



MEMORANDUM
No. 75, s. 2021

22 JUL 2021

TO : ALL MEMBER AGENCIES AND OFFICES OF THE
DISASTER RESPONSE AND EARLY RECOVERY
PILLAR OF THE NDRRMC

SUBJECT : INTERIM GUIDELINES ON THE MANAGEMENT AND
CONDUCT OF DISASTER RESPONSE AND EARLY
RECOVERY PILLAR MEETINGS

1. REFERENCES

- 1.1. Republic Act (RA) No. 10121, Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010
- 1.2. National Disaster Response Plans (NDRPs)
- 1.3. National Disaster Risk Reduction and Management Plan (NDRRMP) 2020 – 2030

2. RATIONALE

Republic Act (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 constituted the National Disaster Risk Reduction and Management Council (NDRRMC) formerly known as the National Disaster Coordinating Council (NDCC). The National Council shall be headed by the Secretary of the Department of National Defense (DND) as Chairperson with the Secretary of the Department of Science and Technology (DOST) as Vice Chairperson for Disaster Prevention and Mitigation, the Secretary of the Department of the Interior and Local Government (DILG) as Vice Chairperson for Disaster Preparedness, the Secretary of the Department of Social Welfare and Development (DSWD) as Vice Chairperson for Disaster Response, and the Director General of the National Economic and Development Authority (NEDA) as Vice Chairperson for Disaster Rehabilitation and Recovery.

Specifically, the Disaster Response Pillar, Vice Chaired by the DSWD and composed of different member agencies, meet on a regular basis or whenever needed to tackle programs, activities and projects as well as issues and concerns pertaining to Disaster Response. Key representatives of the Pillar also join the NDRRMC Full Council Meetings, Technical Management Group (TMG) Meetings and Technical Working Group (TWG) Meetings as needed. Likewise, the Pillar initiates Response Cluster Meetings and other meetings especially in emergency cases.

During meetings, different ideas, suggestions, problems, concerns and other matters relevant to Disaster Response transpire. These notions should be handled properly

by guidelines and standards. As a Pillar of the NDRRMC, coming up with decisions and agreements need to be systematized, organized, and structured.

With the approval of the National Disaster Risk Reduction and Management Plan (NDRRMP) 2020 – 2030 and the adoption of the updated National Disaster Risk Reduction and Management Framework (NDRRMF), the Disaster Response Thematic Pillar has been expanded into Disaster Response and Early Recovery. Such calls for the expanded functions and composition of the Pillar.

In this regard, this NDRRMC Memorandum is hereby issued.

3. **PURPOSE**

The purpose of this NDRRMC Memorandum is to establish the interim guidelines on the management and conduct of Disaster Response and Early Recovery Pillar meetings.

4. **OBJECTIVES**

The objectives of this NDRRMC Memorandum Circular are as follows:

- 4.1. To specify the composition of the NDRRMC Disaster Response and Early Recovery Pillar;
- 4.2. To determine the meetings regularly hosted and attended by the NDRRMC Disaster Response and Early Recovery Pillar; and
- 4.3. To set the procedures and requirements to be observed during the conduct of the NDRRMC Disaster Response and Early Recovery Pillar meetings.

5. **SCOPE AND COVERAGE**

This NDRRMC Memorandum Circular shall apply to all meetings that require the leadership and participation of the Disaster Response and Early Recovery Pillar. Other Pillars and Thematic Areas pursuant to RA 10121 and the NDRRMP, namely Disaster Prevention and Mitigation, Disaster Preparedness, and Disaster Rehabilitation and Recovery, shall not be covered in this Memorandum and will require separate issuance.

6. **DEFINITION OF TERMS**

- 6.1. **Disaster Response:** the provision of emergency services and public assistance during or immediately after a disaster in order to save lives; reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief."
- 6.2. **Response Clusters:** part of the NDRRMC's strategic action for providing humanitarian assistance and disaster response services. These are organized groups of government agencies that are designated to undertake coordination

functions at the strategic level and to provide resource support for tactical response.

6.3. **Parliamentary Procedures:** the commonly accepted way in which a group of people come together to present and discuss possible courses of action and make decisions

6.4. **Quorum:** the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.

