

## ANNEX 1. MENU OF PROJECTS

### 1. **Post-Disaster.** *Relief, Rehabilitation and Recovery Programs and Projects*

- a. Repair, rehabilitation, and reconstruction of public infrastructure damaged or destroyed by natural or human-induced disasters
- b. Support and assistance for resettlement of affected populations from transition to permanent sites (e.g. land acquisition, site development, and cash-based programming)
- c. Local economic recovery<sup>1</sup> for employment and income generation and reintegration, and other capacity building projects for affected communities, among others
- d. Augmentation of depleted NGA QRF

### 2. **Pre-Disaster.** *Disaster Mitigation, Prevention and Preparedness Programs and Projects for LGUs*

- a. Acquisition of land or lot for resettlement
- b. Site development of resettlement areas
- c. Construction of local DRR public infrastructure (e.g. multi-purpose evacuation center with women and child-friendly spaces)
- d. Construction of water catchment/storage facility
- e. Construction of Local Disaster Operations Center
- f. Retrofitting of LGU-owned buildings/structures
- g. Establishment of local integrated Early Warning System (EWS)

### 3. **Disaster Risk Insurance Coverage** of government facilities with the Government Service Insurance System (GSIS), subject to the guidelines to be issued by DBM, DOF, and GSIS

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<sup>1</sup> Term used in Yolanda Comprehensive Recovery and Rehabilitation Plan (CRRP)

## ANNEX 2. PROJECT PROPOSAL TEMPLATE FOR IMPLEMENTING AGENCIES

Section A. Proponent Information	
Implementing Agency	
Contact Person	
Email and Telephone	
Proposal ID No.	<i>(To be filled out by OCD)</i>
Date of Receipt	<i>(To be filled out by OCD)</i>
Section B. Information on the Project Proposal	
Project Title	
Project Location	Address: _____
Total Project Cost	Php _____
Amount Requested	Php _____
Project Duration	_____ months
Target Beneficiaries	_____ households
Project Description	<i>Enumerate the objectives and expected outcomes.</i>

For Technical Design, fill out the section corresponding to the type of proposed project.

### SECTION C.1: Technical Design

**Post-Disaster.** *Relief, Rehabilitation and Recovery Programs and Projects*

#### FOR INFRASTRUCTURE PROJECTS

*Please check all applicable items:*

Extent of damage and losses

- ☐ Total
- ☐ Partial

Estimated losses: Php \_\_\_\_\_

Hazards

- ☐ Hydro-meteorological
- ☐ Geophysical
- ☐ Climatological
- ☐ Others \_\_\_\_\_

Adherence to Design Standards

- ☐ National Building Code of the Philippines
- ☐ National Structural Code of the Philippines
- ☐ Accessibility Law
- ☐ Others \_\_\_\_\_

Social Preparation Activities *(for resettlement-related projects)*

- ☐ Awareness raising
- ☐ Capacity building
- ☐ Assessment
- ☐ People's planning

Conducted consultation with LGUs?

- ☐ Yes  
Dates \_\_\_\_\_
- ☐ No

#### Supporting Documents

1. Post-Disaster Needs Assessment (PDNA) or any Calamity Damage Report with photos
2. Hazard assessment of project location with site map from implementing agency or LGUs sourced from CSCAND<sup>2</sup> agencies
3. Detailed Engineering Design, technical specifications, technical drawings, and Program of Works
4. Certification from Head of Agency that the proposed project has not received funding from other sources
5. Documentation of consultations with concerned LGUs

*Additional Documents for Projects Needing Land Acquisition*

1. Copy of Original Certificate of Title or Transfer Certificate of Title (TCT)
2. Copy of appropriate pages of the latest applicable zonal valuation from the Bureau of Internal Revenue and Schedule of Fair Market Values from the Municipality/City Assessor
3. Copy of property owner's declaration/certification of intent/expressions of willingness to sell the subject property
4. Applicable legal instrument allowing use of the land or property for the project

<sup>2</sup> **Collective Strengthening on Community Awareness on Natural Disasters (CSCAND) Agencies:** Philippine Institute of Volcanology and Seismology (PHIVOLCS), Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), Mines and Geosciences Bureau (MGB), and National Mapping and Resource Information Authority (NAMRIA)

