

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

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

APR 13 2020

**MEMORANDUM**  
**No. 31, s. 2020**

**TO : ALL DEPARTMENTS, BUREAUS, OFFICES, STATE COLLEGES OR UNIVERSITIES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, AND GOVERNMENT HOSPITALS, MEDICAL FACILITIES AND OTHER CONCERNED STAKEHOLDERS**

**SUBJECT: ACCEPTANCE, MANAGEMENT, DISTRIBUTION AND DELIVERY OF ALL DONATED MEDICINES, MEDICAL EQUIPMENT AND SUPPLIES, AND OTHER HEALTH PRODUCTS FOR ADDRESSING THE COVID-19 SITUATION**

Section 4j of the Republic Act (RA) 11469 or Bayanihan Act provides for the adoption of emergency measures to respond to the crisis brought by the pandemic situation, and ensure that the acceptance and distribution of donations and other health products intended to address Coronavirus Disease 2019 (COVID-19) situation are not delayed.

Section I of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF EID) Resolution No. 15 dated 24 March 2020 designates the Office of Civil Defense (OCD) as the coordinating body for all domestic donations relative to the COVID19 situation.

According to Administrative Order No. 27, the OCD is tasked to coordinate and consolidate donated medicines, medical equipment and supplies, and other health products received or accepted from foreign governments, private entities, non-governmental organizations, or any group or individual; and to distribute and deliver the said donations to the identified beneficiary facilities, groups or establishments.

In line with the above references, all Departments, Bureaus, Offices, State Colleges or Universities, Government-Owned or -Controlled Corporations, and Government Hospitals and Medical Facilities, are hereby directed to:


1. Coordinate and endorse to the OCD all information pertaining to acceptance, management, distribution and delivery of donations composed of medicines, medical equipment and supplies and other health products intended to address the COVID-19 situation;
2. Submit requests for medicines, medical equipment and supplies, and other health products to the OCD for prioritization by the Task Group Resource Management and Logistics under the National Task Force COVID-19;

3. Provide logistical support services required for the immediate consolidation, distribution and delivery of the donations;
4. Coordinate with the OCD to facilitate clearance of entry of donations to areas of intended beneficiaries;
5. Expedite operational and administrative procedures for the processing, regulation, assessment, inspection and clearance for donations;
6. Direct beneficiaries to report or send feedback to the OCD Regional Office in charge of the area that donations have been duly received using the attached COVID-19 Donation Form. A copy of the said form signed by the donor and the recipient shall be submitted to the OCD;
7. Render all necessary assistance to OCD in the implementation of Administrative Order No. 27.

For reference, attached is the internal general procedures of the OCD on the management of medicines, medical equipment and supplies, and other health for COVID-19 response to facilitate the above requirements.

For purposes of transparency and accessibility, the OCD will publish a comprehensive report on the status of donations nationwide, which can be downloaded via the NDRRMC website: [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph).

For the Chairperson, NDRRMC:

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

CC: **SECRETARY DELFIN N. LORENZANA**  
*Department of National Defense and Chairperson, NDRRMC and NTF*

**SECRETARY CARLITO G. GALVEZ**  
*Office of the Presidential Adviser on the Peace Process and Chief  
Implementer, National Action Plan*

**SECRETARY ROLANDO J. BAUTISTA**  
*Department of Social Welfare and Development and Head, Task Group Resource  
Management and Logistics*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**

Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

### COVID-19 DONATION FORM

DONOR INFORMATION	BENEFICIARY INFORMATION <i>(leave as blank if there is no intended beneficiary)</i>
NAME OF DONOR/ CONTACT PERSON:	NAME OF RECIPIENT:
ORGANIZATION/AFFILIATION:	ORGANIZATION/AFFILIATION:
COMPLETE ADDRESS:	COMPLETE ADDRESS:
CONTACT INFORMATION: LANDLINE OR MOBILE NUMBER: E-MAIL ADDRESS/ES:	CONTACT INFORMATION: LANDLINE OR MOBILE NUMBER: E-MAIL ADDRESS/ES:

