



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

SEP 23 2021

MEMORANDUM CIRCULAR

No. 110 s. 2021

TO: BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS; CHAIRPERSONS OF THE REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS; PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, MEMBERS OF THE LOCAL SANGGUNIANG, THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS, AND LOCAL FINANCE COMMITTEES

SUBJECT: REVISED GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT (NDRRM) FUND

DATE:

1. References

- 1.1. Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act
- 1.2. Relevant General Appropriations Act (GAAs) Provision on NDRRM Fund
- 1.3. Republic Act No. 9184 or the Government Procurement Reform Act
- 1.4. NDRMMC Joint Memorandum Circular No. 2013-1, 25 March 2013 re: Allocation and Utilization of the Local Disaster Risk Reduction and Management Fund (LDRRMF)
- 1.5. National Disaster Coordinating Council (NDCC) Memorandum Order No. 2 s. 1999, re: Policies, Guidelines, and Procedures on Calamity Fund Management
- 1.6. COA Circular No. 2014-002, Accounting and Reporting Guidelines on Receipt and Utilization of the National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocated from the agency regular budget for Disaster Risk Reduction and Management (DRRM) programs
- 1.7. COA Circular No. 2014-009, Guidelines in the Audit of Disaster Risk Reduction and Management (DRRM) Funds

2. Background

Republic Act No. 10121 seeks to institutionalize the policies, structures, coordination mechanisms and programs with continuing budget appropriation on disaster risk reduction from national down to local levels.¹ Further, Section 22 of RA 10121 provides that the National Disaster Risk Reduction and Management (NDRRM) Fund shall be used for (a) disaster risk reduction or mitigation, prevention, (b) preparedness, (c) relief, and (d) recovery and reconstruction projects for both National Government Agencies and Local Governments.

¹ RA 10121, Sec. 2 (h).

In 2017, the NDRRM Council passed and adopted Memorandum Circular No. 45 s. 2017 or the Guidelines on the Administration of the National Disaster Risk Reduction and Management Fund (NDRRM Fund). The Guidelines harmonized the utilization of the NDRRM Fund to correspond with the precepts of RA 10121 and laid the foundation and system for LGUs and NGAs access thereby ensuring its responsiveness to the needs of the vulnerable population.

However, even with the publication of the said guidelines, recent examination of its historical utilization revealed that the NDRRM Fund has always been insufficient to cover funding requests for rehabilitation and recovery alone. This insufficiency resulted in the augmentation of the said fund. Further analysis showed that most of the projects funded through the NDRRM Fund were programs and projects that can also be funded under the regular programs and budget of national government agencies and local government units.

The increasing magnitude of disasters is expected to strain available resources. The limited resources and increasing demand for recovery and rehabilitation as well as from vulnerable LGUs resulted in overwhelming post-disaster funding requestings which all the more affect the proactive intent of the Fund for prevention, mitigation and preparedness projects.

Nonetheless, with the impending implementation of the Mandanas Ruling in 2022 which would significantly increase the resources of the LGUs, prioritization of projects and areas to be supported by the NDRRM Fund is necessary.

3. Purpose

Based on those observations, the proposed Memorandum will be issued to promulgate an updated, comprehensive, and rationalized system for the management of the NDRRM Fund, enhancing responsiveness, transparency, and accountability to integrate the following recommendations:

- i. Encourage use of NGA and LGU regular budget before accessing NDRRM Fund;
- ii. Ensure only rehabilitation and recovery programs due to damages by disasters are being funded;
- iii. Rationalize projects to be funded;
- iv. Provide prioritization and limitations;
- v. Provide deadlines for submission of requests

4. Definition of Terms

- a. *Build Back Better* - The use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the resilience of nations and communities through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies, and the environment. (United Nations General Assembly, 2016).

- b. *Disaster* - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation;²
- c. *Disaster Mitigation* - the lessening or limitation of the adverse impacts of hazards and related disasters. Mitigation measures encompass engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness;³
- d. *Disaster Preparedness* - refers to pre-disaster actions and measures being undertaken to avert or minimize loss of life and property such as but not limited to community organizing, training, planning, equipping, stockpiling, hazard mapping and public information and education initiatives;⁴
- e. *Disaster Prevention* - the outright avoidance of adverse impacts of hazards and related disasters. It expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance such as construction of dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high-risk zones, and seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake;⁵
- f. *Early Recovery*⁶ is a multidimensional process guided by development principles that begins in a humanitarian setting and seeks to build on humanitarian programmes and catalyze sustainable development opportunities. It encompasses the restoration of basic services, livelihoods, transitional shelter, governance, security, and rule of law, environment, and other socio-economic dimensions, including the reintegration of displaced populations. It has three broad aims: 1) augmenting ongoing emergency assistance operations by building on humanitarian programmes 2) support to spontaneous recovery initiatives by affected communities and change the risk and conflict dynamics 3) establish the foundations of longer-term recovery through e.g. strengthening community capacities to claim their rights, reviewing and/or developing policy to guide recovery effort, creating strategic alliances between communities and local

² RA 10121, Sec. 3 (h).

³ RA 10121, Sec. 3 (i).

⁴ RA 10121, Sec. 3 (j).

⁵ RA 10121, Sec. 3 (k).

⁶Guidance Note on Early Recovery

<https://www.unocha.org/sites/unocha/files/dms/Documents/Guidance%20note%20on%20Early%20Recovery.pdf>

authorities, rebuilding/restoring//reinforcing national and local systems including identifying personnel and training.

- g. *Early Warning System* - the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss. A people-centered early warning system necessarily comprises four (4) key elements: knowledge of the risks; monitoring, analysis and forecasting of the hazards; communication or dissemination of alerts and warnings; and local capabilities to respond to the warnings received. The expression “end-to-end warning system” is also used to emphasize that warning systems need to span all steps from hazard detection to community response;⁷
- h. *Evacuation Center*⁸ - is a temporary shelter for displaced families in times of calamity, or where people may escape from imminent threat, an ongoing threat or a hazard to lives or property. This may also serve as a training center for disaster preparedness activities.
- i. *Improvement of an infrastructure* - refers to the betterment of existing infrastructure through upgrading, widening or strengthening (e.g. retrofitting) in order to increase its original design capacity or performance⁹
- j. *LDRRM Plan* - refers to the comprehensive and integrated plan formulated and implemented by the Local Disaster Risk Reduction Management (LDRRM) Office, at the provincial, city, municipal or barangay level, in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction;¹⁰
- k. *LDRRM Fund* - refers to appropriation of not less than Five Percent (5%) of the estimated revenue from regular sources that shall be set aside by the local government unit to support disaster risk management activities such as, but not limited to, pre-disaster preparedness programs including training, purchasing life-saving rescue equipment, supplies and medicines, for post-disaster activities, and for the payment of premiums on calamity insurance.¹¹
- l. *NDRRM Fund* - refers to the appropriation in the annual GAA which shall be used for disaster risk reduction or mitigation, prevention and preparedness activities such as but not limited to training of personnel, procurement of equipment, and capital expenditures as well as for relief, recovery, reconstruction and other work or services in connection with natural or human induced calamities which may

⁷ RA 10121, Sec. 3 (q).

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https://www.dbm.gov.ph/wp-content/uploads/Issuances/2019/Local-Budget-Circular/LOCAL_BUDGET_CIRCULAR_NO_119.pdf

⁹ Department of Public Works and Highways Enterprise Data Glossary, October 2016

¹⁰RA 10121, Sec. 12 and Sec. 12(c)(6).

