



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

JAN 19 2021

MEMORANDUM

No. 05, s. 2021

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

SUBJECT : SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORTS OF NDRRM FUNDED PROJECTS

Republic Act No. 10121 empowers the Office of Civil Defense (OCD), as the implementing arm of the NDRRMC, to develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, preventions, response and rehabilitation works, from data collection and analysis, planning, implementation, monitoring and evaluation¹. Further, Republic Act No. 10121 stipulates that the National Disaster Risk Reduction and Management (NDRRM) Fund shall be used for disaster reduction or mitigation, prevention and preparedness activities, such as but not limited to, training of personnel, procurement of equipment, and capital expenditures. It can also be utilized for relief, recovery, reconstruction and other work or services in connection with natural or human-induced calamities². Hence, it is the OCD's mandate to conduct monitoring and evaluation of NDRRM Funded projects to ensure that projects funded by the NDRRM Fund assist in achieving the goals of the Sendai Framework 2015 – 2030, Philippine Development Plan FY-2017 - 2022, and the NDRRM Plan 2020 – 2030.

In view of this, this Memorandum reiterates COA Circular No. 2014-002, otherwise known as *Accounting and Reporting Guidelines on the receipt and utilization of National Disaster Risk Reduction and Management Fund (NDRRMF), cash and in-kind aids/donations from local and foreign sources, and funds allocation from the agency regular budget for DRRM program*, wherein it states:

¹ Republic Act No. 10121, Section 9(d).

² Republic Act No. 10121, Section 22.

1. The national and local government agencies with DRRMF allocation from the GAA and/or cash donations received from local and/or foreign sources shall prepare and submit to the NDRRMC through the OCD, on the 5th day following the end of each month, the Report on the Receipt and Utilization of the DRRMF sourced from GAA (Annex H). The reports shall be furnished the respective COA Auditor;
2. The OCD shall prepare monthly reports (Annexes J and K) consolidating the reports mentioned and annual reports (Annexes L and M) based on the consolidated monthly reports. The monthly and annual reports shall be submitted to the NDRRMC on the 10th day of the succeeding month and on or before the 15th of January of the succeeding year, respectively, copy furnished the COA Auditor of the OCD; and
3. The DBM shall prepare and submit to the OCD, for monitoring purposes, a monthly status report on the releases of NDRRMF.

Further, this Memorandum reiterates the provision of Republic Act Nos. 11260, 11465, and 11518 relative to the posting of reports by implementing agencies on its financial and physical accomplishments through the Unified Reporting System (URS) or other electronic means for reports not covered by the URS; and implementing agencies' website. Further, implementing agencies shall send written notice when said reports have been submitted or posted on its website to the DBM, NDRRMC, House of Representatives, Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules, and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

In view of the foregoing, this Memorandum shall apply to all NDRRM Funded projects from FY-2019 onwards.

Reports of national government agencies shall be submitted to the OCD Central Office by courier to Camp General Emilio Aguinaldo, Quezon City or electronically to drmfmd@ocd.gov.ph. Reports of local government units shall be consolidated at the regional level by OCD Regional Offices for submission to the OCD Central Office.

For guidance and compliance.



DELFIN N. LORENZANA
Secretary of National Defense and
Chairperson, NDRRMC

