



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

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

SEP 17 2020

**MEMORANDUM**

No. 77, s. 2020

**TO :** ALL NDRRMC MEMBER AGENCIES AND  
CHAIRPERSONS OF RDRRMCS


**SUBJECT :** Use of General Message Form by the NDRRMC  
Emergency Operations Center (EOC) for Response  
Coordination

With reference to NDRRMC Memorandum No. 32 s 2020 issued on 13 April 2020, the NDRRMC Emergency Operations Center (EOC) managed by the Office of Civil Defense (OCD) has been utilizing the General Message Form to relay official coordination, requests and other information to the members of the National Task Force (NTF) Coronavirus Disease 2019 (COVID-19) and the Task Groups.

To facilitate ease of coordination for other emergencies aside from COVID-19, this Memorandum is hereby issued to inform all NDRRMC member agencies and Chairpersons of RDRRMCS regarding the use of General Message Form by the OCD Central Office. The General Message Form, to be signed by the Director of Operations Service or the assigned NDRRMC EOC Manager, shall serve as official communication to facilitate information exchange and coordination for emergency response assistance.

For information and guidance.

For the Chairperson, NDRRMC:

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





# NDRRMC EMERGENCY OPERATIONS CENTER GENERAL MESSAGE

DATE:

CONTROL NO.:

TO:

FROM: NDRRMC Emergency Operations Center

SUBJECT /TITLE:

MESSAGE/ REQUEST DETAILS:

APPROVED BY:

POSITION/DESIGNATION:

**DIR BERNARDO RAFAELITO R ALEJANDRO IV**

Director III Operations Service, Office of Civil Defense

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