¹¹ RA 10121, Sec. 21.

occur during the budget year or those that occurred in the past two (2) years from the budget year;¹²

- m. *NDRRM Plan* - refers to the document formulated and implemented by the NDRRM Council that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives;¹³
- n. Nature-based solutions (NbS) – are actions to protect, sustainably manage and restore natural or modified ecosystems, that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits. It includes natural or modified ecosystems and artificially created systems such as re-created wetlands.¹⁴
- o. *Quick Response Fund* - refers to the stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies may be normalized as quickly as possible;¹⁵
- p. *Rapid Damage Assessments and Needs Analysis (RDANA)* - a disaster response tool that is used immediately during the early and critical state of onset of a disaster. It identifies the magnitude of a disaster by focusing on the general impact on the society and the people's coping capacity. It further aims to determine the immediate relief and response requirements as dictated by the type, scale, and unique characteristics of the particular disaster.
- q. *Revetment*¹⁶ - a flood control structure for protection of the riverbank from collapse brought about by erosion, scouring and riverbed degradation.
- r. *Seawall/riverwall* - a protection structure near the sea or a river¹⁷
- s. *Spur Dike*¹⁸ - a flood control structure to reduce the flow velocity near the bank by directing the flow away from the bank and to protect the riverbank from collapse.
- t. *Post-Disaster/Conflict Needs Assessment (PDNA/PCNA)* - a multi-sectoral and multidisciplinary structured approach for assessing disaster impacts and prioritizing recovery and reconstruction needs. PDNA/PCNA is intended to estimate firstly the short-term interventions that are required to initiate recovery from the damages and losses and secondly the financial requirements of

¹² RA 10121, Sec. 3 (y).

¹³ RA 10121, Sec. 3(z).

¹⁴ Defined by the International Union for Conservation of Nature (IUCN) and European Commission in Words into Action: Nature-Based Solutions for Disaster Risk Reduction. United Nations for Disaster Risk Reduction Sendai Framework for Disaster Risk Reduction 2015-2030. Geneva, Switzerland. 2021.

¹⁵ RA 10121, Sec. 22 (c).

¹⁶ Ibid.

¹⁷ Other Infrastructure Section Programming Division, Planning Service. DPWH. Referred to in https://www.dbm.gov.ph/wp-content/uploads/Issuances/2019/Local-Budget-Circular/LOCAL_BUDGET_CIRCULAR_NO.119.pdf

¹⁸ Ibid

programs and projects to achieve overall post-disaster recovery, reconstruction and risk management.

- u. *Post-Disaster Recovery or Recovery* – refers to the restoration and improvement where appropriate, of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors, in accordance with the principles of “build back better” to prevent or mitigate future disasters.
- v. *Rehabilitation works* – A grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition due to the occurrence of natural disasters¹⁹.
- w. *Reconstruction Works* - a grouping of types of work associated with total replacement of an existing infrastructure equal or better than the original design standards.
- x. *Road Upgrading* - a grouping of types of work that involve a change in surface type of a road from earth to gravel or from unpaved to paved.
- y. *Rehabilitation and Recovery Program (RRP)* – a post disaster investment program containing a list of priority programs, projects, and activities (PPAs) that will enable affected communities to return to normalcy and increase their resilience from future disasters. The PPAs are identified based on the PDNA/PCNA. (Rehabilitation and Recovery Planning Guide, NEDA, 2019)

5. Policy Guidelines

5.1. Scope of the NDRRM Fund

- 5.1.1. The NDRRM Fund, excluding the amount set aside as Quick Response Fund (QRF) but including Special Provision that may be provided by law, shall be used for specific disaster risk reduction, prevention, mitigation, preparedness, relief, rehabilitation, and recovery programs and projects critical to the delivery and restoration of government, social services, livelihood, economy and the environment which are not funded out of regular national government agency or local government budgets.
- 5.1.2. The NDRRM Fund may be used by departments, bureaus and offices of the national government including constitutional offices enjoying fiscal autonomy, state universities and colleges (SUCs), government and or controlled corporations (GOCCs), and LGUs.
- 5.1.3. The NDRRM Fund shall only be used for disaster risk reduction and management projects which cannot be covered by the Quick Response Fund (QRF) as well as the current and next year’s

¹⁹ Department of Public Works and Highways Enterprise Data Glossary, October 2016

budget of implementing National Government Agencies (NGAs), and the LGUs' LDRRM Fund and Special Trust Fund and Local Development Fund.

- 5.1.4. Rehabilitation, repair, reconstruction of local infrastructure projects such as local roads, buildings, flood control, schools, and other critical facilities shall be funded by the local budget of the LGUs PROVIDED, however, that the NDRRM Fund may support 4th to 6th Class Municipalities and except in cases of massive damages where the LGUs' resources are overwhelmed by the rehabilitation and recovery needs.
- 5.1.5. This Guidelines ensures that there is no duplication of funding among implementing agencies. Therefore, this Guidelines distinguishes developmental projects and programs falling within the mandate of agencies so that requested funds shall directly address disaster risk reduction and not a pre-existing damage due to poor construction methodology and poor engineering design, failure of the concerned agency or office to conduct preventive maintenance, reconstruction works, regular inspection and developmental needs.
- 5.1.6. An Equity-Based Prioritization Criteria (See Annex 3) shall be used to prioritize LGUs affected by disaster events and to target programs and projects for highly vulnerable, low-income LGUs for prevention, mitigation and preparedness. The criteria include indicators such as geographic vulnerability, population impact, poverty impact and income class as well as intensity of population, housing, agriculture, and infrastructure impact for post-disaster rehabilitation and recovery projects. This shall also serve as the basis for provision of technical assistance to low-capacity and highly vulnerable LGUs.
- 5.1.7. The NDRRM Fund shall be used for projects which satisfies the following conditions:
 - 5.1.7.1. Project requests which are included in the Menu of Projects enumerated in Section 6 of this Guidelines and are certified to be excluded from current and next year's regular agency programs and budget, implementable within the year, in the case of implementing agencies and cannot be funded from Local Disaster Risk Reduction and Management (LDRRM) Fund and Special Trust Fund in the case of LGUs.
 - 5.1.7.2. For projects with multi-year implementation, only the portion to start the project and those activities that can be implemented within the validity of the appropriations shall

be considered for funding under the NDRRM Fund. The two-year validity restriction from the occurrence of a disaster per RA 10121 shall also be complied with for funding projects and activities under NDRRM Fund. The remaining funding requirement for the completion of such projects shall be funded under the regular budget of the implementing agency or LGU, as the case may be.

- 5.1.7.3. Project requests of both NGAs and LGUs falling within the Menu of Projects for relief, rehabilitation and recovery which are included in the institutionally mandated tools of the NDRRMC, namely, Post-Disaster Needs Assessment (PDNA) and the Rehabilitation and Recovery Program (RRP) with NDRRM Fund as Funding Source shall be covered and prioritized.
- 5.1.7.4. Otherwise, if a disaster did not warrant a PDNA/RRP for some areas, project requests need to be included in the list of priority rehabilitation and recovery projects endorsed by the RDRRMC through a signed Endorsement from the RDRRMC Chairperson. The Endorsement containing the list of priority projects shall be based upon the validation of RDRRMC's Regional Project Validation and Evaluation Teams (RP-VET) using reports and tools, namely, Situation Reports and Rapid Damage Assessment and Needs Analysis (RDANA) Reports, Project Review and Evaluation Checklist (Annex 2B) and Equity Based Local Prioritization Criteria for LGUs (Annex 3). Projects on the said priority list shall be considered for funding from the NDRRM Fund.
- 5.1.7.5. Projects should employ DRRM measures such as "Build Back Better" and shall contribute to building resilience of vulnerable communities.
- 5.1.7.6. Priority prevention, mitigation and preparedness projects which are directly linked to the achievement of the NDRRM Plan outcomes as may be identified by the NDRRMC and proposed in the annual General Appropriations Act.
- 5.1.7.7. Agencies with allocated Quick Response Funds (QRFs) should utilize their QRF first. Additional funding source to the Quick Response Fund (QRF) of the implementing agency concerned shall be charged against the NDRRM Fund when the balance thereof has reached its critical level, subject to the approval of the DBM, copy furnished the NDRRMC.

