



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

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

06 JAN 2022

MEMORANDUM
No. 03, s. 2022

TO : **ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, AND PRIVATE STAKEHOLDERS**

SUBJECT : **Updated Coordinating Instructions for Disaster Response Operations ICOW TY ODETTE**

In connection with the ongoing response efforts for Typhoon ODETTE, this NDRRMC Memorandum is hereby issued to provide for the updated coordinating instructions for disaster response operations as provided for in all existence national policies, guidelines and standards.

Priority Areas and Needs

1. The following are considered as among the hardest hit areas and shall be prioritized for assistance, in addition to other affected localities:

| REGION | PRIORITY PROVINCES | PRIORITY CITIES/MUNICIPALITIES | |
|----------|--------------------|--|--|
| MIMAROPA | Palawan | 1. Agutaya 2. Araceli 3. Busuanga 4. Cagayancillo 5. Coron 6. Culion 7. Cuyo 8. Dumarang 9. Kalayaan | 10. El Nido 11. Linapacan 12. Magsaysay 13. Narra 14. Puerto Princesa 15. Quezon 16. Roxas 17. San Vicente 18. Taytay |
| Region 6 | Negros Occidental | 1. Bacolod 2. Bago 3. Binalbagan 4. Cadiz 5. Calatrava 6. Candoni 7. Cauayan 8. EB Magalona* 9. Escalante 10. Himamaylan 11. Hinigaran 12. Hinoba-an 13. Ilog 14. Isabela* 15. Kabankalan 16. La Castellana | 17. La Carlota 18. Manapla 19. Moises Padilla 20. Murcia 21. Pontevedra 22. Pulpandan 23. Sagay 24. Salvador Benedicto 25. San Carlos 26. San Enrique 27. Silay 28. Sipalay 29. Talisay 30. Toboso 31. Valladolid 32. Victorias |

| | | | |
|------------------|------------------------|---|--|
| | Guimaras | 1. Buenavista 2. San Lorenzo | |
| | Antique | 1. Anini-y 2. Tobias Fornier 3. Sibalom 4. San Remigio | 5. Belison 6. San Jose 7. Culasi |
| Region 7 | Bohol | 1. Alburquerque 2. Alicia 3. Anda 4. Antequera 5. Baclayon 6. Balilihan 7. Batuan 8. Bien Unido 9. Bilar 10. Buenavista 11. Calape 12. Candijay 13. Carmen 14. Catigbian 15. Clarin 16. Corella 17. Cortes 18. Dagohoy 19. Danao 20. Daus 21. Dimiao 22. Duero 23. Garcia Hernandez | 24. Getafe 25. Guindulman 26. Inabanga 27. Jagna 28. Lila 29. Loay 30. Loboc 31. Mabini 32. Maribojoc 33. Panglao 34. Pilar 35. President Carlos P Garcia 36. Sagbayan 37. San Isidro 38. San Miguel 39. Sevilla 40. Sierra Bullones 41. Tagbilaran 42. Talibon 43. Trinidad 44. Tubigon 45. Ubay 46. Valencia |
| | Cebu | Top priority: 1. Alcoy 2. Alegria 3. Argao 4. Carcar 5. Cordova 6. Dalaguete 7. Lapu-Lapu City 8. Malabuyoc 9. Pilar, 10. Poro 11. San Francisco 12. Sibonga 13. Tudela | Other areas affected: 1. Aloguinsan 2. Asturias 3. Alcantara 4. Balamban 5. Badian 6. Barili 7. Boljoon 8. Borbon 9. Carcar 10. Carmen 11. Catmon 12. Cebu City 13. Compostela 14. Consolacion 15. Cordova 16. Danao 17. Dumanjug 18. Liloan |
| | Negros Oriental | Top priority: 1. Bais 2. Bindoy 3. Kanlaon 4. Manjuyod 5. Vallehermoso | Other areas affected: 1. Ayungon 2. Bacong 3. Basay 4. Bayawan 5. Dauin 6. Guihulngan 7. Jimalalud |
| Region 8 | Southern Leyte | 1. Bontoc 2. Hinunangan 3. Hinundayan 4. Libagon 5. Liloan 6. Maasin 7. Macrohon | 8. Malitbog 9. Padre Burgos 10. Pintuyan 11. Saint Bernard 12. San Ricardo 13. Sogod 14. Tomas Oppus |
| | Leyte | 1. Bato 2. Hilongos 3. Matalom | |
| Region 10 | Camiguin | 1. Catarman 2. Guinsiliban 3. Mahinog | 4. Mambajao 5. Sagay |

