



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**

Camp Gen. Emilio Aguinaldo, Quezon City, Philippines

OCT 09 2020

**MEMORANDUM**

No. 487, s. 2020

**TO : ALL CONCERNED SERVICES AND OFFICE**

**SUBJECT : Roles of OCD in COVID-19 Response and Recovery Interventions as part of National Action Plan Phase III**

With reference to Republic Act 11494, otherwise known as "Bayanihan to Heal As One Act," and the Inter-Agency Task Force (IATF) Resolution No. 76 s. 2020, the National Task Force (NTF) Coronavirus Disease 2019 (COVID-19) is now in the process of sustaining the efforts for national response and recovery through the National Action Plan (NAP) Phase III.

In this connection, the following Services and Office are hereby directed to undertake the following roles for COVID-19 response and recovery interventions, as agreed during the OCD Management Committee Meeting on 07 October 2020:

SERVICE / OFFICE	ROLES IN NTF COVID-19	DETAILS/PARTICIULARS
Operations Service (OS)	<ul style="list-style-type: none"><li>• Data Management Support Group</li><li>• National Incident Command (NIC)-Emergency Operations Center (EOC) Support</li><li>• Response Cluster Secretariat</li></ul>	<ul style="list-style-type: none"><li>• Coordinate for the implementation of PREVENT-DETECT-ISOLATE-TREAT as part of PDITR Strategy, in coordination with the NTF Response Cluster</li><li>• Act as the lead of the NDRRMC Logistics Cluster operating as Resource Management and Logistics</li><li>• Work alongside NIC-EOC for the management of data regarding COVID-19 response</li><li>• Realign the Daily Situation Report according to the PDITR Strategy</li></ul>
Rehabilitation and Recovery Management Service (RRMS)	<ul style="list-style-type: none"><li>• Data Management Support Group</li><li>• Early Recovery Cluster Secretariat</li></ul>	<ul style="list-style-type: none"><li>• Coordinate for the implementation of RECOVERY as part of PDITR Strategy, in coordination with the NTF Early Recovery Cluster</li><li>• Organize a technical working group for data collection and analysis of COVID-19 recovery efforts</li><li>• Develop and implement reporting mechanism and templates for COVID-19 recovery, in coordination with the NTF Early Recovery Cluster</li></ul>



SERVICE / OFFICE	ROLES IN NTF COVID-19	DETAILS/PARTICIULARS
Policy Development and Planning Service (PDPS)	<ul style="list-style-type: none"> <li>Data Management Support Group</li> <li>Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Serve as the overall secretariat of the NDRRMC operating as NTF</li> <li>Consolidate and analyze data from Response and Early Recovery Clusters as part of the overall NTF Report to the IATF, the President</li> <li>Review, develop, recalibrate and implement reporting mechanisms and other associated secretariat works of the NTF</li> </ul>
Administrative and Financial Management Service (AFMS)	<ul style="list-style-type: none"> <li>Support for NTF operations</li> </ul>	<ul style="list-style-type: none"> <li>Provide augmentation in terms of personnel and resources, as needed and determined by OS, RRMS and PDPS</li> </ul>
Capacity Building and Training Service (CBTS)	<ul style="list-style-type: none"> <li>Support for NTF operations</li> </ul>	<ul style="list-style-type: none"> <li>Sustain involvement in Task Group Governance and NTF Strategic Communications Support Group</li> <li>Provide augmentation to other requirements of NTF operations, as needed</li> </ul>
Public Affairs Office (PAO)	<ul style="list-style-type: none"> <li>Strategic Communication Support Group</li> </ul>	<ul style="list-style-type: none"> <li>Assist in disseminating messages as authorized by the NTF Strategic Communications Support Group</li> </ul>

Further, as part of the transition phase, the Directors of OS, RRMS and PDPS are hereby directed to send representatives to be assigned at the NIC-EOC starting 12 October 2020 (1 representative every Monday to Friday):

- OS-OPCEN: 1 representative
- OS-ICTD: 1 representative
- RRMS: 1 representative
- PDPS: 1 representative

For guidance and strict compliance.

  
**USEC RICARDO B. JALAD**  
 Administrator