- 5.1.8. Given the foregoing conditions, the NDRRM Fund cannot be used to cover the following:
- 5.1.8.1. Projects which are not included in the Menu of Projects (Section 6)
 - 5.1.8.2. Projects which have pre-existing damage due to any of the following: poor construction methodology and poor engineering design; failure of the concerned agency or office to conduct preventive maintenance, reconstruction works, regular inspection and developmental needs
 - 5.1.8.3. Infrastructure rehabilitation works falling under new construction, improvement, including ground improvements for buildings, and concreting of roads
 - 5.1.8.4. New construction of auxiliary parts of roads and bridges such as slope protection and drainage structures as these should be funded from agency or LGUs' developmental budgets
 - 5.1.8.5. Project requests from NGAs or LGUs in areas which are not included/reflected in the Situation Reports and RDANA will not be accommodated nor reviewed and validated by the RP-VET and shall be returned immediately to the requesting party and those that are not included in the PDNA and RRP as the case maybe.

6. Menu of Projects

6.1 Disaster Prevention, Mitigation and Preparedness projects can be requested by Local Government Units subject to the GAA provisions and fund availability. Projects shall follow National Government standards and specifications. The Menu of Projects shall be based on the deliberation of priorities to be identified by the NDRRMC on a yearly basis or as may be necessary. The NDRRMC shall use the Equity Based Local Prioritization Criteria in the prioritization of areas. Priority projects shall take into consideration the following:

6.1.1 NDRRM Plan programs and projects such as but not limited to the construction of permanent evacuation centers, command centers, *nature-based solutions (NbS)* to DRRM. Provided that DRRM-related devolved projects²⁰ per Local Government Code of 1991 and Supreme Court Ruling on the Mandanas Case shall not be covered except for 4th to 6th class municipalities.

²⁰ Devolved projects are basic services and facilities as enumerated in Section 17 of the Local Government Code of 1991. Devolved projects related to DRRM include, but are not limited to, infrastructure facilities such as small water impounding projects, rainwater collectors and water supply systems, seawalls, dikes, drainage and sewerage, flood control; pursuant to national policies, control and review of DENR, implementation of community-based forestry projects, establishment of tree parks, greenbelts and similar forest development projects; and social welfare services on child, youth, family, women, elderly and disabled persons and community development; and livelihood and other pro-poor projects

6.1.2 Priority Investment Program of the RDRRMC based on the RDRRM Plan as linked to the NDRRM Plan.

6.2 Relief, early recovery and rehabilitation projects can be requested by both National Government Agencies and Local Government Units provided that NGAs and LGUs shall first consider their annual budget as a source of funds following existing laws, rules and regulations. Only the following types of projects which could not be accommodated in the current and succeeding year's budget shall be sourced from the NDRRM Fund.

- a) **QRF Augmentation** of NGAs with QRF Allocation. Additional funding source to the Quick Response Fund (QRF) of the implementing agency concerned when the balance thereof has reached its critical level, subject to the DBM's discretion and/or approval, copy furnished the NDRRMC.
- b) **Social protection assistance such as**
 - Emergency Cash Transfer (ECT) programs including cash aid for food and non-food relief support, cash for work/caring/training, Voucher Aid
 - interim shelter cash assistance, transitional shelter for DRR and CCA induced resettlement
 - Integrative psycho-social support, including trauma management in affected areas
 - child-friendly safe spaces during and after a disaster, delivery of educational and support services in camps
 - resettlement programs for disaster affected areas such as permanent housing or rent-subsidy programs
- c) **Agricultural support for early recovery such as** distributing seeds, tools, goods and other services and support to fisherfolks and other vulnerable sectors
- d) **Livelihood support for early recovery such as** credit assistance, Support to MSMEs (Micro, Small, Medium Enterprises), **Non-Government Organizations (NGOs), People's Organizations (POs), cooperatives, business establishments, and Overseas Filipino Workers (OFWs)**, temporary wage employment, skills training with kits to start simple business and Livelihood cash assistance
- e) **Public infrastructure which are:**
 - Damaged or destroyed existing permanent infrastructure and validated to be caused by disaster which occurred within the current and two (2) preceding years and not just aggravated by any other disaster

- reflected in the PDNA/RRP only (if disaster warranted PDNA or RRP) or in the Priority List endorsed by concerned RDRRMC
- Rehabilitation works²¹ for the following damaged existing infrastructures with consideration of Build Back Better Principle (except new construction and concreting):
 1. Flood control, river control, river dike, retaining or revetment wall along major and principal river basins
 2. Seawall, river wall or other coastal defences
 3. Irrigation system
 4. National/local government buildings and facilities which provide access to essential services such as health, education, power, water and sanitation and primary infrastructure such as transport, communication provided that ground improvements are ineligible and should be programmed in the respective developmental budgets
 5. Damaged national and local roads and bridges vital for early recovery except road upgrading

7. Requirements for Funding

- 7.1. Requesting parties shall submit both soft and hard copies of the complete documentary requirements stated in this Guidelines.
- 7.2. Implementing agencies and LGUs shall submit an accomplished Project Funding Proposal Form see Annex 1, which includes the necessary documentary requirements corresponding to the type of projects for funding.
- 7.3. For public infrastructure projects, the requesting party shall submit the following documentary requirements:
 - a. **NGA or LGU Calamity Damage Assessment Report** with geo-tagged photos, Local DRRM Plan (for LGUs Prevention, Mitigation and Preparedness project)
 - b. **Hazard and Location Map of the Project** including hazard assessment from CSCAND²² agency
 - c. **Project Design documents:** Program of Works (POW), Detailed Engineering Design (DED), As Built Plan (if available), Project History Form, and other documents consistent with the Department Orders of the Implementing Agencies;
 - d. **Geotagged Photos** taken at a spatial resolution of 2-4 cm per pixel with time stamp of the sites²³
 - e. **Drone Video** of the project location (requirement for DPWH requested projects and optional for LGU requests)

²¹ Rehabilitation refers to a grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition.

²² Collective Strengthening on Community Awareness on Natural Disasters (CSCAND) Agencies: Philippine Institute of Volcanology and Seismology (PHIVOLCS), Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), Mines and Geosciences Bureau (MGB), and National Mapping and Resource Information Authority (NAMRIA)

²³ DPWH National Expenditure Program 2020.

- f. **Project readiness requirements as necessary** including:
 - TCT from DENR or LRA that the project is NOT situated in a private property or that the RROW is accomplished as may be necessary
 - Certification that project is not located in “no build zones”
 - Documentation of Consultations
- g. **Project Design Review** - as to technical viability for flood control related projects with recurring damages within two (2) years
- h. Certification of Unavailability of Funding (see Annex 7)
 - For local government requests for infrastructure projects²⁴: **Certification from the Regional/Provincial DILG** that the projects are not funded within the next 2 years in the Local Development Investment Plan and other fund sources for LGUs e.g. Local Government Support Fund, Performance Challenge Fund etc.
 - For NGA requests, certification from the authorized representative such as the Undersecretary, Assistant Secretary or Director assigned under Plans and Budget certifying that the requested projects are really damaged by the disaster, not included in their current and next year’s regular agency programs and budget and can be implemented within the validity of the appropriations
- i. For local government proponents of infrastructure projects, Local Sanggunian Resolution adopting the Project Funding Proposal and its Counterpart Amount. **Counterpart shall be as follows:**
 - 1st class LGU – 25% of total amount
 - 2nd class LGU – 15% of total amount
 - 3rd class LGU – 5% of total amount
 - 4th-6th class LGU – no counterpart
- j. **Agency Utilization Reports for both LGUs and NGAs**
 - Local Government proponents shall submit Local Utilization Report of their LDRRM Fund
 - NGA with QRF allocation and maintenance fund shall submit their utilization report of the aforementioned funds