## SECTION C.2: Technical Design

Post-Disaster. *Relief, Rehabilitation and Recovery Programs and Projects*

### FOR LOCAL ECONOMIC RECOVERY PROJECTS

Date of consultation with any of the following:

**Dates**

Concerned LGUS

\_\_\_\_\_

Communities

\_\_\_\_\_

Business membership organizations (e.g. Chamber of Commerce, Business Clubs)

\_\_\_\_\_

Academe

\_\_\_\_\_

Micro, small and medium enterprises (MSMEs)

\_\_\_\_\_

Non-government organizations (NGOs)

\_\_\_\_\_

People's Organizations (POs)

\_\_\_\_\_

Others \_\_\_\_\_

\_\_\_\_\_

#### Supporting Documents

1. Work and Financial Plan with target beneficiaries
2. Post-Disaster Needs Assessment (PDNA) or any similar report
3. Certification from Head of Agency that the proposed project has not received funding from other sources
4. Documentation of consultations conducted

## Section D. Project Management

Provide a list of key officers and personnel and their roles in project management.

## Section E. Project Sustainability

Describe how the project will be sustained after NDRRM Fund assistance in terms of policies, plans and resources

## ANNEX 3. PROJECT PROPOSAL TEMPLATE FOR LOCAL GOVERNMENT UNITS (LGUs)

Section A. Proponent Information	
Local Government Unit (LGU)	_____
Income Class	_____
Estimated LDRRMF for Current Year	_____ _____
Contact Person	_____
Email	_____
Telephone	_____
Proposal ID No.	(To be filled out by OCD)
Date of Receipt	(To be filled out by OCD)
Section B. Information on the Project Proposal	
Project Title	_____
Project Type (please check)	<input type="checkbox"/> <b>Pre-Disaster.</b> Disaster Mitigation, Prevention and Preparedness Programs and Projects <input type="checkbox"/> <b>Post-Disaster.</b> Relief, Rehabilitation and Recovery Programs and Projects Name the disaster/s experienced in the last 2 years: _____
Project Location	Address: _____
Total Project Cost	Php _____
Amount Requested	Php _____
Project Duration	_____ months
Target Beneficiaries	_____ households
Local Counterpart Fund/Resources	Please check all applicable items: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Land</div><div><input type="checkbox"/> Maintenance and Other Operating Expenses <input type="checkbox"/> Others _____</div></div>
Project Description	Enumerate the objectives and expected outcomes.          

For Technical Design, fill out the section corresponding to the type of proposed project.

## SECTION C.1: Technical Design

**Post-Disaster.** *Relief, Rehabilitation and Recovery Programs and Projects*

### FOR INFRASTRUCTURE PROJECTS

*Please check all applicable items:*

Extent of damage and losses

- ☐ Total
- ☐ Partial

Estimated losses: Php \_\_\_\_\_

Hazards

- ☐ Hydro-meteorological
- ☐ Geophysical
- ☐ Climatological
- ☐ Others \_\_\_\_\_

Adhered to Design Standards?

- ☐ National Building Code of the Philippines
- ☐ National Structural Code of the Philippines
- ☐ Accessibility Law
- ☐ Others \_\_\_\_\_

Conducted social preparation activities (*for resettlement-related projects*)?

- ☐ Awareness raising
- ☐ Capacity building
- ☐ Assessment
- ☐ People's planning

Conducted consultation with communities?

- ☐ Yes
  - o *Dates* \_\_\_\_\_
- ☐ No

### Supporting Documents

1. Calamity Damage Assessment Report with photos
2. Hazard assessment of project location with site map from implementing agency or LGUs sourced from CSCAND<sup>3</sup> agencies
3. Detailed Engineering Design, technical specifications, technical drawings, and Program of Works
4. Certification from the Local Chief Executive that proposed project has not received funding from other sources and that the LDRRM Fund and Special Trust Fund are insufficient to cover the project cost
5. Documentation of consultations conducted

*Additional Documents for Projects Needing Land Acquisition*

- Copy of Original Certificate of Title or Transfer Certificate of Title (TCT)
- Copy of appropriate pages of the latest applicable zonal valuation from the Bureau of Internal Revenue and Schedule of Fair Market Values from the Municipality/City Assessor
- Copy of property owner's declaration/certification of intent/expressions of willingness to sell the subject property
- Applicable legal instrument allowing use of the land or property for the project

