



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

NOV 23 2020

MEMORANDUM
 No. 106A, s. 2020

TO : ALL NDRRMC RESPONSE CLUSTER LEADS AND MEMBERS

SUBJECT : Streamlining of NDRRMC Response Cluster Reports

In view of the ongoing disaster operations due to the effects of the recent typhoons, the Office of Civil Defense (OCD), serving as the Executive Arm and Secretariat of the National Disaster Risk Reduction and Management Council (NDRRMC) and operational coordinator for the Response Clusters, is currently exploring measures to upscale the response activities, particularly in terms of streamlining and harmonization of response efforts for purposes of monitoring and reporting.

In this regard, all leads and members of the NDRRMC Response Clusters are hereby requested to provide comments and recommendations on the following:

Particulars	Remarks
Proposed Essential Elements of Information (EEI) per Response Cluster	For instant reporting of accomplishments on a daily basis; to be consolidated by the OCD every 1700H using various means (SMS, email, messaging applications, etc.); for submission to the DSWD, OCD and other NDRRMC principals
Proposed Updated Response Cluster Situation Report Templates	For submission and presentation during regular Response Cluster meetings or as needed

Further, to streamline and rationalize communications, we would like to also request for primary and alternate focal persons of the Response Cluster lead and members (names, contact numbers and email addresses). Said focal persons will join in messaging groups and social media accounts, which will be organized as exclusive for NDRRMC Response Clusters only.

Comments, recommendations and other responses are requested to be presented and discussed during the Response Cluster Meeting (Technical Working Group level) to be hosted by the OCD on 24 November 2020, 1030H, via video teleconferencing.

For information and guidance.

For the Chairperson, NDRRMC:



USEC RICARDO B. JALAD
 Executive Director, NDRRMC and
 Administrator, OCD