



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

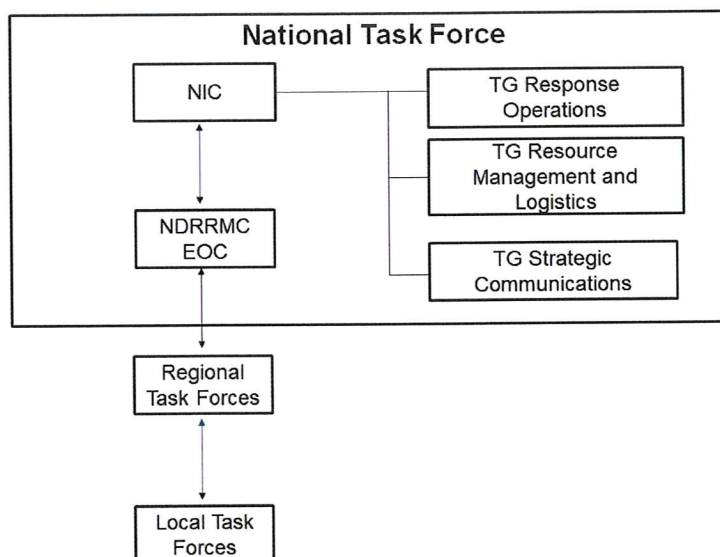
MEMORANDUM
No. 32, s. 2020

TO : ALL NDRRMC MEMBER AGENCIES AND CHAIRPERSONS OF RDRRMCS

SUBJECT: NDRRMC Emergency Operations Center (EOC) Reporting Process Flow in connection with the National Task Force (NTF) for Coronavirus Disease 2019 (COVID-19)

With reference to agreements of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease, the NDRRMC is organized as the National Task Force (NTF) for Coronavirus Disease 2019 (COVID-19) while the RDRRMCS operate as the Regional Task Force (RTF) COVID-19. Further, the NDRRMC Emergency Operations Center (EOC) managed by the Office of Civil Defense (OCD) shall provide operational coordination and support to the National Incident Command (NIC) and other organized bodies under the NTF.

In this regard, this NDRRMC Memorandum is hereby issued to clarify the reporting process flow, consistent with existing DRRMC reporting protocols:



All Local Task Forces (LTFs) shall submit Situation Reports for consolidation by the Regional Task Forces (RTFs). Likewise, the RTFs shall submit Situation Reports for consolidation by the NDRRMC and inclusion in the NTF Situation Report every 1600H (or based on agreed timelines) for submission to the NIC.

Further, requests for assistance and other response requirements coming from the LTFs and RTFs shall be duly endorsed by the NDRRMC EOC to the NTF for appropriate response action and decision by the NIC and the three (3) Task Groups.

To ensure ease of doing communications of the NDRRMC EOC going to the RTFs and the NIC, as provided for in Republic Act (RA) 11032 or the Ease of Doing Business Act, the NDRRMC EOC shall relay official coordination, requests and other information using the attached General Message Form to be signed by the EOC Manager in charge.

For information and guidance.

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



NATIONAL TASK FORCE COVID-19 GENERAL MESSAGE FORM

MESSAGE SUBJECT/TITLE

DATE

CONTROL NO.:

TO [Name & Position]:

FROM [Name & Position]:

SUBJECT:

MESSAGE/ REQUEST DETAILS:

APPROVED BY

DIR EDGAR L. POSADAS

POSITION / TITLE

NDRRMC EOC Manager and OIC, OCD Operations Service

Note: This serves as an official document, as adapted from Incident Command System (ICS) Form 213.