<sup>3</sup> **Collective Strengthening on Community Awareness on Natural Disasters (CSCAND) Agencies:** Philippine Institute of Volcanology and Seismology (PHIVOLCS), Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), Mines and Geosciences Bureau (MGB), and National Mapping and Resource Information Authority (NAMRIA)

## SECTION C.2: Technical Design

**Post-Disaster.** *Relief, Rehabilitation and Recovery Programs and Projects*

### FOR LOCAL ECONOMIC RECOVERY PROJECTS

Date of consultation with any of the following:

Dates

Communities

\_\_\_\_\_

Business membership organizations (e.g. Chamber of Commerce, Business Clubs)

\_\_\_\_\_

Academe

\_\_\_\_\_

Micro, small and medium enterprises (MSMEs)

\_\_\_\_\_

Non-government organizations (NGOs)

\_\_\_\_\_

People's Organizations (POs)

\_\_\_\_\_

Others \_\_\_\_\_

\_\_\_\_\_

#### Supporting Documents

1. Work and Financial Plan with target beneficiaries
2. Calamity Damage Assessment Report with photos
3. Certification from the Local Chief Executive that proposed project has not received funding from other sources and that the LDRRM Fund and Special Trust Fund are insufficient to cover the project cost
4. Documentation of consultations conducted

## SECTION C.3: Technical Design

### Pre-Disaster. *Disaster Mitigation, Prevention and Preparedness Programs and Projects*

*Briefly describe the following:*

- Benefits of the project to households and vulnerable population (e.g. women, children, older persons, indigenous peoples, and persons with disabilities)
- Reduction of identified potential social, economic, and environmental losses

*Please check the appropriate boxes:*

Adhered to Design Standards?

- |  |  |
|--|--|
| <input type="checkbox"/> National Building Code of the Philippines   | <input type="checkbox"/> Accessibility Law |
| <input type="checkbox"/> National Structural Code of the Philippines | <input type="checkbox"/> Others _____      |

Conducted social preparation activities (*for resettlement-related projects*)?

- |  |  |
|--|--|
| <input type="checkbox"/> Awareness raising | <input type="checkbox"/> Capacity building |
| <input type="checkbox"/> Assessment        | <input type="checkbox"/> People's planning |

#### Supporting Documents

1. Approved LDRRM Plan
2. Detailed Engineering Design, technical specifications, technical drawings, Program of Works, and photos of proposed site
3. Hazard assessment of project location with site map from implementing agency or LGUs sourced from CSCAND<sup>4</sup> agencies
4. Documentation of consultations conducted
5. Certification from the Local Chief Executive that proposed project has not received funding from other sources and that the LDRRM Fund and Special Trust Fund are insufficient to cover the project cost
6. Endorsement from DOST stating adherence to standards (*for early warning systems*)

*Additional Documents for Projects Needing Land Acquisition*

- Copy of Original Certificate of Title or Transfer Certificate of Title (TCT)
- Copy of appropriate pages of the latest applicable zonal valuation from the Bureau of Internal Revenue and Schedule of Fair Market Values from the Municipality/City Assessor
- Copy of property owner's declaration/certification of intent/expressions of willingness to sell the subject property
- Applicable legal instrument allowing use of the land or property for the project

## Section D. Project Management

Provide a list of key officers and personnel and their roles in project management.

