



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. 35, 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: ACTIVATION OF LOGISTICS HUBS AND STREAMLINING OF MANAGEMENT OF DONATIONS ICOW COVID-19 RESPONSE

With reference to Administrative Order (AO) No. 27, the following Logistics Hubs operated by the Office of Civil Defense (OCD) are hereby activated for the management of donated medical supplies and other health products intended for Coronavirus Disease 2019 (COVID-19) response:

Office-in-Charge	Officer-in-Charge	Contact No.	Logistics Hub	Location	Regions Covered
OCD Administrative and Financial Management Service	Director Bernardo Rafaelito Alejandro IV	(02)8-4213568 (02)8-9115061 to 64 loc. 106	National Logistics Hub	Camp General Emilio Aguinaldo, Quezon City	All Regions (particularly NCR, CALABARZON, MIMAROPA, V)
OCD Region III	Director Ma. Teresa Escolano	09175472805 (045)455-0033	Northern Logistics Hub	Clark Airbase, Angeles City	Regions I, II, III and CAR
OCD Region VII	Director Marlou Salazar	0998-5784932 0917-7041070 (032)410-6451 (032)253-8730	Visayas Logistics Hub	Mactan Air Base, Lapu-Lapu City	Regions VI, VII and VIII
OCD Region IX	Director Manuel Luis Ochotorena	0915-6478884 0998-2805411 (062)925-6854	Western Mindanao Logistics Hub	Edwin Andrews Air Base (Zamboanga International Airport), Zamboanga City	Regions IX, X and BARMM
OCD Region XI	Director Manolito Orense	0917-1789711 0995-5155985 (082)297-7915	Eastern Mindanao Logistics Hub	Francisco Bangoy International Airport (Tactical Operations Group 11), Davao City	Regions XI, XII and CARAGA

Further, the process flow for the streamlined management of donations is hereby summarized as follows:

1. Notification

The donor shall notify key agencies about the details of the intended donations. For international donations, notification will be made through the Department of Foreign Affairs (DFA). For local donations, notification will be made through the OCD.

The following information shall be required by the DFA and OCD:

Donor Information	Donee Information	Donation Details
<ul style="list-style-type: none"> • Contact person • Organization / Affiliation • Address • Contact details (landline / mobile number and email address) 	<ul style="list-style-type: none"> • Addressed to Philippine Government or Department of Health (DOH) through OCD; or • Addressed to target beneficiary (direct donation) <ul style="list-style-type: none"> ○ Address ○ Contact person ○ Contact details (landline/ mobile number and email address) 	<ul style="list-style-type: none"> • Item description / specifications • Quantity and unit • Weight • Cost • Transportation arrangements (freight flight or voyage and destination) • Other important information

2. Receipt

Upon validation by the DFA or OCD, the donor shall receive confirmation to proceed with the shipment. The DFA, OCD, or beneficiary agency and/or the Bureau of Customs (BOC) may track the current location of the donation and determine its estimated arrival.

For international donations, the shipment will be delivered at the appropriate Philippine port of entry and will undergo disinfection. A One-Stop Shop for Customs clearance will be established at the said port. The DOH Bureau of International Health Cooperation (BHIC) will undertake random sample of the donation to conduct quality assurance while the rest will be transported to the OCD Logistics Hub for inventory and storage. If the product fails to satisfy the DOH BHIC's standards, the donation shall be inventoried and stored at the OCD Logistics Hub and the donor shall be notified.

For local donations, the shipment will be delivered directly to OCD Logistics Hub for inspection, inventory and storage.

3. Distribution

The OCD shall facilitate the distribution of donations to the target beneficiary as identified by the donor. For donations addressed to the Philippine government or the DOH through the OCD, distribution to beneficiaries shall be determined by the DOH and other relevant agencies based on needs.

Transportation arrangements shall be provided by the OCD to distribute the donation from the Logistics Hub to the receiving beneficiary.

In all instances, the Logistics Hub, OCD Regional Office in charge of the area and the beneficiary shall notify the OCD Central Office of the actual donations and such other requested information. The OCD Central Office shall consolidate the report on the donations for inclusion in the daily National Task Force Situation Report.

As indicated in Section 1 of AO No. 27, direct donations to beneficiaries shall be allowed without the need of consolidation in the OCD. However, such donations shall be immediately reported by the recipients to the OCD.

Further, in Section 7, *“the foregoing provisions do not apply to direct donations of perishable goods such as food items, and goods of nominal value such as accommodation, transportation to and from their residence and workplace, and other basic necessities for the use and consumption of public officials or employees who are health workers for purposes of dealing with COVID-19, including those working at the frontlines for the implementation of the community quarantine and ensuring the flow of critical goods, within the duration of the present State of Calamity. Such direct donations, whether solicited or not, shall continue to be allowed.”*

For strict compliance.


USEC RICARDO B JALAD
Administrator