7. POLICY STATEMENT

This NDRRMC Memorandum will assure the orderly manner of addressing concerns on disaster response related matters and ensure efficient and responsive delivery of programs and solutions through the organized meetings and concerted consent of Disaster Response and Early Recovery Pillar.

8. GUIDELINES

8.1. Composition of Disaster Response and Early Recovery Pillar:

The Disaster Response and Early Recovery Pillar of the NDRRMC is hereby composed of the following:

Lead: Department of Social Welfare and Development (DSWD)

Secretariat: Office of Civil Defense (OCD)

Members:

- 1 Civil Aviation Authority of the Philippines (CAAP)
- 2 Commission on Higher Education (CHED)
- 3 Department of Agriculture (DA)
- 4 Department of Budget and Management (DBM)
- 5 Department of Education (DepEd)
- 6 Department of Energy (DOE)
- 7 Department of Environment and Natural Resources-Mines and Geosciences Bureau (DENR-MGB)
- 8 Department of Health (DOH)
- 9 Department of Human Settlements and Urban Development (DHSUD)
- 10 Department of Information and Communications Technology (DICT)
- 11 Department of Labor and Employment (DOLE)
- 12 Department of National Defense-Armed Forces of the Philippines (DND-AFP)
- 13 Department of Public Works and Highways (DPWH)
- 14 Department of Science and Technology (DOST)
- 15 Department of Science and Technology-Philippine Atmospheric, Geophysical and Astronomical Services Administration (DOST-PAGASA)
- 16 Department of Science and Technology-Philippine institute of volcanology and seismology (DOST-PHIVOLCS)
- 17 Department of the Interior and Local Government (DILG)

- 18 Department of the Interior and Local Government-Bureau of Fire Protection (DILG-BFP)
- 19 Department of the Interior and Local Government-Philippine National Police (DILG-PNP)
- 20 Department of Trade and Industry (DTI)
- 21 Department of Transportation (DOTr)
- 22 Department of Transportation-Maritime Industry Authority (DOTr-MARINA)
- 23 Department of Transportation-Philippine Coast Guard (DOTr-PCG)
- 24 League of Cities of the Philippines (LCP)
- 25 League of Municipalities of the Philippines (LMP)
- 26 League of Provinces of the Philippines (LPP)
- 27 Liga ng mga Barangay (LnB)
- 28 Metropolitan Manila Development Authority (MMDA)
- 29 National Anti-Poverty Commission (NAPC)
- 30 Office of the Presidential Adviser on the Peace Process (OPAPP)
- 31 Philippine Commission on Women (PCW)
- 32 Philippine Information Agency (PIA)
- 33 Philippine Red Cross (PRC)
- 34 Presidential Communications Operations Office (PCOO)
- 35 Technical Education and Skills Development Authority (TESDA)
- 36 Union of Local Authorities of the Philippines (ULAP)

8.2. Meetings:

8.2.1. The following are the meetings that will be participated in by the Disaster Response and Early Recovery Pillar:

Meetings	Agency to Preside	Attendees from Disaster Response and Early Recovery Pillar
Full Council Meeting	DND	Concerned Pillar Members (Based on agenda and Invitation/Notice of Meeting)
Technical Management Meeting	DND or OCD (unless otherwise specified or delegated)	
Technical Working Group Meeting		
Emergency Meeting		
Quarterly Pillar Meeting	DSWD	All Pillar Members
Response Cluster Meeting	DSWD	DA, DepEd, DOE, DFA, DICT, DILG, DILG-BFP, DILG-PNP, DND-AFP, DND-OCD, DOTr, DOTr-PCG, DPWH
Camp Coordination and Camp Management, Food and Non-Food Items, Protection Cluster Meeting	DSWD	Response Cluster Members based on the NDRP
Search, Rescue and Retrieval Cluster Meeting	AFP	

Management of the Dead and the Missing Cluster Meeting	DILG		
Law and Order Cluster Meeting	PNP		
Education Cluster Meeting	DepEd		
Logistics Cluster Meeting	OCD		
Health Cluster Meeting	DOH		
Emergency Telecommunications Cluster Meeting	DICT		
Phil. International Humanitarian Assistance Cluster Meeting	DFA		

8.2.2. Representatives from the private sector, civil society organizations (CSOs) and non-government organizations (NGOs) may be invited in the Pillar meetings as necessary, based on meeting agenda.