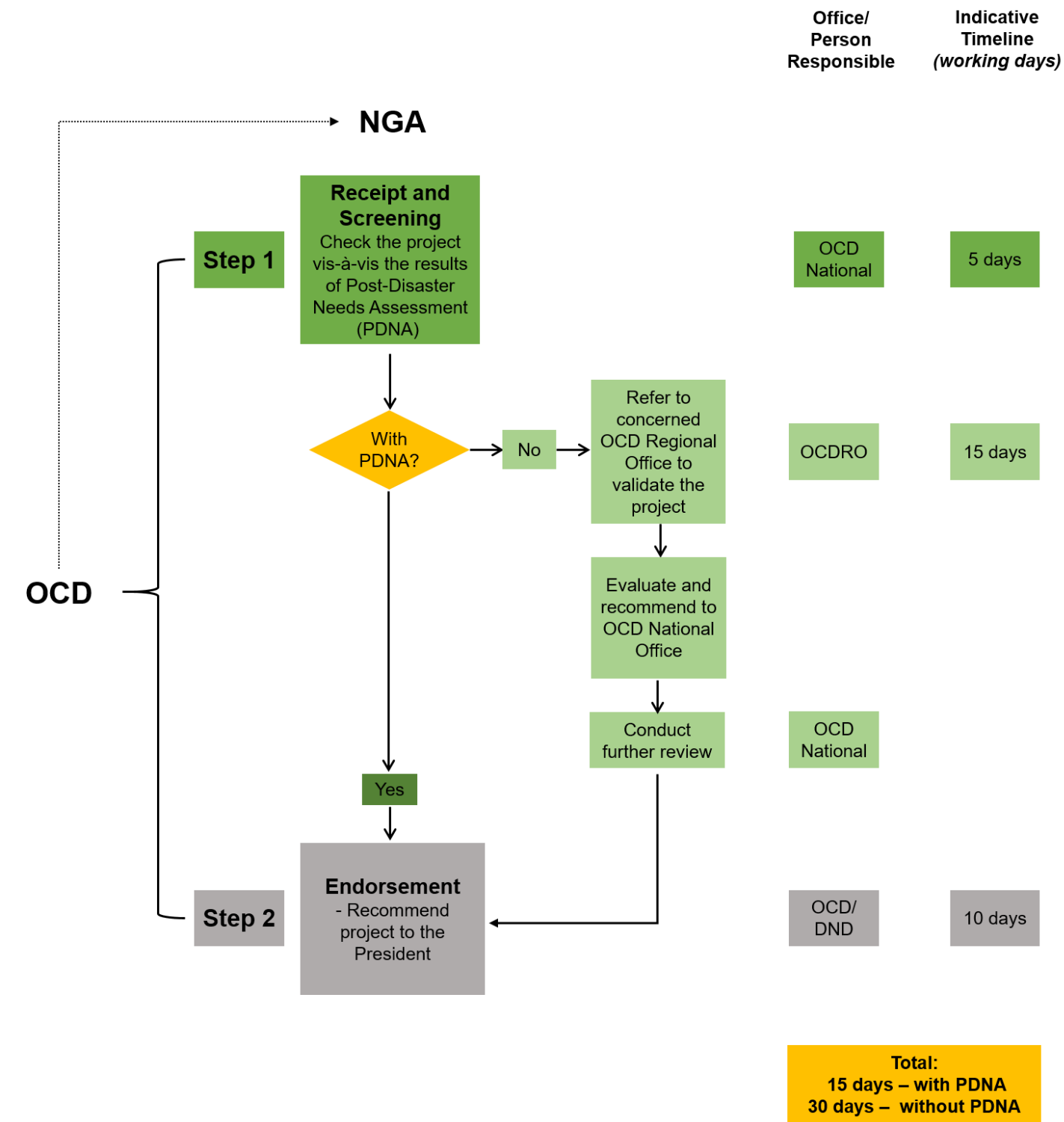
## Section E. Project Sustainability

Describe how the project will be sustained after NDRRM Fund assistance in terms of policies, plans and resources.

<sup>4</sup> Collective Strengthening on Community Awareness on Natural Disasters (CSCAND) Agencies: Philippine Institute of Volcanology and Seismology (PHIVOLCS), Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), Mines and Geosciences Bureau (MGB), and National Mapping and Resource Information Authority (NAMRIA)