| | | | |
|--------|-------------------|--|---|
| | Misamis Oriental | 1. Gingoog City 2. Talisayan 3. Magsaysay | 4. El Salvador City 5. Jasaan |
| | Bukidnon | 1. Valencia City 2. Malitbog 3. San Fernando | |
| CARAGA | Dinagat Islands | 1. Basilisa 2. Cagdianao 3. Dinagat 4. Libjo | 5. Loreto 6. San Jose 7. Tubajon |
| | Surigao Del Norte | 1. Surigao City 2. Alegria 3. Bacuag 4. Claver 5. Cigacuit 6. Mainit 7. Mallmono | 8. Placer 9. San Francisco 10. Sison 11. Tagana-an 12. Tubod 13. Siargao Island Municipalities • Burgos • Dapa • Del Carmen • General Luna • Pilar • San Benito • San Isidro • Santa Monica • Socorro |
| TOTAL | 14 Provinces | 233 Cities/Municipalities | |

**Additional areas based on endorsement from RDRRMC VI*

2. The following are the priority needs¹, among others, that must be provided to all affected areas:

| SUPPLIES/ITEMS/MATERIALS | SERVICES | EARLY RECOVERY |
|--|--|--|
| <ul style="list-style-type: none"> • Food • Water • Temporary shelter • Shelter kits/materials • Construction materials • Health supplies (vitamins, medicines, PPEs, alcohol) • Hygiene kits • Learners and teachers' kits • Temporary learning spaces • Generator sets • Fuel | <ul style="list-style-type: none"> • Power restoration • Communications • Clearing operations • Logistics/transportation | <ul style="list-style-type: none"> • Transitional shelter • Alternative livelihood • Mental health and psychosocial support |

Coordinating Instructions for National Response

1. With reference to the instructions of the President, all NDRRMC member agencies, augmenting RDRRMCs and LGUs, together with civil society organizations and private sector, are enjoined to donate and prioritize provision of urgently needed items like shelter materials, food, and water, among others.
2. Assisting agencies and organizations are enjoined to direct assistance and services to the recommended priority areas through proper coordination with the following:
 - a. Department of Social Welfare and Development (DSWD) as the Vice Chairperson for Disaster Response and Early Recovery of the NDRRMC, with the Office of Civil Defense (OCD) as the Executive Arm and Secretariat

¹ Based on President Duterte's Priority Directives, Response Cluster Assessments, RDRRMC RDANA Reports, UNOCHA Rapid Assessment Report and ECOWEB Report

| AGENCY | CONTACT NO. | EMAIL ADDRESS |
|--------|---|---|
| DSWD | 09178543994 09989637704 | drmb@dswd.gov.ph dromd-group@dswd.gov.ph dromic@dswd.gov.ph |
| OCD | 09210570123 09176573201 09178275743 | rocd@ocd.gov.ph |

b. Concerned Response Cluster Lead Agencies (based on kind of assistance)

| RESPONSE CLUSTER | LEAD | CONTACT NO. | EMAIL ADDRESS |
|--|-------|--|---|
| Search, Rescue and Retrieval Cluster | AFP | 09176336354 | ops.div.oj3@gmail.com |
| Health Cluster | DOH | 09178059756 87111002 87111001 | hemb@doh.gov.ph doh_hemsocpen@yahoo.com |
| Camp Coordination and Camp Management Cluster | DSWD | 09178543994; 09989637704 | drmb@dswd.gov.ph dromd-group@dswd.gov.ph |
| Internally Displaced Population Protection Cluster | DSWD | 09177004178 09178543994; 09989637704 | drmb@dswd.gov.ph dromd-group@dswd.gov.ph dromic@dswd.gov.ph |
| Food and Non-Food Items Cluster | DSWD | 09175401962 | drmb@dswd.gov.ph dromd-group@dswd.gov.ph nrlmb@dswd.gov.ph |
| Education Cluster | DepEd | 09283889101 | drmo@deped.gov.ph |
| Logistics Cluster | OCD | 09178275743 09176473201 | rocd@ocd.gov.ph |
| Law and Order Cluster | PNP | 09175609894 | pnpdpcrcad@yahoo.com publicsafetydivision@gmail.com |
| Emergency Telecommunications Cluster | DICT | 09152138718 | drmd@dict.gov.ph etc@dict.gov.ph |
| Management of the Dead and the Missing Cluster | DILG | 09176376555 | dilgocpen@gmail.com dilgcodix@gmail.com |