#### DONATION DETAILS

ITEM NO.	ITEM DESCRIPTION / SPECIFICATIONS	UNIT	QUANTITY	WEIGHT	COST

*Add additional pages as necessary.*

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

DATE:

----- This portion is for the Receiving Officer. -----

RECEIVED BY:  SIGNATURE OVER PRINTED NAME	REMARKS:
DESIGNATION:	
DATE RECEIVED:	

## OFFICE OF CIVIL DEFENSE

### GENERAL PROCEDURES ON THE MANAGEMENT OF MEDICINES, MEDICAL EQUIPMENT AND SUPPLIES, AND OTHER HEALTH PRODUCTS FOR CORONAVIRUS DISEASE 2019 (COVID-19) RESPONSE

This document covers the management for **medicines, medical equipment and supplies, and other health products intended for COVID-19 response** that are both procured and donated.

- **Government Procurement:** The processing, inspection and acceptance of procured medicines, medical equipment and supplies, and other health products intended for COVID-19 response shall adhere to Republic Act 9184 or the Procurement Law, its Implementing Rules and Regulations (IRR), and all other existing financial and auditing rules, regulations and policies.

All procured items shall be stored in the Office of Civil Defense (OCD) Warehouse in Camp General Emilio Aguinaldo, Quezon City and shall be distributed based on the priority list of the Department of Health (DOH). The said items shall also be transported strategically to the regional Logistics Hubs, as necessary, for subsequent distribution to priority areas.

- **Donations:** Donations can be classified as international and local donations that are either addressed to the Philippine government or with intended recipient.

#### Activation of Logistics Hub

The following offices within OCD shall activate the Logistics Hubs with corresponding locations and regions covered:

Office in Charge	Logistics Hub	Location	Regions Covered
OCD Administrative and Financial Management Service	National Logistics Hub	Camp General Emilio Aguinaldo, Quezon City	All Regions (particularly NCR, CALABARZON, MIMAROPA, V)
OCD Region III	Northern Logistics Hub	Clark Airbase, Angeles City	Regions I, II, III and CAR
OCD Region VII	Visayas Logistics Hub	Mactan Air Base, Lapu-Lapu City	Regions VI, VII and VIII
OCD Region IX	Western Mindanao Logistics Hub	Edwin Andrews Air Base (Zamboanga International Airport), Zamboanga City	Regions IX, X and BARMM
OCD Region XI	Eastern Mindanao Logistics Hub	Francisco Bangoy International Airport (Tactical Operations Group 11), Davao City	Regions XI, XII and CARAGA

## **International Donations**

1. The Department of Foreign Affairs (DFA) and the DOH through the Bureau of International Health Cooperation (BHIC) shall jointly facilitate the coordination and requirements for processing international donations in accordance with NDRRMC guidelines and other existing rules and regulations.
2. All donors shall be referred to the BHIC for technical assessment. Specifically, donations with medical specifications such as testing kits and diagnostic tools shall be required to be checked and cleared by the DOH, and will be coursed through the Research Institute for Tropical Medicine (RITM) and Food and Drug Administration (FDA) (as applicable for the items to be assessed) to ensure compliance with approved standards.
3. If the donation satisfies all pertinent requirements by the DFA and assessment by the BHIC, the DFA shall notify the donor to proceed with the delivery to the country.
4. Once agreements are set and formalized, the DFA shall monitor the progress and subsequently report to the DOH and OCD that an international delivery is coming to prepare the receiving Philippine port for disinfection.