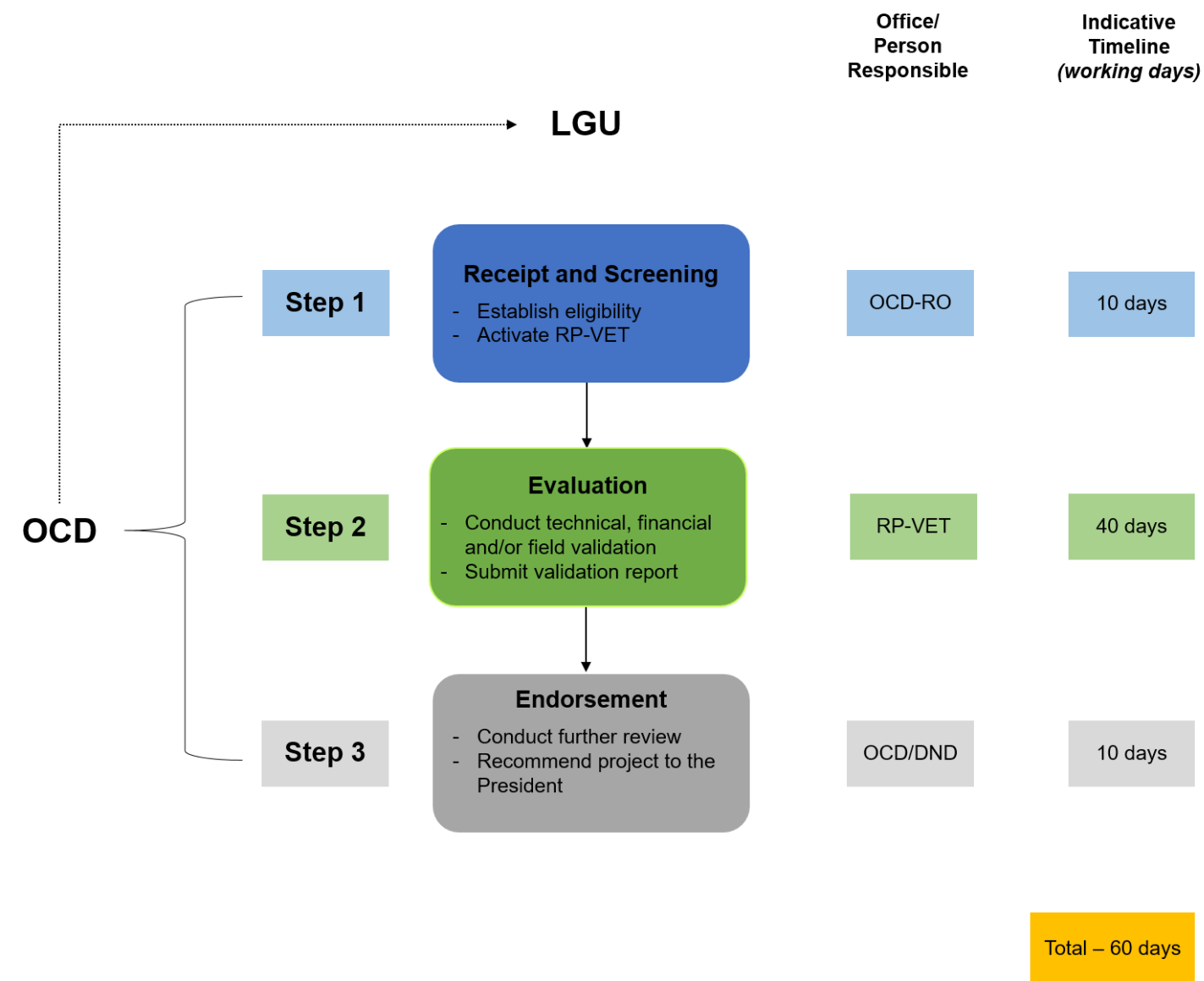


ANNEX 4. REVIEW AND APPROVAL PROCESS OF REQUESTS FROM IMPLEMENTING NATIONAL GOVERNMENT AGENCIES



Note: The Office of Civil Defense (OCD) shall regularly provide feedback on the status of request of concerned implementing agency.

ANNEX 5. REVIEW AND APPROVAL PROCESS OF REQUESTS FROM LOCAL GOVERNMENT UNITS (LGUs)



*Note: The Office of Civil Defense (OCD) shall regularly provide feedback on the status of request of concerned LGU.*

