



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

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

AUG 17 2022

**MEMORANDUM**  
No. 116, s. 2022

TO : **ALL NDRRMC MEMBER AGENCIES**  
**ALL RDRRMC CHAIRPERSONS**

SUBJECT : **REQUEST FOR INPUTS AND COMMENTS ON THE**  
**HARMONIZED DISASTER RESPONSE SOP**


In compliance with the directive of the President to ensure faster and more responsive Disaster Response services, the Office of Civil Defense (OCD), as the Executive Arm and Secretariat of the National Disaster Risk Reduction and Management Council (NDRRMC), drafted the Harmonized Disaster Response Standard Operating Procedures (SOP). The SOP is a one-page document that summarizes the checklist of response actions to be undertaken by DRRMCs at all levels and across the pre-impact, impact and post-impact phases of Disaster response.

All NDRRMC member agencies and RDRRMC Chairpersons are hereby enjoined to submit inputs and comments on the draft Harmonized Disaster Response SOP **not later than 19 August 2022**. Submit all inputs and comments via email at [operationservice@ocd.gov.ph](mailto:operationservice@ocd.gov.ph).

It should be emphasized that the draft Harmonized Disaster Response SOP is intended to be a one-page document for ease of reference. Inputs on detailed response actions and procedures shall not be included in the one-page draft SOP since these are best considered in separate Disaster Response plans, manuals, policies, guidelines and documents.

For information and guidance.

For the Chairperson, NDRRMC:

  
**USEC RAYMUNDO B. FERRER**  
Executive Director, NDRRMC and  
Administrator, OCD 