## **Donations addressed to the Philippine Government**

### **Preparation and Verification**

1. All donations without intended beneficiary shall automatically be addressed to the Philippine government for consolidation by the OCD.
2. The donor shall accomplish the COVID-19 Donation Form specifying the following information:
  - Donor information
    - Contact person
    - Organization/ Affiliation
    - Address
    - Contact details (landline/ mobile number and email address)
  - Donation details
    - Item description / specifications
    - Quantity and unit
    - Weight
    - Cost
    - Other important information about the donation
3. The donor shall submit the form to the OCD Central Office or concerned Regional Office. Upon receipt of the form, the OCD shall facilitate coordination with the donor for verification. The intended donation shall also be endorsed to DOH to ensure adherence to medical and technical requirements, as applicable.

For international donations, coordination shall be made by the DFA.

4. The DOH shall notify the OCD about the donations which have satisfied the medical and technical requirements.

For international donations, the DOH shall notify the DFA.

### **Inspection, Acceptance and Warehousing**

5. Upon verification and confirmation by the OCD, the donation shall be transported to appropriate OCD Logistics Hub.
6. Upon arrival, the inspection team of the Logistics Hub shall conduct technical inspection to the delivered items.
7. After the inspection, the donation shall be officially accepted and be incorporated in the inventory of resources. The OCD shall issue an acknowledgement receipt to the donor.
8. The warehouse manager in the Logistics Hub shall facilitate the handling and stockpiling of the items.

### **Distribution to Priority Areas**

9. The prioritization of distribution of donations to beneficiaries shall be determined based on the coordination of the OCD with the DOH, Department of Social Welfare and Development (DSWD), Department of Labor and Employment (DOLE), other relevant agencies and the Interagency Task Force (IATF). The OCD shall obtain the list of target beneficiaries for the dispatch of the donations on a daily basis.
10. The OCD shall coordinate for the transportation arrangements and requirements of the donations from the Logistics Hub to the priority areas.

### **Monitoring and Reporting**

11. The OCD Regional Offices shall monitor if the donations have reached the target beneficiary.
12. Upon confirmation, the results of the delivery of donations shall be reported to the OCD Regional Office. The donor shall also be notified by the OCD that the donation has been received.
13. The OCD Central Office shall consolidate the report on the donations transferred for inclusion in the daily National Task Force – NDRRMC Situation Report.

## **Donations with Target Beneficiaries**

### **Preparation and Verification**

1. For donations with target beneficiaries, the donor shall accomplish the COVID-19 Donation Form specifying the following information:
  - Donor information
    - Contact person
    - Organization/ Affiliation
    - Address
    - Contact details (landline/ mobile number and email address)
  - Beneficiary information
    - Name of contact person
    - Organization/ Affiliation
    - Address
    - Contact details (mobile number and email address)
  - Donation details
    - Item description / specifications
    - Quantity and unit
    - Weight
    - Cost
    - Other important information about the donation
  
2. The donor shall submit the form to the OCD Central Office or concerned Regional Office. Upon receipt of the form, the OCD shall facilitate coordination with the donor for verification. The intended donation shall also be endorsed to DOH to ensure adherence to medical and technical requirements, as applicable.

For international donations, the coordination shall be made by the DFA.

3. The DOH shall report to OCD about the donations which have satisfied the medical and technical requirements.

For international donations, the DOH shall notify the DFA.

### **Distribution**

4. All donors shall be responsible to provide transport service to bring the donation to the intended beneficiary. For this purpose, the OCD will facilitate clearance for the donor to enter the areas, especially those with community quarantine declarations.

For international donations, the donor shall be responsible for the transportation arrangements from overseas going to the Philippine ports of entry.

5. Should the donor request local transportation service, the OCD Central Office or Regional Office within the area of responsibility shall coordinate for the transportation arrangements from the pick-up area to the target recipient.

### **Monitoring and Reporting**

6. The OCD Regional Offices shall monitor if the donations have reached the target beneficiary.
7. Upon confirmation, the results of the delivery of donations shall be reported to the OCD Regional Office. The donor shall also be notified by the OCD that the donation has been received.
8. The OCD Central Office shall consolidate the report on the donations transferred for inclusion in the daily National Task Force – NDRRMC Situation Report