**Table 1. Eligibility Criteria of LGUs**

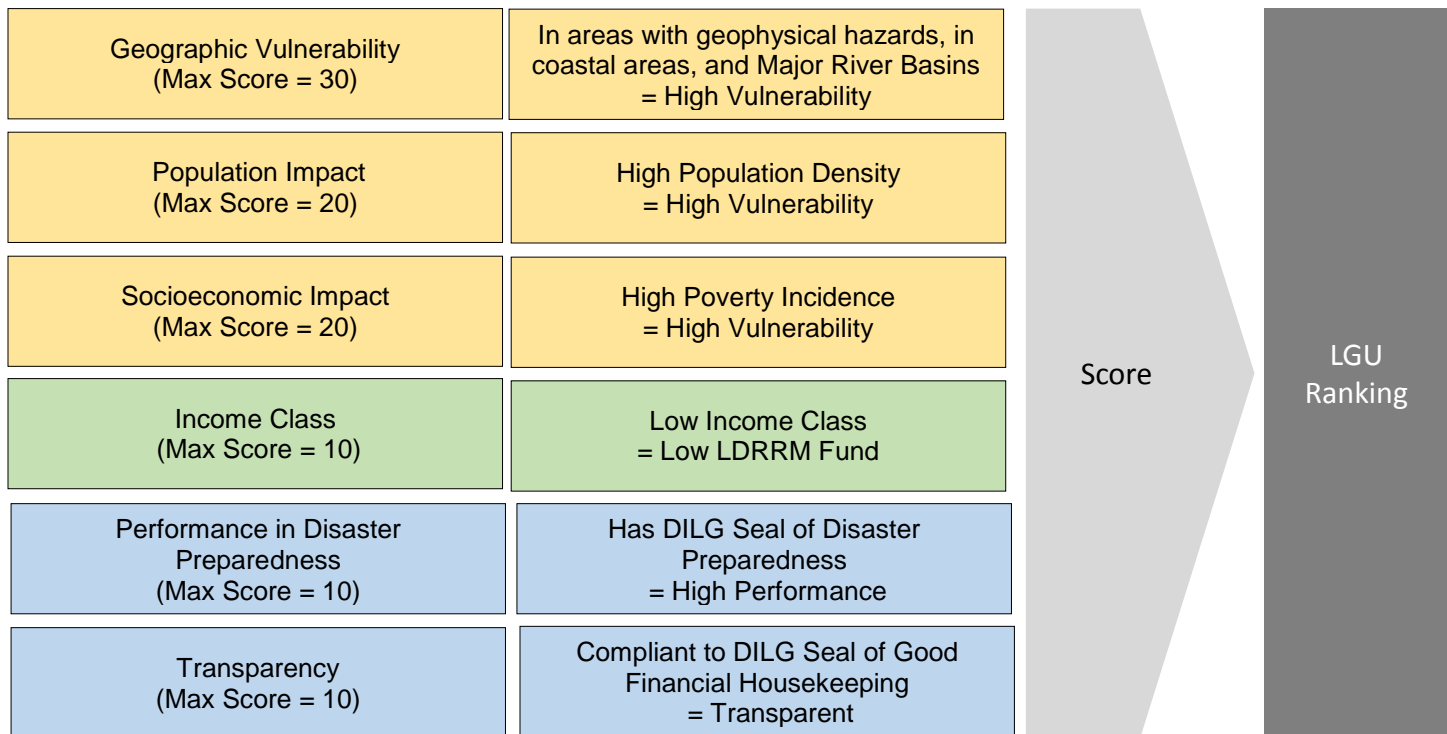
Eligibility	Conditions	
	Post-Disaster. <i>Relief, Rehabilitation and Recovery Programs and Projects</i>	Pre-Disaster. <i>Disaster Mitigation, Prevention and Preparedness Programs and Projects</i>
<i>LGU Eligibility</i>	<input type="checkbox"/> LGU was affected by a disaster in the current year or in the two preceding years	<input type="checkbox"/> LGU rank based on the LGU Prioritization Composite Index (See Annex 5.1) _____
<i>Project Eligibility</i>	<input type="checkbox"/> Proposed project has not received funding from other sources	<input type="checkbox"/> Proposed project has not received funding from other sources
	<input type="checkbox"/> LDRRM Fund and the amount deposited in the Special Trust Fund are insufficient to cover the cost of the proposed project	<input type="checkbox"/> LDRRM Fund and the amount deposited in the Special Trust Fund are insufficient to cover the cost of the proposed project
		<input type="checkbox"/> The proposed project is consistent with the Local DRRM Plan
<i>Financial Management Capability</i>	<input type="checkbox"/> No COA adverse opinion in the latest Audit Report	<input type="checkbox"/> No COA adverse opinion in the latest Audit Report