- 7.4. For non-infrastructure projects such as financial assistance and social protection, agricultural and livelihood support, the requesting party shall submit the following documentary requirements:
 - a. NGA or LGU Calamity Damage Assessment Report with photos
 - b. Work and financial plan
 - c. List of target beneficiaries
 - d. Documentation of consultations
 - e. QRF Utilization Report (for NGAs with QRF allocation)

²⁴ Projects may include but not limited to totally damaged flood control and river control works in minor or local rivers and creeks, damaged or destroyed local government facilities, and early warning and evacuation centers

- 7.5. For prevention, mitigation, and preparedness, the requested projects should not only be linked to the NDRRM Plan but also be included in the Regional DRRM Plan and in either the LDRRM Plan, Comprehensive Development Plan or Annual Investment Plan of the proponent LGUs.
- 7.6. All funding proposals should include an Omnibus Sworn Statement of Authenticity and Veracity of Documents signed by the Head of the Requesting Party: Proponent Agency or Authorized Representative/Office or the Local Chief Executive (LCE).
- 7.7. Projects and Programs that will require approval of the Investment Coordination Committee (ICC) shall be accomplished by the requesting party.

8. Process for Screening, Evaluation and Recommendation for Endorsement

- 8.1.1. The RDRRMC Chairperson and OCD Regional Director, acting within its powers and functions per Rule 4 of the RA 10121 shall constitute a Regional Project Validation and Evaluation Team or RP-VET that shall serve as the designated subcommittee of the RDRRMC for the validation, evaluation and endorsement of projects which did not warrant a PDNA/PCNA or RRP. In the case of BARMM and NCR, the OCD shall be a permanent representative of the RP-VET.
- 8.1.2. It is understood that only requests prepared, signed and submitted by the LCEs and Agency Heads/Authorized Officials shall be evaluated by the OCD Regional Offices. Requests that are shown to have been prepared and/or submitted by third parties, e.g. fixers, middlemen, and facilitators, shall be immediately denied.
- 8.1.3. To guide the OCD National Office in endorsing projects, proponent implementing agencies and LGUs requesting funding for multiple projects shall use the Project Proposal Request Form containing a list of their proposed projects with ranking (1 being the highest) in terms of the following criteria:
 - (i) importance to ensure safety of communities
 - (ii) improved access to critical services of the population
 - (iii) support the livelihood of the poor
 - (iv) improved government delivery of socio-economic services.
- 8.1.4. To give ample time for the validation, review and endorsement process, cut-off dates for submission of project requests shall be provided to ensure inclusion in the next immediate government budgeting cycle.
 - 8.1.4.1. Post-disaster Rehabilitation and Recovery Project Funding Requests which are included in the PDNA/RRP shall submit requests not more than six (6) months after the completion of PDNA/RRP.

- 8.1.4.2. Post-disaster Rehabilitation and Recovery Project Funding Requests which are NOT included in the PDNA/RRP shall submit requests not more than six (6) months after the Issuance of RDRRMC Chairperson Endorsement indicating that the project is in their priority list of projects related to the occurrence of a disaster.
- 8.1.2 Process of endorsement for project requests which are included in the PDNA or RRP is illustrated and detailed in Annex 4A. Projects shall be screened using a Project Review and Evaluation Checklist (See Annex 2A) and will undergo the following process:
- ~~8.1.2.1~~ LGU proponents shall submit their project requests included in the PDNA/RRP to the OCD Regional Office with complete documentary requirements not more than six (6) months after the completion of the PDNA/RRP. “The regional office, together with agencies and offices with expertise on the particular proposed project shall review the eligibility and completeness of the project proposal and if found appropriate, the former shall endorse the same to OCD Central Office. The OCD Central Office shall conduct further review and prepare endorsement to the Secretary of National Defense, as Chairperson of the NDRRM Council, who shall in turn recommend the request to the Office of the President.
- 8.1.2.2 NGA proponents shall submit their project requests included in the PDNA/RRP with complete documentary requirements to the OCD Central Office for processing not more than six (6) months after the completion of the PDNA/RRP. The OCD Central Office shall conduct review and prepare endorsement to the Secretary of National Defense, as Chairperson of the NDRRM Council, who shall in turn recommend the request to the Office of the President.
- 8.1.3 Process of endorsement of priority projects which did not warrant a PDNA or RRP is illustrated and detailed in Annex 4B. Projects falling under this category shall be evaluated by the RP-VET using a Project Review and Evaluation Checklist provided for in Annex 2B as well as the RDANA and Situation Reports and the Equity-Based Prioritization Criteria (Annex 3). After the RP-VET review and evaluation, the RDRRMC through a signed Endorsement Letter from the RDRRMC Chairperson shall endorse their list of priority projects to NDRRMC through OCD Central Office. The OCD Central Office shall conduct further review and prepare endorsement to the Secretary of National Defense, as Chairperson of the NDRRM Council, who shall in turn recommend the request to the Office of the President.

8.1.4 Projects proposed under a Special Task Force should have corresponding endorsement by the Chairperson of the Task Force or be included under the Task Force Post Disaster Needs Assessment or RRP.

8.1.5 Process of endorsement of priority projects for Disaster Prevention, Mitigation and Preparedness is illustrated and detailed in Annex 4C. Projects shall be based on the priority projects of the RDRRMC and NDRRMC to be identified on an annual basis as anchored in NDRRM Plan and RDRRM Plan. LGU proponents shall submit funding requests using Annex 1 Project Funding Request Form. Standards and templates for the technical and financial specifications on the types of projects will be set by the concerned National Government Agency (NGA).

8.1.6 Timeline and processing of all requests including the prerequisite activities are illustrated in the approved Process Flow. (See Annex 4A-C)

9. Release of Funds and Project Implementation

9.1. The Office of the President shall inform the NDRRM Council, through the Office of Civil Defense, of the approval or disapproval of project proposals. The NDRRM Council shall in turn relay this information to the concerned implementing agency or LGU, copy furnished the concerned OCD Regional Office.

9.2. Upon the approval of the Office of the President, the Department of Budget and Management (DBM) shall issue the Special Allotment Release Order (SARO) and as necessary, the corresponding Notice of Cash Allocation (NCA) to the implementing unit of the implementing agency based on the submission of Budget Execution Documents (BEDs) by the same. The DBM shall ensure that reports on the release of funds are furnished to the NDRRM Council, through the OCD.

9.3. During the course of the implementation of the project, the implementing unit is required to publish the details of the project, including the funding source, on the project site.

9.4. Unexpended balance or savings from the NDRRM Fund released to the implementing agencies or LGUs shall be reverted to the National Treasury.

10. Monitoring and Evaluation

10.1. The Office of Civil Defense Central Office, as the Secretariat of the NDRRMC, shall establish a consolidated database of projects which consists of requests and its status.