8.3. Meeting Procedures and Requirements:

8.3.1. Presiding Officer:

- 8.3.1.1. The level of Presiding Officer for the meetings shall be key officials with decision making authority (at least Director Level for civilian offices).
- 8.3.1.2. In case the key official is unavailable, the next high ranking official or representative within the agency shall be presiding officer on his or her behalf.
- 8.3.1.3. Highlights /Minutes/ Resolutions shall be duly signed by the designated Presiding Officer for the meeting.

8.3.2. Secretariat:

The Secretariat shall undertake the following functions:

- 8.3.2.1. Sending Notice of Meeting, including attendance confirmation;
- 8.3.2.2. Preparation of logistical requirements such as venue, communication equipment, and supplies;
- 8.3.2.3. Moderation of the meeting;
- 8.3.2.4. Documentation of proceedings;
- 8.3.2.5. Preparation of and dissemination of Highlights /Minutes/ Resolutions upon approval and signature of the Presiding Officer;

- 8.3.2.6. Filing of all meeting documents, records and references; and
- 8.3.2.7. Performance of other functions as may be necessary or directed.

8.3.3. Quorum:

- 8.3.3.1. Quorum shall be declared provided that there is more than 50% of the agencies represented during the meeting.
- 8.3.3.2. In the case of emergency meetings or meetings conducted during alert situations, a quorum is not necessary for the meeting to proceed.

8.3.3 Venue:

- 8.3.3.1 Unless otherwise specified, the National Disaster Risk Reduction and Management Operations Center (NDRRMOC) at Camp General Emilio Aguinaldo, Quezon City shall be the default venue of the Disaster Response and Early Recovery Pillar meetings.
- 8.3.3.2 Aside from physical meetings, alternative meeting arrangements such as video teleconferencing may be employed.

8.3.4 Parliamentary Procedures:

- 8.3.4.1 Except for emergency meetings, modified parliamentary procedures shall be used in the order of business for Disaster Response and Early Recovery Pillar Meetings.
- 8.3.4.2 During meetings, free and open discussion shall be allowed upon acknowledgement by the Presiding Officer. No one shall be allowed to talk or manifest without being acknowledged or while someone has the floor.
- 8.3.4.3 To ensure singularity of subject during discussions and decisions, there shall be one motion or proposition at a time.
- 8.3.4.4 The Presiding Officer shall maintain neutrality throughout the meeting discussions and agreements.

- 8.3.4.5 Inquiries, questions, manifestations or recommendations directed to a particular proponent shall be first addressed to the Presiding Officer, unless the Presiding Officer allows the inquiries, questions, manifestations or recommendations to be directed unto the proponent.

9. INSTITUTIONAL ARRANGEMENTS

- 9.1. The DSWD, as the Vice Chairperson for Disaster Response, shall exercise leadership in all NDRRMC Disaster Response and Early Recovery Pillar meetings and relevant activities.
- 9.2. The OCD, as the Executive Arm and Secretariat of the NDRRMC, shall work with the entire NDRRMC Disaster Response and Early Recovery Pillar and other stakeholders to develop the necessary tools, templates, procedures, and process flows to operationalize the provisions of this Memorandum.
- 9.3. All concerned member agencies and offices of the NDRRMC Disaster Response and Early Recovery Pillar shall implement the provisions stated in this Memorandum and undertake parallel dissemination to respective stakeholders.

10. REPEALING CLAUSE

All existing issuances inconsistent herewith are hereby repealed or modified accordingly.

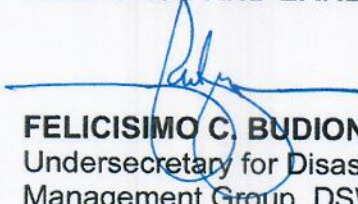
11. SEPERABILITY CLAUSE

In the event that any provision or part of this NDRRMC Memorandum is deemed invalid by a court of law or competent authority, the remaining provisions hereof which are not affected thereby shall continue to be in full force and effect.

12. EFFECTIVITY

This NDRRMC Memorandum shall be effective immediately.

**FOR THE SECRETARY, DSWD AND
VICE CHAIRPESON FOR DISASTER
RESPONSE AND EARLY RECOVERY**


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