**Table 2. Infrastructure Project Evaluation Criteria**

Feasibility Aspects	DRRM Considerations
Technical Evaluation	<input type="checkbox"/> Project design with build back better standards
	<input type="checkbox"/> Follows applicable national government standards (i.e. National Building Code, DOST Standards for Early Warning System, gender mainstreaming)
	<input type="checkbox"/> Sufficient mitigation measures vis-à-vis the hazards
Financial Evaluation	<input type="checkbox"/> Follows national government pricing standards
	<input type="checkbox"/> Project cost includes expenses for risk mitigation

## ANNEX 5.1 LGU PRIORITIZATION COMPOSITE INDEX

Priority LGUs will be determined based on scores in their (1) risk profile (indicated in yellow), (2) income class (indicated in green), and (3) disaster preparedness and transparency (indicated in blue).



Scoring will be based on the criteria and indicators below:

Criteria and Indicators	Score	
	Yes	No
<b>A. VULNERABILITY</b>		
<b>1. Geographic Vulnerability (DOST)</b>		
• Located in areas with geophysical hazards	10	
• Located in Major River basins	10	
• Coastal City/Municipality	10	
<b>2. Population Impact (PSA)</b>		
• Population Density > National Average	20	10
<b>3. Socioeconomic Impact (PSA)</b>		
• Poverty Incidence > National Average	20	10
<b>B. LGU Class (DOF-BLGF)</b>		
• 5 <sup>th</sup> - 6 <sup>th</sup> class	10	
• 4 <sup>th</sup> class	8	
• 3 <sup>rd</sup> class	6	
• 2 <sup>nd</sup> class	4	
• 1 <sup>st</sup> class	2	
<b>C. DISASTER PREPAREDNESS (DILG)</b>	10	
<b>D. TRANSPARENCY (DILG)</b>	10	
<b>TOTAL</b>	<b>100</b>	

## ANNEX 5.2. REGIONAL PROJECT VALIDATION AND EVALUATION TEAM (RP-VET) COMPOSITION AND FUNCTIONS

### A. Composition

Type of Project	Lead Evaluating Agency	Proposed Partner Agencies
<b>Post-Disaster: Relief, Rehabilitation, Recovery and Reconstruction Projects</b>		
1. Repair, rehabilitation, and reconstruction of local public infrastructure damaged or destroyed by natural or human induced disasters	DILG	DPWH, NIA, DepEd, DOH, NEDA, DENR-MGB, OCD
2. Support and assistance for resettlement of affected populations from transition to permanent sites (i.e. land acquisition, site development, and cash-based programming)	DSWD	NHA, DILG, DPWH, DOST, DENR-MGB, OCD
3. Local economic recovery <sup>5</sup> for employment and income generation and reintegration, and other capacity building projects for affected communities, among others	DTI	DILG, DOLE, DA, OCD
<b>Pre-Disaster: Disaster Mitigation, Prevention and Preparedness Programs and Projects</b>		
1. Acquisition of land or lot for resettlement	DENR	DILG, NHA, DOST, OCD, DENR-MGB
2. Site development of resettlement areas	NHA	DSWD, DPWH, NEA, LWUA, OCD
3. Construction of local DRR public infrastructure (i.e. multi-purpose evacuation center with women and child-friendly spaces)	DILG	DSWD, DPWH, OCD
4. Construction of water catchment/storage facility	DA	DPWH, DILG, OCD
5. Construction of Local Disaster Operations Center	DILG	OCD, DPWH, DOST, PRC
6. Retrofitting of LGU-owned buildings/structures	DILG	DPWH, DENR-MGB, DOST, OCD
7. Establishment of local integrated Early Warning System (EWS)	DOST	DILG, OCD, PRC
<b>Disaster Risk Insurance Coverage</b> of government facilities	GSIS	DOF, DBM

<sup>5</sup> Term used in Yolanda Comprehensive Recovery and Rehabilitation Plan (CRRP)

