



**MEMORANDUM**  
**No. 293, s. 2024**

03 November 2024

**TO :** CHAIRPERSONS OF RDRRMCS / LDRRMCS /  
OCD REGIONAL OFFICES

**SUBJECT :** MINIMUM PREPAREDNESS CHECKLIST FOR THE  
TROPICAL DEPRESSION OUTSIDE PAR

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Following the Weather Update conducted on 03 November 2024 at 1:00 PM, the low pressure area outside PAR has developed into a Tropical Depression. The Tropical Depression will steadily move northwestward at a fast pace and may enter the Philippine Area of Responsibility (PAR) tomorrow (4 November) as Tropical Cyclone MARCE. As the tropical depression moves northwestward within the PAR region, it may enhance the surge of northeasterly wind flow which may occur within the week. This, and the trough of the tropical cyclone, will bring rains over Extreme Northern Luzon and the eastern section of Luzon beginning tomorrow or on Tuesday. Should the forecast track of this tropical cyclone change to a more landfalling scenario, heavy to torrential rainfall caused directly by the tropical cyclone may begin affecting Northern Luzon on Thursday (7 November) or Friday (8 November). Flooding and rain-induced landslides are possible under these conditions, especially in susceptible areas identified in hazard maps and in areas with significant rainfall observed over the past several days (due to saturated soil condition).

In connection with this, all Chairpersons of Regional and Local DRRMCs, as well as OCD Regional Directors, are directed to implement preparedness actions according to the attached minimum preparedness checklist. The aforementioned checklist serves as a guide for preparedness measures for National, Regional, and Local DRRMCs based on their assessment of the situation.

Additional directives or measures may be introduced by DRRMC member agencies or during respective PDRA meetings, as necessary.

Let us ensure timely actions to safeguard our communities during this period.

For guidance and compliance.

**For the Executive Director, NDRRMC:**

  
**ASEC HERNANDO M. CARAIG, JR**  
Civil Defense Deputy Administrator for Operations

**Attached: Minimum Preparedness Checklist**

# Minimum Preparedness Checklist

National	Regional
<p><b>The following actions represent the preparedness measures that shall be undertaken by the National, Regional and Local DRRMCs based on the respective assessment relative to the event. <u>Additional directives or measures</u> may be introduced <u>as deemed necessary by the DRRMC member-agencies / attendees during the PDRA Meeting.</u></b></p>	
<ul style="list-style-type: none"> <li>• Full activation of national response teams including search and rescue units, health personnel, and volunteers ready for immediate deployment / support to the affected or requesting region</li> <li>• Prepositioning of emergency response teams and equipment to areas expected to be affected by the disaster.</li> <li>• Establishing communication networks for quick information dissemination and coordination among national responders.</li> <li>• Coordination with national agencies and partner organizations for additional support if the situation escalates.</li> <li>• NDRRMOC on RED ALERT</li> <li>• NDRRMOC on BLUE ALERT</li> <li>• Heightened monitoring</li> <li>• Prepositioning of resources, rescue equipment, and personnel ready for deployment to support affected /requesting region.</li> <li>• Implementation/conduct preemptive evacuation of communities in high-risk areas if necessary, through concerned agencies and RDRRMCs</li> <li>• Regular updates to the public on the status of the threat and instructions for further action.</li> <li>• Heightened monitoring.</li> <li>• Constant monitoring of weather reports and hazard information from relevant agencies</li> <li>• Dissemination of advisories to stakeholders and the public.</li> <li>• Inventory check of available resources such as food, water, and emergency supplies.</li> <li>• Continued close coordination with key agencies (e.g., military, police, health services) for possible mobilization if needed.</li> <li>• Public awareness campaigns to remind people of safety protocols and preparedness tips through concerned agencies.</li> <li>• Identify alternate supply routes for delivery of essential supplies</li> <li>• Activate appropriate response cluster</li> </ul>	<ul style="list-style-type: none"> <li>• Where necessary, ensure concerned LGUs conducted preemptive evacuations, especially in flood-prone or landslide-prone areas.</li> <li>• Intensify provision of warnings and instructions to the public through all available channels. Emphasize safety measures and evacuation procedures.</li> <li>• Maintain full coordination with the national level for additional resources and support.</li> <li>• Ensure evacuation centers are fully operational, with necessary supplies, medical services, and personnel in place.</li> <li>• RDRRMOC on RED ALERT</li> <li>• RDRRMOC on BLUE ALERT</li> <li>• Heightened monitoring</li> <li>• Mobilize/preposition resources to strategic locations.</li> <li>• Regional and local EOCs are partially or fully activated to ensure readiness for potential activation.</li> <li>• Coordination with LGUs for possible evacuations.</li> <li>• Intensify sending of advisories to at-risk populations, detailing potential evacuation timelines and safety protocols.</li> <li>• Ensure communication systems between national, regional, and local DRRMCs are fully functional.</li> <li>• Ensure the logistics and transportation plans for rapid mobilization of resources are in place.</li> <li>• Continuous monitoring of weather advisories, earthquake bulletins, or other early warning signals. Agencies track potential hazards.</li> <li>• Convene initial meetings with relevant agencies to discuss potential risks and preparations.</li> <li>• Check the availability of resources such as relief supplies, personnel, and equipment.</li> <li>• Coordinate immediately the results of the PDRA to the P/C/L DRRMOs and LCEs.</li> <li>• Identify alternate supply routes for delivery of essential supplies</li> <li>• In tandem with RD DILG, directly communicate/coordinate with Governors and HUC Mayors in AORs.</li> <li>• Directly communicate/coordinate with AFP division commanders to identify appropriate landing zones/drop zones, and temporary evacuation areas within respective AORs.</li> <li>• Activate appropriate response cluster</li> </ul>
<ul style="list-style-type: none"> <li>• For LDRRMCs- Implement Operation LISTO: Disaster Preparedness Manual (Critical Preparedness Action)</li> </ul>	