



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

APR 24 2020

MEMORANDUM
No. 34, s. 2020

TO : ALL CONCERNED NDRRMC MEMBER AGENCIES AND OCD REGIONAL DIRECTORS

SUBJECT: **Cascading of RTF COVID-19 Report Templates for Regional Response Clusters**

With reference to the Memorandum from the National Incident Command (NIC) Emergency Operations Center (EOC) dated 18 April 2020, the Office of Civil Defense (OCD) has cascaded the new reporting templates for the Regional Disaster Risk Reduction and Management Councils (RDRRMCs) as Regional Task Forces (RTFs) for Coronavirus Disease 2019 (COVID-19). For this purpose, the National Disaster Risk Reduction and Management Council (NDRRMC) EOC will reflect in its periodic Situation Report the actual data that are gathered by the RTFs.

However, among the recurring concerns are some inconsistencies in data based on the regional reports received by the OCD. Such can be attributed to the variations in the report templates at the ground level.


In view thereof, the following national government agencies, as members of the NDRRMC, are hereby directed to instruct the counterpart regional offices to adhere to the report templates of the RTFs through the OCD Regional Offices, as prescribed by the NIC EOC. This will ensure the harmonization of reports, validation of data, and alignment to the data requirements of the NIC and the Task Groups.

Response Cluster	Agency
Health Cluster	Department of Health
Governance Cluster	Department of the Interior and Local Government
Management of the Dead Cluster	Department of the Interior and Local Government
Food and Non-Food Items Cluster	Department of Social Welfare and Development
Economy Cluster	National Economic and Development Authority
Law and Order Cluster	Philippine National Police
Crisis Communication Cluster	Presidential Communications Operations Office and Philippine Information Agency

Further, all OCD Regional Directors are directed to work in parallel with the said counterpart regional offices to implement the provisions of this NDRRMC Memorandum.

For information and guidance.

For the Chairperson, NDRRMC:


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



National Task Force against COVID-19
National Incident Command – Emergency Operations Center
Camp General Emilio Aguinaldo, Quezon City

FOR : **USEC RICARDO B. JALAD**
Administrator, Office of Civil Defense &
Executive Director, National Disaster Risk Reduction and Management
Council
Camp Aguinaldo, Quezon City
Philippines 1003

FROM : **BGEN BARTOLOME VICENTE O BACARRO AFP**
Focal Person, National Incident Command – Emergency Operations Center

SUBJECT: **IMPLEMENTATION OF THE REPORTING FORMAT FOR
REGIONAL TASK FORCES, REQUEST FOR**

DATE : 18 April 2020

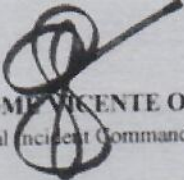
May I respectfully request for the implementation of the enclosed Regional Task Forces (RTFs) Reporting Format with a reporting time of not later than 1800H daily to the NIC-EOC, IATF.

The reporting format is the product of a workshop by the different Task Group under the NTF COVID-19 and contains the information requirements they require daily.

This will allow us to synthesize our efforts to be able to present a clear picture in our daily report to the IATF and to the President.

Thank you for your usual support to our collective fight against COVID-19.

FOR THE CHIEF IMPLEMENTER, NTF COVID-19:


BGEN BARTOLOME VICENTE O BACARRO AFP
Focal Person, National Incident Command – Emergency Operations Center