## B. Functions

Regional Office	Functions
Office of Civil Defense	<ul style="list-style-type: none"><li>▪ Serve as Secretariat</li><li>▪ Activate RP-VET, identify lead and participating agencies by project</li><li>▪ Evaluate project eligibility</li><li>▪ Check completeness of documents</li><li>▪ Inform LGUs if it is not eligible or if there are lacking documents</li><li>▪ Participate in project validation and evaluation</li><li>▪ Consolidate agency inputs and finalize the project validation and evaluation report</li><li>▪ Submit project evaluation report and supporting documents 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>
Lead Evaluating Agency	<ul style="list-style-type: none"><li>▪ Take the lead in project validation and evaluation</li><li>▪ Coordinate with OCD on project validation</li><li>▪ Prepare project validation and evaluation reports and submit the same to the concerned OCD regional office</li><li>▪ Disseminate agency requirements for DRR project evaluation</li><li>▪ Provide technical assistance to LGUs, as necessary</li></ul>
Partner Agency	<ul style="list-style-type: none"><li>▪ Support the lead evaluating agency in the validation and evaluation of projects</li><li>▪ Provide technical assistance to LGUs, as necessary</li></ul>

## ANNEX 5.3. RP-VET EVALUATION REPORT TEMPLATE FOR LGU REQUESTS

Project Title	
Province/City/Municipality, Region	
Project Type <i>(please check)</i>	<input type="checkbox"/> <b>Post-Disaster.</b> Relief, Rehabilitation, and Recovery <input type="checkbox"/> <b>Pre-Disaster.</b> Disaster Mitigation, Prevention and Preparedness
Proposal ID No.	<i>(To be filled out by OCD)</i>
Date of Transmittal to OCD National	<i>(To be filled out by OCD)</i>
Amount Requested	Php _____

Document	Reviewer	Date Reviewed	Pass/Fail	Remarks	Signature
Project Proposal					
Location Map					
<b>PROJECT EVALUATION</b>					
<input type="checkbox"/> Technical Evaluation					
<input type="checkbox"/> Financial Evaluation					
<b>OVERALL RECOMMENDATION</b>					
<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval					

Other Recommendations:

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**Technical Review by:**

\_\_\_\_\_  
**Name**  
*Designation, Agency*

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Name**  
*Designation, Agency*

**Date:** \_\_\_\_\_

**Recommended by:**

\_\_\_\_\_  
**Name**  
*Designation, Agency*

**Date:** \_\_\_\_\_

## ANNEX 6. MONITORING AND EVALUATION

### Table 1. Monthly Project Progress Report Template

[illegible]



**Table 2. Regional Project Monitoring and Evaluation Team (RP-MET)  
Composition and Responsibilities**

Composition	Responsibilities
<ol style="list-style-type: none"> <li>1. The Office of Civil Defense as Chairperson and Secretariat of the Regional DRRM Council</li> <li>2. CSO, Private Sector Representatives of the Regional DRRM Council</li> <li>3. Concerned NGA, if LGU-implemented</li> <li>4. Concerned LGU, if NGA-implemented</li> </ol>	<ul style="list-style-type: none"> <li>▪ Validate quarterly progress reports</li> <li>▪ Conduct quarterly site visits</li> <li>▪ Recommend measures to address implementation issues</li> </ul>

**Table 3. Field Monitoring Visit Report Template**

Date of Visit	
RP-MET Members	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>
Project Monitored	
Project Status	<ul style="list-style-type: none"> <li>▪ Actual accomplishments vis-à-vis targets based on Program of Works</li> <li>▪ Reasons for deviations or issues encountered</li> <li>▪ Actions taken by proponent</li> </ul>
Recommendations	RP-MET Findings and Recommendations
Photo Documentation	<i>Note: Geo-tagged photos</i>

Annex 7. CERTIFICATE OF COMPLETION TEMPLATE

\_\_\_\_\_

Date

CERTIFICATE OF COMPLETION

PROJECT TITLE : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR : \_\_\_\_\_

\_\_\_\_\_

This is to certify that the above-stated project has been satisfactorily completed on \_\_\_\_\_  
(date) in accordance with the Plans and Specifications of the Contract.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the one year defects liability period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

\_\_\_\_\_

Head, Implementing Office

Conforme:

\_\_\_\_\_

Contractor

Attachment: Photos

## ANNEX 8. Masterlist of NDRRMF Projects

[illegible]