



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

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

DEC 10 2020

**MEMORANDUM**  
 No. 109, s. 2020

**TO :** ALL NDRRMC RESPONSE CLUSTER LEADS AND MEMBERS

**SUBJECT :** Adoption of Streamlining of NDRRMC Response Cluster Reports

In the exigency of services for the Disaster Response Pillar led by the Department of Social Welfare and Development (DSWD), this Memorandum is hereby issued to provide for the adoption of streamlining of NDRRMC Response Cluster Reports:

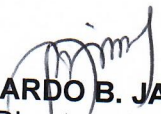
Particulars	Remarks
Daily Essential Elements of Information (EEI)	<ul style="list-style-type: none"> <li>For daily reporting of response accomplishments</li> <li>To be consolidated by the OCD every 1700H using various means (SMS, email, messaging applications, etc.)</li> <li>For reporting of the OCD Operations Service to the principals of the Response Clusters</li> </ul>
Response Cluster Situation Report	<ul style="list-style-type: none"> <li>For submission every Monday and Friday of the week (or as deemed as necessary)</li> <li>Specific format per Response Cluster shall be followed</li> <li>Response Cluster Members shall prepare individual agency reports and submit to the respective Response Cluster Leads for consolidation into one Response Cluster Situation Report</li> </ul>
Response Cluster Presentation	<ul style="list-style-type: none"> <li>For presentation during scheduled Response Cluster Meetings</li> <li>Standard format of presentation shall be as follows:               <ul style="list-style-type: none"> <li>Summary of accomplishments (as a Response Cluster)</li> <li>Action photos</li> <li>Issues and concerns</li> </ul> </li> <li>Response Cluster leads shall be responsible in delivering the presentation</li> </ul>

The submission of the above reports shall commence upon the activation of the Response Clusters for a particular emergency situation through an NDRRMC issuance by the DSWD.

It is understood that the submission of other agency reports, in addition to the Response Cluster Reports, shall continue based on respective mandates and other existing reportorial requirements of the NDRRMC.

For information and guidance.

For the Chairperson, NDRRMC:

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