10.2. The implementing agency or LGU shall submit the following reports:

- 10.2.3. The implementing agency or LGU shall use the COA-Template based on COA Circular 2014-002 for the submission of status report of the project implementation, copy furnished other appropriate offices such as DBM, House of Representatives and Senate of the Philippines. Failure of the implementing agency/LGU to submit the aforesaid reports shall be grounds for denial of subsequent requests.
 - 10.2.4. Upon completion, submit project completion report to the NDRRM Council through the OCD, which shall include the following: (i) Certificate of Completion with photos or Certificate of Acceptance (if by contract) (**See Annex 5 for Certificate of Completion Template**) (ii) Disbursement Report as verified by the Commission on Audit (COA) Field Office; and iii) Documentation of Outputs.
- 10.3. The OCD Regional Office shall conduct monitoring and evaluation of projects based on the NDRRM Fund Monitoring Framework to be formulated for this purpose.
 - 10.3.3. The OCD Regional Office shall collate, monitor and validate the submitted Monthly Progress Reports and update their findings on the consolidated database of projects.
 - 10.3.4. The OCD Regional Office shall activate the Regional Project Monitoring and Evaluation Team (RP-MET) upon receipt of an updated database of approved and funded projects, status and reports from implementing agencies. Based on the reports, Field Monitoring Visits may be conducted by the RP-MET.
 - 10.3.5. The OCD Regional Office shall then submit a Field Monitoring Visit Report to the Office of Civil Defense Central Office (**See Annex 6 Field Monitoring Report Template**).
 - 10.4. The Office of Civil Defense Central Office, as the Secretariat of the NDRRMC, shall update its Masterlist of NDRRMF Projects or a database of requests and funded projects and collate the reports from implementing agencies and LGUs. Based on the M&E Framework, the OCD Central Office shall evaluate the projects funded under the NDRRM Fund. Evaluation of projects may be conducted through third party Post-Evaluation Studies. The OCD Central Office shall then furnish the DBM and the Congress and other offices where the submission of reports is required under existing laws, rules and regulations.
 - 10.5. A National Project Monitoring and Evaluation Team (NPMET) shall also be established and shall be called upon by the OCD as the NDRRMC Secretariat for purposes of overall monitoring and evaluation of NDRRMF supported projects. The regional and national monitoring teams will be composed of concerned NDRRMC member agencies, LGUs, and CSOs.

9. Transparency and Accountability

- 9.1. The OCD shall maintain an online database, open and freely accessible to the public, containing requests for NDRRM Fund allocation. The database shall include pertinent information on the processing of requests, status of funding request and utilization of the NDRRM Fund. The NDRRM Council shall pursue the creation of a portal for this purpose.
- 9.2. The implementing agencies or LGUs shall submit to DBM, Speaker of the House of Representatives, House Committee on Appropriations, Senate Committee on Finance, and the Commission on Audit either in printed form or by way of electronic document quarterly reports on the utilization of funds.

10. Separability Clause

If any part or provision of this Memorandum is declared invalid or unconstitutional, the remaining provisions shall not be affected and shall remain in full force and effect.

11. Repealing Clause

NDCC Memorandum Order No 2, Series of 1999 and all existing issuances by the NDCC and NDRRM Council which are inconsistent with this Memorandum are hereby deemed repealed accordingly.

12. Dissemination

Heads of National Government Agencies, Constitutional Offices, SUCs, GOCCs, and Chairpersons of RDRRMCs shall disseminate this Memorandum to all Regional and Field Offices. Local Chief Executives at the provincial, city and municipal levels shall also receive copies of this Memorandum. A guidebook shall be crafted for the purpose of disseminating and orienting all concerned stakeholders of this guideline.

13. Effectivity Clause

This Memorandum shall take effect in 2022.



SECRETARY DELFIN N. LORENZANA
Secretary of National Defense
Chairperson, NDRRM Council



DEPARTMENT OF
NATIONAL DEFENSE



DNL-216670

Annex 1. PROJECT FUNDING REQUEST FORM

MENU OF PROJECTS. Check project type

Relief, early recovery and rehabilitation Date of Disaster Occurrence: <i>Mm/dd/year</i>	
Social protection assistance <ul style="list-style-type: none"> o Emergency Cash Transfer (ECT) programs including cash aid for food and non-food relief support, cash for work/caring/training, Voucher Aid o interim shelter cash assistance, transitional shelter for DRR and CCA induced resettlement o Integrative psycho-social support, including trauma management in affected areas o child-friendly safe spaces during and after a disaster, delivery of educational and support services in camps 	Agricultural support for early recovery <ul style="list-style-type: none"> o Seeds, tools, goods, services distribution o Facilities _____
Livelihood support for early recovery <ul style="list-style-type: none"> o Credit assistance o Support to MSMEs o temporary wage employment o skills training with kits to start simple business o livelihood cash assistance /grants 	Rehabilitation works for existing, 100% concrete, damaged and <u>not</u> aggravated by a disaster <ul style="list-style-type: none"> o Flood control o seawall/ river wall/coastal defence o irrigation system o government buildings and facilities, severely damaged schools, power, water and sanitation facilities. specify: _____ o damaged roads except for road upgrading
Prevention, Mitigation, Preparedness	
Priority Projects identified by the NDRRMC for Calendar Year _____. <ul style="list-style-type: none"> - Project Type _____ <ul style="list-style-type: none"> • can be early warning system (EWS), evacuation centers, DRRM command centers, nature-based solutions etc referred to in the NDRRM Plan - Standards, Technical and financial specifications set by appropriate NGA 	

DOCUMENTARY REQUIREMENTS CHECKLIST

For non-infrastructure
NGA or LGU Calamity Damage Assessment Report with photos Work and financial plan List of target beneficiaries Documentation of consultations QRF Utilization Report (for NGAs with QRF allocation)
For LGUs, include:
Certification of Unavailability of Funding indicating that the projects proposed are not funded within the next 2 years in the Local Development Investment Plan and other fund sources (please attached LDRRMF and Special Trust Fund Utilization Report)
Local Sanggunian Resolution adopting the Project Funding Proposal and its Counterpart Amount.
For infrastructure
NGA or LGU Calamity Damage Assessment Report with geo-tagged photos OR Local DRRM Plan (for LGUs Prevention, Mitigation and Preparedness)
Hazard and Location Map of the Project
Project Design documents (Program of Works, Detailed Engineering Design, As Built Plan, Project History Forms and documents consistent with Department policies of an Implementing Agency for NGAs)
Geotagged Photos taken at a spatial resolution of 2-4 cm per pixel with time stamp of the sites

Drone Video of the project location (requirement for DPWH requested projects and optional for LGU requests)

TCT from DENR or LRA that the project is **NOT** situated in a private property or that the RROW is accomplished (as necessary)

Documentation of Consultations

Feasibility Study or Agency Master Plan (for flood control related projects with recurring damages within two (2) years)

QRF and Maintenance Fund Utilization Report (for NGAs)

For LGUs, include:

Certification of Unavailability of Funding indicating that the projects proposed are not funded within the next 2 years in the Local Development Investment Plan and other fund sources (please attached LDRRMF and Special Trust Fund Utilization Report)

Local Sanggunian Resolution adopting the Project Funding Proposal and its Counterpart Amount.

Implementing Office	
Contact Person	
Email and Telephone	
Proposal ID No.	<i>(To be filled out by OCD)</i>
Date of Receipt	<i>(To be filled out by OCD)</i>
Project Title	
Project Location	Address: _____
Total Project Cost	Php _____
Amount Requested	Php _____
Project Duration	_____ months
Target Beneficiaries	_____ households
Project Description	<i>Enumerate the objectives and expected outcomes.</i>

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For Technical Design, fill out the section corresponding to the type of proposed project.

FOR INFRASTRUCTURE PROJECTS

Please check all applicable items:

Extent of damage and losses

Total

Partial

Estimated losses: Php _____

Hazards

Hydro-meteorological

Geophysical

Climatological

Others _____

Adherence to Design Standards

National Building Code of the Philippines

National Structural Code of the Philippines

Accessibility Law

Others _____

Social Preparation Activities (*for resettlement-related projects*)

Awareness raising

Capacity building

Assessment

People's planning

Conducted consultation?

Yes

Dates _____

No

FOR LOCAL ECONOMIC RECOVERY PROJECTS

Date of consultation with any of the following:

Concerned LGUS

Communities

Dates

Business membership organizations (e.g. Chamber of Commerce, Business Clubs) _____

Academe _____

Micro, small and medium enterprises (MSMEs) _____

Non-government organizations (NGOs) _____

People's Organizations (POs) _____

Others _____

Supporting Documents

1. Work and Financial Plan with target beneficiaries
2. Post-Disaster Needs Assessment (PDNA) or any similar report
3. Certification from Head of Agency that the proposed project has not received funding from other sources
- ~~4. Documentation of consultations conducted~~

Provide a list of key officers and personnel and their roles in project management.