c. OCD Regional Office as Chairperson of the RDRMC (to coordinate assistance for the target localities within the area of responsibility)

| REGIONAL OFFICE | CONTACT NO. | EMAIL ADDRESS |
|-----------------|----------------------------|---|
| OCD MIMAROPA | 09175330400 | ocd4_mimaropa@yahoo.com region4b@ocd.gov.ph |
| OCD Region 6 | 09206425466 09491806115 | ocdrc6@gmail.com ocd6.operations@gmail.com region6@ocd.gov.ph |
| OCD Region 7 | 09563893555 09177041070 | region7@ocd.gov.ph civildefense_rc7@yahoo.com civildefenseregion7@gmail.com |
| OCD Region 8 | 09178427606 09175898044 | rff8covid19.os2021@gmail.com region8@ocd.gov.ph |
| OCD Region 10 | 09171594486 09161943246 | ocdr10@gmail.com region10@ocd.gov.ph |
| OCD CARAGA | 09479468145 | civildefensecaraga@gmail.com caraga@ocd.gov.ph |

3. The NDRRMC Logistics Cluster, led by the OCD, can facilitate air and sea mobility for supplies and personnel, subject to scheduling and prioritization. Assisting agencies, organizations and donors should arrange for bringing the said supplies and personnel to and from the air/seaports as determined by the OCD.
4. Agencies and organizations shall ensure self-sufficiency of teams and personnel; and be responsible for respective administrative and operational costs incurred for response.

Coordinating Instructions for International Assistance

1. Manifestations for international assistance and donations from foreign governments and International Organizations shall be coursed through the Philippine International Humanitarian Assistance Cluster (PIHAC) led by the Department of Foreign Affairs (DFA). The decision to accept the donation or assistance shall, in general, be recommended by the NDRRMC or the beneficiary agency, subject to approval of the Office of the President (OP).
2. The DFA shall officially notify the assisting foreign government or International Organization regarding the approval of the OP for the acceptance of the international assistance.
3. Once a call for international assistance has been made, the DFA shall establish Philippine International Humanitarian Assistance Reception Centers (PIHARCs) strategically in selected ports to facilitate the entry of international resources.
4. For in-country teams and resources of foreign governments and International Organizations, coordination will be made with the NDRRMC through the OCD or the concerned beneficiary agency to recommend for mobilization, subject to approval of the OP. However, for in-country teams and resources of the United Nations and its related agencies, coordination will be made with the NDRRMC through the OCD or the concerned beneficiary agency upon the favorable endorsement of the Secretary, DFA, who will inform the OP of said in-country assistance.
5. The establishment and activation of coordinating centers for international assistance such as Multi-National Coordination Center (MNCC) and the United Nations On-Site Operations Coordination Centre (UN OSOCC) shall be properly coordinated with the NDRRMC, as necessary.

Management of Donations

1. For donations with intended beneficiaries, donors can directly proceed to deliver the donations using own logistics, administrative and operational arrangements.
2. For donations with no intended beneficiaries, the NDRRMC through the following agencies can receive the donations for dispatch to priority areas:

| AGENCY | PREFERRED DONATIONS | CONTACT INFORMATION |
|--------|--|---|
| DSWD | Shelter materials Water Food Non-food items | 09274361039 nrmb@dswd.gov.ph drmb@dswd.gov.ph dromd-group@dswd.gov.ph |
| DOH | Medical supplies | 09178059756 87111002 87111001 hemb@doh.gov.ph doh_hemsopcen@yahoo.com |
| OCD | Shelter materials Water Food Non-food items | 09178275743 ndrrmc.donations@ocd.gov.ph |
| DepEd | Learners and teachers' kits Temporary learning spaces | 09283889101 drmo@deped.gov.ph |

3. Cash donations can be deposited to through the following accounts:

| | |
|------------------------|--|
| PHILIPPINE PESO | Bank Account Name: NDRRMC Donated Fund – Current Account Account Number: 00-0-00149-435-3 Address: Development Bank of the Philippines – Camp Aguinaldo Branch, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City |
| US DOLLAR | Bank Account Name: NDRRMC Donated Fund – Foreign Currency Savings Account Account Number: 01-5-00047-435-4 Swift Code: DBPHPHMM Account #36002016 Address: Development Bank of the Philippines – Camp Aguinaldo Branch, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City |

All cash donations received by the OCD shall be turned over to the Bureau of Treasury.

