklist), so the validating teams would have a general picture/idea of the contents of all documents submitted
 - RSC also to add information based on their assessment of the entries
 - Format of the Executive Summary:
 - There will be guide questions for the organizations/LDRRMCs to answer, indicating page numbers/volume numbers of documents as reference for validators (i.e. attachments or supporting documents) for a more detailed description of accomplishments/achievements
- NSC members to have an out-of-town/stay-in desk evaluation (up to 3 days maximum) of all entries submitted to the NSC to give ample time for all evaluating members to analyze each entry and discuss thoroughly among themselves the essential details

f. **Field Validation**

- There has to be common validators for each category
- At least two of the three validators should be present during field validation. In cases where the other one would not be able to make it, the ratings of the two will suffice
- Re-schedule field validation if only one validator is available

g. All information related to the Search should be posted/uploaded in the NDRRMC website to encourage more entries

h. **Cash Award**

- Prizes are proposed to be increased starting in this year's Search
- Schedule a meeting with USEC Lucille Sering of the CCC on what they can contribute to the "Gawad KALASAG"
- What the DILG can also contribute to the Search?

i. **Hall of Fame Award**

- Re-evaluation of Hall of Fame awardees five (5) years after their receipt of the Hall of Fame award to check/validate if they are able to sustain their programs, accomplishments, etc.

j. **Schedule of "Gawad KALASAG" 2011 Activities** (Please see separate document/memorandum on the proposed Schedule of Activities)

k. USEC Panadero suggested LGUs to be Laktbay Aral sites – evaluate who will agree to train others

- ULAP recommended on developing a transfer concept for replication of good practices

l. There has to be yearly compilation/release of official document containing everything related to GK after each national awarding

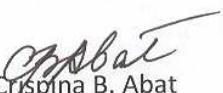
m. Honorarium for NSC members is proposed for every meeting or activity related to GK to cover at least their transportation expenses

n. OCD to take charge of admin and financial matters related to GK 2011

Prepared by:


Jo Porcil – NDRRMC Secretariat

Noted by:


Ms. Crispina B. Abat
Chief, OCD Planning Division
Head, NDRRMC Secretariat