Describe how the project will be sustained after NDRRM Fund assistance in terms of policies, plans and resources

Annex 2A. PROJECT REVIEW AND EVALUATION CHECKLIST (To be filled out by OCD-RO)

FOR PROJECTS FROM DISASTERS WITH POST-DISASTER NEEDS ASSESSMENT (PDNA) AND/OR REHABILITATION AND RECOVERY PLAN (RRP)		
Criteria	YES	NO
I. Project specifically included in PDNA report /RRP		
II. Project Identified in RRP as one of top priorities for implementation		
- Critical in saving lives and properties or in the recovery of affected population. Number and location of target beneficiary families: _____ Municipality/LGU _____		
III. Project urgent. Review target timeline of implementation.		
- need to be funded in current budget year		
- can be implemented in current budget year		
IV. Project identified funding source is NDRRM Fund		
ASSESSMENT	ACTION POINT	
1. <u>If Yes to ALL</u> above	Priority 1 (P1)	
2. <u>If Yes to ALL</u> above, however, project is considered prevention, mitigation, preparedness, with any or either of the following: New construction, Improvement, Extension, Concreting of infrastructure	Priority 2 (P2)	
	refer back to requesting	

3. <u>If NO to ANY OF I, II, III, and IV</u>	party for their regular budget
--	--------------------------------

Annex 2B. PROJECT REVIEW AND EVALUATION CHECKLIST (To be filled out by OCD-RO convened RP-VET)

FOR PROJECTS FROM DISASTERS WITHOUT POST-DISASTER NEEDS ASSESSMENT (PDNA) AND/OR REHABILITATION AND RECOVERY PLAN (RRP)		
Criteria	YES	NO
I. Damage. Is the project actually damaged by recent calamity?		
- Are there existing concrete structures that were actually damaged/destroyed?		
- Is there a submitted calamity damage report (CDR) w/ photo evidence showing the extent of damage?		
- Is project location actually and significantly affected by the calamity? Check the Situation Report or RDANA.		
II. Validity		
- Were damages acquired due to occurrence of a disaster within the current and two (2) preceding years and not due to regular wear and tear and absence of maintenance works?		
- Funds requested within a year after the occurrence of disaster		
III. Project urgent. Review target timeline of implementation		
- need to be funded in current budget year (FY 2020)		
- can be implemented in current budget year (FY 2020)		
IV. Project type		
- Is project NOT funded nor qualified from regular agency budgets, programs and other funding sources? i.e. for Infrastructure, countercheck DPWH Line Items in Table 1		
- Project NOT developmental in nature and CANNOT be funded from regular agency budgets in the succeeding years (e.g. new construction, improvement, extension, concreting)		
- Project falls under essential services to facilitate access to government and social services such as food security, livelihood, health, education, water and sanitation and primary infrastructure such as housing, transportation, irrigation and communications		

<p>- Project critical in saving lives and properties or in the recovery of affected populations. Number and location of target beneficiary families: _____ Municipality/LGU _____</p>		
<p>ASSESSMENT</p>	<p>ACTION POINT</p>	
<p>1. <u>If Yes to ALL</u> above</p>	<p>Priority 3 (P3)</p>	
<p>2. <u>If NO to ANY OF I, II, III, and IV</u></p>	<p>refer back to requesting party for their regular budget</p>	

ANNEX 3. EQUITY-BASED LOCAL PRIORITIZATION CRITERIA

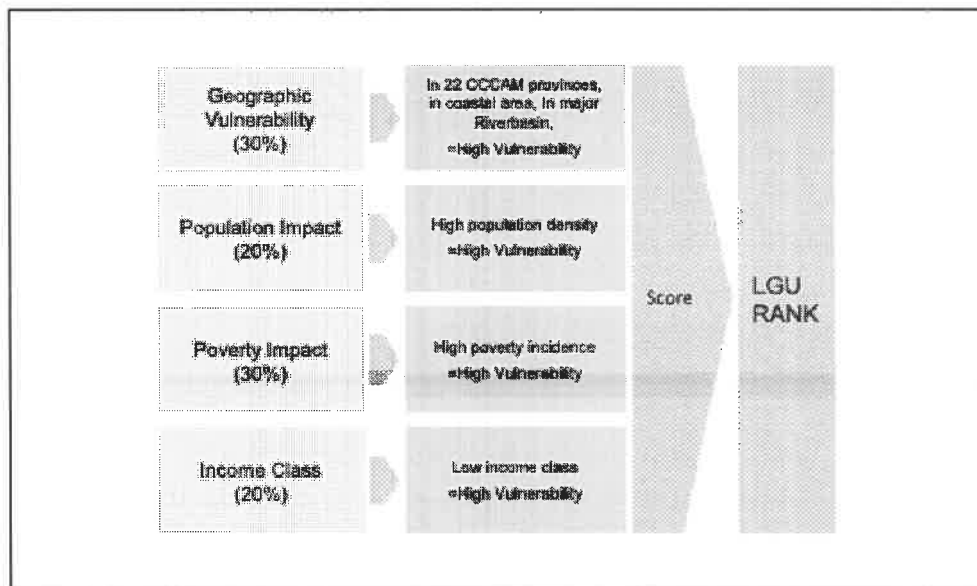
The Philippine DRRM Act of 2010 mandates LGUs to allocate at least five percent (5%) of their annual regular income for DRRM, regardless of their exposure and vulnerability to hazards. The financial picture is grim for highly vulnerable, low income municipalities which are highly dependent (about up to 80 percent) on their internal revenue allotment (IRA) for their operations. The IRA serves as the biggest share in the annual regular income of LGUs, which then marks the baseline for local DRRM fund allocation.

Purpose of equity-based prioritization:

1. To direct NDRRM funds to highly vulnerable, low income LGUs specifically for preparedness projects or Local DRRM Fund augmentation
2. To prioritize LGUs affected by a specific disaster event based on equity considerations and additional criteria for intensity of population, housing, agriculture and infrastructure impact

The proposed prioritization criteria will put emphasis on equity by prioritizing highly vulnerable and low income local government units. In the absence of risk estimates based on hazard probability, exposure data and vulnerability, secondary or leading indicators will be used to come up with an indicative risk profile of LGUs.

Figure 1: Criteria for Prioritization



Geographic vulnerability. Twenty-two provinces which are highly vulnerable to multiple hazards are implied priority areas for DRRM interventions. These were identified by the Cabinet Cluster on Climate Change Adaptation and Mitigation (CCCAM). Other geographical features give further indication of vulnerability to natural hazards, particularly, coastal municipalities and location in a major river basin. Coastal municipalities are prone to storm surges which cause heavy displacement of population and damage to livelihood. Sea level rise could further aggravate the impacts. Another relevant geographic feature is

location in the 18 major river basins of the county, which make them vulnerable to riverine flooding.

Likely **population impact**. Disaster risk is not only dependent on the hazard events that could potentially affect an area; it is also strongly related to the presence of a vulnerable population. Population density is used as an indicator of population impact. Large population density will result in increased vulnerability due to a considerable number of people at risk in a specific geographic area.

Likely **poverty impact**, measured by poverty incidence, is indicative of a population's resilience to disasters. Higher poverty incidence means a larger number of poor families who may not be able to prepare for and recover from disasters.

Income class of an LGU is a leading indicator of the capability of an LGU to finance DRRM. Higher income means the amount of Local DRRM Fund is higher and vice-versa for lower income LGUs.

OCD has the database for the indicators of each criteria, and the ranking results on various applications of the prioritization tool:

- (1) for ranking of all LGUs;
- (2) for ranking of LGUs in a given region; and
- (3) ranking of LGUs affected by a disaster event which will add additional criteria on intensity of impact.