Reporting of Response Efforts

1. All agencies and organizations duly coordinated by the NDRRMC shall report results of operations and accomplishments to the corresponding Lead Agency of the Response Clusters. The Lead Agencies shall set specific reporting arrangements for this purpose.
2. The Lead Agencies shall submit Response Cluster Accomplishment Report to the DSWD and the OCD **every 1800H** to the following email addresses: **dreamb@dswd.gov.ph** and **rocd@ocd.gov.ph**.
3. For immediate reporting of accomplishments, the Lead Agencies of all Response Clusters shall further submit the following Essential Elements of Information (EEI) **on a real-time basis**, with action photos (if available):

| RESPONSE CLUSTER | LEAD | EEI |
|--------------------------------------|------|---|
| Search, Rescue and Retrieval Cluster | AFP | Cumulative teams mobilized |
| Health Cluster | DOH | Cumulative health logistics prepositioned/augmented Cumulative teams mobilized |

| | | |
|--|-------|--|
| Camp Coordination and Camp Management Cluster; Internally Displaced Population Protection Cluster | DSWD | Cumulative number of evacuation centers used Cumulative individuals/families served |
| Food and Non-Food Items Cluster | DSWD | Cumulative food items delivered Cumulative non-food items delivered Cumulative potable water delivered |
| Education Cluster | DepEd | Cumulative schools used as evacuation centers Cumulative classrooms used as evacuation centers |
| Logistics Cluster | OCD | Cumulative land, sea and air assets deployed Cumulative deliveries/dispatches |
| Law and Order Cluster | PNP | Cumulative teams mobilized |
| Emergency Telecommunications Cluster | DICT | Cumulative teams mobilized Cumulative assets mobilized |
| Phil. International Humanitarian Assistance Cluster | DFA | Total manifestation of offers Total international offers already accepted |

Considerations for COVID-19

1. Only fully vaccinated personnel shall be allowed to be deployed in affected areas.
2. All resources, equipment and tools shall undergo disinfection prior to handover to intended user/beneficiary.
3. Establishment of field coordinating centers, command posts and other facilities shall strictly follow proper coordination with the Local, Regional and National Task Forces for COVID-19, as appropriate, and adhere to the minimum public health standards prescribed by the Department of Health (DOH).
4. Arriving international teams and personnel, along with their resources and equipment, shall generally follow the latest quarantine procedures in accordance with the country risk classification of origin countries/territories/jurisdictions pursuant to latest Inter-Agency Task Force for Emerging Infectious Diseases (IATF-EID) protocols.

However, international teams and personnel can perform respective assistance in the affected areas without undergoing quarantine, provided that they abide by the following conditions set by the DOH²:

- 1) *Arriving passengers shall conduct RT-PCR testing 72 hours prior to departure;*
- 2) *All participants shall be fully vaccinated;*
- 3) *All participants shall be accommodated in a semi-bubble set-up upon arrival with complete documentation of all possible contacts during the entire duration of visit;*

² Reference: DOH letter to DFA dated 28 December 2021

- 4) *Arriving passengers shall undergo testing on the 5th day upon arrival following the protocols of IATF Resolution No. 154-C;*
- 5) *Arriving passengers shall be closely monitored for signs and symptoms related to COVID-19 infection during the whole duration of their stay. If symptomatic, appropriate testing and isolation protocols shall apply; and*
- 6) *Minimum Public Health Standards, such as use of face mask and physical distancing, shall be adhered to at all times.*

All members of DRRMCs at the National, Regional, Provincial, City, Municipal levels and Barangay Disaster Risk Reduction and Management Committees, Heads of National Government Agencies, Constitutional Offices, State Universities and Colleges, Government Owned and/or Controlled corporations, and Private Stakeholders are hereby enjoined to adhere to the above instructions to ensure well-coordinated and harmonized response for Typhoon ODETTE.

For information and guidance.

For the Chairperson, NDRRMC:



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