See Notes on the methodology below.

Annex 3 Notes

1. Methodology for Ranking All LGUs for Allocating NDRRMF for Preparedness

A database is available with OCD which includes data for all LGUs for each of the criteria used and ranking of all LGUs.

Step 1: Assign weights to the prioritization criteria. The weight below gives emphasis to geographic vulnerability and poverty incidence having a uniform weight of 30 percent for each of these criteria. Population density and income class are likewise given the same weight of 20% each

Criteria	Weight (%)
Geographic Vulnerability	30
Population Density	20
Poverty Incidence	30
Income Class	20

Total	100
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Step 2: Derive the score for geographic vulnerability. There are three sub-indicators for geographic vulnerability. A score of 10 is given to a city/municipality if it is located in the 22 the provinces identified by CCCAM. The same score is given if the city and municipality is located in a major riverbasin, and if classified as a coastal municipality. Otherwise for these three instances, a score of zero is assigned. These three criteria have separate columns in the database. A 10 or a zero is for each LGU for each sub-indicator of vulnerability.

Criteria/ Indicator/ Sub-indicator	Score	
	YES	NO
Geographic Vulnerability	30	0
• Located in 22 CCCAM priority provinces	10	0
• Located in Major Riverbasins	10	0
• Coastal City/Municipality	10	0

Step 3: Derive the score for population density . The higher the population density, the higher the vulnerability score. Population density data is from the Philippine Statistics Authority. Due to the large number of datapoints, the methodology groups LGUs by decile in ascending order. Those belonging in the 1st decile shall get a score of 2, 2nd decile 4, 3rd decile 6 and so on. The highest possible score shall be 20, for LGUs with population density in the 10th decile. See the database for deriving the deciles.

Criteria/ Indicator	SCORE
Population Impact Density	20
	2 for 1 st decile
	4 for 2 nd decile
	6 for 3 rd decile
	8 for 4 th decile
	10 for 5 th decile
	12 for 6 th decile
	14 for 7 th decile
	16 for 8 th decile
	18 for 9 th decile
	20 for 10 th decile

Step 4: Derive the score for poverty incidence. The higher the poverty incidence, the higher the vulnerability score. Similar to the population density criterion, data on poverty incidence comes from the Philippine Statistics Authority. Due to the large number of datapoints, the methodology groups LGUs by decile in ascending order. Those belonging in the 1st decile shall get a score of 2, 2nd decile 4, 3rd decile 6 and so on. The highest possible score shall be 20, for LGUs with population density in the 10th decile. See the database for deriving the deciles.

Criteria/ Indicator	SCORE
Poverty impact/Poverty Incidence	30
	3 for 1 st decile
	6 for 2 nd decile
	9 for 3 rd decile
	12 for 4 th decile
	15 for 5 th decile
	18 for 6 th decile
	21 for 7 th decile
	24 for 8 th decile
	27 for 9 th decile
	30 for 10 th decile

Step 5: Derive the score for the income class of LGU. LGUs are classified from 1st to income class with 1st as the highest. A graduated scoring with 5th to 6th class LGUs getting the maximum score of 20.

Criteria/ Indicator	SCORE
Income class	20
1st	4
2nd	8
3rd	12
4th	16
5th	20
6th	20

Step 6: Add up the scores for all criteria to get the final score. Since the application for all LGUs has a large set of data points, further clustering using the decile approach may be adopted. Another use is to select, say, the top 100 most highly vulnerable and low income LGUs.

2. Methodology for Ranking of LGUs in Specific Region/s

The methodology can be applied to a specific region or regions by extracting the LGUs covered from the main database. Especially for a single region application of the methodology, there are fewer regions covered, groupings of LGUs may be by quintiles (grouping by 5). Still, the user may still opt to group by decile as described above. In still more manageable data points, say 50 LGUs, a ranking from 1 to n using the final score is possible.

3. Methodology for Ranking of LGUs Affected by a Specific Disaster Event

The methodology can be applied in determining allocation of availability of the NDRRMF for the rehabilitation and recovery from a certain disaster event. The suggested methodology is to add criteria on impact on population, housing, agriculture and infrastructure; and give a weight of 60 percent to the final score in the equity criteria.

Criteria	Scope	Weight (%)	Remarks
All criteria		100	
Equity criteria	Geographic vulnerability, population density, poverty incidence, and income class	60	60% final score in the equity ranking
Disaster Event criteria			
<ul style="list-style-type: none"> Impact on Population 	Percentage of number of population affected in the LGU/ total number of affected population for the disaster event	10	
<ul style="list-style-type: none"> Impact on Housing 	Percentage of number of partially and fully damaged houses in the LGU/ total number of partially and fully damaged housing for the disaster event	10	
<ul style="list-style-type: none"> Impact on Agriculture 	Percentage of cost of damage to agriculture in LGU/ total damage to agriculture for the disaster event	10	

● Impact on Infrastructure	Percentage of cost of damage to agriculture in LGU/ total damage to agriculture for the disaster event	10	
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Annex 4

Annex 4A. Process Flow for NDRRM Fund Project Requests with PDNA and RRP

Process	Office Responsible	Indicative Timeline
Prerequisite Activities (Conduct of PDNA and Crafting of RRP)		
1. Conduct of Post Disaster Needs Assessment (PDNA)	RDRRMC/OCDRO	Two Months
2. Crafting of Rehabilitation and Recovery Program (RRP)	RDRRMC and NEDA Region	One Month
2-A. Identification of priorities in the RRP for funding under NDRRM Fund and endorsement to OCD Central Office.	RDRRMC	
4. Submission of proposals identified as priorities for funding under the NDRRM Fund.	Implementing Agencies or LGUs	Within Six (6) Months
5. The concerned requesting party submits complete documentary requirements to the concerned OCD Central Office in accordance with the NDRRMC Memo on Administration of NDRRM Fund. For NGA and GOCC, requests should be reviewed, validated, and endorsed by their Head of Agency or designated authorized signatory of the Head of Agency. Provided that, depending on the amount and scope of the project requested by LGUs, the OCD may refer the said request to the mandated agency for review and assessment as to project's compliance to national standards.	Requesting Party	Not more than six (6) months upon completion and approval of RRP
Start of Processing of Request		
1. Upon receipt of the request, OCD Central Office: <ul style="list-style-type: none"> - conducts further review and evaluation as to inclusion in RRP priority list and the completeness of the requirements. - prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President. Provided, however, in cases where the NDRRM Fund is already depleted or insufficient, refer the request back for regular programming of the requesting party. 	OCD Central Office	Within seven (7) calendar days
2. Review, approval, and signature of the SND/C, NDRRMC of the recommendation to OP.	DND	Within fifteen (15) calendar days
3. Upon approval and signature of the SND, C, NDRRMC, endorse the recommendation to the Office of the President for approval.	OCD Central Office	Within two to three (2-3) calendar days
Indicative Total Number of Days: ACTUAL PROCESSING		24-25 calendar days

Annex 4B. Process Flow for NDRRM Fund Project Requests with No PDNA

Process	Office Responsible	Indicative Timeline
Pre-Requisite Activities		
1. Collection and finalization of damage reports submitted by affected LGUs and regional line agencies and GOCCs through the Situation Reports and RDANA (if necessary).	OCDRO	Within two (2) weeks after occurrence of disaster
2. Conducts desk evaluation of the following: <ul style="list-style-type: none"> • reported damages on SitRep and RDANA. Only those included and reported in the SitReps and RDANA shall be considered and shortlisted for possible funding. • The RP-VET shall utilize the Prioritization Composite Index (PCI) in considering which affected LGUs to be prioritized for assistance. <p>To assist the RP-VET in coming up with a reasonable recommendation, the proponent requesting party can submit initial requirements such as the Geo-tagged photos showing the extent of damages and initial funding requirement to support the project.</p>	RP-VET	Within five to seven (5-7) working days after finalization of SitRep
3. Conduct actual inspection and site validation or virtual validation of shortlisted projects and come up with a final list of priority projects with corresponding amount for possible consideration from the NDRRM Fund. Then, the RP-VET endorses the same to the RDRRMC Chairperson for review and approval. For this purpose, RP-VET utilizes the Project Review Evaluation Checklist Template and shall consider the regular programming and budget of LGUs and NGAs in determining which projects are to be parts of the final list of RDRRMC priorities.	RP-VET	Within seven to fifteen (7-15) working days
4. RDRRMC Chairperson through a Resolution with concurrence and endorsement from RP-VET, approves the list of priority projects with amount and endorses it to the OCD Central Office together with the RP-VET report and geo-tagged photos. <p>The concerned OCDRO informs the concerned requesting parties to submit the complete documentary requirements relative to their proposal within six (6) months upon the issuance of the said Resolution.</p>	RDRRMC	Within three to five (3-5) Working Days
5. The proponent requesting party submits complete documentary requirements to the concerned OCDRO in accordance with the NDRRMC Memo on Administration of NDRRM Fund.	Requesting Party	Not more than six (6) months upon issuance of RDRRMC Resolution
Indicative Total Number of Days for PREREQUISITE ACTIVITIES:		15-27 Working Days
Start of Processing of Request		
1. Upon submission of complete documentary requirements, OCDRO reviews if the requested project is included in the list of priority and with complete documentary requirements. If with	OCDRO	Within five (5) calendar days

<p>complete documentary requirements, endorse and recommend for funding to NDRRMC through OCD Central Office.</p> <p>If the project is not on the list, refer back to the requesting party.</p> <p>If in the list but with incomplete requirements, refer back to the requesting party for completion of documentary requirements.</p> <p><i>Note: For NGA and GOCC, request should be reviewed, validated, and endorsed by their Head of Agency or designated authorized signatory of the Head of Agency.</i></p>		
<p>2. Upon receipt of OCDRO endorsement, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President. (in cases where the NDRRM Fund is already depleted or insufficient, refer the request back for regular programming of the requesting party.)</p>	<p>OCD Central Office</p>	<p>Within seven (7) calendar days</p>
<p>3. Review, approval, and signature of the SND/C,NDRRMC of the recommendation to OP.</p>	<p>DND</p>	<p>Within fifteen (15) working days</p>
<p>4. Upon approval and signature of the SND, C,NDRRMC, endorse the recommendation to the Office of the President for approval.</p>	<p>OCD Central Office</p>	<p>Within two to three (2-3) Calendar Days</p>
<p>Indicative Total Number of Days: ACTUAL PROCESSING</p>		<p>29-30 calendar days</p>

Annex 4C. Process Flow for NDRRM Fund Project Requests for Pre-Disaster PPAs

Process	Office Responsible	Indicative Timeline
Pre-Requisites (Identification of NDRRMC of Priority PPAs) (Prior Budget Year)		
1. RDRRMC Identification and Endorsement of Priority PPAs Based on RDRRM Plan	RDRRMC	3rd to 4th Quarter of the Prior Budget Year
2. NDRRMC Identification of Budget Allocation and Priority Pre-Disaster PPAs to be Considered for Funding from the NDRRM Fund	NDRRMC	4th Quarter of the Prior Year
5. The concerned requesting party submits complete documentary requirements to the concerned OCD Central Office in accordance with the NDRRMC Memo on Administration of NDRRM Fund. For NGA and GOCC, requests should be reviewed, validated, and endorsed by their Head of Agency or designated authorized signatory of the Head of Agency. Further, depending on the amount and scope of the project requested by LGUs, the OCD may refer the said request to the mandated agency for review and assessment as to project's compliance to national standards.	Requesting Party	3rd to 4th Quarter of Prior Year
Start of Processing of Request		
1. Upon receipt of the request, OCD Central Office conducts further review and evaluation as to inclusion in priority list and the completeness of the requirements. Prepares the necessary endorsement and recommendation to SND as Chairperson, NDRRMC and Letter to the President. (in cases where the NDRRM Fund is already depleted or insufficient, refer the request back for regular programming of the requesting party.)	OCD Central Office	Within seven (7) working days
2. Review, approval, and signature of the SND/C,NDRRMC of the recommendation to OP.	DND	Within fifteen (15) working days
3. Upon approval and signature of the SND, C,NDRRMC, endorse the recommendation to the Office of the President for approval.	OCD Central Office	2-3 Days
Indicative Total Number of Days: ACTUAL PROCESSING		25-30 Days

CERTIFICATE OF COMPLETION / ACCEPTANCE OF THE PROJECT

_____ Date

CERTIFICATE OF COMPLETION

PROJECT TITLE : _____

LOCATION : _____

CONTRACTOR : _____

This is to certify that the above-stated project has been satisfactorily completed on _____ (date) in accordance with the Plans and Specifications of the Contract.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during the defects liability period starting from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

_____ Head, Implementing Office

Conforme:

ANNEX: Field / Physical Monitoring Visit Report Template (to be filled out by RP-MET)

Note: This form shall be accompanied by an accomplished "Profile for Infrastructure Project" disseminated per OCD Memorandum NO. 23 s. 2019.

Guide notes in filling out the matrix:

- a. Project implementing agencies shall submit quarterly monitoring reports to the OCD Regional Offices concerned containing: **Project Title, Physical Target, Location, Status (Physical and Financial), and Implementation Issues.**
- b. RP MET shall assess the need to conduct monitoring site visits. RP MET shall fill out the **Date of Visit and Actions taken** by proponent to address the Implementation Issues and the **Presence of Physical Improvement** to address current and future hazards.

PROJECT TITLE	DATE OF VISIT	PHYSICAL TARGET	LOCATION (Brgy, Municipality, Province)	STATUS (% Physical Progress)	STATUS (% Financial Progress)	IMPLEMENTATION ON ISSUES	ACTIONS TAKEN BY PROPONENT	Presence of PHYSICAL IMPROVEMENT TO ADDRESS CURRENT AND FUTURE HAZARDS	FINDINGS AND RECOMMENDATIONS	GEOTAGGED PHOTOS

MONITORING VISIT CONDUCTED BY:

Name _____ Date _____
 Designation, Agency _____ Name _____ Date _____
 Designation, Agency _____

Name _____ Date _____
 Designation, Agency _____ Name _____ Date _____
 Designation, Agency _____

REPORT RECOMMENDED BY:

Name _____ Date _____
 RDRRMC CHAIRPERSON

**CERTIFICATION OF NO AVAILABLE FUNDING OR PROGRAM
(FOR LOCAL GOVERNMENT REQUESTING PARTY)**

This is to certify that the following projects:

- 1.
- 2.
- 3.

Cannot be funded out of the following LGU funds for the Calendar Year _____:

1. Local Disaster Risk Reduction and Management Fund (LDRRMF)
2. Local Development Fund
3. any funding source of the LGU, including Funds from National Government

This is to attest that this Certification is based on the Calendar Year ____ LDRRMF Annual Investment Program and Local Development Investment Program.

Issued and signed this ____ day of _____, at _____.

CERTIFIED BY:

Municipal Accountant

Regional/ Provincial Director or Designate
Department of the Interior and Local Government

CERTIFICATION OF NO AVAILABLE FUNDING OR PROGRAM
(FOR NATIONAL GOVERNMENT/GOCC REQUESTING PARTY)

This is to certify that the following projects:

- 1.
- 2.
- 3.

Are indeed damaged by disaster _____, which occurred on _____ are not included in the agency's current and next year's regular agency programs and budget.

Further, this is to attest that the proposed projects can be implemented within the validity of this appropriations, Calendar Year _____.

Issued and signed this ___ day of _____, at _____.

CERTIFIED BY:

Name, Signature and Designation
Agency Authorized Representative